

East Cambridgeshire
District Council

Council meeting

Thursday
19 October 2023

Agenda
Minutes and Recommendations

GUIDANCE NOTES FOR VISITORS TO THE GRANGE

Parking

Limited visitor parking is available during the daytime at the access area to The Grange, for people making short visits on Council business of up to 30 minutes. Ample free public car parking is available nearby for longer visits and location plans can be forwarded on request. On-site car parking is available for evening meetings after 5.00pm.

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If someone feels unwell or needs first aid, please let a member of staff know.

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Public toilets are on the ground floor in the main reception area.

If you are visiting The Grange for an evening meeting, the toilets in close proximity to the Chamber and Committee rooms are all clearly signposted.

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The Council operates a NO SMOKING policy in all its office buildings, including the car park to The Grange.



East Cambridgeshire District Council

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Meeting of the **EAST CAMBRIDGESHIRE DISTRICT COUNCIL** will be held on **THURSDAY 19 OCTOBER 2023** in the **COUNCIL CHAMBER** at **THE GRANGE, NUTHOLT LANE, ELY, CB7 4EE**, commencing at **6:00pm** with up to 15 minutes of Public Question Time, immediately followed by the formal business, and you are summoned to attend for the transaction of the following business

Agenda

- 1. Public Question Time** **[oral]**
The meeting will commence with up to 15 minutes Public Question Time (PQT) – questions/statements can be submitted in advance or placed in the PQT box in the Council Chamber prior to the commencement of the meeting – see Notes below for further information on the PQT scheme.
- 2. Apologies for absence** **[oral]**
- 3. Declarations of Interests** **[oral]**
To receive declarations of interests from Members for any items on the agenda in accordance with the Members Code of Conduct.
- 4. Minutes – 13 July 2023**
To confirm as a correct record.
- 5. Chairman’s announcements** **[oral]**
- 6. To receive Petition(s)** **[oral]**
- 7. Notice of Motions under Procedure Rule 10** **[oral]**
 - (a) Road charging**

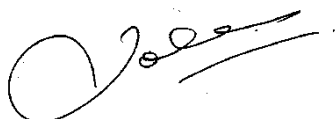
This Council does not support road charging anywhere in Cambridgeshire.

Proposer: Councillor Anna Bailey
Seconder: Councillor Alan Sharp
 - (b) Four day working week**

This Council does not support the introduction of a four-day working week.

Proposer: Councillor Alan Sharp
Seconder: Councillor Lucius Vellacott

8. To answer questions from Members [oral]
9. Schedule of items recommended from Committees and other Member bodies:
 - Local Council Tax Reduction Scheme (LCTRS) review
10. East Cambridgeshire Local Plan Single Issue Review for adoption
11. Amendments to Memorandum of Agreement between ECDC and ECSS
12. Cambridgeshire and Peterborough Combined Authority update report:
July & August 2023
13. Actions taken on the grounds of urgency



J Hill
Chief Executive

To: All Members of the Council

NOTES:

Members of the public are welcome to attend this meeting. Admittance is on a "first come, first served" basis and public access will be from 30 minutes before the start time of the meeting. Due to room capacity restrictions, members of the public are asked, where possible, to notify Democratic Services (democratic.services@eastcambs.gov.uk or 01353 665555) of their intention to attend a meeting.

The meeting will be webcast and a live stream of the meeting will be available. Further details can be found at www.eastcambs.gov.uk/meetings/council-191023. Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

Public Questions/Statements are welcomed on any topic related to the Council's functions as long as there is no suspicion that it is improper (e.g. offensive, slanderous or might lead to disclosures of Exempt or Confidential information). Up to 15 minutes is allocated for this at the start of the meeting. Further details about the Public Question Time scheme are available at: <https://www.eastcambs.gov.uk/committees/public-question-time-scheme>

The Council has adopted a 'Purge on Plastics' strategy and is working towards the removal of all consumer single-use plastics in our workplace. Therefore, we do not provide disposable cups at our meetings and would ask members of the public to bring their own drink to the meeting, if required.

Fire instructions for meeting: The instructions in the event of a fire at the venue will be announced at the commencement of the meeting.

Reports are attached for each agenda item unless marked "oral".

If required, all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: translate@eastcambs.gov.uk

If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

“That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended).”



East Cambridgeshire District Council

Minutes of a Meeting of East Cambridgeshire District Council
held at The Grange, Nutholt Lane, Ely, CB7 4EE
on Thursday 13th July 2023 at 6.00pm

PRESENT

| | |
|-------------------------------------|------------------------------|
| Councillor Chika Akinwale | Councillor Bill Hunt |
| Councillor Christine Ambrose Smith | Councillor Mark Inskip |
| Councillor Anna Bailey | Councillor James Lay |
| Councillor David Brown | Councillor David Miller |
| Councillor Charlotte Cane | Councillor Kelli Pettitt |
| Councillor Christine Colbert | Councillor Alan Sharp |
| Councillor Lorna Dupré | Councillor Caroline Shepherd |
| Councillor Lavinia Edwards | Councillor Lucius Vellacott |
| Councillor Mark Goldsack (Chairman) | Councillor Mary Wade |
| Councillor Martin Goodearl | Councillor Alison Whelan |
| Councillor Kathrin Holtzmann | Councillor Christine Whelan |
| Councillor Keith Horgan | Councillor Gareth Wilson |

1 member of the public was in attendance.

18. PUBLIC QUESTION TIME

A question from an anonymous Stuntney resident was read aloud by the Democratic Services Manager:

“I write as a resident of Stuntney, and specifically in relation to Ben’s Yard. Whilst this is written by myself, I believe from conversations held in the village that similar views are held. I write anonymously because the operators of Ben’s Yard are major land and property holders within the village, and therefore it would be inappropriate for my name, or names of other local individuals, to be placed on public record via this question.

My question is thus: Ben’s Yard recently opened, and it should be congratulated for the quality of design, the excellent play facility provided and the impressive nature walks created. My question does not, therefore, relate to any of these matters, which appear to duly comply with the plans as consulted upon and approved by the Council.

However, what is clearly apparent from the Ben's Yard website is that the operators are using the newly installed facilities, such as carparks and access road, to establish in the fields adjacent to the main operation some form of 'events showground'. The planning permission for Ben's Yard does not include any such form of events showground. Whilst under planning law it is accepted that short term temporary events are permitted without the need for planning permission, such events are limited in law to 28 days in any calendar year. However, Ben's Yard have the following listed:

1. Folk Festival – 3 days, plus set up either side
2. Travelling Fair and 'Beach', comprising 26 large fairground rides and stalls – running for 40 days, plus set up either side
3. Open air cinema weekends – 3 nights, plus set up either side

Therefore, within 3 months of opening, the operators are already planning to run 46 days of public events, attracting hundreds of cars and people each day, plus additional days of delivery vehicles to set up and take down events. In just three months, this is well in excess of the permitted 28 days per year.

Can the Council please confirm:

- a. that they will urgently discuss these events with the operators, reminding them of their legal limit of 28 days per year, and,
- b. that the Council is actively monitoring the number of days the operator is temporarily using the land for major events, and
- c. should the operator continue to proceed with the events, that the council will robustly enforce the law once any permitted development rights have been breached.

As the local community, we trust the Council, having been given advance warning of these events, does not delay in taking action.

Thank you.”

The Leader of the Council, Cllr Anna Bailey, responded as follows:

“The Council has contacted the applicant's planning agent and we can confirm that the permission does allow for eight seasonal events each year within the red line of the development limit and this includes the grass area to the rear of the car park. The summer beach event will be one of those events as is likely to be the case for some of the events publicised.

Some activity outside the red line does also have the benefit of the 28 day permitted development limits and we would ensure this is the case. The seasonal events can be in operation beyond the hours limitation on the planning permission, so can take place in the evenings. So far there is no expected breach of planning control.

In addition to this, the premises has been visited by both the Licensing Manager and Senior Environmental Health Officer (Commercial) to discuss the licensing requirements and the role of the Safety Advisory Group. I can confirm that no

licensing breaches were observed, and satisfactory discussions were had regarding their future plans.

So we will continue to work with Ben's Yard to ensure that all activities remain lawful from a planning, licensing, food safety and Health and Safety perspective."

19. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bovingdon, Huffer, Pitt and Trapp.

20. DECLARATIONS OF INTEREST

Cllrs Dupré and A Whelan declared an interest in the Motion at Agenda Item 7 "Greater Cambridge Partnership: Making Connections Consultation" due to being members of Cambridgeshire County Council.

21. MINUTES – 25th MAY 2023

It was resolved:

That the Minutes of the Council meeting held on 25th May 2023 be confirmed as a correct record and signed by the Chairman.

22. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that he had attended various civic functions including a garden party hosted by the Lord High Sheriff.

23. PETITIONS

No petitions had been received.

6:11pm Cllrs Dupré and A Whelan left the meeting for the duration of the following item.

24. NOTICE OF MOTIONS UNDER PROCEDURE RULE 10

Greater Cambridge Partnership: Making Connections Consultation

The following Motion was proposed by Cllr Bailey and seconded by Cllr Sharp:

That this Council notes the feedback from the Greater Cambridge Partnership (GCP) 2022 Making Connections consultation and the key findings that:

- Over 70% of respondents were in favour of the future transport network – with more buses to more locations, cheaper fares and longer operating times supported by better walking and cycling infrastructure to give people faster, cheaper and more reliable travel alternatives to the car.

- 58% of respondents overall, and 59% of respondents from East Cambridgeshire opposed the proposed Sustainable Travel Zone (STZ) as the means of delivering the future transport network.

This Council also notes the negative impacts of the proposals detailed in the many individually written consultation responses from residents, businesses, public sector employees, charities and voluntary groups from across Cambridgeshire.

Further, this Council notes the discussion by the GCP Assembly at its meeting on 26th June 2023 and the recommendations before the GCP Board at its meeting on 29th June 2023 to:

- a. note the feedback from the 2022 Making Connections consultation, including the public survey, the accompanying opinion polling, organizational submissions, and stakeholder meetings;
- b. informed by the feedback from the consultation, and the comments of the GCP Joint Assembly, note and comment on the range of scenarios for modifying the proposed scheme, set out in this paper in section 9;
- c. request that GCP officers work with Cambridgeshire County Council officers to develop the technical assessment needed to present an Outline Business Case for further consideration by the GCP Executive Board, and by Cambridgeshire County Council, in Autumn 2023;
- d. agree to work with the CPCA, as the Transport Authority, including the provision of resource, to input findings from the Making Connections consultation and technical work into the CPCA's work on bus reform and review of the bus network; and
- e. request that GCP officers develop proposals for the early introduction of a bus and sustainable travel package (as set out in section 11) based on the £50m of city deal funding provisionally allocated for this purpose, for decision at the GCP Executive Board meeting in December 2023.

This Council believes that:

- a. the changes to the STZ under discussion represent a serious erosion of the business model as presented in the Making Connections consultation, leading to increased bureaucracy and cost of implementing and running the road charging elements of the scheme, as well as reducing the income generated, which will result in a reduction in funding for the future transport network and lead to a failure to deliver the promised bus services and sustainable travel improvements;
- b. the GCP has failed to consider or present alternatives to road charging.

This Council therefore urges the GCP, CCC and the CPCA to cease work on the implementation of road charging and, with all partner organisations, MPs, businesses and organisations across

Cambridgeshire, to develop alternative proposals that demonstrate public support, focussing on both early delivery of multiple small improvements as well as accelerating work on larger projects that can and will encourage people away from private vehicle use.

If the GCP and its partners refuse to cease work on the implementation of road charging, this Council urges it to present thorough and detailed cost and feasibility studies for all permutations of the revised scheme under discussion, including necessary arising revisions to the future bus network and sustainable travel improvements.

Speaking as the proposer of the Motion, Cllr Bailey highlighted the very high number of responses to the GCP's consultation and emphasised that, although people wanted better public transport, it was clear that they did not support road charging to pay for it. 59% of East Cambridgeshire's residents had voted against it. She stressed that the proposals were not necessarily limited to Cambridge; the Combined Authority's new transport plan for Cambridgeshire and Peterborough included general terms such as "area-wide road user charging", "cordon-based road user charging" and "20-minute neighbourhoods", all of which penalised motorists. Any changes to the original GCP proposals would result in reduced income and therefore fewer bus services and active transport solutions; the already poor transport offer for East Cambridgeshire would then inevitably be worse. Nonetheless, Officers had been tasked with developing proposals based on the £50m of city deal funding, that would be unaffordable under an altered model. When services were cut, rural areas would be adversely affected. No politicians had stood for election on a manifesto of road charging and there was therefore no mandate for its introduction. She urged all Councillors to be united in asking the GCP, County Council, Combined Authority and Mayor to end the work on the implementation of road charging and instead focus on proposals that would benefit all residents. However, if they would not stop the work, then they should provide detailed cost and feasibility studies for the revised scheme to explain clearly the new proposal.

The following Amendment was proposed by Cllr Cane and seconded by Cllr Inskip (additions in bold, deletions crossed through):

That this Council notes the feedback from the Greater Cambridge Partnership (GCP) 2022 Making Connections consultation and the key findings that:

- Over 70% of respondents were in favour of the future transport network – with more buses to more locations, cheaper fares and longer operating times supported by better walking and cycling infrastructure to give people faster, cheaper and more reliable travel alternatives to the car.
- 58% of respondents overall, and 59% of respondents from East Cambridgeshire opposed the proposed Sustainable Travel Zone (STZ) as the means of delivering the future transport network.

This Council notes the acute shortage of public transport in many, particularly rural, areas of East Cambridgeshire, and the greater levels of support for the Making Connections proposals expressed by younger and older people who are among those most adversely affected by the lack of means of travel to education, employment, healthcare, leisure, and other services.

This Council also notes the negative impacts of the proposals detailed in the many individually written consultation responses from residents, businesses, public sector employees, charities and voluntary groups from across Cambridgeshire.

Further, this Council notes the discussion by the GCP Assembly at its meeting on 26th June 2023 and the recommendations before the GCP Board at its meeting on 29th June 2023 to:

- a. note the feedback from the 2022 Making Connections consultation, including the public survey, the accompanying opinion polling, organizational submissions, and stakeholder meetings;
- b. informed by the feedback from the consultation, and the comments of the GCP Joint Assembly, note and comment on the range of scenarios for modifying the proposed scheme, set out in this paper in section 9;
- c. request that GCP officers work with Cambridgeshire County Council officers to develop the technical assessment needed to present an Outline Business Case for further consideration by the GCP Executive Board, and by Cambridgeshire County Council, in Autumn 2023;
- d. agree to work with the CPCA, as the Transport Authority, including the provision of resource, to input findings from the Making Connections consultation and technical work into the CPCA's work on bus reform and review of the bus network; and
- e. request that GCP officers develop proposals for the early introduction of a bus and sustainable travel package (as set out in section 11) based on the £50m of city deal funding provisionally allocated for this purpose, for decision at the GCP Executive Board meeting in December 2023.

This Council believes that:

- a. ~~the changes to the STZ under discussion represent a serious erosion of the business model as presented in the Making Connections consultation, leading to increased bureaucracy and cost of implementing and running the road charging elements of the scheme, as well as reducing the income generated, which will~~ **could** result in a reduction in funding for the future transport network and lead to a failure to deliver the promised bus services and sustainable travel improvements;
- b. **the previous proposals do not provide a sufficiently comprehensive bus service to East Cambridgeshire residents to enable them to use public transport for**

necessary everyday activities, and thus place an undue burden on those who have to rely on a car to commute to work or access healthcare;

- c. ~~the GCP has failed to consider or present alternatives to~~ **should review and reconsider additional revenue generation options to significantly reduce the reliance on road charging.**

~~This Council therefore urges the GCP, CCC and the CPCA to cease work on the implementation of road charging and, with all partner organisations, MPs, businesses and organisations across Cambridgeshire, to develop alternative proposals that demonstrate public support, focussing on both early delivery of multiple small improvements as well as accelerating work on larger projects that can and will encourage people away from private vehicle use~~ **a substantial improvement in public transport provision for East Cambridgeshire residents to access Cambridge, enabling those without a car to travel into the city as well as providing alternatives for car users to reduce congestion and pollution, so that East Cambridgeshire residents can both travel into Cambridge and continue their journey within Cambridge by public transport.**

~~If the GCP and its partners refuse to cease work on the implementation of road charging, this Council urges it to present thorough and detailed cost and feasibility studies for all permutations of the revised scheme under discussion, including necessary arising revisions to the future bus network and sustainable travel improvements.~~

Speaking as proposer of the Amendment, Cllr Cane explained that a paragraph had been added to address the acute need for public transport and the need to note all responses to the consultation, not just those opposed to the introduction of a charge. In the section regarding the Council's beliefs, an explicit statement had been added about the proposal's poor provision for East Cambridgeshire. The statement about the GCP's failure to consider alternatives had been removed since it did not recognise previous work, for example on the workplace parking levy, and that inaccuracy undermined the Motion as a whole. Finally, revisions had been made to pressure the GCP about the specific requirements for East Cambridgeshire and remove the requirement for feasibility studies on proposals that would not be implemented and would therefore be a waste of public funds. The Amendment would strengthen the Motion and enable a bipartisan approach to engage constructively in representing the range of views of all residents.

During subsequent debate on the Amendment, the importance of elected representatives representing the views of their residents, irrespective of their personal viewpoints, was stressed and the majority of consultation responses being opposed to the charge was highlighted. The practicality of using public transport to travel into Cambridge and onward if needing to transport equipment for work or large quantities of shopping was challenged, although another Member provided personal experience of it working well. A Member expressed concern that the Amendment did not clearly oppose road charging and

explained that a significant concern with the charging proposals was the lack of a properly costed business case, which meant that feasibility studies would be crucial.

Speaking as the seconder of the Amendment, Cllr Inskip stressed the importance of the GCP, County Council and Combined Authority working together in order to address the challenges. The Liberal Democrat Group had been clear in their opposition to the GCP's original proposal as not being fair or equitable for East Cambridgeshire's residents and he encouraged all Members to work together for the best outcomes for the residents. He stressed the poor public transport options in the District, particularly for the villages and rural areas, and agreed with previous speakers that Members should represent all constituents, not just those served by good public transport or who owned a car. The GCP had proposed significant improvements to both frequency and links, but the proposals did not go far enough and the Liberal Democrat Amendment in December 2022 to the Council's response to the GCP's consultation had addressed that. The current Motion rejected the need for a step change and instead indicated that multiple small changes would be acceptable, which risked undermining the Council's message to the GCP. In order to address the climate emergency, alternatives to the car were essential. A range of funding options for public transport were also required and the Amendment sought to improve the Motion in that respect. Members were urged to support the proposal in order to give a united response for the best outcome for all residents.

