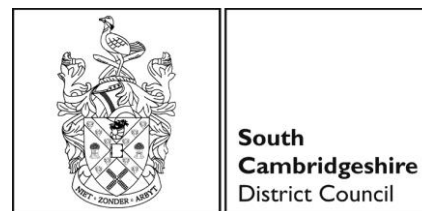


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7 March 2016

To: Councillor Nick Wright, Portfolio Holder

Philippa Hart

Tumi Hawkins

Bridget Smith

Scrutiny Monitor and Opposition

Spokesman

Opposition Spokesman

Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **ECONOMIC DEVELOPMENT PORTFOLIO HOLDER'S MEETING**, which will be held in **LEADER'S ROOM - SOUTH CAMBS HALL** at South Cambridgeshire Hall on **TUESDAY, 15 MARCH 2016** at **2.00 p.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Declarations of Interest	
2.	Minutes of Previous Meeting The Portfolio Holder is asked to sign the minutes of the meeting held on 25 January 2016 as a correct record.	1 - 4
DECISION ITEMS		
3.	Heritage Guardianship Sites: Landbeach Tithe Barn, East Hatley Church and Sawston Tannery Drying Shed	5 - 14
4.	Economic Development/Growth Strategy Refresh (2016-2020)	15 - 22
INFORMATION ITEMS		
5.	Economic Development Update and Future Delivery	23 - 30
STANDING ITEMS		
6.	Work Programme The Portfolio Holder will maintain, for agreement at each meeting, a Work Programme identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by	31 - 34

the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The Programme will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the Work Programme.

7. Date of Next Meeting

Wednesday 8 June 2016, 2.00pm

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Economic Development Portfolio Holder's Meeting held on
Monday, 25 January 2016 at 10.00 a.m.

Portfolio Holder: Nick Wright

Councillors in attendance:

Scrutiny and Overview Committee monitors and Opposition spokesmen: Philippa Hart

Opposition spokesmen: Bridget Smith

Also in attendance: James Hockney

Officers:

Nicole Kritzinger	Development Officer
Jo Mills	Planning and New Communities Director
Ian Senior	Democratic Services Officer
Jonathan Dixon	Principal Planning Policy Officer (Transport)
Juliette Wilson	Consultancy Officer (Conservation)

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETING

The Economic Development Portfolio Holder signed, as a correct record, the Minutes of the meeting held on 9 September 2015.

3. HERITAGE GUARDIANSHIP SITES: LANDBEACH TITHE BARN, EAST HATLEY CHURCH AND SAWSTON TANNERY DRYING SHED

The Economic Development Portfolio Holder considered a report on the guardianship of heritage assets and, specifically, a revised Heads of Terms for the lease, and a draft project plan, for Landbeach Tithe Barn.

Those present discussed a number of issues relating to the wording of the lease of the Tithe Barn. They also urged the Portfolio Holder to increase the term of the lease from 25 years to 99 years.

The Historic Buildings Consultancy Officer summarised the anticipated timescale for completing the works to Sawston Drying Shed. The Portfolio Holder requested that monitoring reports be presented to each of his public meetings.

The Economic Development Portfolio Holder said the target date for the transfer of St. Denis Church remained 31 March 2016.

With reference to the Tithe Barn, Landbeach, the Planning Portfolio Holder

1. **noted** the Tithe Barn Trust's draft project plan in Appendix 2 to the report from the Planning and New Communities Director; and
2. **endorsed** the updated Heads of Terms in Appendix1, subject to

- (a) Adding into paragraph 7.1 (Use) the words “active promotion” so that the paragraph states to the effect: “The Tenant is to restore, maintain and actively promote the use of the Tithe Barn for use for community purposes and the advancement of education and interest in the history of the area.”
 - (b) Clarifying that paragraph 9 (Repair) includes maintenance, and rewording it to the following effect:
 - “9. Repair and Maintenance
 - 9.1 The lease will be a full repairing, maintenance and insuring lease with the Tenant responsible for all repairs and maintenance, including vermin control.”
 - (c) Clarifying that paragraph 12 (Landlord’s works) requires the Landlord to use “best endeavours”
3. **Agreed** to the lease’s term being increased from 25 years to 99 years.

With reference to the Sawston Drying Shed, the Planning Portfolio Holder **noted** the progress of the works,

With reference to St. Denis Church, East Hatley, the Planning Portfolio Holder **noted** that legal work was ongoing to enable its transfer to the Friends of Friendless Churches.

4. **ECONOMIC DEVELOPMENT UPDATE AND FUTURE DELIVERY**

The Economic Development Portfolio Holder **received and noted** a report updating him on Economic Development delivery in the past six months and future planned economic activity for the 2016-17 service period.

LEP: Enterprise Zone Wave 2

The Portfolio Holder welcomed the potential offered by Cambridge Compass, but expressed reservations about the business rates element. He said the new Enterprise Zone must not be a cost to South Cambridgeshire District Council, and the Council’s Cabinet would be asked to monitor the situation.

London Stansted Cambridge Consortium (LSCC)

Those present noted the detailed report, but focussed on Improved Broadband and Digital Connectivity. Councillor Bridget Smith and Councillor Philippa Hart said it was important to identify where there remained gaps in coverage by superfast broadband and, although it was possible to interrogate the Connecting Cambridgeshire website, Councillor Smith asked that a report be presented to the next meeting. She reminded the Portfolio Holder that the Council had contributed £50,000 to this project, and was entitled to know what impact that money had had on local villages. If British Telecom failed to deliver, then other options (such as broadband delivered by radio) should be explored as a means of ensuring total coverage.

In response to Councillor Smith’s question as to whether the ‘Smart Cities: Toward Intelligent Transport’ initiative would benefit South Cambridgeshire, the Portfolio Holder said that the intention was to develop joined-up transport opportunities from the edge of Cambridge outwards into the surrounding area.

On Business Support, the Portfolio Holder explained how the LSCC was proving to be an effective lobbying tool.

Support to the Rural Economy

Councillor Smith (a local Member representing Gamlingay) spoke about Gamlingay Parish Council's support for Economic growth, and summarised the steps she had taken to help facilitate that growth through the establishment of a business directory and development of a business-oriented app.

The Bike-Bus Explorer project had been successful, but uptake was beginning to tail off.

Tourism

Those present received a copy of the news sheet published by the new Destination Marketing Organisation (DMO). They noted the symbolism of the logo. Councillor Smith said it was crucial that the DMO should engage with the Greater Cambridge City Deal. The Development Officer hoped that the DMO would bring with it better management, placing a greater emphasis on the value of tourism rather than its volume.

