



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 20 FEBRUARY 2020

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, SOUTH CAMBRIDGESHIRE HALL, at 2.00 P.M.**
on

THURSDAY, 20 FEBRUARY 2020

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

DATED this 12th day of February 2020

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 28 November 2019 as a correct record.

A confidential minute containing exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) has been circulated to Members only at item 19 on the agenda.

(Pages 1 - 24)

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 Dr Bryan Cameron

Under the Article 36 of the Town and Country Planning (Development Management Procedure) (England) Order 2010, the Council is required to register all planning applications and is required to make the register available for public inspection.

However, since late last month, there have been no new planning applications recorded in the register.

Has the Council altogether ceased to function as the district's local planning authority or is the Council continuing to consider planning applications without disclosing them in the public planning register as is required by law?

(Note: Dr Bryan is unable to attend the meeting and has requested that his question be asked by Mr Daniel Fulton).

6 (b) From Mr Daniel Fulton

I was very pleased to learn recently that the Council has asked the Local Government Association's Planning Advisory Service to conduct an independent review of the shared planning service. Will the Leader of the Council agree to the report being made available to the public once it is issued?

7. PETITIONS

To note that no petitions have been received since the last Council meeting.

8. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

8 (a) Medium Term Financial Strategy (Cabinet - 4 December 2019)
Cabinet

RECOMMENDED THAT COUNCIL

1. Acknowledge the projected changes in service spending and the overall resources available to the Council over the medium term;
2. Approve the Medium Term Financial Strategy at Appendix A and the updated financial forecast at Appendix B.

(Pages 25 - 46)

8 (b) Annual Pay Policy Statement (Employment & Staffing Committee, 23 January 2020)

The Employment and Staffing Committee

RECOMMENDED THAT COUNCIL

Approve the Pay Policy Statement for 2020.

(Pages 47 - 58)

8 (c) Appointment of Monitoring Officer (Employment & Staffing Committee, 23 January 2020)

The Employment and Staffing Committee
RECOMMENDED THAT COUNCIL

Appoint Rory McKenna as the Council's Monitoring Officer.

(Pages 59 - 62)

8 (d) Hackney Carriage and Private Hire Licensing Policy and Conditions (Licensing Committee - 10 February 2020)

Licensing Committee

RECOMMENDED THAT COUNCIL

Approve and adopt the revised Hackney Carriage and Private Hire Licensing Policy with effect from 1 April 2020.

Note: Members are reminded that at its meeting held on 28 November 2020, the Council received a petition and agreed to give it due consideration when considering the Hackney Carriage and Private Hire Licensing Policy and Conditions. The petition is referred to at Appendix B to the attached report.

(Pages 63 - 194)

8 (e) 2020 - 2025 Business Plan (Cabinet - 5 February 2020)

Cabinet

RECOMMENDED THAT COUNCIL

1. Adopt the 2020-25 Business Plan action grid at Appendix A to the report.
2. Authorise the Chief Executive to make any minor wording changes required to final drafts, in consultation with the Deputy Leader.

(Pages 195 - 210)

8 (f) Localised Council Tax Support Scheme: 2020/21 (Cabinet - 5 February 2020)

Cabinet

RECOMMENDED THAT COUNCIL

Approve

1. The adoption of Option 1, comprising the Localised Council Tax Support (LCTS) Income Bands scheme currently in operation, with an uprating of calculation figures in line with the Consumer Price Index.
2. The delegation of future annual inflation adjustments to scheme limits to the LCTS scheme limits to the Head of Finance in liaison with the Lead Cabinet Member for Finance.

(Pages 211 - 220)

8 (g) Review of Reserves and Provisions (Cabinet - 5 February 2020)

Cabinet

RECOMMENDED TO COUNCIL

1. That the Reserves as summarised at paragraph 13 of the report be released and transferred to the General Reserve on 31 March 2020.
2. That the Reserves proposed for replenishment or combination, and the outstanding balances at 31 March 2020 proposed for release, as detailed in Appendix A to the report, be approved.
3. That the proposed new Reserves, as summarised at paragraph 16 of the report, be approved.
4. That the movement in Reserves in 2019/20, as set out in Appendix A, and the estimated balance of Reserves of £41.763 million, be noted.

(Pages 221 - 238)

8 (h) Capital Strategy (Cabinet - 5 February 2020)
Cabinet

RECOMMENDED THAT COUNCIL

Approve

1. The updated Capital Strategy attached at Appendix A to the report which sets out the policy framework for the development, management and monitoring of capital investment; and
2. The Prudential Indicators.