As the proposer of the Motion, Cllr Bailey highlighted that GCP Board documents made it clear that potential changes such as free days, increasing exemptions, or reducing the chargeable hours would reduce the income and consequently the transport offer. She considered that the public transport proposals were unambitious and that a "turn up and go" public transport solution was required to provide options that would be cheaper and quicker than using a car. Alternatives such as light rail, autonomous transport and tunnelling under Cambridge should all be explored. She emphasised the Council's work to facilitate local jobs for local people, for example with the expansion of the Lancaster Business Park, and the cross-party work on the bus prospectus and cycle/walk priority routes.

On being put to the vote, the Amendment was lost with 9 votes in favour and 13 votes against with 0 abstentions.

Returning to the Motion, several Members reiterated the importance of representing the views of the electorate who opposed the charge, and of delivering an improved public transport and active travel infrastructure that was suitable for all residents. Expansion of the London congestion charge was cited as evidence of the danger that plans could be expanded once agreed to on an incremental basis, and the presence of appropriate infrastructure before – rather than after – the introduction of charging elsewhere was highlighted.

Other Members considered that the Motion was unambitious for residents and focused almost exclusively on drivers rather than also considering the young

and old who often relied on other forms of transport. The need to address transport issues in order to protect the environment and move towards net zero was highlighted as well as the impact of poor public transport on important life decisions such as which sixth form would best suit an individual. Opposition to the proposed congestion charge in its existing form was stressed, along with the need to look for alternative solutions and compromise positions to address the concerns of all parties. A Member agreed with the proposer's suggestion that alternatives such as light rail should be explored, but highlighted that this was not included in the Motion and neither were the Ely railway junction improvements that were vitally important.

Speaking as the seconder of the Motion, Cllr Sharp stressed that the purpose of the Motion was to highlight some of the issues that needed addressing with regard to public transport in Cambridgeshire. Buses would not solve all of the problems and he noted that light rail was once more being discussed at County level. A viable, properly-costed, business plan for the GCP proposals had not been provided which meant they could not be seriously considered. The GCP and the Combined Authority also needed to work together and the Motion encouraged that. Regarding the Ely Area Capacity Enhancement Scheme, he informed Members that it had been discussed extensively at the Rail Summit at Cambridge North Station the previous week and lobbying would take place as a result of that. He encouraged support for the Motion and stressed the importance of lobbying for the interests of residents and a proper solution to transport in the whole of the County.

Summing up as the proposer of the Motion, Cllr Bailey thanked all Members for the interesting debate. She stated that although 1000 East Cambs residents had responded to the consultation, over 4000 had responded to the Conservative Group's pre-election survey and 89% of those responses had opposed the charge. She then read out comments from a number of charities, businesses, and other organisations who considered that a congestion charge would have negative impacts. She urged all Members to listen to those groups, and to local residents, and suggested that opposing the Motion would, in effect, be supporting the imposition of a further burden during a cost of living crisis.

Following a recorded vote at the request of Cllr Goodearl, the Motion was declared to be carried with 13 votes in favour and 0 votes against with 9 abstentions:

FOR: (13) – Cllrs Ambrose Smith, Bailey, Brown, Edwards, Goldsack, Goodearl, Horgan, Hunt, Lay, Miller, Pettitt, Sharp, Vellacott

AGAINST: (0)

ABSTENTIONS: (9) – Cllrs Akinwale, Cane, Colbert, Holtzmann, Inskip, Shepherd, Wade, C Whelan, Wilson

7:17pm Cllrs Dupré and A Whelan returned to the meeting. Cllr Horgan briefly left the meeting.

25. QUESTIONS FROM MEMBERS

Seven questions were received and responses given as follows:

i) Question to Cllr Charlotte Cane from Cllr Lucius Vellacott:

“This morning I visited Littleport Youth Building and the surrounding development with Cllr Ambrose Smith, Littleport’s Youth Worker, and members of the Town Council. I was delighted to see the opportunities this facility enables for local young people to find support and opportunities.

Soham, Littleport and Bottisham are all hosting a wonderful event called Youth Fusion in the coming weeks – a chance for young people to find something to do for leisure or employment and seek advice on the issues we know matter to us. Members will agree that these events are a perfect opportunity to live up to our vision: that the District Council becomes a vehicle to help young people find their essential purpose, and I have been proudly promoting them in the local media this week.

On Monday 19th June, Cllr Cane attended the Operational Services Committee as a substitute member. At this meeting, the Liberal Democrat group submitted 51 questions in advance on the Environment Plan and the Budget Monitoring Report, but just one on the Youth Engagement Plan which I spoke on. That question was Cllr Cane’s on how well advertised the Youth Fusion events were.

What is Cllr Cane doing to raise the profile of these events? How will she ensure that impartial Youth Engagement does not become a sidelined priority for her group as it appears to be currently?”

Response from Cllr Charlotte Cane:

“I thank Cllr Vellacott for his question.

Youth Engagement and opportunities have always been a high priority for me and for the Lib Dem group. That is why, for example, we strongly supported the Mepal outdoor centre, which was used by youth across the district and beyond. Sadly, the Conservatives secretly planned its demolition for several years and finally demolished it in December 2021 to make way for a crematorium despite the public consultation showing 85% against the plans. Interesting that 85% apparently doesn’t count. It’s why we believe the debate over the GCP sustainable transport plans must recognise that 61% of people aged 16-24 supported or strongly supported the sustainable travel zone proposals.

I had been in dialogue with the Youth team about the Fusion events well before the Committee papers were published, to understand what the events were, how I could be involved and how I could best advertise them locally. I questioned the late advertising precisely because it was going to be difficult to publicise the events locally at short notice – village magazines had gone to press with many not publishing in August, in particular the Bottisham one; and schools were

in exam season, and Cllr Sharp acknowledged that at the Committee as well. Cllr Vellacott will no doubt remember that the reason for the late advertising was the late confirmation of grant funding, so the Committee agreed to my suggestion to consider ensuring that future budgets provide for these events to be funded by ECDC if the grant requests were unsuccessful. This will allow the team in future to confirm their bookings and advertise in good time to maximise attendance.

If we are to accept Cllr Vellacott's methodology of counting written questions to show members' priorities we must assume that apart from him, none of the Conservative members of the committee thought any of the items on the agenda were of importance, since they submitted no questions at all. Indeed, Cllr Vellacott himself did not submit any written questions on the Youth Engagement Plan. Cllr Vellacott did speak to that item, as did I and several other members of the Lib Dem Group, but only one other member of the Conservative Group.

I am very confident that Youth Engagement and opportunities is a priority for the Lib Dem Group. Cllr Vellacott appears to have quite a bit of work to do to ensure it is not a sidelined priority for the Conservative Group."

7:21pm Cllr Horgan returned to the meeting.

ii) Question to the Leader of the Liberal Democrat Group from Cllr Bill Hunt:

"Cllr Dupré will be aware that Liberal Democrat controlled South Cambs District Council and Liberal Democrat led Cambridgeshire County Council increased the 2023/24 Council Tax charges by the maximum allowed.

In contrast, this Council froze Council Tax in 2023/24 for the tenth year running.

Liberal Democrat run South Cambs District Council has also reduced the working hours of staff by 20% through the introduction of a 4 day working week for all staff with no reduction in staff salaries.

I am sure Cllr Dupré is also aware that the Chief Executive of South Cambs District Council is now known to be working on a PHD about the 4 day working week, a fact that was hidden from the general public.

The Government Minister, Lee Rowley, has written to the Lib Dem Leader of South Cambs, Cllr Bridget Smith, requesting that the 4 day working week experiment be ended immediately and advising that removing 20% of the capacity of the workforce is not compatible with a Council seeking to demonstrate best value for money for its taxpayers and residents. He advises that he will be issuing clear guidance for the sector that this should not be pursued by Councils.

Can Cllr Dupre please therefore confirm that she will support the administration at this Council in agreeing that we will not pursue the implementation of a 4 day working week at East Cambs District Council?"

Response from the Leader of the Liberal Democrat Group, Cllr Lorna Dupré:

"I'm sure Cllr Hunt will agree with me that how local authorities choose to run their services is a matter for them, which is what makes the demand from Government minister Lee Rowley all the more inappropriate, especially given the early success of the South Cambridgeshire trial in positively affecting recruitment and retention, filling vacant posts, and already cutting £300,000 from South Cambridgeshire District Council's £2 million per year agency staff costs."

iii) Question to the Chair of the Operational Services Committee from Cllr Chika Akinwale:

"I would like to address the Chair of Operational Services on a matter that is close to my heart and of great importance to our community.

Recently, a concerned Ely resident reached out to me. They questioned whether our community's local playgrounds are designed with the consideration of disabled children in mind. I found myself asking the same question and the more I pondered on it, the more I felt the urgency to champion the cause for inclusive playgrounds. These spaces not only provide an essential area for play and activity but also serve to affirm the rights of disabled children to enjoy their local playgrounds just like their peers.

As someone who grew up alongside an autistic sibling, I understand the crucial role of inclusive public spaces in creating a sustainable community, fostering a sense of belonging and equal opportunity. Our playgrounds should not be an exception to this principle. They should offer every child the opportunity to play, learn, and interact with their peers regardless of their physical or cognitive abilities.

In light of this, I have a few important questions I'd like to put forward:

1. Have we conducted an assessment of the current state of our local playgrounds in terms of accessibility and inclusivity for disabled children?
2. What provisions do we currently have in place to accommodate disabled children's needs in our public spaces, and particularly, in our playgrounds?
3. Are we aware of the Scope's Disability Price Tag research, which shows that disabled households need an additional £975 a month on average to maintain the same standard of living as non-disabled households?

In the face of these findings, free and inclusive local amenities such as playgrounds become essential. They offer recreational opportunities that all

families, irrespective of their income or abilities, should have the right to enjoy, whilst focusing on one of our key priorities in East Cambridgeshire – creating sustainable communities.

Finally, I propose a question for us all to consider: Could we, as the governing Council, commit to championing the cause of inclusivity in our playgrounds, to provide an equal platform for all children to enjoy their local amenities?."

Response from the Vice-Chair of the Operational Services Committee, Cllr Alan Sharp:

"Thank you Councillor Akinwale for your question.

As I understand it, East Cambs is responsible for 25 play areas, but obviously there are a lot more that are managed by Parish Councils and I don't have that number. The Council, as I say, is responsible for a number of playgrounds across the District, the majority of which have been adopted from developers. We continue to work with developers, encouraging them to consider inclusive play equipment, as part of the play space and landscape designs.

When an existing playground, that we own, needs to be replaced, we will take the opportunity to look at inclusive replacement equipment and access improvements. In the Country Park and Jubilee gardens, where the Council had control of the designs of the playgrounds from the beginning, inclusive play equipment and access has been included. The District Council regularly consults users of Ely Country Park to ensure that the needs of the community are provided for and to identify any additional access requirements. The Council aims to make the areas that they manage as accessible as possible and to promote the accessible rights of way around the site. All access improvements led by the District Council have been in consultation with the East Cambs Access Group.

With regard to Scope's Disability Price Tag research, thank you for highlighting this important research. The Council's Housing and Community Advice Team are able to offer advice and support to disabled people and their households.

As the Chairman said, I am answering this on behalf of Cllr Huffer who is sadly not here, but I understand from members of the Planning Committee over the last few years that on every application where there's been an application involving play provisions, Cllr Huffer has advocated that the provision should be inclusive for children with disabilities. As I said at the start, obviously we as a Council don't run probably the majority of play areas that are in this Council area, but I'm happy to discuss how we engage with Parish Councils on this issue in the future and I will certainly discuss it with Cllr Huffer and I am sure it will come back to one of our Operational Services Committee meetings."

iv) Question to the Leader of the Council from Cllr Kathrin Holtzmann:

“I welcome the Council’s decision to develop the Environmental Chapter for the new Local Plan before commencing with the full development of a new Local Plan next year. It is important that the new homes being built make use of the proven technologies we have available to reduce energy use, water consumption and avoid pollution and unhealthy indoor climates. Many of these measures are not more costly or complicated when considered at the planning stage, for example orienting groups of buildings to allow maximum capacity for use of the generation of solar and solar-thermal energy or minimisation of upfront carbon emissions by conscious materials choice but can become insurmountable obstacles when they haven’t been taken into account. We cannot saddle residents with homes that need a retrofit as soon as they have been finished, because developers are lacking ambition.

Addressing such topics with a new environmental chapter will benefit our residents with lower bills and healthier and more comfortable living spaces and help reduce our district’s carbon footprint.

Will this Council reappoint a cross party working group to help develop an ambitious and feasible new Environmental Chapter for the Local Plan that supports our ambition as a district to reach Net Zero by 2035? Given our joint ambitions to care for the environment, will this working group consist of equal numbers of members across the parties to ensure that we make use of the full expertise of the Council?”

Response from the Leader of the Council, Cllr Anna Bailey:

“I’m very pleased to note Cllr Holtzmann’s support for the proposed new environment chapter in the forthcoming new Local Plan, and of course Member involvement in its preparation will be absolutely vital, as it will be a full Local Plan review when we commence that. It’s worth remembering that Finance and Assets Committee has responsibility for overseeing and agreeing most aspects of Planning Policy in this Council, though the preparation of a formal Local Plan review is reserved for Full Council.

I can advise that Officers are commencing a programme as to how the new environment chapter will be drafted and consulted on. My expectation is that, in line with the Constitution, the Finance and Assets Committee will be utilised to consider and debate the content of that chapter – all Members are welcome to attend meetings where items are on the agenda – rather than establishing a separate Member Working Group at this stage. However, once Government has clarified the new procedures for Local Plan making and, consequently, this Council agrees to commence a full Local Plan review, I envisage a Member Working Group to be established at that stage. That Member Working Group can then advise Full Council at the formal statutory stage of Local Plan making. So, it is coming, it will happen, and clearly it sounds like Cllr Holtzmann has very passionate views on the subject and I really welcome her contributions.”

v) Question to the Leader of the Council from Cllr Mark Inskip:

“Many East Cambs residents have been alarmed by the Sunday Times report at the weekend of the Department for Levelling Up, Housing and Communities (DLUHC) plan, referred to as “Cambridge 2040”, which envisages up to a quarter of a million additional homes being built in and around Cambridge. In addition to major new land allocations for housing, it is reported that large swathes of land will be identified to construct new business parks, laboratories and science hubs.

The same report stated that DLUHC are discussing changes to environmental restrictions that currently oblige developers to show new homes will not lead to more phosphates and nitrates running into rivers and polluting them. Proposals to weaken environmental protections are particularly concerning in a water stressed area such as Cambridgeshire and where our rivers are already suffering from pollution.

What details is the Leader of the Council willing to share publicly on discussions members of the council administration have had with ministers and officials at the Department for Levelling Up, Housing and Communities? And what representations has she made about the impact of the Cambridge 2040 plan on East Cambs residents?”

Response from the Leader of Council, Cllr Anna Bailey:

“Thank you for the question Cllr Inskip, it’s good to be able to talk on this subject and it came as as much of a surprise to me as it did to everybody else I think. I can confirm that no members of the Council administration have had any discussion with ministers and officials at DLUHC, and no information has been received by the Council about any such proposals.

I suspect though that the focus on Greater Cambridge may well have been fuelled by the greatest proponent of growth in Greater Cambridge which is none other than the Lib Dem Leader of South Cambs District Council, Cllr Bridget Smith, who has been busy promoting and actively engaged in, the Ox Cam Arc project, which itself has plans for 1 million homes. She is also bringing forward a new Local Plan with housing numbers that are far in excess of that currently required by Government.

In February 2020, the Council did submit a response to the “Greater Cambridge Local Plan Consultation” regarding cross-boundary strategic matters, individual sites, which could arise between the two areas.

Unfortunately, the Lib Dem led administration in South Cambs has been failing badly to ensure developers provide the necessary resources and infrastructure to support growth. The failure to extract funds from developers for Waterbeach Railway Station for example is now being picked up by the public purse, and the failure to ensure protection and provision of water resources is, as Cllr Inskip has

highlighted, resulting in catastrophic environmental damage to our chalk streams.”

vi) Question to Cllr Alan Sharp from Cllr Charlotte Cane:

“At Operational Services Committee on 19 June Cllr Sharp, Vice Chairman of the Committee, stated that he had heard that “last week that it was too hot for solar panels to generate electricity”.

According to Prof Alastair Buckley, from the University of Sheffield “It’s not actually a big deal. High temperatures only marginally affect the overall output of solar power – it’s a secondary effect. If it’s sunny and hot, you are going to get good power output. It doesn’t fall off a cliff.”

According to the National Grid, in the 7 days before Cllr Sharp made his statement solar power generated almost 10% of the UK’s electricity. In June 2023, the hottest June on record, the UK generated more solar electricity than in any of the previous 11 months.

Cllr Sharp’s incorrect statement could undermine the Council’s priority of engaging the public in the Council’s environmental aims and put people off installing solar panels to reduce their energy costs and their carbon footprint.

Would Cllr Sharp please:

1. explain why he thought that solar panels stopped generating electricity in hot weather; and
2. confirm that solar panels do generate electricity in hot weather and are already helping to reduce the UK’s demand for fossil fuels and will help remove the need for fossil fuels entirely from the UK’s energy supply.”

Response from Cllr Alan Sharp:

“My comment at the Operational Services Committee was made after seeing a headline from The Daily Telegraph. I support the production of solar energy in appropriate locations, as we have around the District. However, I am 100% opposed to the Sunnica application, as it is not in a suitable location. In the spirit of working together, I will resist from quoting newspaper headlines in the future. I will continue to work on the Operational Services Committee on behalf of all of our residents, which is the most important role that I can undertake.”

vii) Question to the Chair of the Operational Services Committee from Cllr Mary Wade:

“I have the pleasure of representing the Ely East ward which comprises a diverse range of neighbourhoods within Ely: ranging from the market square to the newer houses around Kings Avenue. As you would expect there is an equally diverse range of viewpoints I encounter on the door steps.