5. GYPSY & TRAVELLER ISSUES UPDATE

The Economic Development Portfolio Holder received and noted a report updating him on the range of issues and actions relating to the provision of Council services to the Gypsy and Traveller community in South Cambridgeshire.

6. WORK PROGRAMME

The Economic Development Portfolio Holder received and noted the Work Programme attached to the agenda.

The Work Programme would be reorganised so as to reflect, for each meeting, the items on the present agenda.

The following items would be added to the programme for the meeting in June 2016:

- Internet and mobile phone coverage
- Smart Cities
- Gamlingay App

7. DATES OF FUTURE MEETINGS

The next Economic Development Portfolio Holder meeting had been scheduled for Wednesday 8 June 2016, starting at 2.00pm.

Further meetings, all starting at 2.00pm, had been scheduled for

- Wednesday 14 September 2016
- Wednesday 14 December 2016
- Wednesday 8 March 2017

The Meeting ended at 11.15 a.m.

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Agenda Item 3



Report To: Economic Development Portfolio Holder
Lead Officer: Director of Planning & New Communities

15 March 2016

Heritage Guardianship Sites: Landbeach Tithe Barn, East Hatley Church and Sawston Tannery Drying Shed

Purpose

1. To present and an updated draft project plan for Landbeach Tithe Barn, and details of Tithe Barn Trust trustees and their commitment.
2. To monitor progress on the Sawston Tannery Drying Shed Project and the Transfer of St Denis Church at East Hatley.
3. This is not a key decision

Recommendations

4. It is recommended that the Portfolio Holder:
 - (a) Endorse the updated Landbeach Tithe Barn project plan and the list of trustees and their commitment.
 - (b) Notes the progress of the works at the Sawston Drying Shed and that legal work to enable the transfer of St Denis Church, East Hatley to the Friends of Friendless Churches is close to completion.

Reasons for Recommendations

5. To keep the Portfolio Holder informed regarding Heritage sites, and enable related activities to continue.

Background

Landbeach Tithe Barn

6. Landbeach Tithe Barn is a Grade II listed building owned by the council since 1986. It had been leased to the Landbeach Society in 1975
7. In 2014, Cllr James Hockney with input from Cambridge Past Present and Future commenced work to establish a Trust to take n responsibility for the barn and the lease was surrendered by the Landbeach Society.

8. In 2015, a shadow Landbeach Tithe Barn Trust has been created, and several community events have been organised at the barn. A structural survey report has been provided to the Council. The structural survey estimated the cost of the urgent works at £80,000 and a further £40,000 of other work were recommended. The survey confirmed that the barn is not watertight, and there is some water damage to timbers. Therefore, the council arranged works to safeguard the barn from further deterioration, through the use of tarpaulin, which was completed on 23 October 2015. The Shadow Trustees are keep a watching brief over the tarpaulin particularly in times of heavy winds.
9. In January 2016, the Portfolio Holder gave approval, in principle for:
 - For the revised Heads of Terms for the lease.
 - requested information from the shadow trust regarding members and their commitment, which is outlined in appendix 1
 - amendments to the project plan timescales appendix 2

Sawston Tannery Drying Shed

10. A tannery has existed continuously on the site in Sawston for nearly 400 years. The Drying Shed was constructed during a period of rapid expansion of the tannery complex and survives relatively unaltered. The drying shed is an exceptional example of a tannery drying shed on account of its extraordinary scale. This is recognised with its Grade II* listing status. It has regionally and national importance because it is the only drying shed known to be build on three floors and was also the largest shed identified in the search by Pre-Construct Archaeology. It was constructed with an arcaded brick ground floor, and three timber framed upper floors with louvered external walls below a hipped slate roof. The ground floor would have housed steeping tanks, with the upper floors used fro skin drying. It is currently n the Historic England heritage at risk register and has been given a category 'A' rating, which means 'it is at immediate risk of further rapid deterioration or loss of fabric: no solution agreed'. Historic England has asked the Council to work in partnership to protect the Drying Shed and also to find a long-term future use.
11. The drying shed sits to the rear of the still active tanning site and is no longer in use as it does not meet the current needs of the business. There are a few other listed buildings on the tannery site.
12. The drying shed suffers from a weakness in the timber frame where a combination of decay and loss of bracing members has reduced the lateral strength. There are existing temporary supports comprising of timber raking, shores and steel ties bolted to channels, roof slates, and timbered louvers are missing. The shed is extremely vulnerable to collapse and may not survive another heavy winter.
13. In January 2016, the Portfolio Holder noted that scaffolding had begun to be erected and monthly meetings are being held to progress the project.

Considerations

Landbeach Tithe Barn

14. Following the Portfolio Holder meeting in January, the draft Heads of Terms was amended as discussed and sent to the shadow trust for comment. The Shadow Trust has formal submitted its application for Charitable Incorporated Organisation status and has provided its list of Shadow Trustees and length of their commitment to the project to the Council and planned several more open days (April and June).
15. Focus has been on securing a clear access to the Barn to service the repair works and provide for any emergency access if required. The Council has rights of access over adjacent land which is currently obstructed. On 24th February a letter was sent to the owner of the adjacent site with a copy of the title deeds, giving a 14 day deadline to clear the access to the Tithe Barn.
16. In parallel Legal advice has been sought regarding the next legal steps to be taken if the actions required by the letter are not carried out within the outlined timescale. Officers are also looking to work with the Shadow Trustees and SCDC Drainage Manager to discuss improvements to the other access from Waterbeach Road. Which is within SCDC Ownership.
17. Monthly meeting are being held between Officers and the Shadow Trust Board to oversee the project plan and track progress. The meeting on the 29th February agreed to undertake the following:
 - (a) Finalise the Heads of Terms, and produce the draft lease by the end of March
 - (b) Aim to have the access cleared (following any necessary Legal action) - by the end of April.
 - (c) Sign the lease by the end of April (recognising this is dependent on the Shadow Trust receiving CIO (Charitable Incorporated Organisation) status.
18. An update from the Tithe Barn Trust is included in Appendix 3

Sawston Tannery Drying Shed

19. Since the Portfolio Holder meeting in January, the scaffolding has been completed and has been signed off. This been completed sooner than planned and given the slight delay at the start means that the project remains on programme.
20. The contractors, Landmark Scaffolding, are now carrying out the required weekly safety inspections to ensure the scaffolding stays within a good and safe condition.
21. Invoices have been sent to Historic England claiming the remaining amount of the grant to cover the cost of the scaffolding and initial weekly safety checks of the scaffolding, and for the additional costs SCDC have been invited by Historic England to submit a further grant application to cover any additional costs.

