



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 28 NOVEMBER 2019

AGENDA AND REPORTS

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

EXCLUSION OF PRESS AND PUBLIC

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act (as amended)."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

TO: The Chairman and Members of the
South Cambridgeshire District Council

NOTICE IS HEREBY GIVEN that the next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

THURSDAY, 28 NOVEMBER 2019

and I therefore summon you to attend accordingly for the transaction of the business specified below.

DATED this 20th day of November 2019

Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

1. **APOLOGIES**
To receive apologies for absence from Members.
 2. **DECLARATIONS OF INTEREST**
 3. **REGISTER OF INTERESTS**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
 4. **MINUTES**
To authorise the Chairman to sign the Minutes of the meeting held on 26 September 2019 as a correct record.
- (Pages 1 - 18)**
5. **ANNOUNCEMENTS**
To receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service.
 6. **QUESTIONS FROM THE PUBLIC**
 - 6 (a) **From Sue Bell**
I am a private individual with concerns about residential garden development.

When the new Local Plan was adopted by the Council in September last year, it was my understanding that planning applications in the local area would now be judged
Democratic Services Contact Officer: Democratic Services 03450 450 500 democratic.services@scambs.gov.uk

against the process contained in the newly adopted Plan:

Policy H/16 (NH/2:) – Development will only be permitted where it respects and retains or enhances the local character and distinctiveness of the local landscape and of the individual National Character Area in which it is located. H/16 also states – Residential gardens will only be used for the development of new buildings where there would be no significant harm to the local area, taking into consideration the character of the area, residential amenity, vehicular safety etc.

This standard of “no significant harm” is not applied by any other policy and yet the Council routinely ignores policy H/16 when making decisions on the development of residential gardens.

Does the Portfolio Holder for Planning agree that when making these decisions, the Council should take into account all relevant policies of the Local Plan, or is it acceptable for the Council to continue to ignore policy H/16 when it comes to the development of residential gardens?

6 (b) From Colin Wilson

The percentage of formal complaints resolved within the allotted timescale has been identified by the council as one of its key performance indicators. The council’s most recent performance report, dated 14 November, shows that this key indicator has been consistently and significantly below the accepted target since June 2018, and no data at all have been reported for this indicator since June 2019.

Will the Deputy Leader (Cllr Gough) please explain why there has been no improvement in this indicator since June 2018, why no recent data have been reported for this indicator, and what steps the cabinet will take to see that the reasons for the poor performance in this area are addressed?

6 (c) From David Brown

I worked for the Harlow District Borough Council for 23 years, and we were always told that if we witnessed any theft, fraud or corruption, we should report it to the relevant manager and the proper legal authorities and that we could do so without fear of reprisal. I was shocked to recently read in the South Cambridgeshire District Council Anti-Theft, Anti-Fraud and Anti-Corruption Policy (in paragraph 5.3) that employees who witness theft, fraud or corruption are prohibited from reporting these crimes directly to the police.

Does the Leader of the Council support the current policy or will she commit to changing the policy so that employees who have concerns about theft, fraud or corruption will be able to contact the police freely without fear of reprisals?

6 (d) From Daniel Fulton

This question is asked on behalf of the Few's Lane Consortium, a community action group based in Longstanton working to promote the principles of sustainable development and to advocate for accountability in local government.

Over the past year, the Consortium has been working with communities across the district that have been adversely affected by plainly unfair planning decisions taken by this council without regard for its own policies and without regard for basic standards of procedural fairness.

Time and time again, when responding to complaints from local residents, officers seem to have been instructed to concede nothing and to deny culpability at all costs and in all circumstances, even when the facts clearly and unambiguously point to mistakes having been made on the part of the council. It is as though officers feel that it is more important for them to protect the council from reputational damage than to actually address real instances of injustice resulting directly from unfair decisions made by this council.

In the council's recently adopted business plan, the council has pledged to be 'a modern and caring council' that puts its 'customers at the centre of everything we do'. What programmes or policies will the Leader of the Council commit to putting into place to see that these these values and organisational objectives are reflected in the way in which officers carry out their day-to-day duties on behalf of the council?

7. PETITIONS

An electronic petition, with 164 e-signatures, has been received in the following terms:

"Taxi drivers reject company door sign mandatory by South Cambridgeshire District Council."

A copy of the letter received with the petition and a link to the online petition is attached.

As this item relates to the recommendations of the Licensing Committee, following its meeting held on 11 November 2019, in relation to the Hackney Carriage and Private Hire Licensing Policy and Conditions, at item 8(f) on this agenda, it is anticipated that the Chairman will deal with the petition at that point on the agenda.

