



South Cambridgeshire District Council

Council Meeting
Tuesday, 21 February 2023

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 **Council Chamber - South Cambs Hall** at **2.00 P.M.** on

Tuesday, 21 February 2023

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

Dated this 13 February 2023

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. Declaration 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 Chair to sign the Minutes of the meeting held on Thursday 24 November 2022 as a correct record.
(Pages 17 - 36)
- 5. Announcements**
To receive any announcements from the Chair, Leader, the executive or the head of paid service.
- 6. Questions From the Public**
To answer any questions asked by the public.

The deadline for receipt of public questions is midnight on Wednesday 15 February 2023.

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

[Public Questions at Remote Meetings](#)

7. Petitions

To note all petitions received since the last Council meeting.

8. To Consider the Following Recommendations:

8 (a) Medium Term Financial Strategy 2023-2028 (Cabinet 12 December 2022) (Key)

Cabinet

Recommended that Council

- (a) Acknowledge the projected changes in service spending and the overall resources available to the Council over the medium-term to 2025/2028.
- (b) Approve the refreshed Medium Term Financial Strategy at Appendix A and updated financial forecast at Appendix B.

(Pages 37 - 64)

8 (b) New Build Council Housing Strategy 2020-25 (Cabinet, 6 February 2023)

Cabinet

Recommended that Council

- Approves the updates to the New Build Council Housing Strategy 2020-25, including
- i) Setting the target annual completions for 2023-24 and 2024-25 at 75 homes per year; and
 - ii) Increasing the modelling period for payback from 35 to 45 years

(Pages 65 - 78)

8 (c) Business Plan Action Plan - 2023-24 (Cabinet 6 February 2023)

Cabinet

Recommended that Council

- a) Consider and approve the proposed Business Plan Action Plan for 2023-24 at **Appendix A**.
- b) Authorise the Chief Executive to make any minor wording changes

required to final drafts, in consultation with the Leader

(Pages 79 - 100)

8 (d) Capital Strategy (Cabinet 6 February 2023)

Cabinet

Recommended that Council

Consider the report and, if satisfied, to approve the updated Capital Strategy attached at **Appendix A** to the report which sets the policy framework for the development, management and monitoring of capital investment, including Prudential Indicators.

(Pages 101 - 122)

8 (e) Treasury Management Strategy (Cabinet 6 February 2023)

Cabinet

Recommended that Council

Consider the report and, if satisfied, to 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 (ii) Treasury Indicators.

(Pages 123 - 160)

8 (f) Review of Revenue Reserves and Provisions (Cabinet 6 February 2023)

Cabinet

Recommended that Council

Consider the report and, if satisfied, to approve:

- A)** That the Reserves as summarised at paragraph 11 of the report be released to the General Fund, or transferred to other Earmarked Reserves as shown, on 31 March 2023.
- B)** That the IT software and hardware reserves be amalgamated at 31 March 2023 to provide the necessary flexibility.
- C)** That the movement in Reserves in 2022/2023 as set out in Appendix A, and the estimated balance of Reserves of £29.830 million (+), be noted.

(Pages 161 - 170)

8 (g) Capital Programme 2023/24 - 2027/28 (Cabinet 6 February 2023)

Cabinet

Recommended that Council

Consider and approve the General Fund Capital Programme following a detailed review of the rolling programme by Cabinet at its meeting on 06 February 2023.

(Pages 171 - 180)

8 (h) Localised Council Tax Support 2023/24 (Cabinet 6 February 2023)

Cabinet

Recommended that Council

Approves Scheme Option 1 which comprising the LCTS Income Band scheme currently in operation and increases working age scheme to a maximum 100% reduction for all working age claimants, with an uprating of calculation annually in line with CPI in September adjustment to earnings disregards increasing support to those who are working.