22. Monthly project meetings continue to be held. Now that the building is stable, the next areas of focus for the project team are:
 - (a) future uses for the building through an feasibility and options appraisals
 - (b) a structural survey of the building (following a grant application by SCDC to Historic England).
 - (c) alternative accesses to the building.
 - (d) to develop a communications plan
23. The owners are giving consideration to how they would separate the building from their current operations and land to be given over as part of it curtilage.
24. A meeting with the parish council is being organised, to discuss how the community would like to be involved in the Project.

St Denis Church, East Hatley

25. This project has been slowed down considerably by the need to have several legal agreements in place in parallel.
26. Over recent weeks progress has been made.
27. The variation of the covenant by The Church Commissioners is now complete and back with the Council.
28. The Grant Agreement between SCDC and FODC has been finalised which provides funds for capital works and SCDC are in the process of raising the monies via the Finance Department to be transferred to the FOFC when required.
29. The final piece of the jigsaw is the Easement to provide access across adjacent land to the building. The Council has received confirmation that agreement of the principles of the easement has been agreed between all parties, which will now allow for the final drafting and completion of the associated documentation.
30. SCDC are providing information regarding the insurance policies and passing this onto the FOFC to allow for the group to continue insuring the building.

Options

Landbeach Tithe Barn

31. The recommended option is to continue to proceed with work with the Landbeach Tithe Barn Trust, to agree and sign the lease within the timescale outlined in the project plan and securing access along the Old Rectory's drive and improvements to the Waterbeach Road access to enable future repair work to take place.
32. An alternative is for the barn to be sold with residential planning consent; this is being seen as a fall-back position should the transfer to the Trust not be achieved.

Sawston Drying Shed

33. All parties (SCDC, Historic England and the Owners) have committed to work together over a three year period to explore options and develop a plan for the site and in particular the sustainable re-use of the Drying Shed. It is only by finding an appropriate use for the building that its future will be secure.
34. An alternative would be to do nothing and let the building deteriorate and eventually collapse, or for the owners to apply to demolish the building.

Implications

35. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

Sawston Drying Shed

36. A further grant application to Historic England will be made to look to the next stages of the project including a structural survey of the building, now that it has been stabilised as well as a feasibility study to unlock the potential of the site and explore alternative uses of the building/site.

Legal

Landbeach Tithe Barn and St Denis Church

37. Legal Officers will need to continue in assisting to progress a lease for Landbeach Tithe Barn, providing advice and guidance regarding clearing access and to coordinate and finalise agreements in respect of the transfer of the St Denis Church.

Staffing

Landbeach Tithe Barn and Sawston Drying Shed

38. Officer time from the consultancy team has, and continues to be recorded against these specific projects. In the case of the Sawston Drying Shed project SCDC Officer time forms an 'in kind' contribution towards the grant funding provided by Historic England.

Risk Management

Sawston Drying Shed

39. 'Works in progress' insurance has been taken for the scaffolding. The scaffolding contact also includes the weekly safety checks of the scaffolding to ensure that it is safe and correctly fixed. In addition, advice is also been taken regarding ensuring the scaffolding is protected against intruders.

Equality and Diversity

40. None

Climate Change

41. None

Consultation responses (including from the Youth Council)

Effect on Strategic Aims

Aim 1 – We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money.

42. This report is following discussions with owner and Historic England regarding the future management of the heritage asset in their neighbourhoods.

Aim 2 – We will make sure that South Cambridgeshire continues to offer an outstanding quality of life for our residents

43. This report outlines proposals to secure the future of an historic asset, thereby contributing to the quality of life of residents.

Aim 3: Work with partners to create opportunities for employment, enterprise, education and world-leading innovation.

44. This report outlines the immediate works that would provide the time to work with partners to secure the long-term future of the listed building.

Background Papers

Appendices::

Appendix 1 : Updated Draft Project Plan Summary Landbeach Tithe Barn

Appendix 2 - Names and Length of Tenure of Landbeach Tithe Barn Trustees.

Appendix 3 – Update from Landbeach Tithe Barn Trust.

Report Author: Juliette Wilson – Historic Buildings Consultancy Officer
Telephone: (01954) 712907

Landbeach Tithe Barn Updated Project Plan Summary

2016			
Timeframe	Action by SCDC	Action by TBT	Status
Q1			
	Issue letter of Intent		Complete
		Apply for CIO status	Complete
		Fire safety inspection & assessment	Complete
	Agree principle of Lease	Agree principles of lease	On programme
By end of March	Statement of significant (to support future TBT Funding applications)		On programme
Q2			
End of April		Receive formal approval for Trust	
	Sign Lease	Sign Lease	
		Seeking additional trustees	On-going
		Fund raising	On going
		Open days (Scheduled April & June)	
		Review Listed building designation review (post lease completion)	
NB 1 st April deadline for mid-may publication	Article for South Cambridgeshire Magazine May or Autumn Edition.		
Q3			
Q3		Develop plan for Building and grounds	
		Seeking additional trustees	On-going
		Fund raising	On going

Appendix 1

		Tender for main contract	
		Prepare Planning application & Listed building applications.	
Q4			
Q4		Submit Planning application & Listed building applications.	
		Project specific fundraising	
2017			
		Works commence on the barn	
		On going Fundraising	

Landbeach TBT Trustee Details and Tenure.

Name of Trustee	Length of tenure
James Hockney,	4 years
Robert Stripe	4 years
Melanie Hale	3 years
Gemma O'Shea	3 years
Christine Taylor	2 years
Alan Shipp	2 years

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Update from TBT.



Tithe Barn @ Landbeach – Working Group Interim Report 2 March 2016

CIO application

Submitted 26/01/16.

Cambs Fire & Rescue

Site visit on 28/01/16 & report.

Tithe Barn Christmas card

Produced for sale and sent to supporters Dec 15.

Need for additional trustees

Press release to RIBA, IHBC, RICS & Spab. Also sent to Cambridge News, Look East, Fen Edge News, Landbeach What's on & Beach News. The Institute of Historic Building Conservation promoted our press release on their awards page & tweeted to their 5,600 followers. Also promoted with the Cambridge Volunteer Centre & Do-it.org.