(Pages 239 - 258)

8 (i) Capital Programme 2020/2021 to 2024/2025 (Cabinet - 5 February 2020)
Cabinet

RECOMMENDED THAT COUNCIL

Approve the revised Capital Programme outlined at Appendix A.

(Pages 259 - 270)

8 (j) Treasury Management Strategy (Cabinet - 5 February 2020)
Cabinet

RECOMMENDED THAT COUNCIL

Approve the updated Treasury Management Strategy attached at Appendix A to the report which sets the policy framework for the Council's treasury management activity, including (i) the Treasury Management Policy Statement; (ii) Minimum Revenue Provision Policy and (iii) Treasury Indicators.

(Pages 271 - 308)

8 (k) Summary General Fund Revenue Budget 2020/21 (Cabinet - 5 February 2020)
Cabinet

RECOMMENDED THAT COUNCIL

1. Approve the 2020/2021 General Fund Revenue Budget based on known

commitments at this time and planned levels of service/functions resulting in a Budget Requirement of £24.329 million; and

2. Approve the District Council Precept on the Collection Fund (Council Tax Requirement) of £9.562 million in 2020/2021 (based on the Government Settlement) and a Band D Council Tax of £150.31.

(Pages 309 - 392)

8 (I) Housing Revenue Account Revenue and Capital Budget 2020/2021 (Cabinet - 5 February 2020)
Cabinet

RECOMMENDED THAT COUNCIL

1. Approve the HRA revenue budget for 2020/2021 as shown in the HRA Budget Summary as presented at Appendix A;
2. Approve the HRA Medium Term Financial Strategy forecasts as shown in Appendix B;
3. Approve the Housing Capital Programme as shown in Appendix C.

(Pages 393 - 418)

9. COUNCIL TAX RESOLUTION

To approve the formal Council Tax resolution for 2020/21 **(Report to follow)**

10. SWAVESEY BYEWAYS RATE 2020/21

The Swavesey Byeways Advisory Committee

RECOMMENDED THAT COUNCIL

Retains the level of the Swavesey Byeways rate at £1.20 per hectare for land within the charge paying area for the period 2020/21 in order to fund the required level of maintenance.

(Pages 419 - 432)

11. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY

Attached are the reports summarising the work of the Cambridgeshire and Peterborough Combined Authority in October and November 2019 and January 2020. At the time of publication of this agenda, the Council had not received the decision summary for the meeting of the Overview and Scrutiny Committee held on 27 January 2020.

(Pages 433 - 482)

12. REPORT OF THE INDEPENDENT REMUNERATION PANEL

To consider the recommendations of the Independent Remuneration Panel (IRP) in respect of a variation to the Scheme of Members' Allowances.

(Pages 483 - 488)

13. MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES

- (a) To note and endorse the following appointments to committees to fill the vacancies created by the resignation of Councillor Peter Topping:-

- Audit and Corporate Governance Committee – Councillor Mark Howell
- Brexit Advisory Group – Councillor Heather Williams
- Civic Affairs Committee – Councillor Heather Williams
- Employment and Staffing Committee – Councillor Heather Williams
- Planning Committee – Councillor Sue Ellington

(b) To note and endorse the following substitute appointments to fill the vacancies created by the resignation of Councillor Peter Topping and changes in appointments at (a) above:-

Scrutiny and Overview Committee – Councillor Heather Williams
 Audit and Corporate Governance Committee – Councillor Graham Cone
 Grants Advisory Committee – Councillor Tom Bygott
 Employment and Staffing Committee - Councillor Grenville Chamberlain
 Climate and Environment Advisory Committee – Councillor Ruth Betson

(c) To note and endorse the following change in membership of committees and substitute arrangements:-

Licensing Committee:

- Councillor Heather Williams replaced by Councillor Mark Howell as a member of the committee.
- Councillor Nigel Cathcart replaced by Cllr Gavin Clayton as a member of the committee.
- Councillor Mark Howell replaced by Councillor Heather Williams as a substitute member of the committee.
- Councillor Gavin Clayton replaced by Cllr Nigel Cathcart as a substitute member of the committee.

(d) To note and endorse any other 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 has been allocated.

(e) To note and endorse the following appointments and substitute appointments to outside bodies to fill the vacancies created by the resignation of Councillor Peter Topping:

- Greater Cambridge Partnership Combined Authority Joint Assembly – Councillor Heather Williams appointed as Conservative Group representative.
- Cambridgeshire and Peterborough Combined Authority Scrutiny and Overview Committee – Councillor Heather Williams appointed as Conservative Group substitute.

