



# SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING  
THURSDAY, 28 SEPTEMBER 2017

AGENDA AND REPORTS

## **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

## **EXCLUSION OF PRESS AND PUBLIC**

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) ..... in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) ..... of Part 1 of Schedule 12A of the Act (as amended)."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

TO: The Chairman and Members of the  
South Cambridgeshire District Council

**NOTICE IS HEREBY GIVEN** that the next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **2.00 P.M.** on

**THURSDAY, 28<sup>TH</sup> SEPTEMBER 2017**

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

**DATED: WEDNESDAY 20<sup>th</sup> SEPTEMBER 2017**

**Beverly Agass**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.**

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**AGENDA**

**PRESENTATION**

A presentation will be given by a representative of Macmillan Cancer Support, one of the Chairman's charities.

**1. APOLOGIES**

To receive any apologies for absence from Members.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of Members' interests.

**3. REGISTER OF INTERESTS**

Members are requested to inform Democratic Services of any changes to their Register of Members' Financial and Other Interests form.

**4. MINUTES**

**(Pages 1 - 16)**

To receive the minutes of the meeting held on Thursday 25<sup>th</sup> May and authorise the Chairman to sign them as a correct record.

**5. ANNOUNCEMENTS**

To receive any announcements from the Chairman, Leader, the Executive or the Head of Paid Service.

**6. QUESTIONS FROM THE PUBLIC**

To note that no questions from the public have been received.

**7. PETITIONS**

To note all that no petitions for consideration by Council have been received since the last meeting.

**8. APPOINTMENTS TO COMMITTEES**

To approve the replacement of Councillor Nick Wright with Councillor Simon Crocker as a member of the Civic Affairs Committee.

**9. SINGLE SHARED WASTE SERVICE - SCDC RECYCLING SERVICE CHANGES (Pages 17 - 26)**

**10. NEIGHBOURHOOD PLANNING (Pages 27 - 42)**

**11. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY (Pages 43 - 94)**

At the last Council meeting Councillor Topping informed Council that the Cambridgeshire and Peterborough Combined Authority had agreed to produce regular reports on its work [minute 9 refers]. Attached are the reports summarising the work of the Authority for June and July. [Note: there is no report for August. The September report will be published at the end of the month and will be circulated with the papers for the next Council meeting]

**12. QUESTIONS FROM COUNCILLORS**

A period of 30 minutes will be allocated for this item to include those questions where notice has been provided (as set out on the agenda below) and questions which may be asked without notice.

Members wishing to ask a question without notice should indicate this intention to the Interim Democratic Services Team Manager prior to the commencement of the item. Members' names will be drawn at random by the Chairman until there are no further questions or until the expiration of the time period.

**12 (a) Question from Councillor Ben Shelton to the Leader of the Council**

Please can you tell us what this council has done to support villages and Parish Council's whose land has been occupied by gypsies and travellers?

**12 (b) Question from Councillor Ruth Betson to the Leader of the Council**

Please could you give us an update on the number and progress of neighbourhood plans are in our district?

**12 (c) Question from Councillor Ray Manning to the Leader of the Council**

Please can you explain why we no longer need paper caddies. Is it possible to dispense with them without damaging our recycling rates? What savings could be made by the council if paper is placed directly in the blue bin?

**12 (d) Question from Councillor Charlie Nightingale to the Leader of the Council**

After the terrible Grenfell fire please could the Council set up a task and finish group to look at how this council deals with safety and emergency planning?

**12 (e) Question from Councillor Bridget Smith to the Greater Cambridge Partnership Portfolio Holder**

Does the Portfolio Holder for the GCP believe that the widely predicted 1% in modal shift from car to bus is sufficient justification for building an off road Busway from Cambourne to Cambridge City?

**12 (f) Question from Councillor Philippa Hart to the Leader of the Council**

Concern has been expressed by members of the Combined Authority Scrutiny Committee about the workload of all CA Board members, particularly those who are portfolio holders. Cllr Topping, as leader of our council, is a Board Member and is the CA Portfolio Holder for Housing. He combines these positions with his role as a County Councillor where despite assuring us that he would not take on any additional responsibilities, he is now Chair of the Health and Wellbeing Board and sits on the Constitution and Ethics and Health committees. Please could Cllr Topping inform members how he apportion his time between his many and varied responsibilities and in particular what percentage of his time does he devote to leadership of this Council?

**12 (g) Question from Councillor Aiden Van de Weyer to the Planning Portfolio Holder**

The recent performance report to Cabinet describes the decline in satisfaction in the planning service to the unacceptably low level of just 58% in June. The figures, however, are based on a very small number of responses. What is the Planning Portfolio Holder doing to investigate the genuine level of dissatisfaction with the planning service, what the reasons for dissatisfaction are, and what can be done to improve service levels?

**12 (h) Question from Councillor Henry Batchelor to the Planning Portfolio Holder**

Could the Planning Portfolio Holder please tell us how many live planning applications the Council currently has awaiting decision?

**12 (i) Question from Councillor Anna Bradnam to the Portfolio Holder for Finance and Staffing**

Whilst I believe statutory training has been provided this year, there seems to have been little offered in the way of member development.

Please would the Portfolio Holder advise if any training will be offered before the end of the financial year?

In particular I would appreciate training about the recent changes in Data Protection.

**13. NOTICES OF MOTION**

**13 (a) Motion from Councillor Tim Wotherspoon**

This Council resolves to partner with the County Council, the City Council, the Combined Authority and the Greater Cambridge Partnership (in the hope and expectation that they will each be willing to do so) to undertake a comprehensive review of bus services in and around the District and the wider area (and not just to/from Cambridge), in order to assess how significant short- and long-term improvements can be made for the benefit of our residents, employees, employers, students, patients, leisure-travellers and all others; and, to signal it's keenness for this review to take place, and as soon as possible, hereby allocates £50,000 to co-fund such a review.

**13 (b) Motion from Councillor David Bard**

This Council notes with dismay the recent instruction to Network Rail by the DfT to remove electrification from the scope of the East West Rail project and instructs the Leader to write to the Secretary of State for Transport requesting that electrification of this route be reinstated over its whole length.

**13 (c) Motion from Councillor Bridget Smith**

This Council supports the establishment of a member led Task and Finish working group, complimentary to the GCP, to look in more detail at the functionality of potential rural transport hubs within the District?

**13 (d) Motion from Councillor Aiden Van de Weyer**

This Council believes that local government decision making should take place In an open and transparent manner, unless personal or commercial confidentiality requires otherwise.

This Council notes that attendees of a workshop of the Milton Road Local Liaison Forum on 19 September have been banned from filming, taking pictures or tweeting.

This Council requests that the Greater Cambridge Partnership, of which this Council is a constituent member, removes all such restrictions on material that is not commercially confidential.

**14. CHAIRMAN'S ENGAGEMENTS**

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

<b>Date</b>	<b>Event</b>	<b>Attended</b>
<b>May</b>		
Monday 29 <sup>th</sup>	Cambridge American Cemetery Memorial Day Ceremony	Chairman
<b>June</b>		
Sunday 18 <sup>th</sup>	City of Peterborough Mayors Installation	Chairman
Monday 19 <sup>th</sup>	Armed Forces Day Flag Raising Ceremony, South Cambridgeshire	Chairman
Wednesday 21 <sup>st</sup>	Proclamation of Midsummer Fair	Chairman
Friday 23 <sup>rd</sup>	Armed Forces Day Flag Raising Ceremony, Huntingdon	Chairman
Sunday 25 <sup>th</sup>	Parklife at Milton Country Park	Chairman
Wednesday 28 <sup>th</sup>	Wisbech Rose Fair Gala Evening	Chairman
<b>July</b>		
Saturday 1 <sup>st</sup>	Saint George's Day celebrations	Chairman
Sunday 2 <sup>nd</sup>	Godmanchester Annual Picnic in the Park	Chairman
Friday 7 <sup>th</sup>	Fenland District Council Chairman's Civic Reception	Vice Chairman
Sunday 9 <sup>th</sup>	Mayor of Northampton Civic Service	Vice Chairman
Monday 10 <sup>th</sup>	Battle of Britain Flag Raising Ceremony - Huntingdon	Vice Chairman
Monday 17 <sup>th</sup>	Visit to South Cambs Depot to give out water bottles to crew	Chairman
Monday 31	Huntingdon: Flag raising to commemorate the centenary of the Battle of Passchendaele	Chairman
<b>August</b>		
Saturday 12 <sup>th</sup>	Annual Camp Army Cadet Force, Thetford, Norfolk	Chairman
Friday 17 <sup>th</sup>	Mayor of St Edmundsbury Charity Cheese and Wine Evening	Chairman
<b>September</b>		
Friday 1 <sup>st</sup>	Fly the Red Ensign for Merchant Navy Day @ SCDC	Chairman

Friday 1st	Fly the Red Ensign for Merchant Navy Day @ Peterborough	Vice Chairman
Sunday 3rd	Mayor of Ramsey: Ramsey Town Council Civic Service	Chairman
Wednesday 13 <sup>th</sup>	Papworth Trust Centenary Celebration	Chairman
Wednesday 13 <sup>th</sup>	Papworth Trust visit of HRH The Duchess of Gloucester	Chairman
Friday 15 <sup>th</sup>	Best Kept Garden Competition 2017	Chairman
Saturday 16 <sup>th</sup>	A show fit for a Mayor: Mayor of St Ives	Chairman
Sunday 17 <sup>th</sup>	Mayor of Edmundsbury Battle of Britain Parade and Service	Vice Chairman
Sunday 24 <sup>th</sup>	St Ives Civic Sunday	Chairman
Monday 25 <sup>th</sup>	2484 Air Cadets Annual Awards Evening	Chairman



## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.



# Agenda Item 4

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on  
Thursday, 25 May 2017 at 2.00 p.m.

PRESENT: Councillor David McCraith – Chairman  
Councillor Brian Burling – Vice-Chairman

Councillors: David Bard, Val Barrett, John Batchelor, Ruth Betson, Anna Bradnam, Francis Burkitt, Tom Bygott, Nigel Cathcart, Doug Cattermole, Graham Cone, Pippa Corney, Christopher Cross, Kevin Cuffley, Neil Davies, Simon Edwards, Sue Ellington, Andrew Fraser, Jose Hales, Roger Hall, Lynda Harford, Philippa Hart, Tumi Hawkins, Mark Howell, Caroline Hunt, Peter Johnson, Sebastian Kindersley, Douglas de Lacey, Janet Lockwood, Ray Manning, Cicely Murfitt, Charles Nightingale, Des O'Brien, Tony Orgee, Deborah Roberts, Tim Scott, Ben Shelton, Bridget Smith, Hazel Smith, Peter Topping, Richard Turner, Robert Turner, Aidan Van de Weyer, John Williams, Tim Wotherspoon and Nick Wright

Officers:	Alex Colyer	Executive Director (Corporate Services)
	Rory McKenna	Deputy Monitoring Officer
	Wilma Wilkie	Democratic Services

### 1. ELECTION OF CHAIRMAN OF THE COUNCIL 2017/18

The outgoing Chairman, Councillor Sue Ellington, informed the Council that she had raised £5,000 for Dogs for the Disabled, her chosen charity during her term of office.

Councillor Ellington invited nominations for the office of Chairman of the Council for the 2017/18 civic year.

On the nomination of Councillor Peter Topping, seconded by Councillor Nick Wright and there being no further nominations, Council **RESOLVED** that Councillor David McCraith be elected as Chairman of the Council for the 2017/18 civic year.

Councillor McCraith signed the acceptance of office. He reported that his chosen charities were Cambridge and District Citizens Advice Bureau, Macmillan Cancer Support, Air Training Corps 2484 (Bassingbourn) Squadron and (Cambourne) Detached Flight.

### 2. ELECTION OF VICE CHAIRMAN OF THE COUNCIL 2017/18

The Chairman invited nominations for the appointment of Vice Chairman of the Council for the 2017/18 civic year.

Councillor Brian Burling was nominated by Councillor Peter Topping, which was duly seconded by Councillor Ray Manning.

Councillor John Batchelor was nominated by Councillor Bridget Smith, which was duly seconded by Councillor Tumi Hawkins.