2 new potential trustees invited to March TBT meeting.

Recruit Pro bono Project Manager/Architect

ProHelp contacted & application form submitted 24/02/16.

Barn Open Days

13th Feb Open Day.

Next Barn open day 9th April.

April open day widely publicised (Poster sent to Cambridge news, Cambridge 105 radio, star radio, heart 103, look east, visit Cambridge, communications dept of Cambridge uni, Landbeach what's on, beach news, Feb edge news although missed deadline, Fen edge archaeology group, Landbeach village hall committee, the WAY, SCDC, Milton primary school, cottenham primary school, waterbeach primary school, Emmaus and posted on Busytots FB page)

PR & Marketing

Tithe Barn trust E News, Facebook and Twitter continues.

Cambridge News articles on 11/01/16 & 22/02/16.

Cambridge 105 FM Radio on 6/03/16.

The Institute of Historic Building Conservation Jan 16.

March 'Beach News' & March Landbeach 'What's on'.

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Agenda Item 4

Report To: Economic Development Portfolio Holder
Lead Officer: Director for Planning and New Communities

15 March 2016

Economic Development/Growth Strategy Refresh (2016-2020)

Purpose

1. The purpose of the paper is to present the Portfolio holder the proposal and suggestions for updating the Economic Development Strategy for the period 2016 – 2020.
2. This is not a key decision but is likely to lead to a key decision upon formulation of a revised strategy as it will affect communities living and working in the District.

Recommendations

3. It is recommended that the Portfolio holder approves the refresh of the Economic Development/Growth Strategy.

Reasons for Recommendations

4. The report seeks to acknowledge economic actions achieved through the economic strategy of 2010 – 2015 and seeks to determine future delivery for the period 2016 – 2020.

Background

5. The Economic Development Strategy for South Cambridgeshire District, prepared by the Council (in consultation with internal and external partners and stakeholders at various stages) can be found at: <https://www.scambs.gov.uk/sites/default/files/documents/Economic%20Development%20Strategy.pdf>. It is informed by a thorough assessment of the District that the Council undertook in 2009/10. Since adoption, the Council has delivered a number of economic development activities such as strategic actions incorporated in the employment needs of the draft local plan; informing policy plans and practise (e.g. planning policies to support identified economic clusters translated into practise with planning applications, creating jobs and investment); business support measures (e.g. Business Support workshops, Key Account Management, procurement practise, Broadband roll-out); to name some successes.
6. The period of the current Strategy is 2010-2015 and a refreshed strategy is a timely priority, given changed funding and delivery structures from central government.

Considerations

7. Following the recent Portfolio holder meeting of 25 January 2016 and earlier Business Friendly and EMT meetings, this report puts forward a proposal for reviewing the current Economic Development Strategy, to review progress, update the economic profile and prepare a framework for future delivery to 2020.
8. It is suggested that the current evidence base is sound but 7 years on needs to be updated to include aspects such as:
 - (a) current economic statistics, using existing, recent data from planning policy and housing services, for example;

- (b) changed delivery partnerships and proposed plans (e.g. City Deal, LSCC, (the LEP)) are included
- (c) alignment with the proposed Local Plan on matters such as employment, housing (labour supply) and infrastructure.

9. The benefits of this include:

- (a) Joined-up delivery across the Council and with partnerships (LEP, LSCC, etc.), mapping the actions we deliver; as well as those that SCDC + partners deliver to the economic benefit of the District.
- (b) Agreement with political members and public sign-off of economic priorities
- (c) SMART, unbiased delivery of the District's economic aims and economic potential.

10. The methodology proposed is that of the Peterborough model, which the Council has successfully used in reviewing Health & Wellbeing, Children, Young People & Families, Ageing Well, and Localism in 2014 through the Joint Portfolio holder task group. It will involve key external and internal stakeholders, including members. Further details are available in the attached PID (Project Initiation Document) in Appendix 1.

Effect on Strategic Aims

11. Economic Development has a central place within the Council's Vision that says, 'Our District will demonstrate impressive and sustainable economic growth'. One of the Corporate Plan's 12 objectives is to 'Make the district an even more attractive place to do business'.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

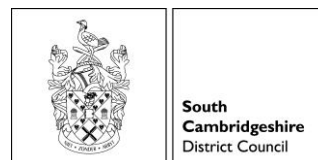
- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

South Cambridgeshire District Council Economic Strategy (2010 – 2015)

South Cambridgeshire District Council: Local Economic Assessment – July 2010

Planning and Economic Development Portfolio holder Meetings, 11 June 2015, 09 September 2015 and 25 January 2016.

Report Author:	Jo Mills	Director of Planning and New Communities Telephone (01954) 713350
	Mike Hill	Director of Environmental Health and Licensing Telephone (01954) 713229
	Nicole Kritzingner	Principal Lead: Economic Development and Tourism Telephone: (01954) 713454



PROJECT INITIATION PROJECT (PID)

Programme / Service Plan	Planning and New Communities		
Project Name	Economic Development/ Growth Strategy Refresh (2016 – 2020)		
Project Sponsor	Jo Mills		
Project Manager	Nicole Kritzinger		
Date Issued	22 February 2016	Version Number	1

Background

The current Economic Development strategy (2010 -15) was formulated on the basis of a through economic assessment in 2009/10. It delivered a number of priority actions for the benefit of the District, identifying delivery actions for the Council and actions for partnership delivery (e.g. LEP). It is suggested that this evidence base is sound but 7 years on, needs to be updated to include:-

- (a) current economic statistics, using internal data (e.g. employment data from the draft local plan, housing service statistics re: market and affordable homes, available 31/03/2016)
- (b) changed delivery partnerships (e.g. shared services) and proposed plans (e.g. City Deal, LSCC, (the LEP))
- (c) economic drivers (e.g. growth across the Greater Cambridge area (including Hunts)), together with the newly designated Enterprise zone sites
- (d) alignment with the proposed Local Plan on matters such as employment, housing (labour supply) Neighbourhood Planning and infrastructure
- (e) changed planned financial arrangements (e.g. Business Rate retention and Local Authority settlements & devolution), coupled with
- (f) market pressures facing South Cambridgeshire key businesses and Economic Development delivery partnerships.

Given the Council’s current financial position and pressures on service delivery, it is an appropriate time to review the current strategy and identify priority actions for the authority and authority with partners which enhance and add value to the delivery of economic growth and business support within the district.