(Pages 19 - 20)

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Investment Strategy (Cabinet - 2 October 2019) Cabinet

RECOMMENDED THAT COUNCIL

Approve:

- (a) The updated Investment Strategy attached at Appendix A to the report of the Interim Director of Finance which includes (i) a range of investment indicators to comply with the Statutory Guidance on Local Government Investments and (ii) the governance arrangements that enable the Council to seek approval for priority investments in a timely manner in response to market conditions.
- (b) The consequent changes to the Scheme of Delegation to enable the Head of Commercial Development and Investment to progress investment opportunities, including due diligence checks, and to authorise the S151 Officer to submit non-binding offers in line with market practice.

8 (b) General Fund Revenue and Capital Provisional Outturn 2018/19 (Cabinet - 2 October 2019)
Cabinet

RECOMMENDED THAT COUNCIL

Approve:

- (a) The re-designation of the established Business Efficiency Reserve as the Transformation Reserve and that the sum of £3 million be appropriated from the unallocated General Fund Reserve to the Transformation Reserve to enable the service transformation and organisational change programme to be resourced, noting that the General Fund unallocated reserve would then be £14.446 million;
- (b) The General Fund Revenue Budget Carry Forwards in the sum of £1.227 million as outlined in Appendix A to the report of the Head of Finance;
- (c) The General Fund Capital Budget carry forwards of £6.464 million due mainly to the slippage of capital projects as outlined in the report.

(Pages 63 - 76)

8 (c) Housing Revenue Account (HRA) Revenue and Capital Provisional Outturn 2018/19 (Cabinet - 2 October 2019)
Cabinet

RECOMMENDED THAT COUNCIL

Approve:

- (a) The Housing Revenue Account Revenue Budget Carry Forwards from 2018/2019 to 2019/2020 in the sum of £0.739 million, identified at Appendix A to the report of the Head of Finance;
- (b) The Housing Revenue Account Capital Budget Carry Forwards from 2018/2019 to 2019/2020 of £1.124 million, identified at Appendix B.

(Pages 77 - 86)

8 (d) Review of Polling Districts and Polling Places (Civic Affairs Committee - 29 October 2019)
The Civic Affairs Committee

RECOMMENDED THAT COUNCIL

Agree that the current schedule of polling districts and polling places be retained with no changes.

(Pages 87 - 96)

8 (e) General Fund Capital Programme Update and New Bids (Cabinet - 6 November 2019)

Cabinet

RECOMMENDED THAT COUNCIL

Approve:

- (a) The allocation of additional funding of £545,000 from the Renewables Reserve to complete the footpath lighting upgrades given the environmental benefits, acknowledging that a full report would be submitted to Cabinet for approval that outlines the programme of work, timescales, costs and payback period;
- (b) The allocation of funding of £1,300,000 from the Renewables Reserve for a range of energy efficiency and green energy measures at South Cambridgeshire Hall, acknowledging that a full report would be submitted to Cabinet for approval that outlines the range of modifications and enhancements proposed, costs and payback period;
- (c) The revised General Fund capital programme for the period 2019/2020 to 2024/2025, reproduced at Appendix C of the report of the Head of Finance, to reflect the new scheme bids, amendments to the programme and the reprofiling of expenditure identified in the report.

(Pages 97 - 114)

8 (f) Hackney Carriage and Private Hire Licensing Policy and Conditions (Licensing Committee - 11 November 2019)

The Licensing Committee

RECOMMENDED THAT COUNCIL

Approve and adopt the revised Hackney Carriage and Private Hire Licensing Policy at Appendix A to the report of the Director of Housing, Health and Environmental Services with effect from 1 January 2020.

(Note: The Climate and Environment Advisory Committee made comments at its meeting on 19 November, which have been included in the attached report.)

(Pages 115 - 214)

9. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY

To receive the reports summarising the work of the Cambridgeshire and Peterborough Combined Authority in July and September 2019.

(Pages 215 - 260)

10. APPOINTMENT TO THE INDEPENDENT REMUNERATION PANEL (IRP)

To appoint an interim member of the Independent Remuneration Panel and to authorise the Interim Director of Corporate Services and Chairman of the Independent Remuneration Panel to recruit a permanent replacement member.

(Pages 261 - 262)

11. MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES

To note and endorse any changes in the membership of Committees which have

been made in accordance with the wishes of the Leader of the political group to which the seat concerned has been allocated.