Both nominees left the Council Chamber during the undertaking of a ballot and, with 28 votes compared to 17, Council **RESOLVED** that Councillor Brian Burling be appointed

Vice-Chairman of the Council for the 2017/18 civic year.

Councillor Burling signed the acceptance of office.

### **3. APOLOGIES**

Apologies for absence were received from Councillors Henry Batchelor, Grenville Chamberlain, Mick Martin, Raymond Matthews, Alex Riley, Edd Stonham, Ingrid Tregoeing, Bunt Waters, and David Whiteman-Downes.

### **4. DECLARATIONS OF INTEREST**

No declarations of Members' interests were made.

### **5. REGISTER OF INTERESTS**

The Chairman reminded Members that they needed to update their register of interests whenever their circumstances changed.

### **6. MINUTES**

The minutes of the previous meeting held on 23rd February 2017 were confirmed as a correct record and signed by the Chairman, subject to:

- a) The amendment of the last two sentences of the second paragraph of minute 9(c) to read as follows:

‘Councillor Lynda Harford explained that progress of the Inspection of the Council’s Local Plan, which was being carried out at the same time as that of Cambridge City, was painfully slow. She also expressed the hope that the Government’s Housing White Paper would include provision for encouraging developers to build homes once planning permission had been granted.’

- b) The amendment of the text in resolution (c) of minute 9(d) at the top of page 7 to read as follows:

‘...from the sale of self-build plots or could alternatively be used by way of a grant to a registered provider, where the registered provider would then provide the 70% top up to build new homes.’

- c) Adding the words ‘per year’ after ‘£600,000’ in the last line of the second paragraph on page 5.

The minutes of the extraordinary meetings held on 13<sup>th</sup> April 2017 were confirmed as a correct record and signed by the Chairman, subject to the amendment of a number of typographical errors and additions to the list of Members present.

### **7. REPORT OF THE RETURNING OFFICER**

The report of the Returning Officer on the result of the by election for the Bourn Ward held on 4<sup>th</sup> May 2017 was **NOTED** and the Chairman welcomed Councillor Ruth Betson to the first meeting of Council since her election.

## 8. **APPOINTMENT OF ELECTORAL REGISTRATION OFFICER AND RETURNING OFFICER**

On the nomination of Councillor Peter Topping, seconded by Councillor Bridget Smith, Council **AGREED** unanimously that Mr Alex Colyer, in his role as Interim Chief Executive Officer, continue as Electoral Registration Officer and Returning Officer, until such time as Mrs Beverly Agass commenced her employment as Chief Executive Officer.

## 9. **ANNOUNCEMENTS**

The Chairman drew Members' attention to arrangements for the Parklife family fun day which would take place at Milton Country Park on Sunday 25<sup>th</sup> June 2017. He encouraged Members to volunteer to help out on the day.

Councillor Peter Topping, Leader of the Council, made a number of announcements which are summarised below:

- Councillor Topping drew attention to the 100 Day Plan announced by the newly elected Mayor for Cambridgeshire and Peterborough. This included commissioning business cases for the first round of major transport schemes; providing the first tranche of funding for priority transport and infrastructure schemes; announcing the first wave of new affordable housing schemes; and launching the development of a strategy to deliver 100,000 new homes across the area. Councillor Topping had been appointed New Homes and Communities Portfolio Holder and South Cambridgeshire District Council would lead on housing work. There would be 5-10 schemes in the initial phase; at least one in each district.
- The Combined Authority had agreed to produce regular reports on its work. These would be reported to future Council meetings.
- Councillor Topping reported that Rob Mungovan Senior Ecology Officer had recently left the Council to take up a post with the Wild Trout Trust. He would be replaced by Daniel Weaver. On behalf of the Council, Councillor Topping thanked Mr Mungovan for his service to the Council and his work to protect the environment of South Cambridgeshire. Councillors Bard, Cathcart, de Lacey and Kindersley echoed comments made by Councillor Topping and paid their own personal tribute to Mr Mungovan.
- Councillor Topping advised that he had appointed Councillor Tim Scott as the Council's Environment Champion. He thanked Councillor Scott for agreeing to take on this role.
- Councillor Topping informed Council that he had invited Councillor Sue Ellington to join Cabinet to take on a new Health and Wellbeing Portfolio. He thanked Councillor Ellington for taking on this role. He confirmed that other Cabinet roles would remain unchanged.
- Councillor Topping informed Members that it was planned to consult with residents and villages over the summer. The aim was to provide communities with an opportunity to influence future thinking about what the district should look like in 5-10 years' time. The outcome would inform development of the Council's Corporate Plan.

## 10. **QUESTIONS FROM THE PUBLIC**

It was noted that Mr John Dove had submitted a question to Councillor Lynda Harford. As Mr Dove was no longer able to attend the meeting, he would receive a written response.

## 11. PETITIONS

It was noted that no petitions for consideration by Council had been received since the last meeting.

## 12. POLITICAL PROPORTIONALITY AND ALLOCATION OF SEATS TO COMMITTEES 2017/18

Council considered a report seeking approval of the allocation of seats on committees; the appointment of committee chairmen, vice-chairmen, members and substitutes; and the reappointment of the Lead Independent Person and Deputy Independent Person.

Councillor Peter Topping, Leader of the Council, proposed the allocation of committee seats, as set out in Appendix A to the report and the nominations of the Political Group Leaders/Convenor to seats on committees which were tabled at the meeting, the reappointment of the Lead and Deputy Independent Persons and the following nominations for committee Chairmen and Vice-Chairmen:

<b>Committee</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
<b>Audit and Corporate Governance</b>	Andrew Fraser	Grenville Chamberlain
<b>Civic Affairs</b>	David McCraith	Charles Nightingale
<b>Employment</b>	Ray Manning	Val Barrett
<b>Licensing</b>	Alex Riley	Raymond Matthews
<b>Partnerships Review</b>	Ben Shelton	Bunty Waters
<b>Planning</b>	Pippa Corney	David Bard
<b>Scrutiny and Overview</b>	Tony Orgee	Kevin Cuffley

Councillor Nick Wright seconded the proposal.

With reference to the appointment of Councillor Tony Orgee as Chairman of the Scrutiny and Overview Committee, Councillor John Williams proposed the appointment of Councillor Philippa Hart as Chairman of the Committee, which was seconded by Councillor Tumi Hawkins.

Councillors Orgee and Hart left the Council Chamber during the undertaking of a ballot and, with 26 votes compared to 18, Councillor William's proposal was declared lost.

With reference to the appointment of Councillor Kevin Cuffley as Vice Chairman of the Scrutiny and Overview Committee, Councillor John Williams proposed the appointment of Councillor Philippa Hart as Vice Chairman of the Committee, which was seconded by Councillor Tumi Hawkins.

Councillors Cuffley and Hart left the Council Chamber during the undertaking of a ballot and, with 27 votes compared to 18, Councillor William's proposal was declared lost.

With reference to the appointment of Councillor Kevin Cuffley as Vice Chairman of the Scrutiny and Overview Committee, Councillor Douglas de Lacey proposed the appointment of Councillor Cicely Murfitt as Vice Chairman of the Committee, which was seconded by Councillor Deborah Roberts.

Councillors Cuffley and Murfitt left the Council Chamber during the undertaking of a ballot and, with 23 votes compared to 19 and 3 abstentions, Councillor de Lacey's proposal was declared lost.

With reference to the appointment of Councillor Ben Shelton as Chairman of the Partnerships Review Committee, Councillor John Batchelor proposed the appointment of Councillor Henry Batchelor as Chairman of the Committee, which was seconded by Councillor Janet Lockwood.

Councillor Shelton left the Council Chamber during the undertaking of a ballot and, with 27 votes compared to 17, Councillor Batchelor's proposal was declared lost.

With reference to the appointment of Councillor Bunty Waters as Vice Chairman of the Partnerships Review Committee, Councillor John Batchelor proposed the appointment of Councillor Henry Batchelor as Vice Chairman of the Committee, which was seconded by Councillor Janet Lockwood.

Following the undertaking of a ballot and, with 28 votes compared to 17, Councillor Batchelor's proposal was declared lost.

With reference to the appointment of Councillor Pippa Corney as Chairman of the Planning Committee, Councillor Bridget Smith proposed the appointment of Councillor Sebastian Kindersley as Chairman of the Committee, which was duly seconded by Councillor Philippa Hart.

Councillors Corney and Kindersley left the Council Chamber during the undertaking of a ballot and, with 25 votes compared to 17 and 1 abstention, Councillor Smith's proposal was declared lost.

With reference to the appointment of Councillor David Bard as Vice Chairman of the Planning Committee, Councillor Bridget Smith proposed the appointment of Councillor Sebastian Kindersley as Vice Chairman of the Committee, which was duly seconded by Councillor Deborah Roberts.

Councillors Bard and Kindersley left the Council Chamber during the undertaking of a ballot and, with 26 votes compared to 16, Councillor Smith's proposal was declared lost.

Council **APPROVED**:

(a) The allocation of seats on committees and joint committees, as follows:

Committee	No. of seats	Conservative	Liberal Democrat	Independent
Audit and Corporate Governance	9	6	2	1
Civic Affairs	12	8	3	1
Employment	9	5	3	1
Licensing	15	9	4	2
Planning	12	8	3	1
Partnerships Review	9	6	2	1
Scrutiny and Overview	9	6	2	1
<b>Total</b>	<b>75</b>	<b>48</b>	<b>19</b>	<b>8</b>

Committee	No. of seats	Conservative	Liberal Democrat	Independent
Joint Development Control – Cambridge Fringes	6	4	1	1

- (b) The nominations of the Political Group Leaders/Convenor to seats on committees and joint bodies, as set out below:

#### **Audit and Corporate Governance Committee**

Conservative	Liberal Democrat	Independent	Non-Group
Grenville Chamberlain Simon Crocker Christopher Cross Andrew Fraser Roger Hall Tony Orgee	John Batchelor John Williams	Douglas de Lacey	

#### *Substitutes in hierarchical order*

Conservative	Liberal Democrat	Independent	Non-Group
1. Graham Cone 2. Ray Manning 3. Charles Nightingale 4. Richard Turner 5. Bunty Waters	1. Anna Bradnam 2. Philippa Hart	1. See Non-Group 2. Neil Davies 3. Peter Johnson 4. Cicely Murfitt 5. Edd Stonham	Nigel Cathcart (substitute seat accepted from Independent Group)

#### **Civic Affairs Committee**

Conservative	Liberal Democrat	Independent	Non-Group
Brian Burling Ray Manning David McCraith Charles Nightingale Peter Topping Bunty Waters Nick Wright	Jose Hales Janet Lockwood Bridget Smith	Deborah Roberts	Nigel Cathcart (seat accepted from Conservative Group)

#### *Substitutes in hierarchical order*

Conservative	Liberal Democrat	Independent	Non-Group
1. David Bard 2. Grenville Chamberlain 3. Simon Crocker 4. Raymond Matthews 5. Alex Riley	1. Sebastian Kindersley 2. Aidan Van de Weyer	1. Douglas de Lacey 2. Neil Davies 3. Edd Stonham 4. Peter Johnson 5. Cicely Murfitt	



**Employment Committee**

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Non-Group</b>
Val Barrett Pippa Corney Simon Edwards Ray Manning Alex Riley	Doug Cattermole Sebastian Kindersley Bridget Smith	Edd Stonham	

*Substitutes in hierarchical order*

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Non-Group</b>
1. Ruth Betson 2. Grenville Chamberlain 3. Christopher Cross 4. Caroline Hunt 5. Des O'Brien		1. Neil Davies 2. Peter Johnson 3. Cicely Murfitt 4. Douglas de Lacey 5. Deborah Roberts	

**Licensing Committee**

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Non-Group</b>
Val Barrett Ruth Betson Graham Cone Pippa Corney Kevin Cuffley Andrew Fraser Raymond Matthews Charles Nightingale Alex Riley	Anna Bradnam Jose Hales Janet Lockwood	Cicely Murfitt Deborah Roberts	Nigel Cathcart (seat accepted from Liberal Democrat Group)