Business Benefits

The benefits include:

- (a) Joined-up delivery across the Council and with partnerships (LEP, etc), mapping the actions we deliver; as well as those that SCDC + partners deliver to the economic benefit of the District.
 - (b) Agreement with political members and public sign-off of economic priorities
 - (c) SMART, unbiased delivery of the District’s economic aims and economic potential, subject to resources.
- Assists in the delivery of the corporate plan objectives of Living Well, and helps shape the objectives of Homes for Our Future and Connected Developments which have mutual benefits to economic development.
 - Aligns and supports the economic benefits realised through the LEP, City Deal, the LSCC and the Enterprise Zone sites.
 - A further benefit is that an economic strategy for the development of economic practise in line with the requirement of the NPPF (National Planning Policy Framework), allowing for positive

economic and employment growth planning for the District.

Prime Objective

Identification of a clear strategic/policy direction and objectives coupled to actions delivering of economic development and business support for the South Cambridgeshire District.

Secondary Objectives

- The identification of a work programme of interventions suitable to support economic development within the local area
- To raise the profile of economic development within the district
- To attract business, funding, investment, infrastructure and research to the district
- Provide a focus for strategic partnerships

Outputs

- A strategy document setting clear outcomes for economic growth and business support within the district.
- Full integration of economic development across corporate activities
- Framework and toolkit for developing local parish and growth area strategies and plans.

In Scope

- Evaluation of the impact of measures undertaken in current strategy.
- Update and assessment of economic profile and trends starting with available data (local plan, Cambridge Insight)
- Review of economic drivers (e.g. growth, EZ, economic clusters) and interface with the District Council and partner priorities
- Review of current landscape and key partners (e.g. LEP) working in the sphere
- Survey of local stakeholders (e.g. Cambridge University) and business (e.g. AstraZeneca) about their economic needs and potential policy and service support offered by the Council
- Member led task and finish group/Informal working Group to shape framework and priorities for future economic development activities.

Out of Scope

- Full Economic Assessment (as commissioned in 2009)
- Large scale consultation
- Objectives/Actions/projects or programmes identified in the strategy for delivery (e.g. Business Hub/commercial project delivery, Local Plan review, etc.)

Assumptions and Constraints

- It is assumed that the Economic Assessment of 2009/10's statistics are enable evaluation and review of the strategy to be undertaken.
- Certain streams of business support funding are tied to the EU. This could affect future policy and economic development actions for delivery.

Communication Plan

A full communications plan will be developed. It is proposed that a communications plan will include:

- Consultations with using interviews with a select/appropriate stakeholders – to be agreed. (e.g.

AstraZeneca, Cambridge Network, UKTI, FSB, LSCC, LEP, etc.)

- Communications via press release, newsletters and South Cambs magazine and social media, as appropriate
- Formal communications with participating staff, members, EMT, Task & Finish Group and Steering Group as well as reports to the Economic Development Portfolio holder
- Informal communications to staff and members via Insite, Member bulletin, etc., as appropriate

Indicative External Stakeholders and Linkages

- Businesses – e.g. AstraZeneca – High Tech & Large employer; Marshall Group – Housing delivery, skills, Engineering; TWI
- Strategic Partners – LEP, City Deal, County Council, City Council, Hunts DC, LSCC, Cambridge Cleantech; HCA – Links to planning, infrastructure, utilities; Business Support;
- Cambridge Network (Inward Investment and Business networks and sector support); UKTI; Regulatory organisations (Business Hub)
- Education Providers – ARU; Cambridge University, CRC – Links to skills and funding
- Business Intermediaries – Federation of Small Businesses; Chambers of Commerce, Cambridge Ahead
- Housing Associations
- Business Parks – Delivery of Enterprise zone, types of sectors of employment
- Tourism – Visit Cambridge and Visit Britain – Links to Tourism (growing economic sector, inward investment)
- Central Government – As necessary – DCLG, BIS, DEFRA – Rural business support
- Skills Councils – Construction skills, Apprenticeships

Risks

- Human resources. In-house work would require the Planning Policy team input as well as the Economic Development Officer on an on-going basis. Mitigation: Mapping of work and time and identifying gaps/assistance needed.
- Ensuring the project scope does not open up questions explored during the Local Plan examination e.g. employment land supply.
- Changes in terms of central government funding and delivery – e.g. Devolution and the EU membership.
- Risks will be updated via the Planning and New Communities Risk register and following full project development.

Data Security

It is not envisaged that a Privacy Impact Assessment will be required as it is unlikely that there will be any new or significant changes to handling of personal data.

Guidance: The project should be subject to Privacy Impact Assessment (PIA) to identify whether the project itself, and/or outputs and recommendations arising from it, are likely to involve new or significantly changed handling of personal data, or indirectly impact on the security or handling of personal data. This applies to personal data of staff and other specific groups, as well as the wider public. Click [here](#) to access further guidance and templates, contacting Matt Hudson on extension 3372 for further advice and guidance. Use this box to confirm that the PIA is planned or has taken place, and where appropriate summarise the key issues arising.

Equality and Diversity

An initial EQIA will be undertaken once the PID has been finalised.

Guidance: Projects should be subject to an Initial Screening (EQIA) at the planning stage to identify whether there are likely to be significant equality impacts arising from carrying out the project itself, or from

outputs and recommendations arising from it; where significant impacts are identified, full assessment will also be required. Click [here](#) to access further guidance and templates, contacting Paul Williams on extension 3465 for further advice and guidance. Use this box to confirm that the EQIA is planned or has taken place, and where appropriate summarise the key issues arising.

