



South Cambridgeshire District Council

Council Meeting  
Thursday, 30 March 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

**Thursday, 30 March 2023**

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

**Dated** this date

**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.**

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### **Agenda**

1. **Apologies**  
To receive Apologies for Absence from Members.
2. **Declaration of Interest**
4. **Minutes**  
To authorise the Chair to sign the Minutes of the meeting held on the 21 February 2023 as a correct record.
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.

**(Pages 11 - 46)**

The deadline for receipt of public questions is midnight on Friday 24 March

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

## Public Questions at Meetings

### **7. Petitions**

To note all petitions received since the last Council meeting.

### **8. Result of Cottenham Ward By-election**

**(Pages 47 - 48)**

### **9. To Consider the Following Recommendation:**

#### **9 (a) Pay Policy Statement (Employment Committee, 23 February)**

**(Pages 49 - 62)**

#### **9 (b) Assistants for Political Groups (Civic Affairs Committee on 2 March 2023)**

**(Pages 63 - 68)**

#### **9 (c) Investment Strategy (Cabinet, 20 March 2023)**

**(Pages 69 - 104)**

### **10. Making of Fulbourn Neighbourhood Plan**

**(Pages 105 - 250)**

### **11. Appointment of Monitoring Officer**

**(Pages 251 - 254)**

### **12. Cambridgeshire and Peterborough Combined Authority**

Attached is a decision summary from the Cambridgeshire and Peterborough Combined Authority Board meeting on 8 February 2023.

**(Pages 255 - 258)**

### **13. Greater Cambridge Partnership**

Attached are two reports:

- Report from Greater Cambridge Partnership Joint Assembly on 16 February 2023 to the Board.
- Decisions taken by the Greater Cambridge Partnership Executive Board at its meeting on 9 March 2023.

**(Pages 259 - 266)**

### **14. 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.

**14 (a) From Councillor Daniel Lentell**

At the previous Full Meeting of this Council the Leader and her Cabinet proposed & supported the maximum allowable rise in the rent paid by Social Housing tenants, arguing that such a rise would fund upgrades to the energy efficiency of homes, thus reducing utility bills.

Analysis, such as that carried out by Cornwall Insight - as quoted by the BBC's money-saving expert Martin Lewis, suggests that a typical energy bill will drop back to £2,153pa by July this year.

Will the leader specify, and timetable, what additional benefits Council Tenants can expect after their rents go up? And was any effort made to consult with tenants as to whether they would have prioritised lower rents over someday maybe getting triple-glazed windows etc.?

**14 (b) From Councillor Peter Sandford**

Would the Leader use her position on the Combined Authority board to ensure that South Cambs council tax payers are receiving value for money from the subsidised bus services?

**14 (c) From Councillor Sally Ann Hart**

Does Ermine Street Housing just deliver a receipt to this Council or are there other benefits?

**14 (d) From Councillor Lisa Redrup**

Does the Leader know the Government's preferred route for EWR, and how will this Council be engaging with them and the rail minister moving forward?

**14 (e) From Councillor Helene Leeming**

How are the Council and local partner organisations ensuring that the asylum seekers being housed in Bar Hill are being given all the appropriate support as new members of our South Cambs community?

**14 (f) From Councillor Graham Cone**

Will the Leader commit to whether or not the administration will be consulting residents on their plans for a four day week at any point?

**14 (g) From Councillor Heather Williams**

Will the Leader review how residents are able to report planning compliance complaints as the "fill the form in" approach has now been introduced?

**14 (h) From Councillor Tom Bygott**

When will the Leader say where the approximate 8,000 houses are going to go in the next local plan?

**14 (i) From Councillor Sue Ellington**

As there has now been ample opportunity to analyse Cambridgeshire Water Draft resources plan, when will the Leader be informing residents and us alike of the impact this has on the housing growth agenda being pushed for by this council?

**14 (j) From Councillor Mark Howell**

Will the Leader explain any repercussions there may be following the County Council's error in relation to the Council Tax Bills?

**14 (k) From Councillor Bunty Waters**

What is this council doing to ensure the residents of South Cambs can adequately celebrate the King's coronation?

**15. 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.

**15 (a) Standing in the name of Councillor Heather Williams**

This council notes the outcome of the County Councils vote on Tuesday 21st March 2023 in regards to a referendum on Congestion Charging. While disappointed by the outcome it does not alter our view that there still should indeed be a referendum.

This council will write to the Leader of Cambridgeshire County Council expressing this Council's support for a referendum on the introduction of a "sustainable travel charge" otherwise known as the "Cambridge Congestion Charge".

**16. Chair's Engagements**

To note that there have been no Chair's engagements since the last Council meeting.

## **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](mailto: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]