*Substitutes in hierarchical order*

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Non-Group</b>
1. Grenville Chamberlain 2. Mark Howell 3. Ray Manning 4. Bunty Waters 5. Nick Wright	1. Henry Batchelor 2. Hazel Smith	1. Douglas de Lacey 2. Peter Johnson 3. Neil Davies 4. Edd Stonham	

**Partnerships Review Committee**

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Non-Group</b>
David Bard Andrew Fraser Ray Manning Tony Orgee Ben Shelton Bunty Waters	Henry Batchelor Janet Lockwood Ingrid Tregoin (seat accepted from Independent Group)		

*Substitutes in hierarchical order*

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Non-Group</b>
1. Val Barrett 2. Grenville Chamberlain 3. Simon Crocker 4. Roger Hall 5. David McCraith	1. Tumi Hawkins 2. Aidan Van de Weyer	Substitutes: 1. Neil Davies 2. Peter Johnson 3. Douglas de Lacey 4. Deborah Roberts 5. Edd Stonham	

**Planning Committee**

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Non-Group</b>
David Bard Brian Burling Pippa Corney Kevin Cuffley David McCraith Des O'Brien Tim Scott Robert Turner	John Batchelor Philippa Hart Sebastian Kindersley	Deborah Roberts	

*Substitutes in hierarchical order*

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Labour</b>
1. Val Barrett 2. Roger Hall 3. Charles Nightingale 4. Alex Riley 5. Nick Wright	1. Henry Batchelor 2. Anna Bradnam 3. Doug Cattermole 4. Hazel Smith 5. Aidan Van de Weyer	1. Cicely Murfitt 2. Douglas de Lacey 3. Peter Johnson 4. Edd Stonham 5. Neil Davies	

**Scrutiny and Overview Committee**

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Labour</b>
David Bard Ruth Betson Grenville Chamberlain Graham Cone Kevin Cuffley Tony Orgee	Jose Hales Philippa Hart Tumi Hawkins (seat accepted from Independent Group)		

*Substitutes in hierarchical order*

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Labour</b>
1. Val Barrett 2. Christopher Cross 3. Roger Hall 4. Andrew Fraser 5. David Whiteman-Downes	1. John Batchelor 2. Anna Bradnam 3. Doug Cattermole	1. Neil Davies 2. Peter Johnson 3. Douglas de Lacey 4. Edd Stonham 5. Deborah Roberts	

**Joint Development Control Committee – Cambridge Fringes**

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Labour</b>
David Bard * Kevin Cuffley Charles Nightingale Robert Turner  * Spokesman	Aidan Van de Weyer	Douglas de Lacey	

*Substitutes in hierarchical order*

<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>	<b>Labour</b>
1. Tom Bygott 2. Pippa Corney 3. Tim Wotherspoon	1. Janet Lockwood 2. Doug Cattermole	1. Neil Davies 2. Edd Stonham	

- (c) The appointment of Chairmen and Vice Chairmen of committees, as follows:

<b>Committee</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
<b>Audit and Corporate Governance</b>	Andrew Fraser	Grenville Chamberlain
<b>Civic Affairs</b>	David McCraith	Charles Nightingale
<b>Employment</b>	Ray Manning	Val Barrett
<b>Licensing</b>	Alex Riley	Raymond Matthews
<b>Partnerships Review</b>	Ben Shelton	Bunty Waters
<b>Planning</b>	Pippa Corney	David Bard
<b>Scrutiny and Overview</b>	Tony Orgee	Kevin Cuffley

- d) The re-appointment of Grant Osbourn as the Council's Lead Independent Person and Gillian Holmes as the Council's Deputy Independent Person for a further two years, subject to annual ratification.

**13. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - MEMBERSHIP AND OTHER APPOINTMENTS 2017/18**

Council considered a report setting out appointments to the Combined Authority for the 2017/18 municipal year. It was noted that the allocation of places available on the non-executive committees was in accordance with the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016, which required the membership of these committees to reflect, as far as reasonably practical, the balance of the political parties of the constituent councils when taken together.

Council agreed to:

- a) **APPROVE** appointments to the Cambridgeshire and Peterborough Combined Authority for 2017/18 as set out below:

**Combined Authority**

Councillor Peter Topping

*Substitute:* Councillor Nick Wright

**Combined Authority Audit and Governance Committee**

Councillor Andrew Fraser

*Substitute:* Councillor Grenville Chamberlain

**Combined Authority Overview and Scrutiny Committee**

Councillor Alex Riley

Councillor John Batchelor

*Substitutes:*

Councillor Grenville Chamberlain (substitute for Councillor Riley)

Councillor Philippa Hart (substitute for Councillor Batchelor)

- b) **AUTHORISE** the Chief Executive, in consultation with the Political Group Leaders, to make amendments to the appointments to the Audit and Governance Committee and the Overview and Scrutiny Committee, if the political balance of the Combined Authority changes between now and the next Council meeting.

**14. ERMINE STREET HOUSING LTD.**

Councillor Andrew Fraser proposed the re-appointment of Stephen Hills as Director of the Council's housing company, Ermine Street Housing Limited. The proposal was seconded by Councillor Richard Turner.

Council unanimously **APPROVED** the re-appointment of Stephen Hills as Director of the Council's housing company, Ermine Street Housing Limited, for a further 12 months alongside his role as Director of Housing for the Council.

**15. INDEPENDENT REMUNERATION PANEL**

Councillor Simon Edwards proposed the re-appointment of Simon Harris as a member of the Independent Remuneration Panel. The proposal was seconded by Councillor Ray Manning.

Council unanimously **AGREED** the re-appointment of Simon Harris as a member of the Independent Remuneration Panel, for a further three years, once his current term of office expired on 1<sup>st</sup> July 2017.

**16. JOINT SCRUTINY AND OVERVIEW COMMITTEE AND PARTNERSHIPS COMMITTEE ANNUAL REPORT 2016/17**

Councillor Tony Orgee proposed receipt of the joint Scrutiny and Overview Committee and Partnerships Review Committee Annual Report for 2016/17. Councillor Ben Shelton seconded the proposal.

In introducing the report Councillor Orgee drew attention to the work done by the Scrutiny and Overview Committee during the year. He drew attention to the role of the Committee in scrutinising the proposed budget before it was presented to Council for approval. In response, some Members raised concerns about the operation of the committees, including reference to:

- Appointing Scrutiny Committee Chairmen and Vice-Chairmen from opposition groups; which some Members suggested was good practice.
- The need to ensure Members of Committees received appropriate training to ensure they had the necessary skills to undertake this role.
- Being clear about what the committees had achieved and how their work had added value.

Council agreed to **RECEIVE** the joint Scrutiny and Overview Committee and Partnerships Review Committee Annual Report for 2016/17.

**17. CIVIC AFFAIRS COMMITTEE ANNUAL REPORT 2016/17**

Councillor Sue Ellington proposed receipt of the Civic Affairs Committee Annual Report for 2016/17. Councillor Charlie Nightingale seconded the proposal.

In introducing the report Councillor Ellington drew attention to the work done by the Civic Affairs Committee during the year. She drew particular attention to the significant amount of work that had gone into the District boundary review, which had been broadly accepted by the Local Government Boundary Commission for England.

Council agreed to **RECEIVE** the Civic Affairs Committee Annual Report for 2016/17.

**18. CAMBRIDGESHIRE POLICE AND CRIME PANEL**

On the nomination of Councillor Peter Topping, seconded by Councillor Ben Shelton and there being no further nominations, Council **AGREED** that Councillor Kevin Cuffley be appointed as the Council's substitute member on the Cambridgeshire Police and Crime Panel.

**19. MAJOR OPPOSITION GROUP LEADER'S ANNUAL STATEMENT**

Councillor Bridget Smith, Leader of the Opposition, presented her annual statement.

Councillor Smith congratulated those Members who had been successful in the recent County Council elections. She focussed on the importance of giving Members the tools to do their jobs well and with pride. This included reference to:

- Access to 'Insite' and regularly updated lists of officers, their responsibilities and contact details;
- A timely response to e-mails and phone calls;
- An effective pre-application service and a planning portal that was fit for purpose;

- An economic strategy which Members could reference when supporting local businesses;
- Portfolio Holders who held portfolio meetings which gave backbench Members and residents opportunities to question and challenge them;
- Scrutiny Committees that were established on best practice principles and were robust, challenging and added value; and
- A stable workforce with officers that were not overstretched.

Councillor Smith highlighted the importance of having a Council which could protect Parishes and keep them safe. She expressed concern about the impact of out of control, unplanned development. She informed the Council that over the next twelve months the residents of South Cambridgeshire would be left in no doubt where the blame for the destruction of their villages lay.

Council **NOTED** the Major Opposition Group Leader's Annual Statement.

**20. CHANGES TO THE CONSTITUTION UNDER ARTICLE 15.03**

Council **NOTED** changes made under the provisions of Article 15.03 of the Constitution, which authorised the Chief Executive, in consultation with the Leader of the Council and Monitoring Officer, to agree and incorporate into the Constitution factual changes and changes required by new legislation which the Council had no choice but to make.

**21. WRITE OFF OF OUTSTANDING DEBTS**

Councillor Simon Edwards, Portfolio Holder for Finance and Staffing presented a report which notified Council of debts written off under powers delegated to the Portfolio Holder and Chief Finance Officer. This was being reported in line with the requirements of the Constitution. Councillor Edwards proposed that the Council note the report. Councillor Nick Wright seconded the proposal.

Council agreed to **NOTE** details of the amounts of debt written off under delegated powers.

**22. REVIEW OF STANDING ORDERS - RECOMMENDATION FROM CIVIC AFFAIRS COMMITTEE**

Councillor Sue Ellington Chairman of the Civic Affairs Committee proposed that Council amend Standing Order 11.4 in Part 4 of the Constitution to allow Members to ask questions at Council without giving notice, within a maximum period of 30 minutes. This had been recommended by the Committee at its meeting on 23<sup>rd</sup> March 2017. The proposal was seconded by Councillor Bridget Smith.

Council unanimously **AGREED** that Council Standing Order 11.4 in Part 4 of the Council's Constitution be amended to allow Members to ask questions at Council without giving notice, within a maximum period of 30 minutes.

**23. EXTENSION TO SIX MONTH RULE**

On the proposal of Councillor Peter Topping, seconded by Councillor Robert Turner, Council **APPROVED** an extension of the six month rule for Councillor Mick Martin on ill-health grounds until 27<sup>th</sup> January 2018 and expressed its best wishes to him for a speedy recovery.

## 24. QUESTIONS FROM COUNCILLORS

### a) Councillor Aidan van de Weyer

Councillor van de Weyer asked the following question:

‘What factors do the Leader and the Portfolio Holder consider to represent threats to the Cambridge Green Belt?’

Councillor Tim Wotherspoon, Portfolio Holder for Strategic Planning replied:

‘I was a panelist in London at the end of January. Constraint on development is a big issue for London and in the light of calls for a rational approach to release, namely that taking 2% out of the London Green Belt could yield 400,000 houses, I had been asked to speak about our local experience fifteen years ago of releasing Green Belt land for Cambridge Southern Fringe, Cambridge East, NIAB and North West Cambridge.

In fact I am a passionate defender of the Cambridge Green Belt. As you know, only a small part of this is inside Cambridge City. The rest takes up about a quarter of our administrative area, and a little spills over into East Cambridgeshire to the north east of the city.

Responses to public consultations indicate that the Green Belt is valued equally by residents on both sides of the City Council boundary.

There is a key distinction to be drawn between a modern city with a historic core, of which there are many examples throughout the world, and a compact historic city – where the historic core is large relative to the overall size of the city. This feature, not held by many places other than Cambridge, is a central component of the unique selling point of Cambridge in competing on the global stage for knowledge-intensive businesses seeking high quality of life, to appeal to the kind of footloose talent on which our economic success depends.

Turning to the specifics of the question, first of all I wouldn't use the word 'threats'. Green Belt is a positive use of land (to preserve the setting of the City and to prevent coalescence), but occasionally parts of it may have to yield to other positive uses of land, in exceptional circumstances at Local Plan stage, or very special circumstances through a planning application – of which a recent example is the hospice development at the Babraham Park and Ride site.