There was however one consistent theme across that united all residents and this was a concern around parking and the lack of consequences for vehicles that were parked illegally. I am also receiving emails to express frustration at the problem. The non-compliance with parking rules was reported as impacting residents in a number of ways: disrupting the access of residents with mobility problems or residents with pushchairs and prams, lack of disabled parking spaces for those with blue badges as they were occupied by

vehicles without this privilege, blocking of vision when residents are manoeuvring onto main roads increasing the risk of an accident.

How can the Council reassure residents that they are taking their concerns on this matter seriously?

Is there evidence of successful action or influencing that has been taken by the Council to resolve the problem I could share with my residents?

Looking to the future: what is the Council planning to do about the parking problems and by when?"

Response from the Leader of Council, Cllr Anna Bailey:

"Thank you Cllr Wade, it's an excellent question, highlights massive concerns and I totally share the frustrations of local residents in relation to illegal and anti-social car parking, it's utterly selfish and if everybody stuck to the rules we'd all live much more happily. Of course I think Members will be aware the enforcement of on street car parking in East Cambridgeshire is currently a Police matter and Members will have seen an action regarding this is included in the Council's new Corporate Plan to be presented later this evening.

The Council has ruled out the introduction of Civil Parking Enforcement, as it would lead to the introduction of car parking charges in our off street car parks. This has actually been confirmed by Cambridgeshire County Council and the Lib Dem Chairman of the County Council Highways Committee, Cllr Alex Beckett, publicly recognises the need to underwrite financial losses of Civil Parking Enforcement through the introduction of car parking charges – in the case of South Cambridgeshire, this will mean on street car parking charges in the villages of South Cambs. I don't honestly think that's going to go down too well when people really understand that's what's happening after the GCP money runs out. For us here in East Cambs it would mean the introduction of car parking charges in our off street car parks, something that we have promised not to do.

The Conservative administration simply won't put our free car parking policy at risk by the introduction of Civil Parking Enforcement. So, what are we doing instead? Instead, we approached the Police about using powers under S38 of the Police and Crime Act 2017. Supt James Sutherland gave the Council a really excellent presentation about his proposals in October 2022 – you can view that presentation on my blog on our Group's website, it's well worth listening to, it's very carefully considered and well set out presentation and he's clearly very committed to this.

What is happening is that the Police have developed a new role, akin to Special Constables which have a long and noble tradition in the UK. The role is one of Road Safety Police Volunteers and they will be uniformed, including body armour and headwear, they'll carry body

cameras and Police radios and they'll have access to unmarked Police vehicles.

As well as capturing evidence of speeding and car parking abuse that will lead to fines, the role will also include an education remit – talking to motorists at the school gates for example, something that simply doesn't happen at the moment.

The Road Safety Police Volunteers will also be able to give real teeth to our Speedwatch Volunteer groups as they will have the necessary latest generation equipment that will lead to fines for speeding as well rather than just a letter through the post and a slap on the wrist.

As Supt Sutherland explained at our meeting in October, the Police vetting department has been very busy vetting new Police recruits. But I am delighted to say that we have recently received a very positive update from Supt Sutherland who has confirmed that following completion of the recent Police recruitment programme, there is now available capacity within the Police vetting department to process more applications. Supt Sutherland is currently seeking the force's final approval of the project plan, and once it's been obtained he confirms that recruitment of volunteers will commence.

I think it's fair to say that that can all happen a lot more quickly than Civil Parking Enforcement which is suffering a lot of delays and a lot of increased cost amongst the authorities that are trying to bring it in Cambridgeshire. I've heard the other day that Fenland DC is now facing just short of £1m up front costs to bring in Civil Parking Enforcement and that there are significant delays and concerns about the budget gaps that are created once it's in place. And of course it is irreversible once it's with us. So I think this innovative solution is really worth a try and the Police are certainly behind it and ready to get on with it."

7:44 – 7:55pm the meeting was briefly adjourned for a comfort break.

26. CORPORATE PLAN

Council considered a report (Y26, previously circulated) detailing the Corporate Plan 2023-27 and the Corporate Actions 2023/24.

The recommendations in the report were proposed by Cllr Bailey and seconded by Cllr Sharp. Cllr Bailey addressed the priorities and actions in the Corporate Plan in turn and highlighted the planned actions for 2023/24. In particular, the Council would continue with its aim to raise Council Tax only as a last resort, having delivered a Council Tax freeze for the previous 10 years. East Cambs Trading Company would continue to focus on projects benefitting the community and supporting the financial position of the Council. A new "Love Your Street" campaign would include replacing benches and other street furniture and there would be a focus on reducing environmental crime. The

next Top 20 Actions from the Council's Environment Plan would be implemented and new black wheelie bins would be introduced together with new hydrotreated vegetable oil (HVO) fuelled recycling lorries. The Council would continue its support for GP surgeries, would consider the full business case for a new bereavement centre at the Mepal site, and would continue to build new homes and support community land trusts (CLTs). More affordable homes would be delivered for local people, including more £100k Homes. Work would continue with Sustrans to deliver feasibility studies for priority cycling and walking routes and to prepare the case for investment from the Combined Authority. The Council would also continue to oppose the introduction of congestion charging. She urged all Members to support the plans.

Several Members echoed the Leader's comments. They highlighted recent successes such as the delivery of the Soham to Wicken cycleway and freezing of Council Tax and expressed support for the new proposals such as the Environmental Crime Action Plan and the additional five Sustrans studies. The Director Finance was congratulated for prudent management of the Council's finances that had enabled all that had been achieved in recent years, and he was encouraged to continue in the same vein.

The Leader of the Liberal Democrat Group expressed support for some elements of the Corporate Plan and Actions, including the sustainability aims, the review of the Planning Service, the digitising of the Waste Service, improved street cleaning, and funding for the new Local Plan. They would continue to collaborate in the development of new active travel routes and would work to support the integrated care system and regional health priorities. However, other elements could not be supported. Specifically, the continued lack of an independent advice service, the crematorium project that more than 85% of local people did not want, and the proposed local Police Volunteer scheme rather than introducing Civil Parking Enforcement (CPE). Additionally, although some CLTs were excellent others divided their communities and the lack of effective regulation meant that the Council's reliance on CLTs to deliver affordable housing could not be supported. The assertion that the trading companies were commercial was questioned based upon their previous year's financial reports, as was the plan to focus public realm improvements on city and town centres to the exclusion of villages. Further details were requested about the steps towards a net zero District by 2035. Any positive engagement with partners on road and transport matters would be supported.

Speaking as the seconder of the Motion, Cllr Sharp echoed the earlier thanks to the Finance Director and the policy to raise Council Tax only as a last resort. The Trading Companies were formed to be commercial for community benefit and they had both delivered on that remit. The work with Sustrans had been excellent: he had been proud to Chair the Bus, Cycle, Walk Working Party and looked forward to continue to participate in that work. Regarding the suggestion of CPE for the District, he referenced the issues faced by both South Cambridgeshire and Fenland Councils in their efforts to introduce the scheme in the face of rapidly rising costs.

Summing up as the proposer, Cllr Bailey stressed the importance of innovative ways to deliver affordable housing and stated that Phase 2 of the MOD development in Ely would be focussed on affordable rented properties. Referencing the comments about local opposition to the Mepal Crematorium, she highlighted that only 188 consultation responses had been received, the majority from Sutton, and that the data could be interpreted in different ways. In particular, a large majority of respondents had been in favour of protecting and enhancing the ecological importance of the site and that was a key purpose of the proposal. Alternative proposals to protect the biodiversity of the site would be welcomed but had not been forthcoming. She expressed her pride in the Corporate Plan and its promises to the District's residents and encouraged Members to support it.

It was resolved:

- i) That the new Corporate Plan 2023-27, as set out in Appendix 1 to the Officer's report, be approved.
- ii) That the Corporate Actions for 2023/24, as set out in Appendix 2 to the Officer's report, be approved.
- iii) That the Monitoring Officer be instructed to amend the Constitution (ref Article 1 paragraph 1.05) to make the necessary amendments to reflect the new Corporate Plan.

27. RECOMMENDATIONS FROM COMMITTEES AND OTHER MEMBER BODIES

Council considered report Y27, previously circulated, detailing a recommendation from the Finance and Assets Committee as follows:

1. Finance & Assets Committee – 3 July 2023

2022/23 Treasury Operations Annual Performance Review

The Chairman of the Finance & Assets Committee proposed the recommendation and thanked the S151 Officer for his work ensuring that there was no external borrowing and the Medium-Term Financial Strategy indicated that none would be required for the following 3-4 years. Cllr Miller seconded the proposal.

It was resolved unanimously:

That the Council's Treasury operations during 2022/23, including the prudential and treasury indicators, as set out in the Annual Treasury Management Review at Appendix 1 of the report to the Finance & Assets Committee, be approved.

28. EAST CAMBS STREET SCENE (ECSS) OBSERVER

Council considered a report (Y28, previously circulated) concerning proposed changes to the Observers on the East Cambs Street Scene (ECSS) Board. The Director Commercial explained that Council had previously determined that the Deputy Leader of Council and the Chairman of the Operational Services Committee should be appointed as Observers on the ECSS Board. Both Council positions were now held by one individual and therefore, to maintain two Observers as was the Council's original intention, an amendment to the Shareholder Agreement was suggested to allow the Vice-Chairman of the Operational Services Committee to be appointed in place of the Committee's Chairman.

Cllr Vellacott proposed the recommendations in the report, seconded by Cllr Ambrose Smith.

The Deputy Leader of the Liberal Democrat Group stressed that their Group had regularly expressed concerns about the role of the Observers because they considered that the Observers were effectively Directors in a position to influence decisions, despite having no vote. The ECSS Shareholder Agreement dated 22nd January 2020, signed on behalf of the Board and the Council, stated that the Observers would be the Leader of Council and the Chair of the Operational Services Committee; no change was therefore needed since they were two separate individuals. Alternatively, if the naming of the Leader (rather than Deputy Leader) was a drafting error on the deed then it raised questions about how an error could occur on an important document that was one of the key controls against risks to the Council.

The Director Commercial informed Members that the previous resolution of the Council had been to appoint the Deputy Leader and the Chair of the Operational Services Committee and the Board had enacted that resolution. Unfortunately, in drafting the Shareholder Agreement there had been an omission of the word "Deputy" which, on discussion with the Director Legal was accepted to be purely a drafting error.

The Leader stressed that the proposal was simply a pragmatic change from the status quo in order to ensure that there were two Observers on the Board. The proposer of the Motion echoed those comments and reiterated that the Observers did not have a vote on Board decisions.

It was resolved:

- i) That the Shareholder Agreement (ref P5 para 4.4) be amended to read "The Deputy Leader of Council and the Chairman or the Vice-Chairman of Operational Services are appointed as Observers to the Board."
- ii) That the Vice Chairman of the Operational Services Committee be appointed as an Observer to the ECSS Board.

29. ESTABLISHMENT OF CONSTITUTIONAL REVIEW WORKING PARTY

Council considered a report (Y29, previously circulated) concerning the proposed establishment of a “task and finish” Constitutional Review Working Party with Terms of Reference as detailed in Appendix 1 of the report. The Democratic Services Manager and Deputy Monitoring Officer explained that, following the recent elections, it was considered timely to review the Council’s Constitution. If Members wished, an IRP could also be run concurrently. The last IRP had taken place in 2021 and was therefore not required until 2025 but it would be opportune to review the remuneration package alongside the Constitution.

The Chairman proposed the recommendation in the report, seconded by the Vice-Chairman.

The Leader of the Liberal Democrat Group asked for confirmation that the Working Group’s membership would be balanced with three members from each political group, and sought assurance that since an IRP was not referenced within the report it would not be decided at this meeting.

The Chairman requested that Officers prepare an IRP proposal for consideration at a future meeting and the Democratic Services Manager confirmed the political balance as 3:3.

As seconder of the Motion, the Vice-Chairman welcomed the review as a means to address any conflicts or other issues within the Council’s Constitution following a piecemeal approach to updates in recent years.

The Working Party’s membership was proposed to be Cllrs Goldsack, Lay and Pettit from the Conservative Group and Cllrs Akinwale, Dupré and Trapp from the Liberal Democrat Group.

It was resolved unanimously:

That the establishment of a Constitutional Review Working Party, with the terms of reference set out in Appendix 1 to the Officer’s report, be approved.

30. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY UPDATE REPORTS

Council received the reports (previously circulated) from the Combined Authority’s Audit and Governance Committee (9 June 2023), Overview and Scrutiny Committee (19 June 2023) and the Board (31 May 2023).

Cllr Dupré asked the Council to formally acknowledge that Cllr Cane had been appointed as Chair of the Combined Authority’s Overview and Scrutiny Committee.

It was resolved unanimously:

That the reports on the activities of the Combined Authority from the Council's representatives be noted.

The meeting concluded at 8:30pm

Chairman.....

Date.....

DRAFT

SCHEDULE OF ITEMS RECOMMENDED FROM COMMITTEES AND OTHER MEMBER BODIES

Committee: Council

Date: 19 October 2023

Author: Democratic Services Manager & Deputy Monitoring Officer

Report No: Y69

Contact Officer:

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1.0 FINANCE & ASSETS COMMITTEE – 28 SEPTEMBER 2023

a) Local Council Tax Reduction Scheme (LCTRS) Review

The Committee received a report (**Y54, attached at Appendix A**) detailing the annual review of the LCTRS scheme for 2024/25 and options for scheme amendments. The report was proposing no changes to the current scheme of an 8.5% minimum contribution and asked the Committee to recommend this to Full Council.

The recommendation was proposed by Cllr Sharp and seconded by Cllr Hunt.

A number of questions relating to this item had been provided prior to the meeting from Members and these, along with answers provided by officers, were set out in Appendix 1 to these minutes.

The Chairman invited questions to be asked to the Director Finance. A Member had queried whether the Director Finance knew how many households received Council Tax Benefit (CTB) in East Cambridgeshire. The Director Finance advised that 31,964 households equivalent to Band D properties but had requested more detailed information from Anglia Revenues Partnership (ARP) and would circulate the information to Committee Members once received.

The Chairman then opened the debate. A Member stated that the current discount was substantial and it was important to encourage people back into work, wherever possible. Another Member asked the Director Finance to also find out the number of households that were in Bands A, B, C and D in East Cambridgeshire.

Another Member emphasised that the £24,345.76 cost to the Council, if the minimum contribution was decreased to 0%, could be less than the cost of those households building up arrears on their Council Tax. They also highlighted the increasing problems of residents affording to pay their Council Tax due to the current cost of living crisis.

Councillor Trapp proposed and Councillor Inskip seconded the following amendment:

To adopt option 2 in the report to decrease the minimum contribution to 0%.

As the proposer of the amendment, Councillor Trapp emphasised that without the detail on Council Tax bands, LCTRS breakdown and levels of arrears, they could not make an informed decision to keep the current scheme at 8.5% minimum contribution.

A Member acknowledged the amendment, however, believed in the principle that people should contribute something towards their Council Tax and thought the 8.5% contribution was reasonable, bearing in mind the other support options available for those on low incomes impacted by the cost of living crisis. Other Members concurred with this view.

17:29 Cllr Whelan joined the meeting.

In response to a Member question, the Director Finance explained that the 8.5% contribution stemmed from it previously being a national government scheme, whereby the maximum LCTRS awarded was 91.5%, and this was now the same at local level.

A Member stated that the cost to the Council of £24,345.76 to adopt a minimum contribution of 0% could be less than the cost of irrecoverable debts for Council Tax.

As the seconder of the amendment, Councillor Inskip highlighted the cost-of-living crisis impacting on our lowest earning residents. By lowering the minimum contribution to 0%, this would help the lowest income families.

The Director Commercial advised Members that the information requested from Anglia Revenues Partnership (ARP) would be supplied before the next Full Council meeting.

In response to a Member question, the Director Finance explained that if Members did propose a change to the current scheme, it would have to go out to consultation.

At the request of Cllr Inskip, a recorded vote was taken on the amendment, which was lost with Members voting as follows:

FOR: (4) – Cllrs Colbert, Inskip, Trapp, Whelan.

AGAINST: (6) – Cllrs Bovingdon, Goldsack, Hunt, Lay, Miller, Sharp.

ABSTENTIONS: (0)

A member raised a point of order, to ask whether Cllr Whelan should have taken part in the recorded vote as they turned up part way through the debate on the amendment. The Monitoring Officer confirmed with Cllr Whelan that they had heard enough debate and views from Committee Members to make an informed decision and was allowed to participate in the vote, agreed also by the Chairman.

Upon being put to the vote the motion was carried by 6 votes in favour to 3 against and 1 abstention.

It was resolved to RECOMMEND TO FULL COUNCIL:

That the LCTRS scheme for 2024/25 remain unchanged.

TITLE: EAST CAMBRIDGESHIRE LOCAL COUNCIL TAX REDUCTION SCHEME (LCTRS) for 2024/25

Committee: Finance and Assets Committee

Date: 28th September 2023

Author: Lorraine King, Head of Benefits, Council Tax Billing and Systems, ARP

Report No: Y54

Contact Officer:

Ian Smith

Ian.Smith@eastcambs.gov.uk, Room 104 The Grange, Ely

1.0 ISSUE

1.1. Each year the Council is required to review its Local Council Tax Reduction Scheme (LCTRS). This report provides an annual review of the 2023 scheme and options for scheme amendments for 2024/25.

2.0 RECOMMENDATION

2.1. Committee is asked to consider the annual review of the LCTRS scheme for 2024/25 and recommend to Full Council to leave the scheme unchanged for that year.

3.0 BACKGROUND/OPTIONS

3.1. We are now in the eleventh year of LCTRS; a locally set scheme that replaced the previous nationally set Council Tax Benefit (CTB) scheme from April 2013.

3.2. In 2013/14 the Council took advantage of a one-off Government grant that compensated in part for the reduction in Government funding for the Working Age scheme. This meant that the maximum LCTRS awarded was 91.5%.

3.3. For 2014/2015 to 2017/18 the Council retained the original scheme, except that allowances and premiums (the amounts of income from state-administered benefits such as Jobseekers' Allowance) were increased in line with other benefits such as Housing Benefit.

3.4. For the 2018/19 scheme the Council approved and introduced a policy to harmonise the scheme with DWP welfare reforms introduced for Housing Benefit and LCTRS for Pensioners and introduced closer links to Universal Credit data share for claims, thereby removing the requirement to make a separate claim.