(Pages 181 - 186)

8 (i) General Fund Budget 2023/24 (Cabinet 6 February 2023)

Cabinet

Recommended that Council

- (a) Take into account the detailed budgets presented at Appendix B, and summarised at Appendix A, with an estimated General Fund Gross Operating Expenditure for 2023/2024 of £84.868 million, estimated Gross Operating Income of £54.622 million and estimated General Fund Net Operating Expenditure of £30.246 million.
- (b) Acknowledge the key factors which have led to the proposed 2023/2024 General Fund Revenue Budget, with service pressures summarised at Appendix C and offsetting efficiency savings/policy options summarised at Appendix D.
- (c) Acknowledge that the 2023/2024 General Fund Revenue Budget gross expenditure is covered by forecast income sources (assuming no change in Government grant) and, therefore, any addition(s) to expenditure that are made by the Cabinet or Council will need to be met from the General Fund Balance.
- (d) Approve the 2022/2023 General Fund Revenue Budget taking into account the statement by the Chief Finance Officer on the risks and robustness of the estimates as required under Section 25 of the Local Government Act 2003 (reproduced at Appendix F).
- (e) Set the Council Tax Requirement for 2023/2024 at £11,130,440.
- (f) Approve an increase in the District element of the Council Tax of £5 per annum, giving an average Band D Council Tax of £165.31, plus the relevant amounts required by the precepts of the Parish Councils, Cambridgeshire County Council, Cambridgeshire Police & Crime Commissioner, and the Cambridgeshire Fire Authority.
- (g) Approve the estimates of the amounts required to be made under the Non-domestic Rating (Rates Retention) Regulations 2013 as set out in paragraphs 38 and 39.
- (h) Approve the use of the additional income from the Business Rate Pool, estimated at £1,000,000 in 2023/2024, for transfer to the

established Renewables Reserve for priority projects.

- (i) Subject to any changes to the recommendations above, Council approves:
 - (i) The 2023/2024 General Fund Revenue Budget based on known commitments at this time and planned levels of Service/functions resulting in a Budget Requirement of £32.918 million.
 - (ii) The District Council Precept on the Collection Fund (Council Tax Requirement) of £11.130 million in 2023/2024 (based on the Provisional Government Settlement) and a Band D Council Tax of £165.31.

Proposed Amendments Submitted

The Conservative Group has submitted its alternative budget proposals, to be proposed as amendments. The proposals were considered by the Scrutiny and Overview Committee at its meeting on 19 January 2023 and are included in the agenda pack for Council, following the report and appendices for this item.

(Pages 187 - 234)

8 (j) Housing Revenue Account Budget 2023/24 (Cabinet 6 February 2023)

Cabinet

Recommended that Council

Housing Revenue Account (HRA): Revenue

- (a) approve the HRA revenue budget for 2023/2024 as shown in the HRA Budget Summary as presented at **Appendix A**.

HRA: Review of Rents and Charges

- (b) Approve that council dwelling rents for all social rented properties be increased by 7%, recognising that inflation measured by the Consumer Price Index (CPI) at September 2022, plus 1% would result in an increase of 11.1%, but that the government has introduced a cap on rent increases at 7% from April 2023.
- (c) Approve that affordable rents (inclusive of service charge) are also increased by 7% in line with the increase for social rents.
- (d) Approve that rents for affordable shared ownership properties are increased by 7% or RPI at January 2023 plus 0.5% whichever is the lower, from April 2023, recognising that although the government rent cap does not apply to this tenure, an increase of in excess of 7% may put undue financial pressure on these households.
- (e) Approve that garage rents be increased by 7% in line with the increase for social rents.

- (f) Approve the proposed service charges for HRA services and facilities provided to both tenants and leaseholders, as shown in **Appendix D**.

HRA: Capital

- (g) Approve the required level of funding for new build investment between 2023/2024 and 2027/2028 to ensure that commitments can be met in respect of the investment of all right to buy receipts currently retained or anticipated to be received by the authority for this period. This expenditure will take the form of HRA new build, with the 60% top up met by other HRA resources.
- (h) Approve the HRA Medium Term Financial Strategy forecasts as shown in **Appendix B**.
- (i) Approve the Housing Capital Programme as shown in **Appendix C**.
(Pages 235 - 262)

9. Council Tax Resolution

To approve the formal Council Tax resolution for 2023/24.

(Pages 263 - 284)

10. Swavesey Byeways Rate 2023/24

The Swavesey Byeways Committee

Recommended that Council

It retains the level of the Swavesey Bye-ways rate at £1.20 per hectare for land within the charge paying area for the period 2023/24 in order to fund the required level of maintenance.