I mentioned the releases in the last round of plan-making. In the current submission we are proposing very limited releases of Green Belt for housing at Histon and Impington and Sawston, for example, some of our most sustainable villages. Agents and developers are challenging the omission of their land at Green Belt sites in Great Shelford, Fulbourn, Comberton, Histon and Impington, Sawston, Girton and so on, and the Inspector has scheduled examination hearings on these in June.

There are also challenges on a larger scale, some much larger, from promoters of land north of Barton Road, at Trumpington Meadows, between the M11 and Shelford Road, between Cambridge Road and Fulbourn Road and around Fen Ditton. The examinations on these will occur in July.

In terms of employment land, we made an initial allocation to release some Green Belt land close to Peterhouse Technology Park, home to ARM. The Cambridge

Inner Green Bely Boundary Study (that we commissioned from LDA Design following suspension of the Local Plan examinations) recommended a slight contraction of this allocation – but also an additional small scale release south of Cambridge Biomedical Campus. The Councils accepted both these recommendations in the revised submission to the Inspector. However, Jesus College, Pigeon and others have been vigorously pushing a new science park and associated development at Cambridge South, enlisting many people in high places to advance their cause.

The Cambridge and South Cambridgeshire Local Plans take a balanced growth approach to housing sites allocated: inside Cambridge, on the edges, in new settlements and limited growth in bigger villages. That is what the public overwhelmingly told us they preferred.

We contend that the submitted Local Plans are sound. Nevertheless, it is conceivably possible that the Inspector could be persuaded by counter arguments being made loudly, including by people in this chamber.

Even after adoption of the new Local Plans, rates of construction in locations other than the City fringes might fall short of the housing trajectory, and that could raise the pressure of calls to expand Cambridge.

With regard to the current rich climate of interest in strategic planning – the Housing White Paper, the Mayor of Cambridgeshire and Peterborough's non statutory Spatial Plan (on which point by the way I am delighted that the Combined Authority is held by Councillor Lewis Herbert, Leader of Cambridge City Council) the National Infrastructure Commission's enthusiasm for an Oxford to Cambridge expressway (which might offer an opportunity to provide the missing links at the Girton interchange), east west rail and a Cambridge south station at Addenbrookes (which may require a new track laid in the Hobson's Brook corridor (which in my opinion is by far the most eloquent gateway to Cambridge, and possibly the most beautiful, apart from the riverside approaches of Grantchester Meadows and Ditton Meadows)): be assured that we will be drawing up a very long term vision, initially to 2050, for sharing prosperity throughout Greater Cambridge, and I expect the sequential approach to site allocations to be the starting point again. However, I have no doubt that there will be vigorous public debate about the balance to be struck – of the kind I referred to earlier – in the next iteration of the Local Plan, which of course we have already committed through the City Deal to prepare jointly with Cambridge City Council.

Councillor van de Weyer asked a supplementary question of the Planning Portfolio Holder about leaflets issued at a number of public meeting and hustings events which referred to building on the Green Belt. He asked whether the Conservative Group's proposals included a busway across the Green Belt.

In response, Councillor Robert Turner stated that this was a politically motivated statement which went outside the scope of the original question.

**b) Councillor Hazel Smith**

Councillor Smith asked the following question:

'Councillors' access to the intranet (Insite) is now completely impossible. Our needs are not complicated, but lack of access means we Councillors cannot do our job in an efficient way, to save officers' time. In particular we need a phone book with officers' extension numbers and roles (preferably in a form that we can sort on roles,



to see who is in which department). We also all need access to the confidential pages in committee and portfolio meeting reports, which are not available on the public website. Please could the Portfolio Holder tell us what plans there are to improve Councillors' access to information?'

Councillor Nick Wright, Deputy Leader and Portfolio Holder for Business and Customer Services replied that unfortunately it had been necessary to turn off remote access to the intranet (Insite) although it was still possible to access it from South Cambridgeshire Hall. A new system was planned and would be available in the autumn. This would take into account Members' needs informed by feedback from the Office 365 pilot which had been running since January. In the meantime Democratic Services staff were available to help Members with officer and other key contact information.

**c) Councillor Aidan van de Weyer**

Councillor van de Weyer asked the following question:

'Is the Leader concerned that none of the most senior members of the Cambridgeshire and Peterborough Combined Authority is from the Greater Cambridge area?'

In response, Councillor Peter Topping, Leader of the Council drew attention to the fact that Councillor Lewis Herbert, Leader of Cambridge City Council held the Strategic Planning Portfolio and he held the New Homes and Communities Portfolio. In addition the Combined Authority Board worked very much as a team to address issues from the perspective of the whole area.

**d) Councillor Sebastian Kindersley**

Councillor Kindersley asked the following question:

'Now that Councillor Ellington has been appointed to the Cabinet, can the Leader of the Council explain how the Special Responsibility Allowances are affected?'

In response, Councillor Peter Topping, Leader of the Council stated that it would make no difference.

By way of a supplementary question, Councillor Kindersley asked if the budget would remain the same.

In response, Councillor Topping replied 'yes'.

**e) Councillor Ben Shelton**

Councillor Shelton asked the following question:

'Will the Council consider purchasing The Tree Public House in Stapleford?'

In response, Councillor Nick Wright, Portfolio Holder for Business and Customer Services confirmed that this would be the subject of a report to his next Portfolio Holder meeting in July.

**f) Councillor Deborah Roberts**

Councillor Roberts asked the following question:

‘Can the Planning Portfolio Holder inform Members when they will receive a briefing on the recent Supreme Court judgment regarding the five year land supply?’

In response, Councillor Robert Turner. Planning Portfolio Holder replied that written information would be circulated to all Members and a briefing arranged as soon as possible.

**25. CHAIRMAN'S ENGAGEMENTS**

Council **NOTED** engagements attended by the Chairman and Vice-Chairman of the Council since the last Council meeting, subject to the addition of raising the flag for St George's Day.

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**The Meeting ended at 5.40 p.m.**

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**REPORT TO:** Council  
**LEAD OFFICER:** Director, Health & Environmental Services

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28 September 2017

## **Single Shared Waste Service – SCDC Recycling Service Changes**

### **Purpose**

1. To raise awareness across Council of the Cabinet decision taken to change the South Cambridgeshire recycling service to all recycling being collected in the blue bin, and ending the separate collection of paper in a separate caddy box.
2. To seek Council's views on how Councillors, residents and communities can be best engaged in communicating this service change.

### **Recommendations**

3. Council's views are sought on the best ways of communicating the recycling service changes to ensure a smooth and effective service change.

### **Background**

4. The Single Shared Waste Service (SSWS) provides an alternate weekly domestic waste and recycling service to over 63,000 SCDC households. In terms of recycling, mixed dry recycling and separate paper is collected in a blue bin with insert caddy for paper. The mixed recycling is processed through a Materials Reclamation Facility (MRF) at Waterbeach and the separate collected paper sold to a paper mill.
5. A number of recycling vehicles are now due for replacement and as the specification of the vehicles will be determined by the materials they are transporting, the shape of the collection service will effectively be fixed for the lifetime of the vehicles i.e. the next 7 years.
6. In February 2017 remodelled recycling rounds were introduced in SCDC to balance out the effects of continued growth, which required an additional recycling vehicle. However, as the decision on the future shape of the recycling service was still being investigated and in order to avoid purchasing a type of vehicle that subsequently could not be used, a temporary 'work around' was introduced which switched 10,000 properties in SCDC from a separate paper collection to a co-mingled recycling service in which all dry recycling is placed in a single blue bin.
7. Modelling work has been undertaken to evaluate the costs and benefits of the different options for dry recycling collections, drawing on external review and our own experience in operating a major domestic recycling service, the results of which are now presented in this report.

## Considerations

8. The national Waste & Resources Action Programme (WRAP) and Ricardo Environmental were commissioned to assess a number of different service options for our shared waste and recycling services to improve kerbside recycling levels, and compare their comparative costs and performance. The approach compares the options by calculating likely performance, resource levels and comparative costs against the current service using our actual data from current collection rounds, WRAP benchmarking data and agreed operational and financial assumptions. The tool used is not a budget tool – it is a cost comparison tool.
9. The wide range of initial options included recycling co-mingled, two stream (with paper collected separately), multistream (separate materials, multiple containers), separate food waste and garden waste. Sensitivity modelling was also carried out on separate paper collections relating to paper price/tonne and tonnage.
10. The initial modelling outcome concluded that the current service was already a high performing service and that separate food waste collection would significantly increase relative costs, with limited impact on recycling performance. The most cost effective options in terms of cost and recycling performance involved co-mingled and two stream (paper out). The least cost effective were multistream collections.
11. For the 'paper out' service to operate across SCDC and Cambridge, the modelling looked at changes to paper price, paper tonnage and service accessibility within Cambridge City.
12. The modelling work effectively filtered many options down to a few which were likely to be viable in terms of outcomes, operational viability and financial implications. After informal discussion with Lead Members at Shared Waste Board, the potential for collecting paper-out across the whole area was discounted, with no expected increase in recycling rate, significant start-up costs for introducing this in the City, a phased introduction to account for vehicle types, and limited ability to operationalise it in flats and some narrow City streets being inaccessible to split body vehicles. It was felt reaching operational agreement to collect side waste, and increasing information to residents on recycling opportunities, may better improve recycling rates.
13. The two preferred options remaining and presented to Cabinet were:
  - Option 1 – co-mingled in City, paper-out in SCDC;
  - Option 2 – co-mingled collections everywhere.As the initial modelling was a broad comparative cost tool further, more detailed cost assessment was conducted on the two preferred options.
14. The main determinant of the cost of options is the number of vehicles (requiring capital investment, maintenance and operational costs, and staffing costs); the determinant of the number of vehicles is the number of rounds. These were then modelled based on data from the current service and including set criteria such as maintaining current collection days, working day duration, vehicle speed, variation in vehicle types, and allowances for growth.
15. In addition an assessment of the wider impacts and opportunities of the options (largely qualitative analysis) was undertaken in-house by the SSWS and Finance using our accounts, knowledge of operational and policy constraints and opportunities, and evidence from residents' surveys. Our findings and reasoning were then discussed with an industry expert to quality assure our process of assessment and challenge our assumptions.

16. Aspects considered by SSWS and listed in Table 1 Appendix A included:
- Resident acceptability – ease of use
  - Operational impact (flexibility and resilience of a single fleet, use of boxes/caddies)
  - Legislative resilience
  - Financial implications
  - Contractual impact
  - Environmental impact (maintaining current recycling rates, CO2, waste hierarchy)
  - Health & Safety considerations (relating to lifting and handling)
  - Materials quality
  - Resilience and capacity (planning for growth).

### Financial Assessment

17. Table 2 below provides a financial comparison of the annualised costs of the two preferred options. It is not a representation of predicted budgeted costs but a comparison of indicative additional costs when compared with the current 'temporary' service if the chosen Option was implemented from April 2018.

TABLE 2: Recycling Options – Additional Cost Comparison (£K)			
	Current (temporary) service	Option 1: SCDC Paper Out	Option 2: SCDC Co-mingled
Service costs including:- <ul style="list-style-type: none"> <li>• Vehicle costs</li> <li>• Staffing</li> <li>• Fuel</li> <li>• Container provision</li> <li>• MRF Costs</li> <li>• Paper Income</li> </ul>	1780	2109	1762
Additional Spend over 2017-18 costs	—	329	(18)

18. As can be seen, an additional £329,000 would be required to revert back to an SCDC paper out service Option 1 from the current temporary arrangements, reintegrating the 10,000 SCDC properties switched to co-mingled in February 2017. Introducing Option 2 would result in an indicated reduction of £18,000
19. Table 3, attached as Appendix B, provides a 7 year revenue and capital estimate i.e. the cumulative additional costs over the life of new vehicles. It also gives an indication as to the level of growth that can be accommodated within each option and when additional vehicles will be required.
20. As can be seen, if the current 'temporary' service was to continue an additional vehicle would be required in 2018/19 to take account of growth within the service.
21. Option 1 – Paper Out would result in a total additional £2,340k revenue expenditure over the 7 year period compared with the current 'Temporary' service. This is mainly due to this option requiring more permanent staff and vehicles.