3.5. For 2019/20 the Council kept the same scheme as for 2018/19.

3.6. For 2020/21 the Council introduced a fluctuating earnings rule to the treatment of Universal Credit (UC). A weekly tolerance level of £15 (£65 monthly) was

introduced to reduce the number of monthly reassessments impacting customers every time a revised Universal Credit notification is received.

- 3.7. For 2021/22 there were no changes implemented and the 2020/21 scheme was retained.
- 3.8. For 2022/23 there were four amendments made to the scheme. Reducing the capital threshold from £16,000 to £10,000 and abolishing tariff income for those with under £10,000. Applying a fixed rate non-dependent deduction of £7.40 per week. While streamlining the Council Tax Support application process by signposting customers to claim Universal Credit and Council Tax Support at the same time. Increasing the Universal Credit income variation rule from £65.00 to £100 each month.
- 3.9. For 2023/24 there were no changes implemented and the 2022/23 scheme was retained.

4.0 ARGUMENTS/CONCLUSION(S)

4.1. No changes to the processing of reductions within the scheme are considered necessary for the 2023/24 scheme, however, Members are asked to consider potentially changing the maximum award.

4.2. **Option 1.** Do nothing and retain the current scheme with an 8.5% minimum contribution.

Option 2. Decrease the minimum contribution rate from 8.5% to 0% to provide further support to low-income households during the cost-of-living crisis.

4.3 The costs of these options are detailed in the table below.

| Options | Cost to District Council | Cost to County Council |
|--|--------------------------|------------------------|
| 1. Maintain current scheme with 8.5% minimum contribution. | None | None |
| 2. Decrease minimum contribution to 0% | 24,345.76 | 186,052.08 |

4.4 The recommendation is to go with option 1 and retain the current scheme with the 8.5% minimum contribution level. The reasons for this are:

- To ensure that the principle of everyone making at least a small contribution towards their Council Tax charge is maintained.
- To maintain a level of Council Tax income to provide funding for services at both district and county level.
- There is other support available for those on low incomes and impacted by the cost-of-living crisis within the Housing Team and those affected should also be signposted to maximise benefit take-up, reviewing discounts and

exemptions and providing Exceptional Hardship Payments where there is a need.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. There are no additional financial implications arising from this report other than those already detailed.
- 5.2. Equality Impact Assessment (EIA) not required) if current scheme retained.
- 5.3. Carbon Impact Assessment (CIA) not required if current scheme retained.

6.0 APPENDICES

None

Background Documents:

None

EAST CAMBRIDGESHIRE LOCAL PLAN SINGLE ISSUE REVIEW – FOR ADOPTION

Committee: Full Council

Date: 19 October 2023

Author: Strategic Planning Manager

Report No: Y70

Contact Officer: Richard Kay, Strategic Planning Manager
richard.kay@eastcamb.gov.uk Room 12 The Grange, Ely

1.0 ISSUE

1.1. The main issue is to consider the Inspector’s Report into the Single Issue Review (SIR) of the East Cambridgeshire Local Plan, and determine whether to accept the recommendations of the Inspector, and subsequently adopt the updated East Cambridgeshire Local Plan in accordance with those recommendations.

2.0 RECOMMENDATION(S)

2.1. That Full Council:

(A) Notes the report (Appendix 2a to this Agenda Report) of the independent Inspector who was appointed to examine the submitted Single Issue Review of the East Cambridgeshire Local Plan.

(B) Adopts with immediate effect the Single Issue Review amendments to the East Cambridgeshire Local Plan 2015, with such amendments comprising:

- (i) The changes as were set out in the SIR Consultation Document (May 2022) (Appendix 1 to this Agenda Report), other than those parts superseded by (ii) and (iii) below.
- (ii) The main modifications as recommended by the Inspector in his Inspector’s Report (Appendix 2b to this Agenda Report); and
- (iii) Other minor editorial modifications (‘Additional Modifications’) (as set out in Appendix 3 to this Agenda Report).

(C) Authorises the Strategic Planning Manager to incorporate the amendments arising in recommendation (B) above into an updated Local Plan for publication as soon as possible, with the new Local Plan to be referred to as the *East Cambridgeshire Local Plan, 2015 (as amended 2023)*.

3.0 BACKGROUND/OPTIONS

3.1. The preparation of the Single Issue Review (SIR) of the East Cambridgeshire Local Plan has reached its final stage. We have now reached the stage where Council has to decide whether to adopt the amendments to our Local Plan, 2015, those amendments being those arising from the SIR of the Local Plan which has been consulted upon and independently tested over the past few years.

- 3.2. Council will recall that on 21 April 2022, it was agreed that the contents of the SIR be subject to a final round of public consultation, followed by an examination of the Plan by an independent Inspector (the inspector subsequently appointed being Inspector P Lewis BA (Hons) MA MRTPI), and the publication of an Inspector's Report.
- 3.3. These events have now all taken place.
- 3.4. However, before coming to the Inspector's findings and recommendations, Council may wish to remind themselves as to the purpose, content and status of the Local Plan. If adopted today, the updated version of the Local Plan will become part of the statutory development plan for East Cambridgeshire, alongside the adopted Cambridgeshire and Peterborough Minerals and Waste Local Plan and all 'made' (or adopted) East Cambridgeshire based Neighbourhood Plans.
- 3.5. As a reminder, this update to our Local Plan is not a full update of the Plan's contents. At its meeting of 22 October 2020, Council approved to prepare a very limited update of a small part of its 2015 Local Plan. Where just a small part of a Local Plan is to be updated (rather than a completely new plan), it is often referred to as a 'Single Issue Review' (SIR). In our case, the SIR is focussed solely on the *housing requirement* (or housing 'target') that East Cambridgeshire should plan for. For a number of reasons, it was determined that the housing requirement figure in the 2015 Local Plan was now 'out of date' and in need of updating. The SIR would achieve this update but leave the rest of the Plan unaltered. This has remained the basis of the SIR throughout its preparation.
- 3.6. For a more detailed explanation of the rationale for the SIR and the various consultation stages, then Members should visit the Full Council papers of 22 October 2020, 21 October 2021 and 21 April 2022.
- 3.7. The SIR documentation has been subject to three rounds of public consultation, albeit the technical nature of the content has, understandably, primarily only drawn interest and representations from those who operate in the house-building industry.
- 3.8. Having proceeded to independent examination, the Council's proposed changes to the Local Plan as set out in the SIR, together with the representations received on it, have now been thoroughly tested by an independent Inspector, including via some 'hearing' days, whereby objectors had the opportunity to verbally press their case to the Inspector (as well as the Council having the opportunity to defend its case).

The Inspector's Report

- 3.9. Attached at appendix 2a and 2b is the Inspector's Report and his Recommended Main Modifications received on 5 October 2023.
- 3.10. As can be seen, broadly speaking the Inspector has accepted the Council's approach set out in the SIR it consulted upon but is seeking some adjustments (or 'main modifications' to use the correct terminology) before Council adopts the changes to the Local Plan.
- 3.11. In the opinion of officers, the main modifications do not, in essence, change the fundamentals of what the Council proposed. In a practical sense, even after

accepting the Inspector's recommendations, it will deliver what the Council originally intended with the SIR, namely, bringing up to date the housing requirement figure in the Local Plan, and establishing such a housing requirement figure which is both reasonable and realistic to deliver.

- 3.12. Wider modifications required by the Inspector, whilst acknowledged as important, are somewhat detailed or technical, and do not fundamentally alter the basis of the Plan.
- 3.13. To be absolutely clear on the significant and sensitive issue of allocating new sites for development, the SIR never intended to tackle that point, and the Inspector is not requiring the Council to tackle that point (though it is worth noting that several objectors had sought such opportunities to promote new sites). Adopting the Plan today, therefore, does not either add or take away any sites allocated for new development.
- 3.14. On the important matter of 'five year land supply', and whether the Council can demonstrate that it is in a position to demonstrate that it has five years' worth of land available, the updating and adopting of the SIR (incorporating the Inspector's modifications) does not directly affect and alter the position the Council has, but is likely to assist the Council in demonstrating it has such a supply of land. *(Please note: the actual demonstration of a five year land supply is established through a separate reporting mechanism, due by the end of each calendar year, and is challengeable by any party at any time via a planning appeal. This is therefore done outside of the plan making system. However, by having an up to date and realistic housing requirement figure in the Local Plan will assist the Council making its continued case that we can demonstrate a healthy supply of housing land, should any party decide to challenge the Council's position in the future.)*
- 3.15. Overall, Officers consider that the Inspector's Report is fair and reasonable and see no reason other than to accept the recommendations within it.
- 3.16. It is important to point out at this stage that Council cannot 'pick and choose' which of the Inspector's recommendations it wishes to accept, and which it does not want to accept. Council must agree to them all if it wants to adopt the updated Plan. If Council does not want to accept them all, then legally it is able, but it must abandon entirely the updating of the Local Plan and revert to the 2015 Local Plan unaltered.

Additional (or Minor) Modifications

- 3.17. When adopting a new or updated Local Plan, the legislation also allows a local planning authority to prepare a schedule of 'additional (minor) modifications' and include such modifications in the final Local Plan which it adopts. These minor modifications are not considered or approved by the Inspectors, and do not require consultation.
- 3.18. The legislation (s23(3)(b)) makes it clear what could constitute a 'minor modification': in short, the minor modifications (taken together) must not materially affect the policies that would be set out in the Local Plan if it was adopted with the main modifications but no other modifications.
- 3.19. It is completely at the discretion of the local planning authority to prepare a list of 'minor modifications', and to take responsibility for ensuring that such modifications are indeed 'minor' (i.e. do not materially affect the policies).

- 3.20. In practice, 'minor modifications' tend to be very minor indeed. They are normally one of the following:
- a. Updating the introductory text, to explain it is the adopted version
 - b. Correcting typographical errors
 - c. Presentational improvements
 - d. Updating factual text
 - e. Minor wording changes, to make the text clearer
- 3.21. There are usually very few 'minor modifications' which apply to policies themselves within a Local Plan. They normally only apply to the supporting text. Where they do apply to policies, particular care needs to be taken that they are indeed 'minor'.
- 3.22. Attached at Appendix 3 is a schedule of recommended additional 'minor modifications'. Council is at liberty to reject all or some of them, and still proceed to adopting the Local Plan. It is also at liberty to include further additional modifications, subject to the guidance set out in the above paragraphs. However, no further changes are recommended.

4.0 ARGUMENTS/CONCLUSION(S)

- 4.1. It is important to emphasise to Council that the choice in respect of this agenda item is somewhat binary. Either the Local Plan is updated as recommended, or it is not. The ability to accept some of the changes but not others, or add new amendments, is not a legal option open to the Council, unless such changes were very minor indeed, and predominantly presentational rather than meaningful.
- 4.2. Updating the Local Plan as per this agenda report is recommended, so that the housing requirement is brought up to date and we can bring to a conclusion the SIR of our Local Plan.
- 4.3. Not updating the Local Plan is not recommended, as this will leave the Council with an out of date housing requirement figure, and at considerably higher risk of speculative development.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. There are no additional financial implications arising from this report.
- 5.2. Equality Impact Assessment (EIA) and wider Strategic Environmental Appraisal (SEA) were all matters considered as part of the examination of the SIR and are available as examination documents on our website. In summary, no significant negative or positive implications are arising from the adoption of the amendments to the SIR.

6.0 APPENDICES

- Appendix 1: Single Issue Review – Regulation 19 consultation - May 2022
- Appendix 2a: The Inspector's Report
- Appendix 2b: Inspector's recommended Main Modifications
- Appendix 3: Additional Modifications

Appendix 1: Specific Proposed Changes to the Local Plan (as proposed in May 2022)

The following boxes identify the precise changes that were proposed to the Local Plan, and consulted upon in May 2022, using a series of crossed out text and bold italics new text.

All of these changes are to be incorporated into the Local Plan (i.e. adopted) **unless** superseded by modifications requested by the Inspector (“Main Modifications” – see Appendix 2) or other additional minor modifications (“Additional (minor) Modifications” – see Appendix 3)

| Proposed Change ref: | Explanation | Local Plan Text (as proposed to be amended) |
|----------------------|---|--|
| 1 | Front Cover amended by addition of the following under “April 2015” | <i>(as amended [add date of adoption])</i> |
| 2 | Text Box at top of Page 1 amended as follows | <div style="border: 1px solid black; padding: 10px;"> <p>This East Cambridgeshire Local Plan Development Plan Document was adopted at a full meeting of East Cambridgeshire District Council on 21 April 2015, <i>with the exception of Policy GROWTH 1 and some of its supporting text, and some supporting text associated with Policy GROWTH 4, all of which has been updated and adopted at a full meeting of the Council on xx xxxx 20xx.</i></p> </div> |
| 3 | Add new text after para 1.2.7 as follows | <p><i>1.2.8 Following consultation and independent examination over the period 2021-2023, a very limited updating of the Local Plan took place, which had the primary effect of updating the housing requirement figure in Policy GROWTH 1, together with some updating of the supporting text to Policies GROWTH 1 and GROWTH 4.</i></p> <p><i>1.2.9 Those limited updates were formally adopted by the Council on [add date of adoption], and incorporated into the Local Plan accordingly. For the avoidance of doubt, other than Policy GROWTH 1, no other Policy was updated and no new site allocations were made.</i></p> |
| 4 | Amend the supporting text 3.2.3-3.2.5 as follows | <p>Level of housing growth</p> <p>3.2.3 Following the abolition of Regional Spatial Strategies, the District Council <i>is was</i> responsible for identifying a housing ‘target’ in the <i>2015</i> Local Plan. The right level of housing can help to support economic growth, meet local housing needs, and facilitate the delivery of infrastructure. Having a housing target also allows a local authority to</p> |

work with service providers and other organisations to ensure suitable infrastructure is provided to meet the needs of new development.

3.2.4 The housing requirement for East Cambridgeshire *for the 2015 Local Plan needed* needs to be justified and based on an objective assessment of need (paragraph 47 in **2012** National Planning Policy Framework). This involves looking at housing needs and demands (including demographic evidence, affordability levels, jobs growth) but also taking account of supply, delivery and strategic matters which may have an impact (including land availability, infrastructure capacity and market deliverability). It also involves co-ordination with the strategy of neighbouring authorities, and working together to ensure the needs of the housing market area are met. The District's Council's housing requirement has been informed by the following key evidence documents:

- 'Technical Report on Population, Housing and Employment' (May 2013) commissioned jointly by Cambridgeshire authorities and Peterborough and undertaken by Cambridgeshire County Council.
- A new 'All Homes' chapter in the Strategic Housing Market Assessment (SHMA) (May 2013) looking at objectively assessed need across the Cambridge Housing Market Area. The work was jointly commissioned by the Housing Board and the Strategic Planning Unit for Cambridgeshire and Peterborough.

3.2.5 The SHMA identifies a need for 13,000 dwellings in East Cambridgeshire between 2011 and 2031. However, under the 'duty to cooperate' the District Council has reached agreement with other Cambridgeshire authorities and Peterborough Council to deliver a total of 11,500 dwellings between 2011 and 2031. This agreement, involving a redistribution of housing between some of the authorities, is set out in the 'Memorandum of Cooperation between Cambridgeshire and Peterborough authorities' (May 2013). The Memorandum concludes that the target for East Cambridgeshire should be lower than 13,000 dwellings as the Council has 'made considerable progress to date with [its] local plan reviews, and therefore have established a good understanding of their areas' development opportunities and constraints. They have also taken account of the July 2012 joint statement by Peterborough and Cambridgeshire authorities which confirmed that the strategy is to secure sustainable development by locating new homes in and close to Cambridge and Peterborough, and to other main centres of employment, whilst avoiding dispersed development.' The agreed target of 11,500 dwellings for East Cambridgeshire represents an annual rate of 575 dwellings per year. This rate is more than the previous Regional Strategy target for the district (430 per year) and is suitably challenging given the recent economic downturn and altered market conditions. Details regarding delivery are set out in Policy GROWTH 4 below. In summary, the evidence indicates that this level of housing growth:

- Will be sufficient to meet East Cambridgeshire's own housing needs, and is a coherent strategy in the context of neighbouring local authorities emerging Plans.
- Is a sustainable level of housing which should help to support the Council's strategic aim to provide a better balance between housing and employment and reduce levels of out-commuting.
- Will support the predicted growth in the local economy up to 2031.
- Can be accommodated on sufficient, suitable available sites within the district.
- Is deliverable, in terms of market supply and capacity. Will help to deliver the Council's strategic aims of regenerating and expanding the district's market towns, and supporting the maintenance and sustainability of villages (in the context of a declining and ageing population).
- Is consistent with the strategy for the Cambridge Sub-region (as set out in the Joint Planning Statement).
- Will be supported by appropriate levels of new infrastructure and services; and,
- Will help to facilitate the delivery of appropriate levels of affordable housing to meet local needs over the Plan period.

3.2.5 However, through periodic updates of the NPPF (latest version at time of writing is July 2021), Government has removed the requirement for a local planning authority to establish an 'objectively assessed need' for housing, and instead put in place a national standard method to determine a 'local housing need'. Applying that standard method for East Cambridgeshire, for the period 2022-2031, it is determined that the local housing need for East Cambridgeshire is 5,398 dwellings. Following consultation and testing of this figure, it has been determined that 5,398 also becomes the housing requirement for East Cambridgeshire, for the period 2022-31 (i.e. no adjustment was necessary in translating the identified housing need into the housing requirement figure). In order to complete the housing requirement for the full plan period 2011-2031, the housing requirement for 2011-2022 is, in accordance with national guidance, determined as being the housing delivered in that period. [3,018 + 2021/22 completions – figure to be included prior to plan adoption] (net) homes were delivered in East Cambridgeshire between 2011-22, therefore that becomes the housing requirement for that same period. Overall, therefore, the total housing requirement for the plan period, as updated by the single issue review of the Local Plan which concluded in 2023, is xxxx* new dwellings for the plan period 2011-31.