To agree any changes required in the membership of outside bodies.

12. QUESTIONS FROM COUNCILLORS

A period of 30 minutes will be allowed for this item to include those questions where notice has been provided (as set out on the agenda below) and questions which may be asked without notice.

Members wishing to ask a question without notice should indicate this intention to the Democratic Services Team Leader prior to commencement of the item. Members' names will be drawn at random by the Chairman until there are no further questions or until the expiration of the time period.

12 (a) From Councillor Peter Topping

To ask the lead member for planning if the briefing that was arranged on the Five Year Land Supply at 0930 on the morning of the most recent Planning Committee meeting was a co-incidence or not?

12 (b) From Councillor Heather Williams

Has the employment of an additional partnership officer (RECAP) to coordinate fly-tipping intelligence (as set out in the Business Plan) led to any prosecutions?

13. NOTICES OF MOTION

A period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the 30 minute period, debate shall cease immediately, the mover of the original Motion, or if the original Motion has been amended, the mover of that amendment now forming part of the substantive motion, will have the right of reply before it is put to the vote.

13 (a) Standing in the name of Councillor Pippa Heylings

This Council was one of the first District Councils to pledge a Zero Carbon target back in November 2018, before national government announced its Zero Carbon by 2050 legislation. The unanimous motion focused on delivering Zero Carbon by 2050 across the Greater Cambridge area through the next Local Plan and, indeed, the climate emergency is now a key issue for the new Local Development Plan, which is currently being drafted. Since last November, the Council has ensured that Zero Carbon is central to its corporate Business Plan, budget and new green investment strategy - in order to ensure the resources and officer time necessary to become the greenest Council. It has installed solar panels at the Waterbeach Waste Depot, drafted new Supplementary Planning guidance to support existing policy, and set up the new Zero Carbon Communities grant scheme. More still needs to be done. The Council is collating and commissioning evidence to determine how and when carbon reduction targets in each sector will be reached.

The Council, therefore, pledges to:

1. Declare a Climate Emergency.
2. Report to Full Council within 6 months on the carbon reduction targets and

- projects for the Council's own buildings and operations.
3. Ensure that all strategic decisions, budgets and approaches to planning decisions by the Council are in line with a shift to zero carbon.
 4. Ensure that the new Greater Cambridge Local Plan fulfills its role in bringing forward net zero carbon development, particularly in new housing and infrastructure, as well as ensuring that new development can adapt to our changing climate
 5. Work with partners across the district to deliver this target through investment, skills, strategies and planning; and
 6. In order to enable South Cambridgeshire and the rest of the UK to reach net zero carbon before 2050, call on government, industry and regulators to implement the necessary changes with funding, transformed national infrastructure, policy, new technologies and legislation.

13 (b) Standing in the name of Councillor Mark Howell

South Cambridgeshire District Council believes all sectors of the community should be able to access its services. This Council asks the Disability Task and Finish Group to examine the British Deaf Association Charter which is designed as a vehicle to remove direct and indirect discrimination, empower local deaf communities and improve dialogue between South Cambridgeshire District Council and Deaf people.

13 (c) Standing in the name of Councillor Peter Topping

This Council agrees that all budget holding "lead cabinet members" should hold at least 3 public meetings per calendar year.

14. CHAIRMAN'S ENGAGEMENTS

To note the Chairman's engagements since the last Council meeting.

<u>Date</u>	<u>Venue/Event</u>	<u>Attending</u>
<u>September</u>		
Thu 26	Quiz and Pizza Supper evening for staff. SCDC	Chairman/Vice-Chairman
Sat 28/Sun 29	Grand opening of the Cambridge Ice Arena and Gattiker Ice Rink	Chairman/Vice-Chairman
<u>October</u>		
Fri 11	Phoenix Trust – Official opening of the new kitchen – Milton, Cambridgeshire	Chairman/Vice-Chairman
Wed 30	Black History Month. SCDC	Vice-Chairman

November

Sat 16	Mayor of Cambridge's Reception	Chairman
Sun 17	High Sheriff's Service of Remembrance for the Road Victims' Trust	Vice-Chairman

15. EXCLUSION OF PRESS AND PUBLIC

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in paragraph 3 of Schedule 12A (as amended) of the Act).

Paragraph 3 refers to information relating to the financial or business affairs of any particular person (including the authority holding that information).

16. Potential Property Acquisition - Cambridge Science Park (Cabinet - 6 November 2019)

(Pages 263 - 280)

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Other Facilities

Facilities are available for nursing mothers. Please ask a member of staff for more information.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.