22. Option 2 Co-mingled would result in a total saving £670k revenue expenditure over the 7 year period again when compared with the current 'temporary' service. This is mainly due vehicle and staffing numbers and increase operational efficiencies in terms to vehicle capacity and mileage costs.
23. On 14<sup>th</sup> September 2017, Cabinet decided that the co-mingled recycling service, Option 2, represents the most cost effective option for the kerbside collection of dry recyclable materials over the next 7 years while maintaining current high recycling and landfill diversion rates. From a resident perspective, collection from a single bin is easier to use and requires no day changes. From an operational perspective, it reduces health & safety risks to staff and provides greater operational flexibility and resilience across the shared service (of particular importance in an area of high growth such as SCDC); and provides environmental benefits, including reduced mileage (c.26, 000 p.a.), reduction in the number of HGV movements and reduced vehicle emissions, while still ensuring paper is recycled.

### **Implications:**

24. The following implications have been taken into account in reaching the Cabinet decision to implement Option 2:

#### **Staffing**

- a) Implementation of Option 2 would result in the loss of one crew (1 x driver, 2 x loaders) and one vehicle. It is anticipated that, given current vacancy rate within the service the crew will be redeployed within the service.

#### **Financial**

- b) As outlined in the paragraphs 19 – 24 of this report.

### **Risk Management:**

- c) **Resident satisfaction** – a dedicated communications plan will keep residents fully informed as to what is happening and the reasons why. Experience from the current “temporary” co-mingled service across 10,000 homes in South Cambridgeshire has shown high resident participation and acceptance. The options were also discussed informally at the Cabinet –Parish Council Liaison Meeting in July 2017. It was emphasised at this meeting that current high performing recycling rates and landfill diversion rates will be maintained with a move to co-mingled service, so continuing to support residents’ environmental efforts. We would continue to work with residents requiring additional capacity for recycling..
- d) **Collection days** – there will be no necessity to change collection days as a result of moving to Option 2.
- e) **Consultation** - with staff and unions will be an integral part of the implementation phase.
- f) **Health & Safety** – national guidance means that the current paper caddy system will need to be changed to reduce health & safety risks to crews arising from manual handling and lifting caddies weighing up to 40kg in some instances. Moving to comingled service removes the need for a paper caddy and so removes this health & safety risk and the need for other service changes.

- g) **Financial** – sensitivity analysis has been undertaken to assess the impact on the business case of increases and decreases in current recycled paper prices, based on intelligence from suppliers. The analysis demonstrates that even a major positive or negative variation to paper prices will have limited effect to the difference between the two options.

**Legal:**

- h) There is a legislative requirement that if any changes to collection regime are fundamental, that the current TEEP (technically, environmentally, economically practicable) assessment is reviewed. Work is progressing to complete a new TEEP assessment for the single service. Option 2 is considered compliant at this time.

**Climate Change:**

- i) See Environmental impact in Appendix A: Table 1 Comparisons of Options.

**Effect on Strategic Aims**

**Aim 1 – An Innovative and Dynamic Organisation – adopting a more commercial and business-like approach to ensure we can continue to deliver the best possible services at the lowest possible cost**

- a) Implementation of the recommendations in this report will make a significant positive contribution to the council's Strategic Aim 1.

**Report Author:**

Trevor Nicoll, Head of Shared Waste Service

Paul Quigley, Head of Environment Commissioning SCDC

## Appendix A:

TABLE 1 – Comparison of Options		
Aspect considered	Co-mingle all recycling	Full Paper-out SCDC
Resident acceptability	<ul style="list-style-type: none"> <li>+ Feedback from informal discussion with Parishes and individuals has been neutral.</li> <li>+ Simplification is often supported by residents, and is easier to communicate.</li> </ul>	<ul style="list-style-type: none"> <li>+ Feedback from informal discussion with Parishes and individuals has been neutral.</li> <li>- Of those residents (that completed the survey) who expressed dissatisfaction with the waste service, issues with the paper caddy were the second most cited reason (13% raised this).</li> <li>- Typically 3250 caddies are lost or damaged each year generating calls to customer services.</li> </ul>
Resident participation	<ul style="list-style-type: none"> <li>+ Easy to use and familiar system (blue bin).</li> <li>+ Easy to understand.</li> <li>+ Easy to communicate</li> <li>Would need an initial communication 'push' and then ongoing communications activities are business as usual.</li> <li>+ Aligns with all other RECAP partners' collection regimes.</li> </ul>	<ul style="list-style-type: none"> <li>+ This service format has been in place since 2010.</li> <li>- Quantity of paper collected is declining but this may be a reflection of decreased paper use rather than lack of uptake by residents.</li> <li>- Need for residents to request replacement caddies can act as a barrier to participation.</li> <li>- Requires more understanding and involvement from resident and requires additional explanation.</li> <li>Needs a communications 'push' to increase rates and decrease contamination, and then ongoing communications activities as part of business as usual.</li> </ul>
Operational impact (staff)	<ul style="list-style-type: none"> <li>+ Fewer permanent staff (however due to current vacancies is this will not lead to any staff redundancies).</li> <li>+ Co-mingling will simplify the collection process for crew members, especially those who work across the service streams.</li> <li>+ Co-mingling will increase productivity of the service due to increasing number of households collected per vehicles per day.</li> </ul>	<ul style="list-style-type: none"> <li>- This option requires more permanent staff (3 x drivers and 6 x loaders) compared to co-mingled option.</li> <li>- Service is currently having difficulties recruiting correctly qualified staff or agency cover.</li> </ul> <p>See also H&amp;S considerations.</p>



Operational impact (rounds and vehicles)	<ul style="list-style-type: none"> <li>+ Fewer vehicles required for recycling collections. (11 vehicles needed in total)</li> <li>+ Spare vehicles shared across all waste streams.</li> <li>+ For all new 26 tonne vehicles, narrower track option can be specified (with no loss of capacity) which will make them suitable for use everywhere – providing increased operational flexibility.</li> <li>+ Co-mingled vehicles have larger capacity will enable larger rounds to be completed without revisiting the tip as often; reduced mileage, fuel costs and CO<sub>2</sub>.</li> <li>+ Ready availability of standard collection vehicles to hire should operational problems arise.</li> <li>- Some residents may ask for an additional blue bin to take the paper and this will represent extra 'lifts' for crews.</li> </ul>	<ul style="list-style-type: none"> <li>- More vehicles required (18 vehicles needed in total)</li> <li>- Dedicated spare the split bodied vehicle that cannot be shared across full service.</li> <li>- Less operational flexibility as split-bodied vehicles will be required as part of the standard fleet.</li> <li>- Smaller capacity vehicles will increase number of visits to the tip; increased fuel costs and CO<sub>2</sub>.</li> <li>- Limited ability to hire split body vehicles should operational problems arise.</li> </ul>
Operational impact (other)	<ul style="list-style-type: none"> <li>+ Eliminates dealing with 3,250 caddy issues per year. Reduced calls and handling by service centres and business support staff as a result.</li> <li>+ Simpler contract management for disposal and reporting.</li> <li>+ Can be operationalised quickly.</li> </ul>	See H&S considerations.
Resilience and capacity	<ul style="list-style-type: none"> <li>+ Vehicles can be used across waste streams and fewer spares and repair issues with fewer vehicle options.</li> <li>+ Creates greater operational flexibility across the service in an area of high growth</li> <li>- In addition to the 11 vehicles required for a fully co-mingled service, it is estimated that 1 extra vehicle will be required in 2020/1. This is based on forecast completions of approximately 18,500 properties.</li> </ul>	<ul style="list-style-type: none"> <li>- In addition to the 18 vehicles that are required to return to a 100% paper caddy service, It is estimated that at least 2 other vehicles will be required in 2020/21 to accommodate growth. This will be dependent on the location of the growth.</li> </ul>

Contractual impact	<ul style="list-style-type: none"> <li>- The paper sales contract with Palm Paper would continue on the basis of supplying paper from NW Cambridge development and bring banks. If this is not supported then recycling could be processed via the MRF.</li> <li>- A discuss would be required with Amey regarding the change of material composition of the recyclate supplied to the MRF.</li> </ul>	<ul style="list-style-type: none"> <li>+ A one year extension to the paper sales contract with Palm Paper has been negotiated as planned; this now runs to October 2018.</li> <li>- A new paper sales contract would be required in 2018, terms of which may not remain as good as current contract terms.</li> </ul>
H&S considerations	<ul style="list-style-type: none"> <li>+ All collections are handled in a consistent way in bins or side waste; manual handling risks minimised.</li> </ul>	<ul style="list-style-type: none"> <li>- Continued use of paper caddies is being evaluated as sampling has shown excessive weights being presented. This this is the subject of an ongoing H&amp;S assessment.</li> </ul>
Modelled diversion from landfill (from Ricardo assessment)	53.8%	53.5%
Environmental impact	<ul style="list-style-type: none"> <li>+ Fewer vehicles required (embodied carbon; lifecycle of materials).</li> <li>+ 26,000 fewer miles driven per year due to more efficiency routing and less journey's to and from the tip due to larger capacity vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>- Additional vehicle required (embodied carbon; lifecycle of materials).</li> <li>- 26,000 additional miles to be driven compared to a co-mingled service.</li> </ul>
Materials quality	<ul style="list-style-type: none"> <li>- Co-mingling of recycling may to lead to reduced quality of recyclates, however close working with residents and MRF should be able to ensure material quality.</li> <li>- Paper will be separated out and will be recycled via sorting, it may be of a different quality grade and its end use may provider a lower environmentally benefit.</li> </ul>	<ul style="list-style-type: none"> <li>+The good quality paper supply will be retained.</li> </ul>

**Appendix B: TABLE 3 – 7 Year outlook (£k)**

Current 'Temporary' service									Grand total (£k)	
year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25			Addn
Annual	1,780	1,921	1,914	2,053	2,047	2,040	2,033		13,788	
Capital	160	182		160						
Option 1: Paper - Out									Grand total (£k)	
Year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25			
Annual	2,109	2,102	2,396	2,390	2,384	2,377	2,370		16,128	2,340
Capital			342							
Note: the timing and need for one or both vehicles is dependent on actual growth rates and location										
Option 2 : Comingled									Grand total (£k)	
Year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25			
Annual	1,762	1,765	1,913	1,916	1,918	1,921	1,923		13,118	(670)
Capital			160							

**Assumptions**

- All costs represented in the above table are total net costs. As such, the income received from paper collected separately (option 1) has been included within the figures.
- Service costs included:-
  - Vehicle costs including fuel
  - Staffing
  - Container provision
  - MRF Costs
  - Paper Income

- The assumptions surrounding the volume and price of paper collected (in Option 1) have been based on current levels i.e. 3,200t annually at a price of £112 p/t.
- Property growth across both SCDC and CCC based on the number of estimated completions derived from respective Planning departments.
- In addition to the costs of growth on the service, an estimate has also been made as to the level of expected income to be generated from this growth has been factored in to option 1 based on the current price per tonne being received.

#### **Growth Projection used within model**

Year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Growth Projections – whole service	2,877	2,446	2,346	2,043	2,329	2,022	1,723
Growth Projections - SCDC	1,403	1,425	1,302	1,270	1,480	1,330	1,290
Mid-Point	702	712	651	635	740	665	645
Cumulative (assumed mid-point)	702	2,115	3,479	4,765	6,140	7,545	8,855

# Agenda Item 10



**REPORT TO:** Council

28 September 2017

**LEAD OFFICER:** Joint Director for Planning and Economic Development

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## Neighbourhood Planning

### Purpose

1. The purpose of the report is to raise awareness about Neighbourhood Planning in South Cambridgeshire, outline the work of the Neighbourhood Planning Task and Finish Group (NPTFG), and highlight and invite comment on future actions.