*this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2021/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000.

| | | |
|----------|---|--|
| <p>5</p> | <p>Amend Policy GROWTH 1 as follows:</p> | <p><u>Policy GROWTH 1: Levels of housing, employment and retail growth</u></p> <p>In the period 2011 to 2031, the District Council will:</p> <ul style="list-style-type: none"> • Make provision for the delivery of 11,500 xxxx* dwellings in East Cambridgeshire, comprised of a dwelling requirement of: <ul style="list-style-type: none"> - [3,018 + 2021/22 housing completions] dwellings, for the eleven year period 2011-2022 - 5,398 dwellings for the nine year period 2022-2031 • Maximise opportunities for jobs growth in the district, with the aim of achieving a minimum of 9,200 additional jobs in East Cambridgeshire. Part of this strategy will involve making provision for a deliverable supply of at least 179 ha of employment land for B1/B2/B8 uses, and providing for home working. <p>In the period 2012 to 2031, the District Council will:</p> <ul style="list-style-type: none"> • Make provision for at least an additional 3,000m² (net) of convenience and 10,000m² (net) of comparison retail floorspace in the district. <p>-----</p> <p>* this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2021/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000</p> |
| <p>6</p> | <p>Para 3.5.6 will be consequentially updated as follows:</p> | <p>3.5.6 Table 3.2 summarises how and where housing is likely to be delivered in East Cambridgeshire over the Plan period. It identifies there will be sufficient overall supply of land to meet the district’s housing requirement of 11,500 xxxxx* dwellings, as set out in Policy GROWTH 1. The latest projections (as at October 2021 September 2014) indicate that an estimated 12,000 over 11,000 additional dwellings could come forward between 2011 and 2031, with a further identifiable supply of over 2,000 dwellings beyond the plan period (i.e. post 2031). It is estimated that approximately 6,500 of these dwellings will be on new allocations, mainly on the edge of existing towns and villages. The table also includes excludes reference to, or any assumed further supply from, ‘broad locations’, which are identified in the key diagrams below. The diagrams are indicative only and identify broad areas on the edge of Soham and Littleport which were identified as ‘phase 2’ sites in the Soham and Littleport Masterplans, and could be developed in the future two of which, out of the five identified, have recently received planning permission for development. The supply from this source is not anticipated to be required in strategic terms until, as anticipated, therefore coming forward in the later part of the Plan period. Therefore, whilst the locations are broadly identified at this stage and it is intended that the specific site boundaries will be identified through the</p> |

next Local Plan review, ***in the meantime the principle of development coming forward on the Broad Areas is now established.*** There is sufficient identified capacity on the edge of Soham and Littleport to enable this source of supply to be realised. The table also shows that the distribution of development accords with the locational strategy in Policy GROWTH 2, with significant new land allocations proposed on the edge of Ely, Soham and Littleport, and smaller amounts on the edge of villages where this is supported by the local community. A full list of allocation sites is set out in Policy GROWTH 4 (with site-specific policies contained in Part 2 of this Local Plan).

* this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2021/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000

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Para 3.5.7, and table 3.2, will be consequentially updated as follows

3.5.7 Further details of the various sources of housing ***delivered, housing*** supply, the breakdown by settlement, and predicted levels of supply year on year throughout the Plan period (the ‘housing trajectory’) is set out in the ***annual Authorities Annual Monitoring Report and the regularly updated (at least once a year) Five Year Housing Land Supply Report, both of which are available on the Council’s website.*** ~~Until the Local Plan is adopted, the latest housing trajectory for the Local Plan will be contained in a separate Background Paper on ‘Housing Supply’ – see the Council’s website]. The housing trajectory in the Council’s ‘Housing Supply Paper’ September 2014 demonstrates that a five year supply of specific deliverable sites incorporating an additional buffer of 5% can be identified in the district as required by Government. Further information on the tenure and type of dwellings is set out in Chapter 4 of this Local Plan.~~

Table 3.2 – Summary of estimated housing supply 2011-31

| Location | Completions 2011/12 – 2012/13 | Outstanding commitments as at 1.4.13 | Large potential sites | Small windfall sites | Specific rural sites | Allocations | TOTAL |
|--------------|-------------------------------|--------------------------------------|-----------------------|----------------------|----------------------|-------------|-------|
| Market towns | 458 | 950 | 315 | 241 | 0 | 5849 | 7782 |
| Ely | 95 | 145 | 56 | 68 | 0 | 3679 | 4043 |
| Soham | 260 | 256 | 40 | 114 | 0 | 1620 | 2290 |
| Littleport | 103 | 549 | 188 | 59 | 0 | 550 | 1449 |
| Villages | 200 | 321 | 276 | 421 | 70 | 659 | 1947 |

| | | | | | | | |
|-------------------------|-----|------|-----|------|----|------|--------|
| Rural windfall estimate | - | - | - | 471 | - | - | 471 |
| Broad locations | - | - | - | - | - | - | 1,800 |
| TOTAL | 658 | 1271 | 560 | 1133 | 70 | 6508 | 12,000 |

Table 3.2 – Summary of estimated housing supply 2011-31*

*note: this table will be updated prior to adoption, to incorporate housing completions for year 2021/22, and updated supply figures for the period to 2031

| Site Status at 01 April 2021 | | Total Delivered 2011-2021 | Total Supply 2021-2026 | Total Supply 2026-2031 | Total Supply 2021-31 | Total Supply Post 2031 |
|--|--|--|------------------------|------------------------|----------------------|---|
| Planning permission | | 3,018 | 3,930 | 1,760 | 5,690 | 698 |
| Dwellings allocated in development plan, without consent at April 2021 | | | 346 | 641 | 987 | 115 |
| Dwellings on unallocated sites and without consent at April 2021 | | | 1 | 0 | 1 | 0 |
| Other supply | Dwellings with insufficient evidence that they will be delivered within first five year period | | 0 | 1,004 | 1,004 | 1,195 |
| | Windfall allowance | | 150 | 250 | 400 | N/A |
| | Older people's accommodation (C2) | | 97 | 0 | 97 | 0 |
| Totals | | | 3,018 | 4,524 | 3,655 | 8,179 |
| Grand Totals | | 11,197 (Housing Supply 2011-2031) | | | | 2,008 (Housing Supply) |

| | | | | |
|--|--|--|--|-----------------------|
| | | | | <i>Post 2031)</i> |
| | | | | |

Report to East Cambridgeshire District Council

by Philip Lewis BA(Hons) MA MRTPI

an Inspector appointed by the Secretary of State

Date: 5 October 2023

Planning and Compulsory Purchase Act 2004 (as amended)

Section 20

Report on the Examination of the East Cambridgeshire Local Plan – Single Issue Review (of its 2015 Local Plan)

The Plan was submitted for examination on 19 July 2022

The examination hearings were held on 8 November 2022 and 28 March 2023

File Ref: PINS/V0510/429/6

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Abbreviations used in this report

| | |
|------------------|--|
| LHN | Local Housing Need |
| NPPF | National Planning Policy Framework |
| PPG | Planning Practice Guidance |
| 2004 Act | Planning and Compulsory Purchase Act 2004 (as amended) |
| 2012 Regulations | Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) |

Introduction

1. This report contains my assessment of the East Cambridgeshire Local Plan – Single Issue Review (of its 2015 Local Plan) in terms of Section 20(5) of the Planning and Compulsory Purchase Act 2004 (as amended) (the 2004 Act). It considers first whether the Plan’s preparation has complied with the duty to co-operate. It then considers whether the Plan is compliant with the legal requirements and whether it is sound. The National Planning Policy Framework 2023 (paragraph 35) (NPPF) makes it clear that in order to be sound, a Local Plan should be positively prepared, justified, effective and consistent with national policy.
2. The starting point for the examination is the assumption that the local planning authority has submitted what it considers to be a sound plan. The East Cambridgeshire Local Plan – Single Issue Review (of its 2015 Local Plan), submitted in July 2022 is the basis for my examination. It is the same document as was published for consultation in May 2022.

Main Modifications

3. In accordance with section 20(7C) of the 2004 Act the Council requested that I should recommend any main modifications [MMs] necessary to rectify matters that make the Plan unsound and /or not legally compliant and thus incapable of being adopted. My report explains why the recommended MMs are necessary. The MMs are referenced in bold in the report in the form **MM1**, **MM2** etc, and are set out in full in the Appendix.
4. Following the examination hearings, the Council prepared a schedule of proposed MMs. The MM schedule was subject to public consultation for six weeks. I have taken account of the consultation responses in coming to my conclusions in this report.

Policies Map

5. The submitted Plan does not propose any changes to the Council’s policies map and I shall not consider this matter further in my report.

Context of the Plan

6. The Local Plan has been produced following the Council undertaking a formal review of its adopted Local Plan, as required by Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (the 2012 Regulations), and as set out in paragraph 33 of the NPPF. In that review, the Council found that Policy GROWTH1 needs to be revised, because of an out of date housing requirement. Policy GROWTH1 is also

concerned with jobs growth and retail floorspace provision. Those parts of the Policy were not found to be out of date and are not proposed to be changed.

Public Sector Equality Duty

7. I have had due regard to the aims expressed in S149(1) of the Equality Act 2010. This has included my consideration of the Council’s Equality Impact Assessment – Initial Screening document (CD08).

Assessment of Duty to Co-operate

8. Section 20(5)(c) of the 2004 Act requires that I consider whether the Council complied with any duty imposed on it by section 33A in respect of the Plan’s preparation.
9. The Plan, as a single issue review is concerned with the provision of housing, which is included within the NPPF as one of the matters that the strategic policies should make provision for in local plans. The submitted Plan does not seek to extend the period for which provision would be made for housing beyond the adopted end date of 2031 of the existing local plan. It is seeking a housing requirement for the remainder of the plan period based on local housing need (LHN), calculated using the standard method. On an annualised basis, this provides a housing requirement higher than that in the adopted local plan for the corresponding years. There have been no requests made by neighbours for East Cambridgeshire to accommodate any unmet need through the Plan, and no convincing evidence that such provision should be made in East Cambridgeshire in the years to 2031.
10. Given the scope and content of the Plan, whilst the NPPF identifies that housing is a strategic matter, I am not persuaded that the Plan would have a significant impact on at least two planning areas in this regard. Nevertheless, it is clear that the Council has collaborated with the Duty to Cooperate Bodies in plan preparation in a manner proportionate to the plan being prepared, such as through regular meetings.
11. I am satisfied that where necessary the Council has engaged constructively, actively and on an on-going basis in the preparation of the Plan and that the duty to co-operate has therefore been met.

Assessment of Other Aspects of Legal Compliance

12. The Plan has been prepared in accordance with the Council’s Local Development Scheme.

13. Consultation on the Plan and the MMs was carried out in compliance with the Council's Statement of Community Involvement.
14. The Council carried out a sustainability appraisal of the Plan, prepared a report of the findings of the appraisal, and published the report along with the Plan and other submission documents under regulation 19. The Council reviewed the proposed MMs and concluded that no update of the appraisal was necessary.
15. The Habitats Regulations Appropriate Assessment Habitats Regulation Assessment (Stage 1 Screening) of the East Cambridgeshire SIR Local Plan (Regulation 19) Main Report May 2022 (CD07) sets out why an Appropriate Assessment is not necessary. The proposed MMs were reviewed by the Council who decided that no further assessment was required in this regard.
16. The Development Plan, taken as a whole, includes policies to address the strategic priorities for the development and use of land in the local planning authority's area.
17. The Development Plan, taken as a whole, includes policies designed to secure that the development and use of land in the local planning authority's area contribute to the mitigation of, and adaptation to, climate change.
18. The Plan complies with all other relevant legal requirements, including in the 2004 Act (as amended) and the 2012 Regulations.

Assessment of Soundness

Main Issues

19. Taking account of all the representations, the written evidence and the discussions that took place at the examination hearings, I have identified one main issue upon which the soundness of this plan depends. This report deals with the main issue. It does not respond to every point or issue raised by representors. Nor does it refer to every part of the Plan.

Issue 1 – Are the proposed amendments to Policy GROWTH1 and the explanatory text of the Plan positively prepared, clear, justified and consistent with national policy and will they be effective?

20. The submitted Plan has arisen from the Council's formal review of its adopted Local Plan under Regulation 10A and as per NPPF33. It has a very limited scope, primarily relating to the housing requirement set out in Policy GROWTH1. Through the examination, I have identified a number of soundness concerns with the submitted Plan which I consider below.

The housing requirement 2022 – 2031

21. There is no dispute that the minimum LHN figure as set out in the submitted Plan, derived using the standard method with a base date of 2022 is 599.78 dwellings per annum, which I round to 600 dwellings per annum.
22. The Planning Practice Guidance (PPG)¹ considers when it might be appropriate to plan for where increases in housing need are likely to exceed past trends and provides examples of such circumstances. In this case there is no convincing evidence that the Plan should be accommodating unmet housing needs of neighbours. There has been no formal request nor agreement to do so. Equally, there is no robust evidence to demonstrate that strategic infrastructure improvements are likely to drive an increase in the homes needed locally in the period to 2031.
23. It has been argued by some representors that economic growth factors mean that there is a higher level of housing need than the standard method indicates, citing wider regional growth. Whilst the employment growth provisions set out in Policy GROWTH1 were not found to be out of date by the Council in its Regulation 10A review, more recent sub regional economic forecasts have been drawn to my attention. However, on the basis of the evidence before me, it would appear that the LHN would at least support the number of projected jobs per annum at the lower end of the forecast range. Furthermore, I am not persuaded that the ambitious 'transformational' growth scenario is realistic for the plan period to 2031 given the current planning context. Consequently, I have not been persuaded that economic growth factors mean that there is a higher level of housing need than the standard method indicates for the period to 2031.
24. Since 2002/3 the average net annual housing completions is 419 dwellings in the District (EX.LA02(B)), with 619 net new dwellings being completed in 2021/22. There is under delivery of 2,688 dwellings in the plan period to date against the adopted housing requirement. Despite the Council identifying a potential housing land supply (untested in this examination) of 7,371 dwellings to 2031, the delivery of the housing requirement in full for the plan period as a whole, including the under provision, would require a significant increase in the annual delivery of dwellings from historic levels, and over a prolonged period. There is no convincing evidence that seeking to provide for housing over the minimum level of identified need is a realistic proposition, nor that it could reasonably be delivered.
25. I have also had regard to whether provision should be made for more homes to deliver additional affordable housing. The evidence suggests that there would have to be a significant uplift in housing provision for the identified affordable

¹ Housing and economic needs assessment Paragraph: 010 Reference ID: 2a-010-20201216

housing need to be met in full. However, such an uplift would lead to provision in excess of the total identified housing need for the District, with unknown implications for neighbouring areas. Additionally, it has not been demonstrated that the delivery of such a level of housing provision would be realistic. Consequently, the evidence simply does not persuade me that requiring the provision of more housing overall, would lead to a greater provision of affordable housing.

26. In the response to the MM consultation, I was referred to the Secretary of State’s speech of July 2023 in which he set out his long-term plan for housing, including for Cambridge. These plans however appear to be at an early stage and do not lead me to a different conclusion on the calculation of LHN for the Plan.
27. The LHN for the remainder of the plan period should be 600 dwellings per annum. I am satisfied that this figure should be used as the minimum annual dwelling requirement for the remainder of the plan period. To be justified and effective, Policy GROWTH1 should be amended to set out that for the period 2022 to 2031 that the Council should make provision for 5,400 dwellings. **MM1** and **MM3** amend the dwelling requirement figure of 5,400 to be justified and effective. **MM2** amends the Policy so that it is clear that the dwelling requirement of 5,400 dwellings would apply between 2022 and 2031 for effectiveness.

The housing requirement 2011 – 2022

28. The submitted Plan sets out that the housing requirement for 2011 to 2022 would be the number of housing completions in that period. The Council has confirmed that this figure is 3,637 (net) dwellings in examination document EX.LA02.
29. The Council’s approach for this period is inconsistent with national policy as it does not relate to an assessment of LHN. I do not consider that this approach is one which falls under exceptional circumstances to justify an alternative approach as set out in NPPF61 in that it does not reflect current and future demographic trends and market signals. Rather, it simply reflects what has taken place. Consequently, I find that the application of past completions to determine part of the housing requirement to be unsound as it is not justified nor consistent with national policy. **MM1** and **MM2** delete the parts of the submitted Plan which seek to amend the dwelling requirements for 2011 – 2022. For the reasons detailed below I conclude that it is not necessary for the Plan to have a requirement figure for 2011-2022.

Under-delivery 2011-2022 against the adopted Local Plan housing requirement

30. The standard method requires the calculation of LHN from a base date, in this case 2022, at the start of the plan-making process. It is then applied forward over the plan period. In the context of NPPF61, I am satisfied that the standard method would be applied in the Plan (as amended by MMs) rather than some alternative approach.
31. As I have already noted, for the period of the adopted local plan to 2022, the Council identifies that 3,637 dwellings have been provided. This leaves a shortfall in delivery of 2,688 dwellings against the adopted requirement. This is a significant amount, equivalent to over 4 years worth of housing land supply against the requirements of the adopted local plan.
32. The application of the standard method to calculate LHN includes an affordability adjustment which is applied to take account of past under-delivery. The PPG² explains that the standard method identifies the minimum uplift that will be required and therefore it is not a requirement to specifically address under-delivery separately. The PPG is also clear that the standard method provides authorities with an annual number, based on a 10 year base line, which can be applied to the whole plan period.
33. The PPG³ sets out that ‘Under-delivery may need to be considered where the plan being prepared is part way through its proposed plan period, and delivery falls below the housing requirement level set out in the emerging relevant strategic policies for housing’. In this case, whilst the Plan is part way through the plan period, delivery has not fallen below the housing requirement set out in the proposed amendments to Policy GROWTH1 in the submitted Plan.
34. Past under-delivery in the adopted local plan would be addressed through amending Policy GROWTH1 so that the requirement is based on LHN, derived using the standard method, through the application of the affordability adjustment. I acknowledge that NPPF22 includes that strategic policies should look ahead over a minimum 15 year period from adoption, to anticipate and respond to long-term requirements and opportunities, such as those arising from major improvements in infrastructure. However, there is nothing in national policy or guidance which specifically indicates a timescale over which the requirement derived from the standard method should be applied to address past under provision of housing.
35. Through the application of the standard method to calculate LHN, and establishing a new dwelling requirement for 2022 to 2031, it is no longer necessary to set out a dwelling requirement for the years to 2022. This is because the application of the standard method to calculate LHN and taking that as the basis for the dwelling requirement, addresses past under-delivery of

² Housing and Economic Needs Assessment Paragraph: 011 Reference ID: 2a-011-20190220

³ Housing Supply and Delivery Paragraph: 031 Reference ID: 68-031-20190722

housing. To be effective and consistent with national policy, the dwelling requirement through recommended **MM2** would be rebased to 2022.