(f) To note and endorse any other changes required in membership of outside bodies.

14. CALENDAR OF MEETINGS 2020/21

To approve the Calendar of Meetings 2020/21.

(Pages 489 - 494)

15. 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.

15 (a) From Councillor Dr. Ian Sollom

With the welcome announcement of a preferred route option for East West Rail that will connect Cambourne and surrounding communities, both existing and planned, to the national rail network, can the administration explain how they will ensure that communities along the route are properly engaged and heard in the next phase of developing a specific route alignment?

15 (b) From Councillor Sue Ellington

Can the lead member tell us how South Cambridgeshire District Council plans to commemorate the 75th anniversary of VE Day?

15 (c) From Councillor Nigel Cathcart

Could the Leader of the Council please give an update regarding the development of Cambourne High Street?

15 (d) From Councillor Gavin Clayton

Please would the Leader undertake to request officers to bring forward a progress report to Cabinet on the action requested in my motion to Council on 18 July 2019, most notably to deliver a Single Equality Scheme and to join the Encompass Network's Safer Spaces Scheme so that there is a visible reassurance for LGBTQ+ residents of South Cambridgeshire District Council?

15 (e) From Councillor Nick Wright

Scheme of delegation difficulties have resulted in a number of planning decision notices being delayed. Is there anything that members of the Council can do to aid officers come to more timely decisions?

15 (f) From Councillor Heather Williams

Will the administration consider allowing parishes to apply for the Three Free Trees and put them on district council land?

15 (g) From Councillor Ruth Betson

Does the leader approve of the GCP's C2C route?

15 (h) From Councillor Graham Cone

Is the Leader accepting the removal of 1.7miles of trees for the C2C?

16. 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.

16 (a) Standing in the name of Councillor Peter Fane

This Council recognises the invaluable contribution of EU citizens working in jobs that provide Council services to residents and are crucial to key sectors of the economy in the City and South Cambs, including the health and care sectors, as well as their contribution to our society as a whole.

This Council therefore:

- Pledges to support and protect all EU citizens who live or work in the District, throughout and after the Brexit process
- Confirms that it believes that all EU citizens in the District should retain their right to vote in and be candidates in local elections;
- Requests Cabinet to explore ways in which it can help EU citizens in the District apply for permanent residence and citizenship.

16 (b) Standing in the name of Councillor Geoff Harvey

With reference to the Future Homes Standard 2019 Consultation on changes to Part L (conservation of fuel and power) and Part F (ventilation) of the Building Regulations for new dwellings (consultation closed 7th Feb 2020):-

This Council deplores:-

1. That the Government wishes to take away from local government and planning authorities their already very limited powers to require energy efficiency standards higher than national minimum standards embodied in Part L of Building Regulations (now subject to revision).
2. That following revision, the proposed new Future Homes Standard will not be in force until 2025
3. That regarding transitional arrangements, of the two options consulted upon, this Government is promoting the option with the least focus on raising the insulation standards of building fabric.
4. That transitional arrangements will allow these already limited building fabric requirements to be side-stepped by the installation of green energy add-ons such as heat pumps and solar PV, masking a poor standard of insulation.

This Council urges Government to listen to and act upon the concerns raised nationally by professional planners, architects and engineers and by responsible developers alike; concerns being articulated, for example, by the London Energy Transition Initiative (LETI), representing the views of over 1000 built environment professionals.

When the Government scrapped the Zero Carbon Homes policy in 2015 it not only delivered a huge windfall to developers but also set back progress towards a low

carbon future by many years. This Government is doubling down on that error by proposing a new standard that will not come into force until 2025. Transitional arrangements will allow developers to largely escape building to higher standard of fabric until that date so that 10 critical years will have been lost. Insulation standards proposed beyond 2025 are inadequate. At the same time, local planning authorities will be prevented from intervening. This policy direction will simply add to our stock of poorly insulated homes needing to be expensively upgraded in future with retrofit insulation.

The 'fabric first' approach to reducing emissions from dwellings is a central plank of the Greater Cambridge Sustainable Design and Construction SPD, adopted by SCDC 8th Jan 2020. Whilst green energy add-ons are to be encouraged, their operational lifetime is perhaps 25 years and they are more readily retrofitted. High quality building fabric would deliver its benefits for 100 years or more but is extremely costly when installed as a retrofit upgrade. The most effective way to reduce carbon emissions is to reduce heat loss at source as the first priority.