### Recommendations

2. It is recommended that Council:
  - a) Note the progress being made on Neighbourhood Planning across the district set out in paragraphs 5-11 of this report;
  - b) Note that consultation with parishes commenced on the 18<sup>th</sup> September on the draft Neighbourhood Planning Guidance arising out of the work of the Task and Finish Group as detailed in paragraphs 12-14 of this report;
  - c) Note the draft standard support offer to parishes (or groups of parishes) preparing a Neighbourhood Plan as set out in Appendix 2, forming part of the Guidance for consultation in b), including the specific elements highlighted at paragraphs 15-17 of this report; and
  - d) Note that the resource and budgetary implications of Neighbourhood Planning will be reviewed annually when preparing the Service Plan and during preparation of the budget and that if temporary additional resources are otherwise justified, these will be bought-in subject to existing budgets.
3. There is a growing level of interest in Neighbourhood Planning across the district, but progress on plans has not progressed as quickly as had been anticipated. A Task and Finish Group was established in late 2016 to develop local guidance on Neighbourhood Planning including on the support that this Council could provide to parish neighbourhood planning groups. Local guidance has now been prepared for consultation. It is important that the capacity of the District Council to support Neighbourhood Planning is kept under review and is sufficient to provide timely and appropriate support to parish neighbourhood planning groups, informed by future levels of interest in preparing neighbourhood plans. This report was considered by Cabinet on the 14<sup>th</sup> September 2017 who agreed the standard support offer, that consultation on the guidance should take place, and that the resource and budgetary implications of Neighbourhood Planning should be kept under review.

## Neighbourhood Planning in South Cambridgeshire – Current Progress

4. Neighbourhood Plans are a community-led initiative giving local communities power to prepare a part of the development plan for their parish or group of parishes. Neighbourhood Plans carry substantial weight in planning decision making, equivalent to the weight attached to a district wide Local Plan. They must however be in general conformity with the strategic policies of the district wide Local Plan and have appropriate regard to national planning policy. Importantly they cannot promote less development than the Local Plan in their Neighbourhood Area.
5. The first step a parish or group of parishes must take when they decide to prepare a Neighbourhood Plan is to get the area to be covered by the plan 'designated'. Since 2014, thirteen Neighbourhood Areas have been designated across the district which are shown on the map at Appendix 1. These are as follows with the date of designation:
  - **Linton and Hildersham** (designated jointly) – May 2014
  - **Histon and Impington** (part of parish excluded) – September 2014
  - **Gamlingay** – February 2015
  - **Waterbeach** – August 2015
  - **Foxton** – November 2015
  - **West Wickham** – November 2015
  - **Cottenham** – November 2015
  - **Melbourn** – May 2016
  - **Whittlesford** – August 2016
  - **Great Abington** (former LSA Estate only) – September 2016
  - **Stapleford and Great Shelford** (designated jointly) – November 2016
  - **Swavesey** - November 2016
  - **Thriplow** - August 2017
6. Most neighbourhood planning groups (a name for the working party preparing each plan) are still considering issues and options, gathering evidence and conducting informal consultations on particular issues and draft policies and allocations. Officers have kept in contact with, and provided support on request to, many of these neighbourhood groups which is often the only mechanism we have to assess their progress, as parish-hosted neighbourhood planning webpages, where they exist, are not always up to date. Although it is known that a lot of work has gone into a number of plans, two appear to have made the most progress. These are the emerging neighbourhood plans for Cottenham and for the former Land Settlement Association (LSA) Estate at Great Abington. Both communities have undertaken or are undertaking pre-submission consultation on a draft Neighbourhood Plan (Regulation 14). This stage (which can be repeated as necessary), allows the neighbourhood planning group to fine tune their emerging plan to ensure it has taken account of local views and any necessary modifications made before it is formally submitted to this Council.
7. It is SCDC's role to ensure the neighbourhood plan submitted by the Parish Council is accompanied by a statement of consultation and a statement setting out how the plan complies with a number of nationally set 'basic conditions'. If it does we have to carry out a formal 6 week public consultation (Regulations 15 and 16) and arrange for the plan to be examined by an independent examiner (to whom all the consultation representations will be sent). On receipt of the Examiner's report this Council has to decide if any modifications to the plan are necessary to ensure it meets the basic conditions and share these with the Parish(s) involved who have the option of

withdrawing a plan if unhappy with the modifications. This Council has then to arrange for a referendum to take place within the relevant parish. If the referendum votes in favour of the Neighbourhood Plan by a simple majority this Council is required to bring the plan into legal force within 8 weeks of the referendum. It is understood that this will require a decision by full Council, in a similar way as for this Council's Local Plan, as the Neighbourhood Plan will form part of the statutory Development Plan on its adoption.

8. The view of officers is that two linked variables explain most of the disparity in plan making progress across the district. First the complexity of the Neighbourhood Plan being prepared (with simpler more focussed plans being easiest and quickest to prepare) and second the capacity of, and skills available to, the neighbourhood planning group preparing the neighbourhood plan. Experience here and elsewhere is that where local communities have employed professional planning consultants experienced in neighbourhood planning, they are able to make better progress and involve fewer iterations in preparing their draft plans. This is not surprising given the technical nature of neighbourhood plans, and whilst they can be led and steered by the local community and very much developed to achieve the outcomes they are seeking, having planning expertise on board on the day to day work on the plan is very valuable. The level of support that SCDC can and must provide, is not able to replace having neighbourhood planning expertise within or directly supporting a neighbourhood group.
9. Since 2014 the Planning Policy Team has sought to support communities decide whether a Neighbourhood Plan is right for them, by talking at numerous parish meetings, and when a plan is in preparation by making comments on emerging plan policies, objectives and allocations, often on a number of occasions for each plan as they evolve over time, and by providing some mapping support. A number of Neighbourhood Planning workshops have also been held for our parish councils, on such issues as policy writing, organised with the Sustainable Communities and Partnerships Team.
10. Since late 2016 the capacity of the Planning Policy Team to support Neighbourhood Planning has been bolstered by the appointment of a Planning Project Officer to the team, to be funded retrospectively by DCLG grant that is now payable at the end of the neighbourhood planning process. The volume and complexity of Neighbourhood Planning work demands remains irregular and whilst progress on individual plans is slower than the parish councils concerned had originally anticipated, interest is growing overall and can coincide with busy periods on other agreed work priorities for the team such the Local Plan Examination. It is accordingly proposed that the approach to supporting neighbourhood planning is considered through the shared service restructure, and that the resource and budgetary implications of Neighbourhood Planning be reviewed annually when preparing the Service Plan and during preparation of the budget, and that if temporary additional resources are justified, these can be bought-in subject to existing budgets.

#### **Work of the Task and Finish Group**

11. The Planning Portfolio Holder decided in June 2016 to set up a Neighbourhood Planning Task and Finish Group (NPTFG) to oversee the development of a package of local guidance leaflets for key aspects of neighbourhood plan preparation, and to set out a standard approach to how this Council would fulfil its statutory duty to support neighbourhood planning groups. Membership of the group comprising a number of District Councillors, Parish Councillors, Parish Clerks, officers and chaired by the Planning Portfolio Holder.

12. A number of meetings of the NPTFG have since been held accommodated around the need to service the examination of the Local Plan. The outcome is a suite of guidance 'leaflets' covering key stages in the preparation of a Neighbourhood Plan. The guidance will be available on-line and in hard copy. It will be kept up to date as national guidance and regulations change and as we learn from local experience what is working well and what is not and whether there is a need for more guidance or less on particular subjects. The aim is that it supplement nationally available guidance. In response to the views of parish councils on the NPTFG, the guidance will be provided in a form that individual topics can be accessed separately or in any combination, or alternatively can be printed out as a complete document at any point in time. The planned guidance is proposed to cover the following areas:

Deciding to Produce a Neighbourhood Development Plan:

- Is a Neighbourhood Plan the Right Tool for your Parish
- Getting Started
- Support Offer to Parish Councils
- Memorandum of Understanding

Preparing the Plan:

- Getting a Neighbourhood Area Designated
- Developing a Vision and Objectives
- Generating Options
- Writing Planning Policies / SCDC Policy-Writing template
- Strategic Environment Assessments (SEA)
- Sources of Evidence and Information

Additional Guidance

- Community Engagement and Neighbourhood Plans
- What are the Basic Conditions and How to Meet Them
- Strategic Policies
- Site Assessments
- Maps for Neighbourhood Plans
- Affordable Housing

13. The final meeting of the NPTFG was held on 12<sup>th</sup> September and the draft guidance was launched at the Parish Planning Forum later that day, making clear that it was to be considered by Cabinet on the 14<sup>th</sup> September. Cabinet agreed that it be subject to a 6 week Parish consultation to start on the 18<sup>th</sup> September. The outcome of the consultation and any necessary changes to the guidance will be subsequently reported to the Planning Portfolio Holder for consideration before the guidance is formally 'adopted'. It is recognised that other topics may be helpful to parish councils moving forwards and it is intended that the scope of the guidance will be kept under review and updated as necessary and informed by feedback from parish councils preparing neighbourhood plans.

**Neighbourhood Planning Guidance and Standard Support Offer**

14. In order that parishes taking forward neighbourhood plans are supported equitably over time by this Council, a proposed standard support offer has been developed which is attached at Appendix 2. This aims to set out what support will be made available at each stage of plan preparation including in regard to neighbourhood area designation, and the writing the plan, in order to provide clear and consistent support across the district. It sets out the officer support that will be provided, including technical mapping support. This recognises that mapping has proven to be a particular element of support that parish councils have asked for to date, and several have indicated their willingness to pay for such a service. It is also relevant that the



neighbourhood plan policies maps will form part of the Development Plan and there is a need for clarity and accuracy. It is proposed that SCDC offers additional mapping support beyond the standard offer at cost, including buying in additional resource if necessary.

15. Note in particular that it is proposed that this Council provide financial assistance to the Parish Council (s) taking forward a plan, upon request, towards the cost of two technical assessments. These are a Strategic Environmental Assessment (SEA) Screening of the plan (including a Habitat Regulation Assessment Screening where appropriate) and a pre-submission independent health check of the plan to check if the neighbourhood plan would be likely to meet statutory requirements (meeting the Basic Conditions set out by the regulations). The SEA screening requires a particular expertise and is something that parish councils have indicated they would welcome support from SCDC in undertaking, and it is proposed that it would be provided by consultants. Any need arising from the screening for a full SEA to be undertaken would be for the parish council to fund in full through national grant funding or other sources. Whilst a health check is not a requirement, it is recommended and can provide a parish council with an independent view of likely success of their emerging plan before they submit it to SCDC. They are typically provided by independent examiners that are experienced in assessing neighbourhood plans. It is proposed that the financial element of the support offered by SCDC would be limited to a maximum of £1,000 for each assessment. From experience to date, this is likely to cover the costs involved for fairly simple and straightforward plans, although it is likely that more complex plans will cost more. This is a higher level of contribution than was assumed when the Planning Project Officer post was created, but it is anticipated that the implications for the extent to which the post could be covered by government grant available to the district council are likely to be relatively limited. If Cabinet agrees this level of support, it is proposed that it be kept under review as part of the annual review of resources and budget for neighbourhood planning.
16. When the neighbourhood planning guidance is adopted the substantive work of the NPTFG will be complete. However, consideration will be given to whether it would be helpful to establish a volunteer parish sounding board to help officers keep the guidance up to date and the standard support offer relevant and appropriate.

### **Implications**

17. 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***

18. The Council is able to apply for a grant of £20,000 from the Department of Communities and Local Government (DCLG) once a Neighbourhood Plan has been through examination and a referendum date set. The grant is intended to cover this council's obligations in supporting neighbourhood planning, including cost of the examination and referendum which the Council is responsible for paying.

#### ***Legal***

19. Advice has been sought from the 3C Legal Team in the writing of this report.

#### ***Staffing***

20. The capacity of the Planning Policy Team was increased in 2016 when a Project Officer post was added to team, to be funded retrospectively by DCLG grant that is now payable at the end of the neighbourhood plan making process.

### ***Equality and Diversity***

21. Each Neighbourhood Plan has to take account of equality and diversity issues as appropriate to the content of the plan.

### **Consultation responses**

22. None.

### **Effect on Strategic Aims**

#### **Aim 1 – Living Well**

23. By preparing a neighbourhood plan local communities are empowered to develop appropriate policies to address particular issues of concern to their communities.

#### **Aim 2 – Homes for our future**

24. Local communities can consider how to meet existing and future local housing needs in their neighbourhood plans.

#### **Aim 3 – Connected communities**

25. Neighbourhood plans are an opportunity for local communities to work together on shared concerns and priorities.

#### **Aim 4 – An innovative and dynamic organisation**

26. Neighbourhood planning engages local people in the planning process and gives them tools to guide future development in their villages. The Council has a duty to support Parish Councils preparing plans, and to do this as effectively as possible will keep its support offer and support capacity under review.