Whether the Plan would look ahead 15 years on adoption?

36. There is no dispute that Policy GROWTH1 is a strategic policy within the meaning of that term set out in the NPPF. The amended Policy GROWTH1 would apply to 2031, thereby looking ahead around 8 years from adoption of the Plan. This is a consequence of the outcome of the Council's review of its development plan under Regulation 10A, where the scope of the submitted Plan does not extend to altering the plan period beyond 2031. The amended Policy GROWTH1 would not look ahead over a minimum 15 year period from adoption as is set out in NPPF22.
37. The Plan before me is a partial review, prepared as per NPPF33 and following the Regulation 10A review, with the Council proposing the updates to the local plan they consider necessary. In my view, NPPF22 is concerned with new local plans addressing the matters set out in NPPF20, rather than a partial update arising from the legal requirements set out in Regulation 10A, and prepared consistent with NPPF33. In addition, there is no requirement in Regulation 10A to extend a plan period forward to at least 15 years post adoption. That said, even if the Plan were to be considered to be not consistent with the strict wording of NPPF22, I consider the period over which the new dwelling requirement would apply to be justified, effective and positively prepared and that, overall, the Plan is sound in this respect.
38. The Council has set out in the submitted plan document 'that a comprehensive update of the Local Plan will be undertaken once clarity is available in respect of a forthcoming Planning Act. Commencing a comprehensive review ahead of such changes could lead to considerable resource expenditure and the potential of such a Plan not being completed'. Whilst I heard from a number of representors that a wider review of the local plan should be undertaken, it is clear that the Council intend to do just that, and in any event, I can only examine the Plan before me, not some desired alternative version.
39. Some representors suggested that I modify the Plan so that it should be the subject of an immediate review. I do not consider that such a change would be necessary for soundness, nor would it be effective or justified, given that the Council has recently undertaken a review of its Local Plan and found it up to date in all other respects. In addition, there has been no significant change in national policy relating to the matters covered by Policy GROWTH1 since that review was undertaken by the Council.

Other matters

40. Paragraph 3.5.6 of the submitted Plan refers to the Broad Areas which are identified in the adopted Local Plan, stating that ‘...in the meantime the principle of development coming forward on the Broad Areas is now established’. This statement has not been justified as not all of the identified Broad Areas benefit from planning permission, and site allocations would be needed to achieve this in the Plan, which is beyond its scope. **MM3** includes that the relevant text should be deleted to ensure that the Plan would be justified in these respects. Existing Local Plan policy relating to the identified Broad Areas consequently remains unchanged.
41. To be effective, paragraph 3.5.7 and Table 3.2 should be amended to provide the latest information as set out in EX.LA02 Letter to Inspector: Update on Housing Statistics (15 August 2022) and a trajectory illustrating the expected rate of housing delivery over the plan period. These changes are set out in **MM4**.

Conclusion

42. I find the Plan sound subject to the recommended MMs. As so amended, Policy GROWTH1 and the explanatory text of the Plan are positively prepared, clear, justified and consistent with national policy and will be effective.

Overall Conclusion and Recommendation

43. The Plan has a number of deficiencies in respect of soundness for the reasons set out above, which mean that I recommend non-adoption of it as submitted, in accordance with Section 20(7A) of the 2004 Act. These deficiencies have been explained in the main issue set out above.
44. The Council has requested that I recommend MMs to make the Plan sound and capable of adoption. I conclude that the duty to cooperate has been met and that with the recommended MMs set out in the Appendix the East Cambridgeshire Local Plan – Single Issue Review (of its 2015 Local Plan) satisfies the requirements referred to in Section 20(5)(a) of the 2004 Act and is sound.

Philip Lewis

Inspector

This report is accompanied by an Appendix containing the Main Modifications.

Appendix 2b – Main Modifications

The modifications below are expressed either in the conventional form of ~~strike through~~ for deletions and underlining for additions of text, or by specifying the modification in words in italics.

The page numbers and paragraph numbering below refer to the submission local plan, and do not take account of the deletion or addition of text.

| Ref | Policy/ Paragraph | Main Modification |
|-----|----------------------|--|
| MM1 | 3.2.5 | <p>3.2.5 However, through periodic updates of the NPPF (latest version at time of writing is July 2021), Government has removed the requirement for a local planning authority to establish an ‘objectively assessed need’ for housing, and instead put in place a national standard method to determine a ‘local housing need’. Applying that standard method for East Cambridgeshire, for the period 2022-2031, it is determined that the local housing need for East Cambridgeshire is 5,398 <u>5,400</u> dwellings. Following consultation and testing of this figure, it has been determined that 5,398 <u>5,400</u> also becomes the housing requirement for East Cambridgeshire, for the period 2022-31 (i.e. no adjustment was necessary in translating the identified housing need into the housing requirement figure). In order to complete the housing requirement for the full plan period 2011-2031, the housing requirement for 2011-2022 is, in accordance with national guidance, determined as being the housing delivered in that period. [3,018 + 2021/22 completions — figure to be included prior to plan adoption] (net) homes were delivered in East Cambridgeshire between 2011-22, therefore that becomes the housing requirement for that same period. Overall, therefore, the total housing requirement for the plan period, as updated by the single issue review of the Local Plan which concluded in 2023, is xxxx* new dwellings for the plan period 2011-31.</p> |

| Ref | Policy/ Paragraph | Main Modification |
|-----|----------------------|--|
| | | <p>*this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2021/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000.</p> |
| MM2 | GROWTH 1 | <p>Policy GROWTH 1: Levels of housing, employment and retail growth In the period 2011 to 2031, the District Council will:</p> <ul style="list-style-type: none"> • Make provision for the delivery of 11,500 xxxx* dwellings in East Cambridgeshire, comprised of a dwelling requirement of: <ul style="list-style-type: none"> — [3,018 + 2021/22 housing completions] dwellings, for the eleven year period 2011-2022 — 5,398 dwellings for the nine year period 2022-2031 • Maximise opportunities for jobs growth in the district, with the aim of achieving a minimum of 9,200 additional jobs in East Cambridgeshire. Part of this strategy will involve making provision for a deliverable supply of at least 179 ha of employment land for B1/B2/B8 uses, and providing for home working. <p><u>In the period 2022 to 2031, the District Council will:</u></p> <ul style="list-style-type: none"> • <u>Make provision for the delivery of 5,400 dwellings in East Cambridgeshire.</u> <p>In the period 2012 to 2031, the District Council will:</p> <ul style="list-style-type: none"> • Make provision for at least an additional 3,000m² (net) of convenience and 10,000m² (net) of comparison retail floorspace in the district. <p>-----</p> |

| Ref | Policy/ Paragraph | Main Modification |
|-----|----------------------|---|
| | | <p>* this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2021/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000</p> |
| MM3 | 3.5.6 | <p>3.5.6 Table 3.2 summarises how and where housing is likely to be delivered in East Cambridgeshire over the Plan period. It identifies there will be sufficient overall supply of land to meet the district's housing requirement of xxxxx* <u>5,400</u> dwellings, as set out in Policy GROWTH 1. The latest projections (as at October 2021<u>August 2022</u>) indicate that over 11,000 <u>7,000</u> additional dwellings could come forward between 2011 <u>2022</u> and 2031, with a further identifiable supply of over 2,000 dwellings beyond the plan period (i.e. post 2031). The table excludes reference to, or any assumed further supply from, 'broad locations', which are identified in the key diagrams below. The diagrams are indicative only and identify broad areas on the edge of Soham and Littleport which were identified as 'phase 2' sites in the Soham and Littleport Masterplans, two of which, out of the five identified, have recently received planning permission for development. The supply from this source is, as anticipated, therefore coming forward in the later part of the Plan period. Therefore, whilst the <u>The</u> locations are broadly identified and it is intended that the specific site boundaries will be identified through the next Local Plan review, in the meantime the principle of development coming forward on the Broad Areas is now established. A full list of allocation sites is set out in Policy GROWTH 4 (with site-specific policies contained in Part 2 of this Local Plan).</p> <p>-----</p> <p>* this figure will be included on adoption of the update of the Local Plan, and will be the sum of 3,018 + 2021/22 housing completions + 5,398. As an approximation, the figure will likely be around or just under 9,000</p> |

| <i>Ref</i> | <i>Policy/ Paragraph</i> | <i>Main Modification</i> |
|------------|------------------------------|---|
| MM4 | 3.5.7 | <p data-bbox="517 304 2022 523"><i>3.5.7 Further details of the various sources of housing delivered, housing supply, the breakdown by settlement, and predicted levels of supply year on year throughout the Plan period (the ‘housing trajectory’) is set out in the annual Authorities Monitoring Report and the regularly updated (at least once a year) Five Year Housing Land Supply Report, both of which are available on the Council’s website. <u>At the time of writing, the latest housing trajectory setting out the deliverable supply of housing per year is set out below:</u></i></p> <p data-bbox="517 580 1133 616"><i>Insert housing trajectory diagram as below:</i></p> |

| Ref | Policy/ Paragraph | Main Modification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|-----------------------|---|---------------------------|-----------------------|---------------------|-------|-----|-----|-------|------|-----|-------|-----|-----|-------|-----|-----|-------|-----|-----|-------|-----|-----|-------|-----|-----|-------|-----|-----|-------|-----|-----|
| | | <p style="text-align: center;">Deliverable Dwellings and the Housing Requirement</p> <table border="1"> <caption>Deliverable Dwellings and the Housing Requirement</caption> <thead> <tr> <th>Year (1 April - 31 March)</th> <th>Deliverable dwellings</th> <th>Housing Requirement</th> </tr> </thead> <tbody> <tr> <td>22/23</td> <td>820</td> <td>600</td> </tr> <tr> <td>23/24</td> <td>1270</td> <td>600</td> </tr> <tr> <td>24/25</td> <td>850</td> <td>600</td> </tr> <tr> <td>25/26</td> <td>830</td> <td>600</td> </tr> <tr> <td>26/27</td> <td>700</td> <td>600</td> </tr> <tr> <td>27/28</td> <td>840</td> <td>600</td> </tr> <tr> <td>28/29</td> <td>780</td> <td>600</td> </tr> <tr> <td>29/30</td> <td>700</td> <td>600</td> </tr> <tr> <td>30/31</td> <td>580</td> <td>600</td> </tr> </tbody> </table> | Year (1 April - 31 March) | Deliverable dwellings | Housing Requirement | 22/23 | 820 | 600 | 23/24 | 1270 | 600 | 24/25 | 850 | 600 | 25/26 | 830 | 600 | 26/27 | 700 | 600 | 27/28 | 840 | 600 | 28/29 | 780 | 600 | 29/30 | 700 | 600 | 30/31 | 580 | 600 |
| Year (1 April - 31 March) | Deliverable dwellings | Housing Requirement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22/23 | 820 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/24 | 1270 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/25 | 850 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25/26 | 830 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26/27 | 700 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27/28 | 840 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28/29 | 780 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29/30 | 700 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30/31 | 580 | 600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Ref | Policy/ Paragraph | Main Modification | | | | |
|---|-----------------------------------|--|---------------------------------|-----------------------------------|--|--|
| | | <p><i>Table 3.2 – Summary of estimated housing supply 2011-2022-31*</i></p> <p><i>*note: this table will be updated prior to adoption, to incorporate housing completions for year 2021/22, and updated supply figures for the period to 2031</i></p> <p><i>[Delete table 3.2 and replace with updated version as below]</i></p> | | | | |
| | | | | | | |
| <i>Site Status at 01 April 2022</i> | <i>Total Supply 2022-2027</i> | <i>Total Supply 2027-2031</i> | <i>Total Supply 2022-31</i> | <i>Total Supply Post 2031</i> | | |
| <i>Planning permission</i> | <i>3,898</i> | <i>1,200</i> | <i>5,098</i> | <i>530</i> | | |
| <i>Dwellings allocated in development plan, without consent at April 2021</i> | <i>206</i> | <i>358</i> | <i>564</i> | <i>180</i> | | |
| <i>Dwellings on unallocated sites and without consent at April 2021</i> | <i>116</i> | <i>58</i> | <i>174</i> | <i>0</i> | | |

| Ref | Policy/ Paragraph | Main Modification | | | | | |
|--|----------------------|---------------------|---|-------|--------|--------|--------|
| | | <i>Other supply</i> | <i>Dwellings with insufficient evidence that they will be delivered within first five-year period</i> | -0 | -1,088 | -1,088 | -1,615 |
| <i>Windfall allowance</i> | -150 | | 200 | 350 | N/A | | |
| <i>Older people's accommodation (C2)</i> | 97 | | 0 | 97 | 0 | | |
| <i>Totals</i> | 4,467 | | 2,904 | 7,371 | 2,325 | | |

| Ref | Policy/ Paragraph | Main Modification | | | | |
|-----|----------------------|---|---------------------------|---------------------------|-------------------------|---------------------------|
| | | Site Status at 01 April 2022 | Total Supply 2022-2027 | Total Supply 2027-2031 | Total Supply 2022-31 | Total Supply Post 2031 |
| | | <i>Planning permission</i> | 3,898 | 1,200 | 5,098 | 530 |
| | | <i>Dwellings allocated in development plan, without consent at April 2021</i> | 206 | 358 | 564 | 180 |
| | | <i>Dwellings on unallocated sites and without consent at April 2021</i> | 116 | 58 | 174 | 0 |
| | | <i>Other supply</i> <i>Dwellings with insufficient evidence that they will be delivered within first</i> | 0 | 1,088 | 1,088 | 1,615 |

| <i>Ref</i> | <i>Policy/ Paragraph</i> | <i>Main Modification</i> | | | | | | |
|------------|------------------------------|--------------------------|---|-------|-------|-------|-------|--|
| | | | <i>five year period</i> | | | | | |
| | | | <i>Windfall allowance</i> | 150 | 200 | 350 | N/A | |
| | | | <i>Older people's accommoda tion (C2)</i> | 97 | 0 | 97 | 0 | |
| | | <i>Totals</i> | | 4,467 | 2,904 | 7,371 | 2,325 | |

End of schedule

Appendix 3: Schedule of Additional (Minor) Modifications

| Reference | Explanation | Additional (Minor) Modification |
|-----------|---|--|
| Minor1 | Add adoption date of SIR to front cover. | Add the text to the front cover as follows: “April 2015 (as amended <u>October 2023</u>)” |
| Minor2 | Update text box on page 1 of the Local Plan, to reflect the adoption date | Update the text box at top of page 1 of the Local Plan, as follows: “This East Cambridgeshire Local Plan Development Plan Document was adopted at a full meeting of East Cambridgeshire District Council on 21 April 2015, with the exception of Policy GROWTH 1 and some of its supporting text, and some supporting text associated with Policy GROWTH 4, all of which has been updated and adopted at a full meeting of the Council on <u>19 October 2023</u> .” |
| Minor3 | Update the text at paragraph 1.2.9, to reflect the adoption date | Update the text at paragraph 1.2.9 of the Local Plan, as follows: “1.2.9 Those limited updates were formally adopted by the Council on <u>19 October 2023</u> , and incorporated into the Local Plan accordingly. For the avoidance of doubt, other than Policy GROWTH 1, no other Policy was updated and no new site allocations were made.” |

TITLE: AMENDMENTS TO THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN EAST CAMBRIDGESHIRE DISTRICT COUNCIL (ECDC) AND EAST CAMBS STREET SCENE (ECSS)

Committee: Council

Date: 19 October 2023

Author: Director, Legal and Director, Finance

Report No: Y71

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1.0 ISSUE

1.1. Proposed changes to the MOA between ECDC and ECSS.

2.0 RECOMMENDATIONS

- 2.1. Council is requested to approve the changes to MOA as detailed in Appendix 1, with the addition of the revised Key Performance Indicators (KPIs) for ECSS at Appendix 2.
- 2.2. Council is requested to note the revised Risk Register entry in relation to ECSS at Appendix 3.

3.0 BACKGROUND/OPTIONS

- 3.1. The ECSS Board formally requested negotiations to take place between the Company Secretary and the Council (through its contact officer, Director, Legal) with a view to amend the MOA as a matter of urgency.
- 3.2. These amendments include a requirement to put into place a formal escalation process to oblige ECSS to report in-year overspends/underspends to the Council's Operational Services Committee within an agreed parameter. In addition, the MOA would need to be amended to reflect revised KPI's.
- 3.3. Negotiations between the Company Secretary of ECSS and Director, Legal representing ECDC have now concluded and they have agreed to recommend changes as detailed in Appendix 1 with the addition of the revised KPIs at Appendix 2.

4.0 ARGUMENTS/CONCLUSION(S)

- 4.1 The decision to request a renegotiation of the MOA by ECSS Board was driven by a number of factors, specifically:

- the review by the Chief Executive (initiated by the Council's Audit Committee) into the 2022/23 ECSS overspend and its impact on the corporate risks to the Council (see paragraph 4.2);
- the decision by external auditors to report a 'material uncertainty related to a going concern' in the draft 2022/23 accounts and the ECSS Board to defer signing off the accounts under these circumstances;
- the ongoing overspend in 2023/24 management accounts projected to £47k at year end. Please note that this remains a 'best case scenario' and is dependent on the delivery and operation of new vehicles by October/November 2023 and stable fuel prices.

4.2 Risk (A6) related to ECSS and the delivery of its Business Plan has been reviewed. It now has a RAG rating of Red and, in accordance with the Council's Risk Management Framework, there is a requirement to formally report this to Council. The Risk Management Group (RMG) has also introduced a new corporate risk (A7) related to the Council's Waste Collection and Street Cleansing service which also rated as Red and is attached in Appendix 3.

4.3 Appendix 1 details the changes proposed to the MOA. There remains ongoing issues with the MOA, particularly in relation to the apportionment of costs between the Council and ECSS notwithstanding the need to review the MOA in the medium term to respond to the Environment Act and the need to review the whole service by 2025.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

5.1. There is no requirement to report any of these matters to the Council at this stage.

6.0 APPENDICES

Appendix 1 – Proposed Changes to the MOA

Appendix 2 – Revised KPIs

Appendix 3 – Changes to the Corporate Risk Register (Revised A6 and A7)

Background Documents:

MOA dated 26th March 2018

APPENDIX 1 - PROPOSED CHANGES TO THE MOA

Section 4: Payment for the Services

No changes to paragraphs 4.1 and 4.2

New paragraph 4.3 to be inserted as follows:

- 4.3 The Company shall prepare and review Management Accounts on a quarterly basis. In the event that the Management Accounts show a full year projected overspend/underspend in the sum of £50,000 (or over) in that quarter, the Company shall report the overspend/underspend to the next Operational Services Committee. The report will include measures of mitigation.