Estimated Timescale		
Proposed Start Date April 2016	Estimated End Date June 2016	Duration (weeks) 10 - 12

Estimated Project Level People / Resources

Role and Name	Days Per Week	No. of Weeks	Total Days
• Project Sponsor : Director Planning and New Communities			
• SCDC Senior Officer Steering Group – 3 persons proposed to consist of the project sponsor and Corporate Directors/lead from Environmental Health & Licencing and Housing lead.			
• SCDC Economic Development and Planning Policy teams, co-ordinated by the Principal Lead for Economic Development and Tourism			
• Staff in housing and other service areas, as appropriate to the programme.			
• Economic Consultants			
• Member-led Task and Finish or Informal Working Group			
Total Days			0.00

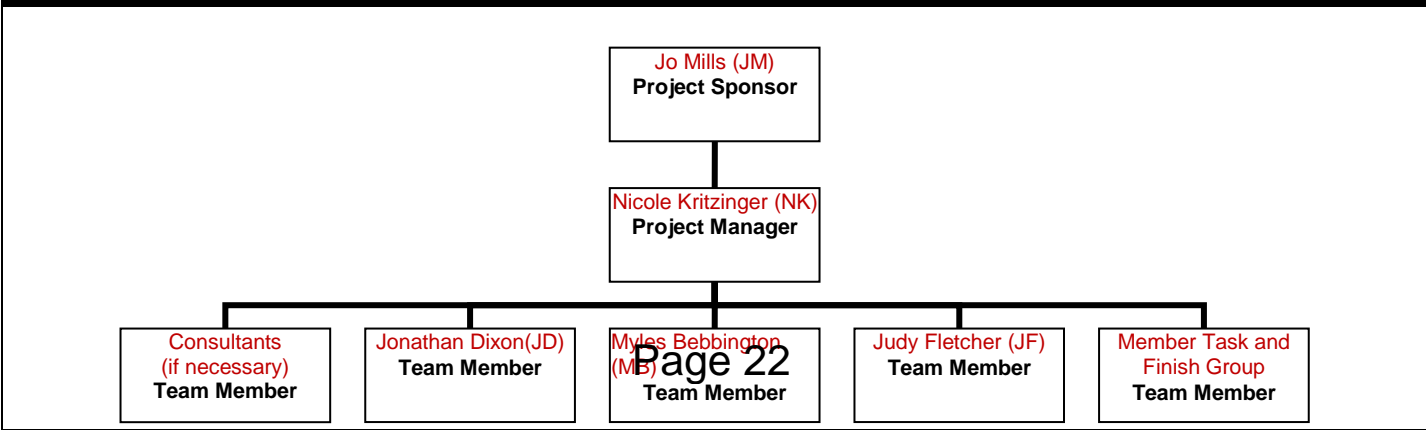
Is the project likely to require, or result in, the need for additional support from the following corporate services?

Finance		Human Resources		ICT	X
Legal		Policy & Performance	X	Contact Centre	

Estimated Project Level Finance Resources

Given the economic assessment of 2009/10 is considered sound base, a maximum budget of £10,000 would be needed if elements of the data set required updating and subject to resources and gaps in data.

Project Organisation Structure [example – please amend as required!]



Note: Reports to EMT

Project Board comprising of: Project Sponsor; Corporate Director: EH & L; NK; MB; JD & JF

Proposed methodology will explore the use of the Peterborough Method and include:

- Internal SCDC liaison - meetings with key Councillors and staff
- Desk Top Study covering a wide range of policy and research reports
- Economic Profile of South Cambridgeshire
- Economic projections for the district focusing on employment, key sectors and major development such as Northstowe.
- Discussions with key stakeholders
- Survey of businesses covering cross section of size, sector, and location
- Formal consultation on the draft Economic Strategy.

Key Project Roles:

Project Sponsor - The Project Sponsor is accountable for the project. They provide leadership and direction to the Project Manager and help overcome barriers. They own the business case, govern risk, and champion the project.

Project Manager - The Project Manager is responsible for defining and delivering the project including its outputs within the agreed scope and resources of the programme.

Team Member - Team members are responsible for supporting the delivery of the project and providing specialist expertise where appropriate.

Project Controls

Once the project is finalised the PID can only be changed by documented request as per the SCDC Project Management Toolkit, April 2014.

Project Score

Project Size

To be determined on project being formalised.

N.B. See [Project Management Toolkit](#) and [Project site set-up guidance](#) to score the project against the project type matrix. Determining the relative size and significance of the project will guide you on the extent of documentation and controls required to manage it effectively.

Authorised By	Signature	Date
Project Sponsor		
Project Manager		

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Agenda Item 5

Report To: Economic Development Portfolio Holder
Lead Officer: Director for Planning and New Communities

15 March 2016

Economic Development Update and Future Delivery

Purpose

1. The purpose of the paper is to provide an update on Economic Development delivery.
2. This is not a key decision but is brought to the Portfolio holder meeting for information.

Recommendations

3. It is recommended that the Portfolio holder notes progress to date on economic development actions.

Reasons for Recommendations

4. The report seeks to bring attention to the economic actions achieved and future delivery activities as agreed in the Portfolio holder meeting of December 2013, the Economic Strategy and relevant service plans.

Background

5. On-going economic development activity includes a suite of business support measures, improving broadband, supporting tourism as a growing economic sector and refreshing the economic growth strategy for South Cambridgeshire. The Council also continues to participate in strategic partnerships such as the Greater Cambridge Greater Peterborough Local Enterprise Partnership (LEP) and the London Stansted Cambridge Consortium (LSCC) in the furtherance of these aims.

LEP: *Enterprise Zone Wave 2*

6. The Council continues to work closely with the LEP, DCLG, developers and partners to ensure the best economic and social benefit is achieved with regards to the implementation of the Cambridge Compass Enterprise zone. Since the last Portfolio holder meeting on 25 January, 2016, the following has taken place:
 - (a) An operational meeting for the three Local Authorities with the LEP on 4 February to discuss the implementation of the Enterprise Zone
 - (b) Meeting with the LEP and landowners to work on investment plans, MoUs and implementation actions for each party on 4 March 2016
7. Officers will also be working with the LSCC, Cambridge Network, the LEP and developers to achieve the economic and employment benefits and potential of the sites. The Council will be participating on the Steering Group as well as each of the individual enterprise zone site project boards. Future steps will also include working on inward investment with the LEP, the Cambridge Promotions Agency (Cambridge Network) and UKTI as well as partners around apprenticeships and skills specifically in relation to the Enterprise zone and the South Cambridgeshire sites therein.
8. South Cambridgeshire District has a significant part in the Enterprise zone. The Portfolio holder and officers will continue to update and participate in the delivery of the Enterprise

zone. A paper will be taken to a future Cabinet meeting to discuss the MOU, governance and Business Rate implications.