### **Appendices**

Appendix 1: Map of designated Neighbourhood Areas.

Appendix 2: Standard Support Offer

### **Background Papers**

Locality – Neighbourhood Plans Roadmap Guide

<http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>

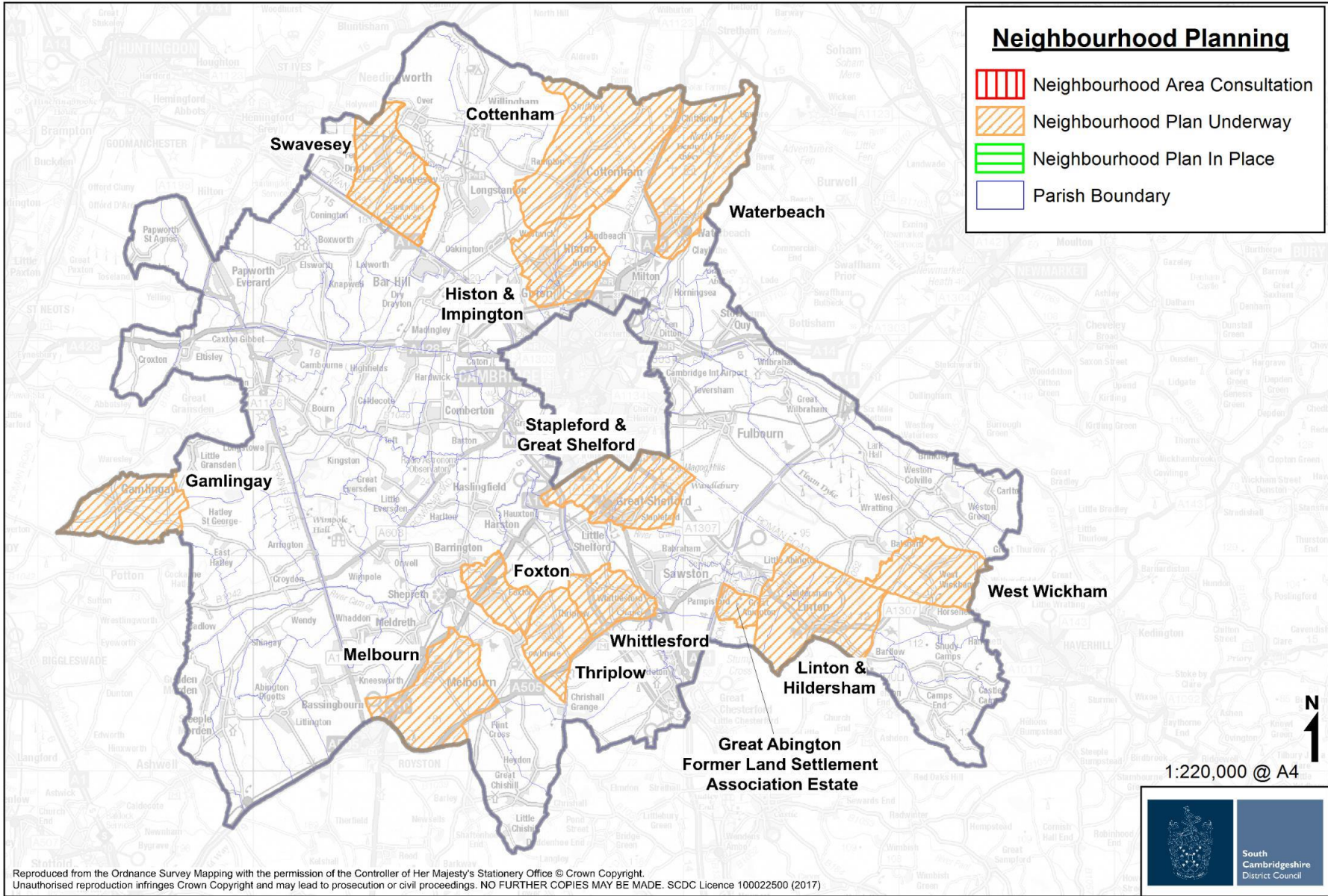
Neighbourhood Area Designation – Updating the Process (Report to SCDC Cabinet 19/1/2017)

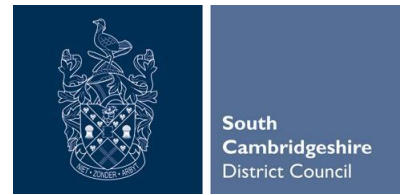
Neighbourhood Planning in South Cambridgeshire (Report to Planning Portfolio Holder 7/7/2016)

<http://scambs.moderngov.co.uk/uuCoverPage.aspx?bcr=1>

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Appendix 1: Designated Neighbourhood Areas





## **Neighbourhood Planning Guidance**

# **Neighbourhood Planning: Support Offer to Parish Councils**

**DRAFT**

South Cambridgeshire District Council

September 2017

## Introduction

As the local planning authority, South Cambridgeshire District Council (SCDC) has a duty to give advice and assistance to parish councils when it considers appropriate in the preparation of a neighbourhood plan.

SCDC wishes to support its parish councils in developing their neighbourhood plans, and this offer document sets out the support that SCDC will provide to all parish councils. This is SCDC's current offer and it will be kept under review.

Any parish council that would like support, advice or assistance that goes beyond that set out in this offer should contact SCDC via [neighbourhood.planning@scambs.gov.uk](mailto:neighbourhood.planning@scambs.gov.uk) or 01954 713183 to discuss their requirements.

## Step One: Getting Started

### How will SCDC support parish councils in getting started?

- a) SCDC will **provide advice on its website** as first port of call for enquiries about neighbourhood planning;
- b) SCDC will **meet with any parish council** considering preparing a neighbourhood plan to discuss:
  - the requirements of preparing a plan,
  - any other options that might also be available to meet local objectives, and
  - if the parish council has the necessary information to decide what approach would be best for them.
- c) SCDC will also provide **a lending library of resources** that parish councils may find useful to help decide on whether to prepare a neighbourhood plan e.g. examples of Neighbourhood Plans.

### Guidance and Regulations

#### Neighbourhood Planning Regulations

- Original (April 2012): [Neighbourhood Planning \(General\) Regulations 2012](#)
- Amended (February 2015): [Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015](#)
- Amended (October 2016): [Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016](#)

*These regulations may occasionally change or new regulations introduced*

#### National Guidance on Neighbourhood Planning

- [National Planning Practice Guidance](#)

### Other Resources

[SCDC Neighbourhood Planning webpages](#)

#### SCDC Neighbourhood Planning Guidance Documents

Is a Neighbourhood Plan the Right Tool for your Parish  
Getting Started

Herefordshire Council: [Which is the right approach for your parish?](#)

Department of Communities and Local Government (DCLG) – [Notes on Neighbourhood Planning Locality](#) [their website is called [My Community](#)] – they have a [Neighbourhood Plan Roadmap Guide](#) which provides a good introduction to neighbourhood planning.



**Planning Aid** [their website is called [Forum for Neighbourhood Planning](#)] – they have published a suite of documents and resources to assist those developing a neighbourhood plan.

**Planning Advisory Service (PAS)** – they have published a number of guides, tools and templates for neighbourhood planning.

**SCDC Neighbourhood Planning Facebook** – allows PCs to keep up to date on latest news ([add link](#)).

## Step Two: Designating a Neighbourhood Area

### How will SCDC support parish councils in designating a neighbourhood area?

- a) SCDC has an application form that should be completed and submitted for a Neighbourhood Area designation to be considered. When a parish council is completing this application SCDC can help by preparing a map to show the proposed area.

#### Other Resources

##### SCDC Neighbourhood Planning Guidance Documents:

Maps for Neighbourhood Plans

### Once a Neighbourhood Area application is submitted, SCDC will:

- b) consider the application, including whether it is valid, as set out in the Regulations;
- c) carry out public consultation on the application; where appropriate (see our guidance note Getting a Neighbourhood Area Designated for more details).

#### Other Resources

[SCDC Neighbourhood Area Application Form](#) – this application form should be completed and submitted to SCDC for any Neighbourhood Area to be designated.

##### SCDC Neighbourhood Planning Guidance Documents:

Getting a Neighbourhood Area Designated

#### Timescales

Public consultation where appropriate, and decision made by SCDC within the timescales set out in Regulations.

## Step Three: Early Stage of Plan Development

### How will SCDC support parish councils in the early stage of plan development?

- a) Once the Neighbourhood Area is designated, SCDC will offer to meet with the parish council(s) to:
  - offer the parish council the opportunity to sign up to a **Memorandum of Understanding** to set out how we will work together;
  - explain this **support offer** which is available to all Neighbourhood Plan groups;

- inform the parish council about the range of **online guidance available and future workshops**;
- Recommend **the parish council appoints a planning consultant** who specialises in neighbourhood planning to help them in the technical process of preparing a neighbourhood plan, which in most cases go beyond the level of support that SCDC can provide.

#### Other Resources

##### Locality:

- [Commissioning Consultants](#)

- b) SCDC will not provide direct financial grants to local communities to prepare their neighbourhood plan. SCDC will however, **offer to part fund a Health Check and undertake a Strategic Environmental Assessment Screening** (see Step Five and Step Six).

#### Other Resources

##### SCDC Neighbourhood Planning Guidance Documents:

##### Getting Started

Memorandum of Understanding – this sets out the commitments both SCDC and a parish council will make to working together on a specific neighbourhood plan.

Herefordshire Council: [Getting started](#)

##### Locality:

- [Support and Grants](#)
- [Project Planner](#)

##### Planning Aid:

- [How to Resource Your Neighbourhood plan](#)
- [Project Plan](#)

[How to](#)

- c) SCDC will **attend meetings** with the parish council(s) or the neighbourhood plan working group.

SCDC will aim to respond positively to all requests. However, please be aware that this will be subject to resources and may need to be managed if requests coincide with peaks of neighbourhood plan activity or other work of the Planning Policy Team, and potentially support may be provided via a third party. In these instances, attendance at meetings will be subject to discussion and agreement with the parish council. Resources to support neighbourhood planning will be kept under review.

- d) SCDC will also **provide advice and guidance on how to meet the basic conditions** as set out in the Regulations, including:
- highlighting the strategic policies in the adopted South Cambridgeshire District Local Plan that the neighbourhood plan must be in general conformity with;
  - highlighting the main national policies and advice that will need to be considered;
  - considering how the neighbourhood plan contributes to the achievement of sustainable development;
  - providing advice on undertaking a Strategic Environmental Assessment (SEA) to ensure compatibility with EU obligations, including identifying who needs to be consulted. If a full SEA

is triggered this could require a substantial amount of work in order to address any issues (see also Step Six).

### Guidance and Regulations

Information on the basic conditions is set out in:

[National Planning Practice Guidance](#)

*These regulations may occasionally change or new regulations introduced*

### Other Resources:

#### SCDC Neighbourhood Planning Guidance Documents:

What are the Basic Conditions and How to Meet Them  
Strategic Policies

- e) SCDC will **provide a range of online guidance** on how to do different tasks in neighbourhood planning such as:
  - methods of community engagement; and
  - how to achieve effective public consultations.

### Other Resources

#### SCDC Neighbourhood Planning Guidance Documents:

Communities Engagement and Neighbourhood Plans

- f) SCDC will host regular **technical workshops / seminars** for parish councils and those in the local community who are preparing neighbourhood plans.

### Other Resources

Information from the workshops / seminars such as presentations and notes will be published on the [SCDC Neighbourhood Planning webpages](#).

- g) SCDC will provide a **lending library of resources** that parish councils may find useful to help decide on whether to prepare a neighbourhood plan e.g. examples of neighbourhood plans.
- h) SCDC will provide advice on the **legal requirements** for neighbourhood planning as set out in the Town and Country Planning Act 1990 (as amended by Localism Act 2011).

### Timescales

Please **keep your timeline up to date** (attached to the Memorandum of Understanding) and keep in touch with SCDC so that we know when you may need help and when you are reaching stages where SCDC has a formal role, so we can respond to requests for help in a timely way.