(Pages 285 - 288)

11. Report of the Independent Remuneration Panel - Members' Allowances Scheme 2022/23

It is recommended that Council:

- (a) Agree a revised Scheme of Members' Allowances for 2022/23 (see Appendix A) and, if adopting the recommendations of the Independent Remuneration Panel, to approve the implementation of:-
 - (a) The increase in the Basic Allowance to £5,501 (equivalent to a 4.25% increase) retrospectively with effect from 1 April 2022; and
 - (b) The increase to all the Special Responsibility Allowances of 4.25%, retrospectively with effect from 1 April 2022.
- (b) Authorise the Head of HR, Transformation and Corporate Services to implement and advertise the new scheme and make any consequential amendments required to the Scheme of Members' Allowances in Part 6 of the Constitution.

(Pages 289 - 304)

12. Calendar of Meetings 2023/24

To approve the Calendar of Meetings for 2023/24.

(Pages 305 - 310)

13. Membership of Committees and Outside Bodies

Council is asked to:

- i) In respect of the Cambridgeshire and Peterborough Combined Authority Housing Committee, note the appointment of Councillor Bridget Smith in place of Councillor John Batchelor, Councillor Peter Sandford as substitute;
- ii) In respect of the Employment and Staffing Committee, note the appointment of Councillor Bridget Smith as a substitute and
- iii) Note any other changes in roles, membership or substitutes in respect of any other committee;
- iv) Note, and, where required, endorse any changes to Outside Bodies appointments; and
- v) Note any executive appointments.

14. Cambridgeshire and Peterborough Combined Authority

Attached are two reports summarising the work of the Cambridgeshire and Peterborough Combined Authority from November 2022.

(Pages 311 - 376)

15. Greater Cambridge Partnership

Feedback from the Greater Cambridge Partnership Joint Assembly meeting on 23 November 2022 is attached.

(Pages 377 - 380)

16. Update on the Ox Cam Regional Partnership

It is recommended that Council supports South Cambridgeshire District Council Cabinet's intention to confirm its membership of the Oxford to Cambridge Partnership as it becomes formally recognised and funded by Government as a Pan-Regional Partnership (PRP) and the appointment of the Leader as the Council's representative on the PRP.

(Pages 381 - 388)

17. 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 Interim Democratic Services Team Manager prior to the 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.

17 (a) From Councillor Daniel Lentell

To the Leader of the Council

"In her reply to the last Full Council regarding her decision that SCDC should participate in the latest incarnation of the OxCam Arc development project the Leader asserted that this is, "a liberal democrat council."

Will she explain what is liberal or democratic about just one person deciding that SCDC should participate in OxCam (or express total support for East/West rail) without a debate at Full Council in public session or even a discussion in private among the Liberal Democrat party group?"

17 (b) From Councillor Carla Hofman
To Lead Cabinet Member for Communities

"Can the lead member provide an update on the support the council has provided to local people on the cost of living crisis following the approval by cabinet of a package of measures late last year?"

17 (c) From Councillor Sally Ann Hart
To Lead Cabinet Member of Housing

"Can Councillor John Batchelor explain why residents in South Cambridgeshire should feel positive about the future of council housing in our district?"

Supplementary: Do you believe that there are any particular risks that the council currently faces in relation to council housing?

17 (d) From Councillor Natalie Warren-Green
To the Lead Cabinet Member for Communities

"As we approach the end of the first year of the Homes for Ukraine programme, can the lead member provide an update on the scale of support South Cambridgeshire Communities have offered and what is the council's main focus at the moment to ensure hosts and guests get the support they need?"

17 (e) From Councillor Dr Susan van de Ven
To the Lead Cabinet Member for Economic Development

"Can Councillor McDonald explain how the council is supporting local businesses outside of the booming science and IT sectors to survive and thrive during this difficult economic period?"

17 (f) From Councillor Corrine Garvie
To the Leader

Question: "How might the newly formed Oxford Cambridge Partnership benefit South Cambridgeshire?"

Supplementary: "What will you do if the Government rescinds on its promise that the OCP is focused on the economy and the environment and starts to talk about large

scale housing developments again?”