London Stansted Cambridge Consortium (LSCC)

9. Since the last portfolio holder meeting the LSCC work streams detailed in the previous report, are ongoing. These are listed in brief below as well as any subsequent delivery:
 - (a) **LSCC Growth Commission** – which aims to outline a 30-year vision for the area. Further details can be found at: www.lsccgrowthcommission.co.uk
 - (b) **a three Year Plan:** The LSCC draft operations plan was considered at the 27 November 2015 board meeting, with a final report due to the board meeting in March 2016.
 - (c) **West Anglian Task Force:** The taskforce is building the case for improved rail provision along the London Stansted Cambridge corridor. The economic impact will be in delivering more jobs in the high-skill, high growth sectors with nearly one in seven of all the jobs in the UK (circa 4 million) being within a 10km radius of the corridor and thereby stimulating jobs growth and the economy for the District as a result. Since the last report, on 26 February 2016, SCDC co-ordinated a workshop with local business partners and the WATF. It was an opportunity to understand the concerns and constraints of businesses and possible detrimental effects (given the predicted 7% growth rate of employment in the greater Cambridge area) if the case is overlooked and not acted upon. An interim report will be published on 8 March 2016 with a full report due in June 2016.
 - (d) **Inward Investment:** The Board recently agreed an Investment protocol with the aim of supporting major clusters such as that of life sciences and attracting and maintaining needed international investment. Subsequently the Council has participated in developing marketing collateral for use at MIPIM, including highlighting the newly designated Cambridge Compass Enterprise zone sites of Cambourne, Northstowe and Waterbeach in the brochure.
10. The work described here is on-going and the Portfolio holder will update on relevant progress at subsequent portfolio holder meetings.

Improved Broadband and Digital Connectivity

11. The Council continues to participate in the 'Connecting Cambridgeshire' rural broadband delivery programme, which has successfully completed the first phase of the superfast fibre broadband rollout to 97,000 premises county-wide and which has announced further plans to ensure no community misses out. Take up of superfast broadband in South Cambridgeshire villages has been amongst the fastest in the county and country. Around 27,690 homes and businesses in South Cambridgeshire that would not have been able to get broadband otherwise can now upgrade to high speed fibre broadband.
12. Nevertheless, as discussed at the last portfolio holder meeting, there is more to be done and the next two years will see the fibre broadband roll-out reaching some of the most challenging rural areas of the district and county with other technologies such as wireless and satellite being used to close the gaps by 2020. Further details on the programme of works for the district is available in Appendix 1 and through <http://www.connectingcambridgeshire.co.uk/>
13. South Cambridgeshire District Council also assisted in the roll-out of Connecting Cambridgeshire's 'Women and Broadband Challenge' project. £49,300 of funding from the Government Equalities Office was awarded to continue providing practical help for women-led businesses to make the most of technology through the Destination Digital project. The

award was used in a county-wide roadshow that commenced in autumn 2015. The Council worked to stimulate take up in the district by promoting this information through the website and publications as well as through hosting an all-day workshop at South Cambridgeshire Hall on 5 February 2016. The event was a great success with the 1-2-1 advice sessions fully booked and the seminar on website development oversubscribed. In delivery, the Council also used the opportunity to develop the South Cambs business register by acquiring more businesses to sign-up to it, at the event.

Business Support

14. SCDC continues to work proactively to execute a suite of Business Support measures aimed to help businesses in the District.

Business Support Workshops

15. The Council, in partnership with Huntingdonshire District Council continues to deliver a successful business support workshop programme through NWES, enterprise agency. The programme commenced in January and runs to April 2016.
16. At the time of reporting eight workshops had been held, with an average attendance of 8 – 10 persons per workshop and feedback has been positive. Included in the support are free 1-2-1 advice with a specialist business advisor, following workshop attendance. Delivered in partnership, the programme allows for comprehensive support and joined-up delivery. The full programme and further details of future workshops can be found at: <http://www.nwes.org.uk/advice-and-training/how-to-grow-your-business/business-support-workshops-cambs>

Support to the Rural Economy

17. Following the previous reports, a successful workshop was held in Gamlingay on 21 January 2016. The event was successful and well attended, with 25 delegates participating, who through professional facilitation with a business advisor, identified a number of key needs and actions to assist local businesses in matters such as:
 - (a) developing local supply chains
 - (b) employment needs (e.g. business and development site directories and a business support planning guide)
 - (c) networks of support via the formation of a business association, both virtually (mobile phone app) and a group to discuss events and matters of interest to the local business community (e.g. linking employers with employees and apprenticeships).
 - (d) connectivity: to allow for communication of business needs through the development of a mobile phone app, for which funding has been successfully obtained via the Greensand Ridge LAG (Local Action Group) and Forward Gamlingay
 - (e) development of a service directory from the local business directory
 - (f) a local service website (called “Gamlingay.com”) to include an accreditation scheme for local businesses service suppliers.
18. A second workshop is planned for 17 March 2016, which take the identified actions further in the fields of planning, business support and apprenticeships. These actions also look to assist in the development of the economic element of the Neighbourhood Plan. Officers involved in the Partnerships team and Economic Development and Planning will continue to develop the locality work in Gamlingay and an update will be provided at future meetings.

Tourism

19. "Visit Cambridge and Beyond", the official tourism service for Cambridge City, South Cambridgeshire and the surrounding area commenced trading in the form of a Destination Management Organisation (DMO) and will commence trading as Visit Cambridge on 1 February 2016. This public/private partnership aimed at securing a stable model able to maximise the benefits of business and leisure tourism to the area. The Council has been involved in these plans and participates via the Portfolio holder on the board, supported by Economic Development actions at officer level. The Council will continue to attend the board meeting and work to achieve the successful delivery of the new tourism delivery structure, a fast growing economic sector which benefits the District directly and has the potential to offer further sustainable investment and jobs.

Economic Strategy Update

20. The Council plans to refresh the Economic Development Strategy for the forthcoming period 2016 - 2020. The update would include a review of the current strategy and look to include future actions and activity, incorporating the role of key strategic delivery partners (e.g. LEP, LSCC) and partners as well as delivery arrangements (e.g. Greater Cambridge City Deal, NPPF requirement). This would allow for joined-up delivery and the Council to take forward its economic activity and involve all relevant stakeholders, including members, which we will look to achieve as efficiently as possible, exploring the use of methods (e.g. Peterborough method used in Environmental Health Service). Refer to a separate paper on this matter. – Further details are available in a separate report.

Implications

21. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

22. The Economic Development Budget has a budget of £35,600 for business support and related activity. The tourism budget, currently £25,000 is due to decrease to £17,500 in 2016/17 and then further to between £8,000 - £12,000 p.a. (refer to the separate 2015 paper on this item). The cost of the business support workshops (c. £15,000) is within the current budget and a cost of £10,000 has been identified for the Economic Strategy Update. The LEP annual membership fee is set for 2016/17 at £17, 769 and the LSCC at £10,000pa.