The current paragraph 4.3 will be renumbered 4.4

The current paragraph 4.4 will be renumbered 4.5

APPENDIX 2

Key Performance Indicators

A new suite of Annual Key Performance Indicators were developed as part of the 2023/24 Business Plan. These are set out below in Table 1.

The performance indicators have been updated to clarify what the indicator is measuring. For example, separating out clearance of graffiti or fly tipping on both public and private land.

These KPI's will form the basis of Schedule 1 'Stretch Performance targets' in the existing MoA. The suite of KPI's is reported quarterly to Operational Services Committee.

In accordance with the MoA, 12 performance indicators have been selected that are considered Key Performance indicators highlighted in green below (KPI's 3, 4, 5, 6, 7, 9, 10, 15, 16, 17, 19, and 21) for the basis of monitoring the performance of the contractual service.

These 12 KPI's also include tolerances to reflect that the service is currently going through a period of significant transformation through Project Street Smart. As such the target (Column B) is the overall performance that ECSS should be aiming to achieve, the tolerance target (Column C) are included as minimum service levels expected by the Council.

Should ECSS not achieve the tolerance target levels (Column C), then ECDC may levy a performance sanction on the company in accordance with Section 4, paragraph 4.2 of the MoA.

Table 1: Key Performance Indicators:

| | A | B | C |
|----|--|---------------|------------------|
| | Description of Key Performance Indicators | Target | Tolerance |
| | Health & Safety – Staff welfare | | |
| 1 | ECSS Accident Incident (AIR) score | 4% or less | |
| 2 | No. reported monthly near misses | 10 or more | |
| 3 | Percentage of productive days (<i>sickness absence 6%</i>) | 94% | 90% |
| | Waste Collection | | |
| 4 | Recycling – Average no. of missed bins per 100,000 bins collected | 30 | 90* |
| 5 | Green – Average no. of missed bins per 100,000 bins collected | 30 | 90* |
| 6 | Refuse – Average no. of missed collections per 100,000 households visited | 15 | 45* |
| 7 | No. of monthly service complaints | 3 | 3 |
| 8 | No. Monthly service compliments | No target | |
| | Street Cleansing | | |
| 9 | Average monthly clean streets graded A on random inspection | 95% | 85% |
| 10 | No. streets graded C or below for litter on random inspection | 1% | 1% |
| 11 | No. reported fly tips per month (<i>trend/problem highlighter</i>) | No target | |
| 12 | No. reported incidents of graffiti per month (<i>trend/problem highlighter</i>) | No target | |
| 13 | Removal of offensive graffiti within 1 working day All incidences | 50% | |
| 14 | Removal of fly tipped waste within 2 working days All incidences | 50% | |
| 15 | Removal of offensive graffiti within 1 working day <i>ECDC/Public land/highway only</i> | 98% | 98% |
| 16 | Removal of fly tipped waste within 2 working days <i>ECDC or public land/highway only</i> | 98% | 98% |
| 17 | No. overflowing litter bins reported per 100 bins emptied | 3 | 3 |
| 18 | No. overflowing dog bins reported per 100 bins emptied | 1 | |
| 19 | No. monthly service complaints | 3 | 3 |
| 20 | No. monthly service compliments | No target | |
| | Communication, Education and Promotion | | |
| 21 | Increase in social media presence. (<i>Increase number of posts, likes and shares</i>) | 5% | 5% |
| 22 | School or Community groups engaged with | 10 | |
| 23 | Number of local events attended | 10 | |
| 24 | Recycling rate | 60% | |
| 25 | Overall waste tonnage reduction | 1% | |

* PLEASE NOTE: These tolerances for missed bins would achieve a circa 99.95% right first time collection rate. Compared with the previous (2022/23) KPI measure of 95%

Appendix 3 - Corporate Risk Register (Revised)

| Inherent Risk | | | | | | | | Residual Risk | | | | Assurances | Actions | | | |
|-----------------------------|---|---|---|-------|------------|--------|-------------|---|------------|--------|-------------|---|---|-------|-------------|------------|
| Risk No. | Risk Description | Cause | Effect | Owner | Likelihood | Impact | Score & RAG | Key Controls | Likelihood | Impact | Score & RAG | Sources of assurance over key controls | Actions | Owner | Target Date | Action RAG |
| CUSTOMER PERSPECTIVE | | | | | | | | | | | | | | | | |
| A6 | East Cambridgeshire Street Scene (ECSS) Ltd fails to deliver upon its Business Plan | <p>Poor quality service delivery with a lack of challenge and oversight.</p> <p>Poor financial Management of services</p> <p>Increased financial pressures relating to variable costs carried by ECSS (fuel, MRF sales, vehicle maintenance, sickness)</p> <p>Failure to embed effective governance arrangements and segregation of duty.</p> <p>Inability to recruit and retain staff.</p> <p>Failure to achieve performance targets.</p> <p>Availability of fleet.</p> <p>Lack of clarity of Legislative changes</p> <p>ECDC requesting service delivery beyond MOA</p> | <p>Failing to achieve ECDC corporate priorities.</p> <p>Disruption to service.</p> <p>Significant reputational risk.</p> <p>Significant overspends</p> <p>ECDC levy performance sanctions</p> | D-F | 5 | 5 | 20(R) | <p>Business Plans, Articles of Association and Shareholder Agreements.</p> <p>Established shareholder arrangements.</p> <p>Regular reporting to Operational Services Committee (in remit as Shareholder committee).</p> <p>Company Business Plan includes a risk register.</p> <p>Independent Chairperson.</p> <p>Independent external audit review of accounts, and opportunity to commission ad-hoc advice if required.</p> <p>The S151 Officer and Monitoring Officer are expected to attend Board meetings as representatives of the Council.</p> | 5 | 4 | 20(R) | <p>ECSS Business Plan approved by Board and Operational Services Committee in March 2023.</p> <p>Quarterly performance reports presented to Operational Services Committee.</p> <p>Operational Services Committee monitors progress with Street Smart Project.</p> <p>Management Accounts and minutes reported to Operational Services Committee.</p> | <p>Purchase of 10 RCVs to replace 9 yr old vehicles. Order raised by ECDC. Anticipate delivery October 2023</p> <p>ECDC procurement for new MRF contract for 5 plus 5 year (linked risk A7 below)</p> <p>Review of MOA relating to cost overspends to determine formal process for reporting/managing and reviewing spending by ECSS</p> <p>Review of Performance KPIs within MOA to consider thresholds and targets</p> <p>ECSS undertaking resourcing / cost profile of service against existing MOA and current service delivery. To be reported to ECSS board in Quarter 3</p> <p>ECSS undertaking fleet review for all vehicles older than 5 years</p> <p>New vehicle maintenance and fuel contract to be procured by ECSS</p> | D-O | Oct 2023 | G |

| Inherent Risk | | | | | | | | Residual Risk | | | | Assurances | Actions | | | | |
|---------------|---|--|--|-------|------------|--------|-------------|--|---|------------|--------|--|---|---------|---|-------------|------------|
| Risk No. | Risk Description | Cause | Effect | Owner | Likelihood | Impact | Score & RAG | Key Controls | | Likelihood | Impact | Score & RAG | Sources of assurance over key controls | Actions | Owner | Target Date | Action RAG |
| A7 | Failing to deliver a cost effective, sustainable and high quality domestic Waste Collection and Street Cleansing Service. | <p>Lack of clarity of legislative changes in relation to the implementation of the Environment Act including:</p> <ul style="list-style-type: none"> - Lack of guidance relating to extended producer responsibility payments and the impacts on Recycling credits - Provision of net burdens funding to enable weekly food waste collections <p>ECDC named in Transitional Arrangements preventing the Council accessing Net burdens funding</p> <p>Costly MRF Contract procurement</p> <p>Lack of provision of waste Transfer Station for Recycling (arising from MRF procurement)</p> <p>Increased financial pressures relating to variable costs currently carried by Provider/ECSS - fuel, MRF sales, vehicle maintenance, sickness</p> <p>Lack of effective contract Management arrangements and segregation of duties between ECDC and ECSS.</p> <p>Inability for Provider/ECSS to recruit and retain staff.</p> <p>Poor service delivery by Provider ECSS, including a failure to achieve performance targets.</p> <p>Availability of fleet.</p> <p>ECDC requesting service delivery beyond MOA</p> <p>Current MOA and service specification not fit for Purpose</p> <p>Lack of clarity on ECDC short/medium and long term Waste and Streets strategy</p> <p>Poor Project implementation for Bins</p> <p>Waste Disposal Authority restrict Service changes (power to direct)</p> | <p>Failing to achieve corporate priorities.</p> <p>Failure to achieve national recycling rates</p> <p>Inability to introduce new services</p> <p>Disruption or failure to service.</p> <p>Significant reputational risk.</p> <p>Significant cost pressures</p> | D-F | 5 | 5 | 20(R) | <p>RECAP Partnership and joint working with other Cambridgeshire collection and disposal authorities</p> <p>RECAP representation to DEFRA</p> <p>Existing MRF contract (expires 2024)</p> <p>ECSS Business Plan for Service delivery</p> | 4 | 5 | 20(R) | <p>ECSS Business Plan approved by Operational Services Committee in March 2023.</p> <p>ECSS Quarterly performance reports presented to Operational Services Committee.</p> <p>Operational Services Committee monitors progress with Street Smart Project.</p> <p>ECSS Management Accounts and minutes reported to Operational Services Committee</p> | <p>Purchase of 10 x fleet - ECSS undertaking fleet review for vehicles plus 5 years</p> <p>ECDC procurement for new MRF contract for 5 plus 5 year</p> <p>ECDC to carry out a strategic service review and develop new service specification, including review of infrastructure requirements</p> <p>Short Term - Review of MOA relating to cost overspends to determine formal process for reporting/managing and reviewing spending by ECSS</p> <p>Review of Performance KPIs to consider thresholds and targets</p> <p>ECSS undertaking cost profile of service against existing MOA and current service delivery including street Cleansing Review</p> <p>Review of Contract/Client side management structure and delineation of roles/responsibilities</p> | D-O | <p>Mar 2024</p> <p>Mar 2024</p> <p>Oct 2023</p> <p>Oct 2023</p> <p>Nov 2023</p> | G | |

Agenda Item 12



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in July and August 2023.

Skills and Employment Committee

Date 3 July 2023

Councillor James Lay

Decision Summary Attached as appendix 1.

Transport and Infrastructure Committee

Date 12 July 2023

Councillor Alan Sharp

Decision Summary Attached as appendix 2.

Audit and Governance Committee

Date 7 July 2023

Councillor Mark Inskip

Decision Summary Attached as appendix 3.

Overview and Scrutiny Committee

Date 24 July 2023

Councillor David Brown and Councillor Charlotte Cane

Decision Summary Attached as appendix 4.

Combined Authority Board

Date 26 July 2023

Councillor Anna Bailey

Decision Summary Attached as appendix 5.

Skills and Employment Committee Decision Statement

Meeting: 3 July 2023
Agenda/Minutes: [Skills and Employment Committee 3 July 2023](#)
Chair: Councillor Lucy Nethsingha

Summary of decisions taken at this meeting:

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Mr Patel, Cllr Benney, Cllr Carling, Cllr Wade and Cllr Ayres who was substituted by Cllr Allen.

No declarations of interest were made.

2 **Minutes and Action Log**

The minutes of the meeting on 5 June 2023 were approved as an accurate record.

Updates to the outstanding actions on the action log were given and noted by the Committee. The log would be amended to reflect the updates.

3 **Public Questions**

No public questions were received.

4 **Employment and Skills Strategy Implementation Update**

RESOLVED (UNANIMOUS):

a) To note the progress of the Implementation of the Employment and Skills Strategy

5 **District and Unitary Council Employment and Skills Profiles**

RESOLVED (UNANIMOUS):

a) To note the District and Unitary Council Employment and Skills Profiles that have been compiled to inform strategy, policy, and strategic commissioning.

b) To note a summary of CA commissioning and its alignment to addressing local need.

c) To consider how well district and unitary council initiatives contribute to the wider Employment and Skills Strategy that all constituent councils have approved

6 **AEB Local Fund Allocations 2022-23**

RESOLVED (UNANIMOUS):

a) Recommend the Combined Authority Board approve allocations from the Local Innovation Fund 2023- 24 to the organisations listed in the report

b) Recommend the Combined Authority Board delegates authority to the Assistant Director-Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in the report.

c) Recommend that the Combined Authority Board delegates authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement

7 UK SPF – Skills Projects and Succession Planning for Skills Brokerage Service

RESOLVED (UNANIMOUS):

- a) To receive further detail in relation to three Combined Authority wide UK Shared Prosperity Fund (UKSPF) projects as identified within the published UKSPF Investment and Implementation plans Note the publication of the LSIP
- b) To endorse the outlined approach to developing a suitable vehicle for the collective delivery of the three projects.
- c) To note that the Assistant Director - Skills in consultation with the Lead Member for Skills will identify and implement a best value delivery model in respect to the projects outlined within the proposal. This will include identification of the preferred delivery mechanism and development of strategic commissioning if appropriate.

8 Budget and Performance Report – July 2023

RESOLVED (UNANIMOUS):

- a) To note the full year budget for 2023/24.

9 Skills and Employment Committee Agenda Plan

RESOLVED (UNANIMOUS):

- a) That the Skills and Employment Committee Agenda Plan be noted.

10 Exclusion of the Press and Public

RESOLVED (UNANIMOUS)

- a) To remain in public session

11 Growth Works Management Update to Year 3, Q9 (to April 2023)

RESOLVED (UNANIMOUS)

- a) To note the Growth Works Programme Performance Update to Year 3, Quarter 9 (to April 2023)

12 Date of next meeting

The date of the next meeting was confirmed as Monday 4 September 2023

Transport and Infrastructure Committee Decision Statement

Meeting: 12 July 2023
 Agenda/Minutes: [Transport and Infrastructure Committee 12 July 2023](#)
 Chair: Councillor Anna Smith

Summary of decisions taken at this meeting:

1 **Announcements, Apologies for Absence and Declarations of Interest**

Apologies were received from Business Board Representatives Rebecca Stephens and Andy Williams, and also from Cllr McDonald.

Cllr Seaton declared an interest in item 4 on the agenda as he was a trustee of FACT Community Transport which was a charity that provided transport services to people who had difficulty using conventional modes of transport.

2 **Minutes and Action Log**

RESOLVED (UNANIMOUS)

- a) That the minutes of the meeting of 14 June 2023 be approved as an accurate record subject to the following amendment:
 - That Cllr Seaton be added to the list of attendees as he was present for the meeting.
- b) That the Action Log be noted.

3 **Public Questions**

There were no public questions received.

4 **Place and Connectivity Monthly Highlight Report – June 2023**

RESOLVED (UNANIMOUS):

- a) That the Transport and Infrastructure Committee note the report.

5 **The Combined Authority's proposed response to National Highways Strategic Road Network Initial Report (RIS3) Consultation**

RESOLVED (UNANIMOUS):

That the Transport and Infrastructure Committee

- a) provide feedback on and approve the Combined Authority's proposed strategic response to Government consultation on National Highways' Strategic Road Network initial report which includes future priorities for the next road period – Roads Investment Strategy 3 (RIS3).
- b) Delegate authority to the Interim Head of Transport, in consultation with the Chair of the Transport and Infrastructure Committee to refine and finalise the Combined Authority's response (as at Appendix 1) following feedback from the Committee and submit a response to National Highways.

6 **ITSO approved Contracts for English National Concessionary Travel Scheme (ENCTS)**

RESOLVED (UNANIMOUS):

That the Transport and Infrastructure Committee

- a) Note the content of the paper and offer feedback on the options proposed for the delivery of the contracts for HOPS and Smartcard Services.

7 **Transport and Infrastructure Committee Agenda Plan**

RESOLVED (UNANIMOUS):

a) That the Transport and Infrastructure Committee Agenda Plan be noted.

8 **Date of next meeting**

The date of the next meeting was confirmed as Wednesday 13 September 2023.