It is a national scandal that the Government, having announced a 2050 zero carbon target, is now consulting on plans effectively allowing poorly insulated homes to be built for another five years at least whilst further limiting the ability of local authorities to intervene. If building regulations are to have primacy in setting sustainability standards, these must encourage a 'fabric first' approach and the highest possible standards of insulation.

This Council authorises officers to write to the Ministry for Housing, Local Government and Communities to express these concerns.

16 (c) Standing in the name of Councillor Dr. Ian Sollom

South Cambridgeshire District Council is proud of its efforts to tackle discrimination in all its forms and we condemn racism and antisemitism of any form. Following the Council's very moving ceremony led by Cllr Cahn on Holocaust Memorial Day, and as part of the Council's ongoing equalities work we resolve to adopt the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines on antisemitism, which define antisemitism as:-

'a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.'

The guidelines highlight various manifestations and are accessible at:-

<https://www.holocaustremembrance.com/working-definition-antisemitism>

This Council underlines its condemnation of all forms of racism and religious discrimination in all its manifestations and adopts the IHRA definition of antisemitism as the working model for challenging and confronting incidents of this form of discrimination.

16 (d) Standing in the name of Councillor Dr. Martin Cahn

South Cambridgeshire District Council has no close links to other local authorities in Europe, either through membership of European local authority networks or through twinning arrangements. The Government insists that we are leaving the European

Union, but not Europe, and it would seem an appropriate moment to emphasise that in South Cambridgeshire, at least, the desire for close links to Europe remains. The adjoining districts of both Fenland and Cambridge are twinned with European local authorities, as are Bourn, Comberton, the Fen Edge villages, Foxton, the Shelfords/Stapleford and Sawston as well as Huntingdon, St Ives, Ely and Soham Town Councils and Burwell Parish Council in adjoining districts.

Withdrawal from the EU also does not mean that we are necessarily withdrawing from all European programmes. The EU's Interreg programmes promote interaction with local authorities across borders, including its external borders, and the North Sea, North West Europe and UK-Northern France programmes are currently open to Cambridgeshire. One can anticipate that the UK Government, if it is to keep to its promises, will continue to fund participation in these, but for South Cambridgeshire to do this it is necessary to build links with local authorities in Europe.

The development of such twinning links is generally done through the establishment of a twinning association. The twinning budget of Cambridge, which is twinned with both Heidelberg and Szeged, is £8140 including grants to the two twinning associations. Membership of international networks is generally more expensive than this, but may allow the development of more connections.

This Council notes the lack of international links in South Cambridgeshire and proposes that this Council:

- 1) emphasises our commitment to pan-European activity by European local authorities.
- 2) supports the development of links with European local authorities in order to maintain our links with our counterparts in Europe following withdrawal from the European Union.
- 3) calls upon the Cabinet to:
 - a. examine in more detail potential means of increasing our own links with European local authorities and localities, examining the costs and the benefits, and report back.
 - b. examine means of supporting and promoting the development of European links by the parish and town councils in the District.

16 (e) Standing in the name of Councillor Heather Williams

That this council opposes congestion charging in Cambridge.

17. CHAIRMAN'S ENGAGEMENTS

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

Date	Venue/Event	Attending
November		
Sun 17	A Service of Remembrance for Road Traffic Victims, Great St Mary's Church, Cambridge	Vice-Chairman
Mon 25	Service of Thanksgiving and Pie Social, hosted by the Chaplain,	Vice-Chairman

501st Combat Support Wing,
Base Chapel at RAF Alconbury

December

Tues 10	King's College Schools Carol Service, King's Chapel	Chairman
	Cogwheel Trust Carol Service, Magdalene College Chapel, Cambridge	Vice-Chairman
Fri 19	South Cambs District Council Chairman's Reception	Chairman/Vice-Chairman
Fri 20	Huntingdonshire District Council Carol Service, St Mary's Church, Huntingdon	Vice-Chairman

January

Mon 27	SCDC Holocaust Memorial Day, South Cambs Hall	Chairman/Vice-Chairman
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18. EXCLUSION OF PRESS AND PUBLIC

The press and public are likely to be excluded from the meeting during consideration of the following items of business 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).

19. MINUTES (EXEMPT)

A minute containing exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) has been circulated to Members of the Council only. The press and public are likely to be excluded from the meeting during any discussion on the accuracy of the exempt minute.

(Pages 495 - 498)

20. THIRD PARTY LOAN

(Pages 499 - 510)

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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

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Emergency and Evacuation

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- **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.