Consultation responses (including from the Youth Council)

23. No formal consultation has taken place.

Effect on Strategic Aims

24. Economic Development has a central place within the Council's Vision that says, 'Our District will demonstrate impressive and sustainable economic growth'. One of the Corporate Plan's 12 objectives is to 'Make the district an even more attractive place to do business'.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

South Cambridgeshire District Council Enterprise Zone wave 2, Expression of Interest, 7 August 2015 and GC_GP Cambridge Compass Application 18 September 2015.

South Cambridgeshire District Council Economic Strategy (2010 – 2015)

Planning and Economic Development Portfolio holder Meetings, 11 June 2015, 09 September 2015 and 25 January 2016.

Report Author: Nicole Kritzinger
Principal Lead: Economic Development and Tourism
Telephone: (01954) 713454

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The Connecting Cambridgeshire programme has successfully delivered the first phase of the superfast fibre broadband rollout and has announced further phases to ensure no community misses out.

South Cambridgeshire District:

- 27,690 homes and businesses that would not have been able to get it otherwise can upgrade to high speed fibre broadband
- Approximately 260 premises where fibre delivery has been delayed from 31 Dec, which are due to be connected by March/June 2016.*

We are aware there is more work to do to connect the following areas that are harder to reach, or where there are speed, coverage or ordering and capacity issues.

Additional fibre coverage will be delivered in the next phase of the rollout between January 2016 and June 2017 in the following areas

Babraham	Caldecote
Caxton	Cottenham
Croxton	Croydon
Duxford	Eltisley
Fen Ditton	Fulbourn
Great and Little Chishill	Great Shelford
Harlton	Histon
Impington	Little Shelford
Over	Rampton
Papworth St Agnes	Arrington
Sawston	Stapleford
Stow cum Quy	Swavesey
Teversham	Waterbeach
Whittlesford	Willingham

Areas with known gaps in speed & coverage

Arrington	Gaps in speed/coverage. A further cabinet to serve approx 20 premises to the North of the village to be delivered between September and December 2016.
Carlton	Significant gap in speed and coverage. A new fibre cabinet in the village to be delivered between September -December 2016
Conington (S)	Significant gap in speed and coverage. A new fibre cabinet in the village to be delivered between January-June 2016.
Hatley	Significant gap in speed and coverage. BT to provide further fibre coverage in the next phase by March 2017.
Kingston	Significant gap in speed and coverage. A new fibre cabinet in the village to be delivered between January-March 2017.

Knapwell	Significant gap in speed and coverage. A new fibre cabinet in the village to be delivered between January-June 2016.
Little Wilbraham	Significant gap in speed and coverage. A new fibre cabinet in the village to be delivered between January-March 2017.
West Wickham	Significant gap in speed and coverage A new fibre cabinet in the village to be delivered between July-December 2016

Areas with known issues under investigation

Abbington Piggotts	Gap in speed and coverage because premises are too far from the fibre-enabled cabinet. Change raised with BT. Awaiting response
Balsham	Gaps in coverage – under investigation.
Fulbourn	Swifts estate in Fulbourn not connected to fibre cabinet
Gamiingay	Significant no of EO lines
Heydon	Barley Road 17 premises connected to live cabinet but too far away to get service.
Ickleton	8 premises on EO lines
Lolworth	Gaps in coverage – under investigation
Melbourn	Gaps in virgin and BT coverage incl Mary's Way
Meldreth	Gaps in virgin and BT coverage
Steeple Morden	Live fibre cabinet but some premises on exchange only lines not yet connected to the new fibre cabinet.
Shepreth	Frog end and Dunsbridge Turnpike premises
West Wrattling	8 remaining premises connected to a cabinet that now cannot go live due to excessive power costs. We have asked BT for a solution and are awaiting a response.

Live areas where we are aware of ordering or capacity issues

Shepreth	Barrington Road premises unable to order fibre – being progressed with BT
Fulbourn	Some premises unable to order fibre – being progressed with BT
West Wrattling	Resident unable to order FTTP – BT investigating

***Areas with delayed fibre delivery from phase 1 to be delivered by March 2016**

Arrington	Croxton
Fen Ditton	
Wansford	West Wrattling
Wimpole	Winwick

Areas with delayed fibre delivery from phase 1 to be delivered by June 2016

Horningsea	Orwell
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Connecting Cambridgeshire is using additional Government funding to extend the roll-out to improve broadband coverage and speeds during follow-on phases in 2016-2017. The programme is working with BT and Openreach to find the best solutions to connect as many places as possible with fibre, and will announce further details shortly.

Updates will be posted on the Connecting Cambridgeshire website www.connectingcambridgeshire.co.uk 'my area' pages and we will keep interested parties informed. Contact the Connecting Cambridgeshire team on 01223 703293 or email contact@connectingcambridgeshire.co.uk

Economic Development Portfolio Holder – Work Programme 2016-17

Date of meeting	Reports to be signed off and sent to Democratic Services by 5.00pm on	Title of Report	Key or Non-Key?	Reason Key Specify no(s) listed below	Purpose of Report, ie For Recommendation / Decision / Monitoring	Lead Officer / Report Author	Date added to Corporate Forward Plan (contact: Victoria Wallace) *
8 June 2016	Friday 27 May 2016	Economic Development Update and future delivery			Information	Nicole Kritzinger	
		Heritage Guardianship sites			Decision / Monitoring	Juliet Wilson	
		Gypsy and Travellers	Non key		Monitoring	Jon Dixon	
14 September 2016	Monday 5 September 2016	Economic Development Update and future delivery			Information	Nicole Kritzinger	

		Heritage Guardianship sites			Decision / Monitoring	Juliet Wilson	
		Gypsy and Travellers	Non key		Monitoring	Jon Dixon	
14 December 2016	Monday 5 December 2016	Economic Development Update and future delivery			Information	Nicole Kritzinger	
		Heritage Guardianship sites			Decision / Monitoring	Juliet Wilson	
		Gypsy and Travellers	Non key		Monitoring	Jon Dixon	
8 March 2017	Monday 27 February 2017	Economic Development Update and future delivery			Information	Nicole Kritzinger	

		Heritage Guardianship sites			Monitoring	Juliet Wilson	
		Gypsy and Travellers	Non key		Monitoring	Jon Dixon	

Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards. In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).
 - Key decisions can only be made after they have been on the Corporate Forward Plan for at least 28 clear calendar days not including the day on which they first appear on the Forward Plan or the day on which the decision is to be made.

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