17 (g) From Councillor Paul Bearpark

To the Lead Cabinet Member for Resources:

“Can Councillor John Williams explain how the Council is responding to the increasingly challenging financial situation that councils are facing in England?”

17 (h) From Councillor Graham Cone

Following the recent call from government for councils to ensure homes are free of dangerous mould, what steps has the Leader taken to ensure this call is answered?

17 (i) From Councillor Tom Bygott

SCDC recently took part in a meeting, called by LEGG (the Longstanton Environmental and Groundwater Group) about the disappearance of Longstanton's groundwater. There were 18 attendees, including 7 local elected representatives and 3 from Homes England. It was agreed that there should be regular follow-up meetings, the first of which is due later this week. Longstanton residents are pleased that the loss of their groundwater is now being taken seriously by SCDC. In the four weeks since this meeting, what new initiatives have SCDC taken to address the loss of Longstanton's groundwater?

17 (j) From Councillor Sue Ellington

The council is planning to build a solar farm at Waterbeach in order to supply sufficient electricity to power its fleet of electric refuse vehicles. The installation will include batteries to store generated power and a number of charging points for vehicles. Can the leader tell us how many electric refuse lorries will be involved, how much power they will need each day and can we be reassured that this facility will provide sufficient electricity in all weathers?

17 (k) From Councillor Mark Howell

Over Christmas we were informed that the collection of furniture for disposal had been discontinued because the law would be enforced from January 2023. Subsequently this service was reinstated. Can the leader tell council what arrangements have been made to enable this service to be reinstated?

18. 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.

18 (a) Standing in the names of Councillors Bridget Smith and Heather Williams

The intimidation and abuse of councillors, in person or otherwise, undermines democracy; preventing elected members from representing the communities they serve, deterring individuals from standing for election, and undermining public life in democratic processes.

This council notes that increasing levels of toxicity in public and political discourse is having a detrimental impact on local democracy and that prevention, support and responses to abuse and intimidation of local politicians must improve to ensure councillors feel safe and able to continue representing their residents.

This council therefore commits to challenge the normalisation of abuse against councillors and uphold exemplary standards of public and political debate in all it does. The council further agrees to sign up to the LGA's Debate Not Hate campaign. The campaign aims to raise public awareness of the role of councillors in local communities, encourage healthy debate and improve the response to and support for local politicians facing abuse and intimidation.

In addition, the council resolves to:

- Use the LGA template letter to write to the local Members of Parliament to ask them to support the campaign
- Use the LGA template letter to write to the Government to ask them to work with the LGA to develop and implement a plan to address abuse and intimidation of politicians
- Regularly review the support available to councillors in relation to abuse and intimidation and councillor safety
- Work with the local police to ensure there is a clear and joined-up mechanism for reporting threats and other concerns about the safety of councillors and their families
- Take a zero-tolerance approach to abuse of councillors and officers

19. Chair's Engagements

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

Date	Venue / Event
5 December	USAF 501 st Combat Support Wing Winter Reception, RAF Alconbury
7 December	Mayor's Carol Service, St Mary's Church, Haverhill

Guidance 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.

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.

Declarations of Interest - Information for Councillors

DECLARATIONS OF INTEREST

As a Councillor, you are reminded of the requirements under the Council's Code of Conduct to register interests and to disclose interests in a meeting. You should refer to the requirements set out in the Code of Conduct which are summarised in the notes at the end of this agenda frontsheet.

Disclosable pecuniary interests

A “disclosable pecuniary interest” is an interest of you or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) which falls within the categories in [Table 1 of the code of conduct, which is set out in Part 5 of the Constitution](#).

Where a matter arises at a meeting which directly relates to one of your disclosable pecuniary interests you must:

- disclose the interest;
- not participate in any discussion or vote on the matter; and
- must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

It is a criminal offence to:

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

Other registerable interests

These are categories of interest which apply to the Councillor only (not to their partner) and which should be registered. Categories are listed in [Table 2 of the code of conduct, which is set out in Part 5 of the Constitution](#). Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of non-registerable interests

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects – a. your own financial interest or well-being; b. a financial interest or well-being of a relative or close associate; or c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied. Where a matter (referred to in the paragraph above) affects the financial interest or well-being: a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and; b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]