



South Cambridgeshire District Council

Council Meeting
Thursday, 20 May 2021

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 Chair and Members of the
South Cambridgeshire District Council

Notice Is Hereby Given that the next meeting of the **Council** will be held in the **Conservation Hall - Duxford Imperial War Museum CB22 4QR** at **2.00 P.M.** on

Thursday, 20 May 2021

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

Dated this 12 May 2021

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. Election of Chair of the Council for 2021- 22**
To elect the Chair of the Council for the 2021-22 municipal year.

In accordance with Article 5 of the Constitution, if more than one nomination is received, a vote by secret ballot will be conducted.

The elected Chair to sign and read out the Declaration of Acceptance of Office.
- 2. Appointment of Vice Chair of the Council for 2021- 22**
To elect the Vice Chair of the Council for the 2021-22 municipal year.

In accordance with Article 5 of the Constitution, if more than one nomination is received, a vote by secret ballot will be conducted.

The elected Chair to sign and read out the Declaration of Acceptance of Office.
- 3. Apologies**
To receive Apologies for Absence from Members.
- 4. Declarations of Interest**
To receive from Members any declarations of interest in items on this agenda.

5. **Register of Interests**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
6. **Minutes**
- 6 (a) **Ordinary meeting held on 15 April 2021 (to follow)**
To authorise the Chair to sign the Minutes of the ordinary meeting held on 15 April 2021 as a correct record.
7. **Announcements**
To receive any announcements from the Chair of Council, Leader of the Council, Lead Cabinet Members, or the Head of Paid Service.
8. **Returning Officer's return of Councillors elected**
To receive the Returning Officer's return of Councillors elected in by-elections held on 6 May 2021.
- (Pages 1 - 2)**
9. **Political Proportionality, allocation of seats on committees and other appointments - 2021- 22 (to follow)**
To receive the report on proportionality and
- Allocate seats on committees
 - Receive Group leaders' nominations to seats on committees
 - Appoint Chairs and Vice Chairs of committees
 - Re-appoint Grant Osbourn as the Council's lead Independent Person and Gillian Holmes as the Council's deputy Independent Person for a further term of two years, subject to annual ratification by the Council
 - Re-appoint Grant Osbourn as a member of the Council's Independent Remuneration Panel for a further 3-year term and appoint Jane Phillips as a member of the Independent Remuneration Panel, for a 3-year term
10. **Notification by Leader of the Council of the membership of the Cabinet for 2021-22 (to follow)**
The Leader to notify the Council of the number of members she is appointing to the Cabinet, their names and their areas of responsibility.
11. **Appointments to Cambridgeshire and Peterborough Combined Authority**
To request the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2021/22.
- (Pages 3 - 10)**
12. **Appointments to outside bodies (report to follow)**
To approve any amendments needed to non-executive outside body appointments.

13. Designation of Scrutiny and Overview Committee as crime and disorder committee

To designate the Council's Scrutiny and Overview Committee as its crime and disorder committee in accordance with sections 19 and 20 of the Police and Justice Act 2006.

14. Agreement of scheme of delegation of Council functions

To agree the scheme of delegation of Council functions as set out in Table 3, Part 3 of the Constitution. Table 3 sets out the committees which the Council has established, with the respective composition of members as set out, with responsibility to carry out the functions as set out.

The relevant section may be viewed at the following link:

[Part 3 of Constitution](#)

15. Questions From the Public

To answer any questions asked by the public.

The deadline for receipt of public questions is noon on Thursday 13 May 2021.

The Council's scheme for public speaking at meetings may be inspected here:

[Public speaking guidance](#)

16. To consider the following recommendation

16 (a) Business Plan 2020-25 (Cabinet 22 March 2021)

To approve the 2020-25 Business Plan at **Appendix A** (with the Action Plan primarily focused on delivery 2021-22).

(Pages 11 - 32)

17. Scrutiny and Overview Committee annual report 2020-21

To receive the Scrutiny and Overview Committee annual report for 2020-21.

