

## South Cambridgeshire District Council

Minutes of a meeting of the Cabinet held on  
Monday, 5 July 2021 at 10.00 a.m.

Present: Councillor Bridget Smith (Leader of Council)  
Councillor Neil Gough (Deputy Leader - Strategic Planning & Transport  
and Transformation & Projects)

Councillors:	John Batchelor	Lead Cabinet Member for Housing
	Bill Handley	Lead Cabinet Member for Community Resilience
	Dr. Tumi Hawkins	Lead Cabinet Member for Planning Policy and Delivery
	Brian Milnes	Lead Cabinet Member for Environmental Services and Licensing
	John Williams	Lead Cabinet Member for Finance

Officers in attendance in the Council Chamber for all or part of the meeting:

Aaron Clarke	Democratic Services Officer
Rebecca Dobson	Democratic Services Manager
Stephen Kelly	Joint Director of Planning and Economic Development
Jonathan Malton	Cabinet Support Officer
Rory McKenna	Monitoring Officer
Tom Smith	Democratic Services Assistant
Liz Watts	Chief Executive

Officers in attendance remotely for all or part of the meeting:

Anne Ainsworth	Chief Operating Officer
Christian Brady	Historic Environment Team Leader
Lesley Beevers	Service Manager (People Protection and Planning)
Peter Campbell	Head of Housing
John Cornell	Natural Environment Team Leader
Jane Green	Built and Natural Environment Manager
Peter Maddock	Head of Finance
Jeff Membery	Head of Transformation
Joanne Preston	Principal Urban Designer
Ian Senior	Scrutiny and Governance Adviser

Councillors Anna Bradnam, Grenville Chamberlain, Dr. Claire Daunton, Pippa Heylings, Bunty Waters and Eileen Wilson were in attendance remotely.

### 1. **Announcements**

There were no announcements.

### 2. **Apologies for Absence**

Apologies for absence were received from Councillors Peter McDonald and

Judith Rippeth sent apologies for absence.

### 3. **Declarations of Interest**

Councillor Bridget Smith, Leader of the Council, and John Williams, Lead Cabinet Member for Finance, declared an interest in relation to Item 9, Private Sector Housing Policy (Environmental Health; Enforcement and Licencing), both being landlords for properties within the district.

Councillor Bill Handley, Lead Cabinet Member for Community resilience and Health, also declared an interest in relation to Item 9, Private Sector Housing Policy (Environmental Health; Enforcement and Licencing), being a landlord for a property outside the district.

### 4. **Minutes of Previous Meeting**

Cabinet **authorised** the Leader to sign, as a correct record, the public version of the Minutes of the meeting held on Monday, 24 May 2021.

### 5. **Public Questions**

No public questions received.

### 6. **Issues arising from the Scrutiny and Overview Committee**

Cabinet **received and noted** a report from Councillor Grenville Chamberlain, Chair of the Scrutiny and Overview Committee, and Councillor Judith Rippeth, Vice-Chair of the Scrutiny and Overview Committee, informing it about the discussions at, and recommendations from the Committee's meetings held on Tuesday, 20 April and Tuesday, 22 June 2021.

The report related to:

- Quarter 4 Performance
- Private Sector Housing Policy

### 7. **Actions Taken under the Chief Executive's Delegated Powers**

Cabinet **received and noted** a report relating to the actions taken under the Chief Executive's Delegated Powers:

- Protocol for attendance at physical meetings held before 21 June 2021, issued on Tuesday, 18 May 2021
- Protocol for attendance at physical meetings held during COVID-19 continued restrictions, issued on Tuesday, 15 June 2021

### 8. **2020-2021 Quarter Four Performance Report**

Cabinet received the 2020-2021 Quarter Four Performance Report, Councillor Neil Gough, the Deputy Leader, introduced the report and updated the Cabinet

on the performance of the Council during the last three months. It was noted the Contact Centre had a slight reduction in the number of calls handled during March, and there was an overall slow response to formal complaints.

The Deputy Leader then invited the other Members of the Cabinet to discuss the performance of their respective service areas. Councillor John Batchelor, Lead Cabinet Member for Housing, mentioned the low percentage of tenants satisfied with responsive repairs and higher average days to re-let all housing stock. The Lead Cabinet Member assured the Cabinet that the issues were being addressed within the department.

Councillor Dr. Tumi Hawkins, Lead Cabinet Member for Planning was pleased with the increase in planning applications being processed but acknowledged the slow response to land charges.

Councillor Brian Milnes, Lead Cabinet Member for Environmental Services and Licencing highlighted the Waste Disposal team had continued to exceed their targets during the fourth quarter.

After a short discussion, Councillor Bridget Smith said she was pleased with the Council's progress during the pandemic, and thanked Officers for their continuing work. The debate was then closed, and Cabinet:

**Reviewed** and **noted** the KPI results and comments at Appendix A and progress against Business Plan actions at Appendix B.

## 9. **Private Sector Housing Policy (Environmental Health: Enforcement and Licensing)**

Cabinet received the Private Sector Housing Policy, Councillor Brian Milnes, Lead Cabinet Member for Environmental Services and Licencing, introduced the report, noting the importance of the policy, which would ensure the Council would follow the guidance from the Ministry of Housing, Communities and Local Government, that it would enforce the powers fairly and enabled the landlords and letting agents within the district to understand how the council might use these powers.