Audit and Governance Committee Decision Statement

Meeting: 7 July 2023
 Agenda/Minutes: [Audit and Governance Committee 7 July 2023](#)
 Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting:

| Item | Topic | Decision [None of the decisions below are Key Decisions] |
|------|--|--|
| 1. | Apologies for Absence and Declarations of Interest | Apologies were received from Cllr Mark Inskip, substituted by Cllr Caroline Shepherd. No disclosable interests were declared. |
| 2. | Chair's Announcements | The Chair advised that the Adult Education Budget had been scheduled last on the agenda to accommodate the need to move into exempt session if required by the Committee and asked members if they wished to discuss the exempt information. The Committee agreed they did not wish to discuss the exempt information. |
| 3. | Minutes and Action Log | The minutes of the meetings held on 9th June 2023 were approved as a correct record and the Action log noted. Under consideration of the Action Log the Executive Director for Resource and Performance provided an update on the resilience of the Finance team. |
| 4. | Improvement Framework | The Committee received the report which provided the Audit and Governance Committee with an opportunity to review progress in June against the key areas of concern identified by the External Auditor in his letter dated June 2022 and February 2023, and the Department for Levelling up, Housing and Communities (DLUHC) in its letter dated January 2023. The Committee RESOLVED: <ol style="list-style-type: none"> a) Note the progress made in June against stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023 as reported to the CA Board on 31 May 2023. b) Note the outcomes of the recent staff survey undertaken in March 2023 c) Note the confirmation of appointment of Chair, Independent Improvement Board. |
| 5. | Corporate Risk Register | The Committee received the report which provided a progress update on the refreshed risk register, risk dashboard and heat map. Committee RESOLVED: <ol style="list-style-type: none"> a) To note the refreshed Corporate Risk register report, risk dashboard and heat map. b) To note the procurement and implementation of corporate risk software. c) To note that a risk appetite session has been undertaken with the CA Corporate Management Team and a risk appetite statement drafted |

| | | |
|-----|---|--|
| 6. | Internal Audit Action Tracker | <p>The Committee received the report which provided a progress update on the Internal Audit Action Tracker.</p> <p>Committee RESOLVED:</p> <ul style="list-style-type: none"> a) To note the progress on the Internal Audit Action Tracker, June 2023. b) To note the procurement and implementation of corporate risk / internal audit software to track internal audit actions |
| 7. | Proposed Changes to Constitution following Procurement Review | <p>The Committee received and agreed the report which requested that the A&G Committee recommend to the Combined Authority Board to</p> <ul style="list-style-type: none"> a) approve the changes to the Contract Procedure Rules (CPR's) within the constitution which is to be discussed and approved at Board on 26 July 2023. b) Recommend to the Combined Authority Board to approve the Procurement Strategy and Procurement policy document which is to be discussed and approved at Board on 26 July 2023 |
| 8. | Treasury Management Outturn Report | <p>The Committee received and noted the report which requested them to review the actual performance to 31st March 2023 against the prudential indicators included within the Treasury Management and Capital Strategies</p> |
| 9. | Draft Accounts 22/23 | <p>The Committee received and noted the report which requested the Audit and Governance Committee to note the draft Annual Governance Statement and Statement of Accounts for the 2022/23 financial year.</p> |
| 10. | Member Officer Protocol Report | <p>The Committee received the report which requested they review the Member/Officer Relations' Protocol.</p> <p>The Committee RESOLVED:</p> <ul style="list-style-type: none"> a) The updated protocol incorporating the changes suggested by the Committee be presented to the CA Board for approval with a covering report which would highlight the strong feeling of the Committee in regard to breaches of the code. b) A further report be provided to the A&G Committee in September which would place the protocol into context and provide a background to the CPCA, the challenges and actions taken to address these. |
| 11. | Co-Option of Independent Members | <p>The Committee RESOLVED:</p> <ul style="list-style-type: none"> a) review the suggested update to the Combined Authority constitution and to provide recommendations to the Board to adopt the proposed changes as revisions to the Constitution, so that a co-opted independent member and substitute from constituent authorities can be appointed. b) recommend to the Combined Authority Board to delegate the recruitment, selection and appointment of an independent co-opted member(s) to the Audit and Governance Committee and that the arrangements for the selection of such members be delegated by the Audit & Governance Committee to the Chairman of the Audit and Governance Committee in consultation with the Monitoring officer. c) Agree that the role of any independent co-opted member(s) from a constituent authority is not remunerated but note that |

| | | |
|-----|--------------------------------|--|
| | | <p>they will receive expenses in line with the authority's current expenses policy, and note that if the Committee decides to co-opt an independent member from outside a constituent council through an open advertisement in the future then such a role would be subject to a review of potential remuneration by the Independent Remuneration Panel.</p> <p>d) Approve the proposed process for recruitment.</p> <p><u>After Action</u></p> <p>The paper intended for the July CA Board was withdrawn after discussion between the Chair, the Executive Director for Resource & Performance, and the Monitoring Officer, and offline agreement of the Committee. Two separate papers will be brought to the September Meeting addressing a co-opted Independent councillor and an Independent Person.</p> |
| 12. | Work Programme | <p>The Committee RESOLVED:</p> <p>a) Approve the draft work programme</p> <p>b) Add a development session as discussed earlier in the meeting on how to scrutinise the draft accounts effectively.</p> |
| 13. | Date and Time of Next Meetings | <p>Friday 7th July 2023</p> <p>Venue: Pathfinder House, Huntingdon</p> |
| 14. | Adult Education Budget Report | <p>The Committee received and noted the report which updated the Audit & Governance Committee of the results of Funding Assurance Audits which had taken place in relation to funding received in the 2021/22 academic year.</p> |

Overview and Scrutiny Committee Decision Statement

Meeting: 24 July 2023

Agenda/Minutes: [Overview and Scrutiny Committee 24 July 2023](#)

Chair: Councillor Andy Coles (Vice Chair)

Summary of decisions taken at this meeting:

| Item | Topic | Decision [None of the decisions below are Key Decisions] |
|------|--|--|
| 1. | Apologies for Absence | Apologies received from Cllr Atkins, substituted by Cllr Bradnam, Cllr Goldsack substituted by Cllr Count, Cllr Cane substituted by Cllr Shepherd, Cllr Neish substituted by Cllr Corney, Cllr Haseeb substituted by Cllr Bi and Cllr Van de Weyer substituted by Cllr Fane who has been temporarily appointed as substitute to the Committee for this meeting. |
| 2. | Declarations of Interest | No declarations of interest were made. |
| 3. | Public Questions | There were no public questions |
| 4. | Minutes of the Previous Meeting and Action Log | RESOLVED a) The minutes be amended at 9.3 to state that the strategy was welcomed but was somewhat wordy and members would welcome a succinct summary be provided at the commencement of the paper. b) That the minutes of the meeting held on 19 June 2023 be approved as a correct record and that the Action Log be noted. |
| 5. | Improvement Framework Report | The Committee received the report which set out for the Overview and Scrutiny the progress made on identified areas of improvement and provided an update on the procurement review which had been undertaken by PWC. The Committee RESOLVED:- a) To note the report b) To recommended to the CA Board that Best Value is made more implicit within the policy and that a codicil to that effect is presented to the CA Board for them to approve at their meeting on the 26th July 2023. |
| 6. | Implementing the Scrutiny Function | RESOLVED: a) to note the progress made in implementing the recommendations agreed on 19 June 2023 to deliver new Overview & Scrutiny arrangements b) defer nominating and appointing members to rapporteur roles for Thematic Committees until the informal session on the 30th August with the appointments made on this date to be ratified at the September meeting. c) approve the draft work programme for 2023/24 attached at Appendix 2. |

| | | |
|-----|---------------------------------|--|
| 7. | Access to Information | <p>The Committee received the report which presented the Access to Information Protocol and requested its feedback, endorsement and comments before it is presented to the Combined Authority Board to approve.</p> <p>RESOLVED:-</p> <p>a) Not to endorse the Access to Information Protocol and request that an alternative protocol be brought back to a later meeting for the members to consider.</p> |
| 8. | Combined Authority Forward Plan | <p>The Committee had agreed to defer the appointment of Lead Rapporteurs and therefore there was no member update.</p> |
| 9. | CA Board Agenda | <p>The Committee submitted no questions to the CA Board and AGREED that in future to enable the CA Board item to be more effective that the Chair and Vice Chair would identify an item from the Board agenda which could be scrutinised in greater detail by the Committee</p> |
| 10. | Date of next meeting | <ol style="list-style-type: none"> 1 Informal O&S meeting – 30th August 2023 Time TBC Venue – Virtual via Teams Microsoft. 2 Public OSC meeting - Monday 18th September at 11am. Venue: 1am at Bourges Viersen Rooms, Town Hall, Peterborough PE1 1HF |

Combined Authority Board Decision Statement

Meeting: 26 July 2023
 Agenda/Minutes: [CA Board 26 July 2023](#)
 Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting:

1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Lucy Nethsingha (Councillor Elisa Meschini substituting) and Darryl Preston (John Peach substituting).

There were no declarations of interest.

2 Combined Authority Membership Update July 2023

It was resolved unanimously to:

- A Note the appointment by Peterborough City Council of Councillor Andy Coles as the member and Councillor Jackie Allen as the substitute on the Audit and Governance Committee for the remainder of the municipal year 2023-24.
- B Note the appointment by Cambridge City Council of Councillor Tim Griffin as the second representative on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- C Note the temporary change to Cambridge City Council's substitute member on the Audit and Governance Committee from 6 June 2023 to 12 June 23
- D Note the appointment by Cambridgeshire County Council of Councillor Lorna Dupré on the Environment and Sustainable Communities Committee for the remainder of the municipal year 2023-24.
- E Note the appointment by Cambridgeshire County Council of Councillor Anna Bradnam as the Liberal Democrat substitute for the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- F Note the appointment by Peterborough City Council of Councillor Steve Allen as the substitute on the Overview and Scrutiny Committee for the remainder of the municipal year 2023-24.
- G Note the appointment by Cambridgeshire and Peterborough Fire Authority of Councillor Edna Murphy as their representative on the Combined Authority Board, with Councillor Mohammed Jamil as the substitute.
- H Note the temporary change to Peterborough City Council's substitute member on the Overview and Scrutiny Committee from 10 July 2023 to 15 July 2023.
- I Approve the appointment by the Mayor of Cllr Sarah Conboy to the position of Lead Member for Devolution.

3 Minutes

The minutes of the meetings on 31 May 2023 were approved as an accurate record and signed by the Mayor.

The minutes action log was noted, with an inaccuracy in action 235 to be updated.

4 Petitions

No petitions were received.

5 Public Questions

Three public questions were received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the questions and responses can be viewed [here](#) when available.

6 Forward Plan

It was resolved unanimously to:

- A Approve the Forward Plan for July 2023

7 Combined Authority Chief Executive Highlights Report

It was resolved to:

- A Note the contents of this report.

8 Budget Update Report

It was resolved by a majority to:

- A Note the fully year budget for the financial year 2023-24
- B Note the correction of the funding source for Skills provision in for the financial year 2023-24
- C Note the projected overachievement of Treasury loan interest for 23-24, and approve the allocation of £485k to address emerging pressures and strategic priorities as set out in section 6.

9 Procurement Review

It was resolved unanimously to:

- A Approve the Implementation of the high-level action plan as set out in Appendix 2 – Action Plan
- B Approve the recruitment of the additional posts noted in the high-level action plan (2 procurement and contracts officers and 1 contract manager) and note that the costs of these posts can be covered from existing budgets in 2023-24 but will need to be built into the Medium-Term Financial Plan for 2024-25 onwards.
- C Approve the Procurement Policy attached to this report
- D Approve the Procurement Strategy attached to this report
- E Approve the revised Contract Procedure Rules attached to this report and note the intent to maintain **the Guidance Document** as an Appendix to the main Constitution **subject to the Guidance document coming back to Board in September.**

10 Review of the Constitution

a. Member Officer Protocol

It was resolved by a majority to:

- A Review the Member/Officer Protocol and comment on whether any further amendments are required.
- B Approve a yearly review of the protocol to be delegated to the Audit & Governance committee.

- C Authorise the Monitoring Officer in consultation with the Chair of the Audit and Governance Committee to make any make any changes to the protocol arising from the review and any further changes deemed necessary.
- D Note the information regarding instances when members have had to be reminded of the Protocol and officer seeking advice on whether the protocol would apply.

b. Appointment of Independent Members

It was resolved unanimously to defer this item to the September meeting of the Combined Authority Board.

c. Greater South East Net Zero Hub Delegations [KD2023/033]

It was resolved unanimously to

- A Delegate authority to the Executive Director of Resources and Performance and any replacement (or substitute) as set out in table 1, to make decisions on behalf of the Combined Authority when sitting on the Net Zero Hub Board(s).

11 Improvement Plan Update

It was resolved unanimously to

- A To note the progress on addressing the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023
- B To note the observations on progress following the meeting of the Independent Improvement Board meeting on 17 July
- C To note the establishment of the Office for Local Government by the Department of Levelling up, Housing and Communities to oversee best value standards and intervention
- D To approve a further £250K of funding from the Programme Response Fund to ensure that the Improvement Programme can deliver the required actions to demonstrate required improvement to both DLUHC and the External Auditor
- E To note the feedback from the recent staff survey held in May 2023
- F To note the appointment of Chair, Independent Improvement Board

12 Corporate Performance Report – 2023/24 Baseline

It was resolved to:

- A Note working list of Corporate Key Performance Indicators (KPIs) and approach
- B Consider progress of initial performance data, progress in delivery of most complex programmes, projects and activities.
- C Note progress to evaluate impact of the original Devolution Deal Investment Fund
- D Note plans to develop the Combined Authorities (CA's) Performance Management Framework (PMF)
- E Review and comment on the relevance and accessibility of the performance information presented in this report.

13 Shaping the Future

It was resolved unanimously to

- A To endorse the planned refresh of the previous Cambridgeshire and Peterborough Independent Economic Review (CPIER) evidence base to inform a new State of the Region Review and provide comment on the emerging areas outlined in para 2.6.

- B To endorse the co-development of a Shared Vision for Cambridgeshire and Peterborough as a Place and provide comment on the approach outlined in para 2.14 - 2.16.
- C To approve drawdown of £320k funding from the Programme Response Fund in the Medium-Term Financial Plan (MTFP), with £150k to deliver the State of the Region Review and £170k for the Shared Vision.
- D To note the alignment with the development of the Strategic Infrastructure Delivery Framework (SIDF) as agreed as the Environment & Sustainable Communities Committee on 12 June 2023.

14 Local Highways Capital Grant Allocations [KD2023/031]

It was resolved to note:

- A The Mayor's intention to allocate grants totalling £31,677,000 to Cambridgeshire County Council and Peterborough City Council in line with the Department for Transport formula for determining each council's share.
- B The Mayor's intention to allocate the Highways capital grants at the same rates to Cambridgeshire County Council and Peterborough City Council for the two subsequent financial years.
- C Subject to a) the Mayor is recommended to allocate the grants as set out in the report.

15 Recommendations from the Skills and Employment Committee

It was resolved unanimously to approve all the recommendations as set out below:

Contract Awards to Independent Training Providers [KD2023/004]

- A approve contract awards for the Adult Education Budget, Free Courses for Jobs and Multiply to Independent Training Providers for the 2023/24 academic year.
- B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign contracts for services with the Independent Training Providers set out in this report and make in-year adjustments to contract values based on performance.
- C note the contract awards for Skills Bootcamps for the 2023/24 financial year.
- D allocate £1m of recycled funds from the AEB Reserve Fund to be released for the additional commissioning of Free Courses for Jobs (Level 3).

Proposals for External Funding

- A allocate £300,000 from the Local Innovation Fund from the 2023/24 Medium Term Financial Plan to be used as potential 'match-funding' for proposals.

AEB Local Innovation Fund Allocations 2023/24 [KD2023/028]

- A approve allocations from the Local Innovation Fund 2023-24 to the organisations listed in this report.
- B delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter and sign grant funding agreements with the organisations set out in this report.
- C delegate authority to the Assistant Director - Skills in consultation with the Chief Finance Officer and Monitoring Officer, to procure, tender and award and sign a three-year contract for services for the ESOL Single Point of Contact (SPOC) following conclusion of procurement.

16 Recommendations from Environment and Sustainable Communities Committee

Community Homes Support

It was resolved by a majority to:

- A discontinue providing a support service and further grant funding to community homes groups from 31 July 2023.

17 Recommendations from Transport and Infrastructure Committee

It was resolved unanimously to approve all the recommendations as set out below:

Active Travel Update

- A approve the drawdown of £55,485 subject to approval funding in the Medium-Term Financial Plan to approved budget, to enable the continuation of the Love to Ride behavioural change programme for a further year across the Combined Authority area and to drawdown £12,000 for Living Streets Walk to School Wow programme in Peterborough.
- B delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council and Peterborough City Council.

Regional Transport Model [KD2023/016]

- A delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into a Grant Funding Agreement for the Transport Model Project with Peterborough City Council.

18 Recommendations from Business Board

It was resolved unanimously to approve all the recommendations as set out below:

Business Board Plan for Remaining Strategic Funds [KD2023/029]

- A Approve the proposed plan for allocating the Recycled Growth Funds and Enterprise Zone Income for 2023-24 and the following 3 financial years, subject to more detailed and costed business model being brought back to the Business Board.

Business Board Priority Sector Strategies [KD2023/031]

- A Approve the plan to create a 'New Economy' team using £1.15m revenue of recycled Growth Funds and Enterprise Zone income
- B Approve the release of the £1.15m subject to completion of the workplan for the new team resources
- C Delegate authority to the Executive Director for Economy and Growth in consultation with the Chief Finance Officer and Monitoring Officer to utilise this financial year's funds to draw up a workplan, job descriptions and begin recruitment and make appointments of required resources.

Rural England Prosperity Fund Implementation

- A Approve the Rural England Prosperity Fund (REPF) Addendum (Appendix 2)
- B Delegate authority to the Executive Director for Economy and Growth to approve in consultation with Local Authority partners, the Chief Finance Officer and Monitoring Officer, minor changes as set out in Appendix 1a and 1b.
- C Delegate authority to the Executive Director for Economy and Growth to approve the terms of Grant Funding Agreements associated with the delivery proposal (as set out in the REPF Addendum, Appendix 2) in consultation with the Chief Finance Officer and Monitoring Officer.
- D As the Accountable Body, the Combined Authority shall ratify all grant funding decisions made by the four District Authority panels, which shall include a Combined Authority Officer, with regards to Rural England Prosperity Funds & that all payments will be retrospectively paid by the Combined Authority to successful grant applicants on receipt of valid evidence of payments being made and checks being completed by the District Authorities.

ACTION TAKEN BY THE CHIEF EXECUTIVE ON THE GROUNDS OF URGENCY

Committee: Council
Date: 19 October 2023
Author: Democratic Services Manager
Report No: Y72

Contact Officer:
Tracy Couper, Democratic Services Manager and Deputy Monitoring Officer
tracy.couper@eastcambs.gov.uk , 01353 616278, Room 214B, The Grange, Ely

1.0 ISSUE

1.1. To note the action taken by the Chief Executive on the grounds of urgency.

2.0 RECOMMENDATION(S)

2.1. That the action taken by the Chief Executive on grounds of urgency be noted.

3.0 BACKGROUND/OPTIONS

(a) Finalisation of the Crematorium Full Business Case

3.1. The Council had committed to bringing forward a full Business Case on the proposals for a potential Crematorium to be built in the district, following the approval of an outline business case, and subsequently successfully securing planning permission for a Crematorium and natural burial facility at Mepal.

3.2. To bring forward the final business case (FBC) Officers require more detailed advice relating to the application of VAT on the capital build and proposals for the delivery model of the facility should it get approval.

3.3. To undertake this work further financial provision is required of up to £30,000. The decision on the grounds of urgency will enable the work to be completed promptly so that the FBC can be considered at the next appropriate Finance and Assets Committee ahead of it going to Full Council.

3.4. Under the Constitution, the Chief Executive is required to consult with the Leader of the Council prior to delegated decisions being made and subsequently inform the Chairman of Council and Leaders of the other Political Groups on the Council.

4.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

4.1. Additional financial implications detailed above.

4.2. Equality Impact Assessment not required for the purposes of this report.

5.0 APPENDICES

None

Background Documents:

- (a) Urgent Action Memo dated: 24 August 2023