(Pages 33 - 42)

18. Civic Affairs Committee annual report 2020-21

To receive the Civic Affairs Committee annual report 2020-21.

(Pages 43 - 46)

19. Constitution amendments

To adopt the changes to the constitution outlined at Appendix A and authorise the Chief Executive to make the necessary changes.

(Pages 47 - 58)

- 20. Write Off of Outstanding Debt 2020-21**
To note the amounts written off under delegated powers.
(Pages 59 - 64)
- 21. Adjustment to Council Tax resolution to correct the precepts for the parishes of Heydon and Wimpole**
To approve a correction to the precept and charges for the parish councils of Heydon and Wimpole, as set out at paragraph 5 of the report.
(Pages 65 - 68)
- 22. Making of the Cottenham Neighbourhood Plan**
To approve recommendations that the Council:
- a. Notes that the referendum for the Cottenham Neighbourhood Plan took place on 6 May 2021;
 - b. As it was a successful referendum, that it 'makes' (adopts) the Cottenham Neighbourhood Plan; and
 - c. Delegates to the Joint Director of Planning and Economic Development in liaison with the Lead Cabinet Member for Planning and the Parish Council Chair, the making of minor non-material changes and updates to the Referendum version of the Neighbourhood Plan (Appendix 1) to enable preparation of a final made (adopted) Cottenham Neighbourhood Plan.
(Pages 69 - 170)
- 23. Making of the Histon and Impington Neighbourhood Plan**
To receive recommendations that Council:
- a. Notes that the referendum for the Histon & Impington Neighbourhood Plan took place on 6 May 2021;
 - b. As it was a successful referendum, that is 'makes' (adopts) the Histon & Impington Neighbourhood Plan; and
 - c. Delegates to the Joint Director of Planning and Economic Development, in liaison with the Lead Cabinet Member for Planning and the Parish Council Chair, the making of minor non-material changes and updates to the Referendum version of the Neighbourhood Plan (Appendix 1) to enable preparation of a final made (adopted) Histon & Impington Neighbourhood Plan.
(Pages 171 - 352)
- 24. Oxford-Cambridge Arc Update**
To receive an update on the work of the Oxford-Cambridge Arc.
(Pages 353 - 354)
- 25. Leader of the Opposition's annual statement**
To receive the Leader of the Opposition's annual statement.
- 26. Questions From Councillors**
A period of 30 minutes will be allocated 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 Manager prior to the commencement of the item. Members' names will be drawn at random by the Chair until there are no further questions or until the expiration of the time period.

26 (a) From Councillor Dr Richard Williams

Will the administration of the Council commit to expanding the resources allocated to managing Tree Protection Order applications, Conservation Area matters and Trees works applications in the Council by employing an additional Trees Officer?

27. Dates of Council meetings 2021-22

Council, at its meeting held on 23 February 2021, approved the following dates for meetings in the 2021-22 municipal year.

Thursday 22 July 2021 – 2pm
Thursday 23 September 2021 - 2pm
Thursday 25 November 2021 – 2pm
Tuesday 22 February 2022 – 2pm
Thursday 21 April 2022 – 2pm
Thursday 26 May 2022 (annual meeting) – 2pm

In order to avoid holding an ordinary meeting of the Council during the pre- election period in April 2022, Council is invited to change the date of the meeting scheduled for 21 April 2022, to an alternative date of 23 March 2022.

28. Chair's Engagements

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

Date	Venue / Event
29 April 2021	Inaugural meeting of the Interim Council for Northstowe Town Council

Guidance For Members of the Public attending the annual meeting of the Council at the Conservation Hall, IWM Duxford
Access to the meeting

The meeting will take place at the Conservation Hall, Imperial War Museum, Duxford, CB22 4QR.

Members of the public wishing to view the meeting will be able to watch the livestream via the link which will be publicised before this meeting.

Any members of the public wishing to attend will need to register in advance. For more information about this meeting, including attendance, please contact Rebecca Dobson at democratic.services@scamb.gov.uk or telephone 01954 712901.