Councillor Grenville Chamberlain, Chair of the Scrutiny and Overview Committee, noted the potential issues if there were a lack of staff required to enforce the rules. Councillor Brian Milnes responded that current vacancies had been filled ahead of this policy being brought to Cabinet.

After a short discussion, Councillor Bridget Smith closed the debate, and Cabinet:

- a) **Approved** the Private Sector Housing Policy, to ensure the Council follows guidance from the Ministry for Housing, Communities and Local Government, to tackle substandard conditions in the private rented sector.
- b) **Delegated** authority to the Head of Shared Waste and Environment to make minor amendments, in consultation with the Lead Cabinet Member

for Environmental Services and Licensing.

#### 10. **Officer Delegations for Infrastructure Projects**

Cabinet received the Officer Delegation for Infrastructure Projects report, Councillor Dr. Tumi Hawkins, Lead Cabinet Member for Planning Policy and Delivery, introduced the report, mentioning the numerous infrastructure projects taking place with the District, and the Council's requirement to respond to the public consultations.

After a short discussion, Councillor Bridget Smith closed the debate, and Cabinet:

**Noted** that the Joint Director of Planning and Economic Development has the authority for providing responses on behalf of South Cambridgeshire District Council relating to specific stages of the statutory process for infrastructure proposals being promoted through the Nationally Significant Infrastructure Projects scheme and Transport and Works Act.

#### 11. **Conservation Area Review Programme including approach to Longstanton Conservation Area Review**

Cabinet received the Conservation Area Review Programme. Councillor Dr. Tumi Hawkins, Lead Cabinet Member for Planning Policy and Delivery, introduced the report, noting the importance of the review, and the historic areas within South Cambridgeshire. Councillor Dr. Tumi Hawkins mentioned the Council would continue to consult with the Parish Councils and the local Members during each review.

After a short discussion, Councillor Bridget Smith closed the debate, and Cabinet:

- a) **Endorsed** the criteria and approach for the rolling programme of Conservation Area Appraisals and Management Plans reviews, with the programme to be reviewed bi-annually.
- b) **Confirmed** that it will not prioritise a review the Longstanton Conservation Area at this time.

#### 12. **Biodiversity Supplementary Planning Document**

Cabinet received the Biodiversity Supplementary Planning Document. Councillor Dr. Tumi Hawkins, Lead Cabinet Member for Planning Policy and Delivery, introduced the report, highlighting the Council's commitment to Biodiversity with this report, and previously approved Doubling Nature Strategy, and the continued engagement with the local community. Councillor Dr. Tumi Hawkins then thanked the Officers who worked on the document, and the collaboration with the Climate and Environment Advisory Committee.

The Leader invited Councillor Pippa Heylings, the Chair of the Climate and

Environment Advisory Committee, to comment on Supplementary Planning Document, and to summarise the Committee's response.

Councillor Pippa Heylings reiterated the Committee's discussion of the report, expressing support for the Supplementary Planning Document, and the importance of the nonbinding targets that the Council has set within the report. Councillor Pippa Heylings also mentioned this SPD was the first for a Council within England.

Councillor Brian Milnes, Lead Cabinet member for Environmental Services and Licencing agreed the report continued the Council's commitment to tackle Climate Change.

Councillor Anna Bradnam welcomed the report, and said she was pleased the Council was continuing performance for tackling the climate emergency.

After a short discussion, Councillor Bridget Smith closed the debate, noting the report would return to Cabinet in December 2021 following the end of the public consultation, and Cabinet:

**Agreed** to support the passage of this Supplementary Planning Document through this process to the next phase, which is public consultation prior to its return to this committee for review and adoption in late 2021.

### 13. **Review of the Design Review Service**

Cabinet received the Review of the Design Review Service report. Councillor Dr. Tumi Hawkins, Lead Cabinet Member for Planning Policy and Delivery, introduced the report, which was the first time the Design Review Service had undergone a review, and would support improvements to the work of the team.

Councillor John Williams, Lead Cabinet Member for Finance, said he hoped the Design Review Service would continue to consider the feedback from the Parish Councils. Councillor Neil Gough, the Deputy Leader, supported the report, requesting the Cabinet should also implement the recommendations from the report. The Joint Director of Planning and Economic Development agreed with the updated recommendation.

Councillor John Batchelor, Lead Cabinet Member for Housing, offered praise for the review, but was hopeful the Planning Committee could defer some applicants to the Design Review Service. The Joint Director of Planning and Economic Development responded that the Design Review Service would be part of the process, but further Government legislation would be required for all applications to be deferred.

Councillor Dr. Claire Daunton said she was pleased with the report and commended the continuing work of the team but requested the possibility that all developers within South Cambridgeshire be encouraged to use the service. The Joint Director of Planning and Economic Development said he would feed back the Members' comments to the team.

After a short discussion, Councillor Bridget Smith closed the debate, thanked Officers for their ongoing work in the team and commended their award-winning status. Then, Cabinet:

- a) **Agreed** to replace the Design Enabling Panel to create the Greater Cambridge Design Review Panel and approve the Terms of Reference (including charges) set out at Appendix B from 1 January 2022.
- b) **Agreed** to grant delegated authority to the Joint Director of Planning and Economic Development in consultation with the Lead Cabinet Member for Planning Policy and Delivery to make minor changes to the Terms of Reference set out at Appendix B.
- c) **Noted** the findings and to implement the recommendations from Urban Design Learning set out in Appendix A.
- d) **Noted** the Milestones for Implementing the GCDRP set out in Appendix D.

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**The Meeting ended at  
11:23**

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