**SCDC has a duty to support a parish council** and can help keep up the momentum of your plan making.

## Step Four: Building the Evidence Base

**How will SCDC support parish councils build the evidence base?**

- a) SCDC will provide information about where a parish council can find data for the **evidence base they will need to support their neighbourhood plan**, including signposting to the evidence base



and supporting studies underpinning the emerging new Local Plan. Evidence should be focused on that needed to support the neighbourhood plan objectives.

### Other Resources

#### SCDC Neighbourhood Planning Guidance Documents: Sources of Evidence and Information

- b) SCDC will provide a range of guidance on how to do different tasks in neighbourhood planning, such as:

- **methods of community engagement;**

This guidance will be provided as a flexible 'live' resource **on SCDC's website**, but provided in a format that is capable of downloading and printing as a single document at any point in time. Not all the guidance will be available from the start and future guidance provided will be informed by feedback from parish councils.

### Other Resources:

#### Locality:

[Resources](#) – provides a suite of documents that cover different aspects of neighbourhood planning.

#### Planning Aid:

[Resources](#) – a suite of documents and resources to assist those developing a neighbourhood plan.

#### Other Council's Guidance Notes

Herefordshire Council: [Guidance Notes](#)

- c) SCDC will share information on **contacts** for key consultees.
- d) SCDC will provide up to date information on the emerging South Cambridgeshire **Local Plan**.

### Other Resources:

[SCDC Local Plan Examination webpages](#)

[Planning Policy Monthly Update](#) – this provides the latest news on the progress of the Local Plan.

- e) SCDC will **highlight the key allocations and designations** included on the Local Plan **Policies Map** which a parish council will need to be aware of. This includes:
- Housing allocations
  - Development Frameworks
  - Conservation Areas
  - Local Green Spaces

### Timescales

Please keep SCDC informed of your progress by keeping the timeline up to date (attached to the Memorandum of Understanding).

## Step Five: Writing the Plan

### How will SCDC support parish councils in writing the plan?

- a) SCDC will provide **constructive comments** on emerging draft policies in the neighbourhood plan against the basic conditions.

## Timescales

SCDC will need 3 weeks notice of when documents or policies will be submitted to us for comment. If you have kept us informed of your progress (by keeping the timeline up to date) we will know when you will be asking for help and can plan our resources accordingly.

SCDC will seek endeavour to respond within 3 weeks and often sooner, subject to resources and taking account of local timescales as far as possible, or as agreed with the parish council. We want to ensure that we provide constructive comments which will help your plan-making and need sufficient time in order to do so.

- b) SCDC will provide a range of **guidance** and **specialist advice**, subject to capacity, on planning issues that may be included in a neighbourhood plan, such as local housing need and affordable housing,

This guidance will be provided as a flexible 'live' resource on **SCDC's website**, but provided in a format that is capable of downloading and printing as a single document at any point in time. Not all the guidance will be available from the start and will be informed by feedback from parish councils.

- c) SCDC will organise and pay for the **Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment Screening (HRA)** of your neighbourhood plan to ensure that it meets the statutory environmental standards up to a maximum cost of £1,000. If the cost is higher you would need to make up the difference and if a full SEA or HRA is required or a repeat screening it will need to be funded by the parish council.

## Other Resources

**SCDC Neighbourhood Planning Guidance Documents:**  
Strategic Environment Assessments (SEA)

## Guidance and Regulations

National Planning Practice Guidance – [Strategic Environmental Assessment requirements for Neighbourhood Plans](#)

*These regulations may occasionally change or new regulations introduced*

## Timescale

Need to consult with statutory bodies, therefore need to allow time for them to respond. The whole process is likely to take 2-3 months.

- d) SCDC will provide **technical mapping support** as set out in 'Maps for Neighbourhood Plans'. SCDC will also offer the following services (anything additional to the below will require further cost):
- **Neighbourhood area designation**
  - **Exhibition poster** - size A0, 3 copies
  - **Online mapping for the parish council**
  - **Policies map** – 8 hours of mapping time
    - create map
    - provide 3 electronic copies at A3 or smaller
    - additional layer sharing of neighbourhood plan policies and proposals
    - anything beyond 8 hours will require additional costs.

## Other Resources

**SCDC Neighbourhood Planning Guidance Documents:**  
Maps for Neighbourhood Plans

## Timescale

Technical mapping support will be provided as set out in 'Maps for Neighbourhood Plans'.

## Step Six: Pre-submission Consultation and Preparing the Plan for Submission to SCDC

### How will SCDC support parish councils in the pre-submission consultation and preparing the plan for submission to SCDC?

- a) SCDC will offer up to a maximum of £1,000, towards a single pre-submission **health check** of the draft neighbourhood plan before the parish council submits their neighbourhood plan and supporting documents to SCDC. The health check should be carried out by an independent examiner through the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) and it will check to see if the neighbourhood plan would be successful at examination, meeting all the basic condition tests. The parish council should submit the application to NPIERS for the health check, and liaise with SCDC.

#### SCDC Guidance Notes

##### Strategic Environment Assessment (SEA)

##### What are the Basic Conditions and How to Meet Them

##### Strategic Policies

#### Other Resources

[Neighbourhood Planning Independent Examiner Referral Service \(NPIERS\)](#)

- b) SCDC will provide a **lending library of resources** that parish councils may find useful to help prepare their neighbourhood plan e.g. exhibition boards, banners, examples of neighbourhood plans.

## Step Seven: Submission of the Plan to SCDC

### How will SCDC support parish councils in the submission of the plan to SCDC?

The final stages of preparing the neighbourhood plan are undertaken with SCDC as the lead rather than the parish council.

- a) SCDC will keep the parish council **informed of progress** and liaise with them to resolve any issues as the plan goes through the examination and referendum stages towards its completion, including:
- liaise with the parish council regarding appointment of an examiner,
  - liaise with the parish council over changes proposed in the examiner's report to ensure the plan meets the basic condition tests,
  - liaise with parish council over any changes to the Neighbourhood Plan,
  - liaise with parish council over Council decision to proceed to referendum and the timing of the referendum.

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# Agenda Item 11



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **Cambridgeshire & Peterborough Combined Authority**

### **Reports from Constituent Council Representatives on the Combined Authority**

#### **Member representatives**

<b>Meeting</b>	<b>Dates of Meeting</b>	<b>Representative</b>
<b>Combined Authority Board</b>	<b>31 May 2017 28 June 2017</b>	<b>Councillor Peter Topping</b>
<b>Overview and Scrutiny Committee</b>	<b>26 June 2017</b>	<b>Councillor Alex Riley Councillor John Batchelor</b>
<b>Audit and Governance Committee</b>	<b>26 June 2017</b>	<b>Councillor Andrew Fraser</b>

The above meetings have taken place in May and June.

#### **Board meeting – Wednesday 31 May 2017**

The Board held its annual meeting on 31 March. The decision notice is attached at **Appendix 1**.

#### **Audit and Governance Committee- Monday, 26 June 2017**

The first meeting of the Audit and Governance Committee meeting was held on 26 June. The first part of the meeting was an induction session to explain the work of the committee. The second part of the meeting dealt with the decisions required of the Committee. A summary of decisions is attached at **Appendix 2**.

#### **Overview and Scrutiny Committee – Monday 26 June 2017**

The first meeting of the Overview and Scrutiny Committee was held on 26 June. The Committee had met in shadow form to discuss how it would like to work. It agreed that its first few meetings would invite the Mayor and Portfolio Holders to discuss their portfolios and priorities in order to create the focus of its work plan. At this first meeting, Mayor James Palmer discussed his 100 day plan and priorities.

The Committee also agreed that it should meet two days before the Board meeting so that had an overview of the work of the Board and could make recommendations to the Board.

A summary of the committee's decisions is attached at **Appendix 3**.

#### **Board meeting – Wednesday 28 June 2017**

This was the first business meeting of the Board after its annual meeting. The decision summary is attached. (**Appendix 4**)

**The agendas and minutes of the meetings are on the Combined Authority website:**

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-28th-june-2017/?date=2017-06-28>

<http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/audit-and-governance-committee/>

<http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/>



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD

Meeting: 31st May 2017

<http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Combined-Authority-Agenda-31st-March-2017.pdf>

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Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	<b>Part 1 – Business Items</b>	
1.1	<b>The Mayor – Declaration of Acceptance of Office</b>	James Palmer signed the statutory declaration of acceptance of office. By virtue of this office is the Chair of the Board
1.2	<b>Membership of the Combined Authority</b>	<p>The Board:</p> <ul style="list-style-type: none"> <li>(a) noted the Members and substitute Members appointed by Constituent Councils to the Combined Authority for the municipal year 2017/2018; and</li> <li>(b) confirm the appointment of the Member and substitute Member nominated by the Greater Cambridge/Greater Peterborough Enterprise Partnership (GCGP LEP) to the Combined Authority for the municipal year 2017/2018.</li> </ul> <p>The Membership of the Board is on the Combined Authority Website.  <a href="http://cambridgeshirepeterborough-ca.gov.uk/leaders/">http://cambridgeshirepeterborough-ca.gov.uk/leaders/</a>, together with their portfolio responsibilities.            Details of the substitutes can be found in appendix A of the supporting information circulated after publication of the agenda.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/To-Follow-Information.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/To-Follow-Information.pdf</a>
1.3	<b>Deputy Mayors of the Combined Authority</b>	The Mayor appointed Councillor Holdich, as the Constitutional Deputy Mayor, and Councillor Howe, as the Statutory Deputy Mayor of the Combined Authority.
1.4	<b>Apologies and Declarations of Interest</b>	Apologies received from Mark Reeve (GCGP LEP), and Jason Ablewhite and Jess Bawden (observers). There were no declarations of interest.
1.5	<b>Minutes – 26 April 2017</b>	The minutes of the meeting of 26th April 2017 were approved as a correct record. These are on the main agenda – page 6-31.
1.6	<b>Appointment of Co-opted Member Organisations</b>	<p>The Board is able to co-opt partners onto the Board. The Combined Authority may invite organisations with direct responsibility for functions relevant to the Combined Authority objectives to become Co-opted Members to attend the Combined Authority Board and may take part in the debate. They do not have voting rights. Their role is set out in the constitution (page 9).</p> <p><a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Combined-Authority-Constitution.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Combined-Authority-Constitution.pdf</a></p> <p>The Board</p> <p>(a) agreed that the following bodies be given co-opted member status for the municipal year 2017/18:</p> <ul style="list-style-type: none"> <li>(i) The Police and Crime Commissioner for Cambridgeshire;</li> <li>(ii) Cambridgeshire and Peterborough Fire Authority representative;</li> <li>(iii) Clinical Commissioning Group representative.</li> </ul> <p>(b) note the named representative and substitute representative for each organisation as set out in the report.</p>
1.7	<b>Petitions</b>	None received.
1.8	<b>Public Questions</b>	None received.



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.9	<b>Forward Plan</b>	<p>The Board approved the Forward Plan of Executive Decisions dated 26 May 2017. – p3-14 of the supporting information</p> <p><a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/To-Follow-Information.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/To-Follow-Information.pdf</a></p>
2.1	<b>Portfolios - Approval</b>	<p>It is the Board's responsibility to agree portfolio responsibilities and for the Mayor to allocate them to each member of the seven constituent councils.</p> <p>The Board :</p> <ul style="list-style-type: none"> <li>(a) agreed the portfolio responsibilities for Board Members and note that the Mayor would be responsible for governance;</li> <li>(b) noted the Mayor's allocation of portfolio responsibilities to each Member of the seven Constituent Councils as set out in Appendix 1; (See page 17 of the main agenda and 1.2 above)</li> </ul> <p>The Board had previously agreed to set up two working groups: the investment working group and delivery working group. The terms of reference are included on Appendix 2 page 158 of the constitution. <a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Combined-Authority-Constitution.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Combined-Authority-Constitution.pdf</a></p> <p>The Board agree the revised membership of the Investment Working Group and the Delivery Working Group to take account of the amended portfolio responsibilities.</p>
2.2	<b>Appointment of the Overview and Scrutiny Committee</b>	<p>At its annual meeting, the Board appoints to its committee. By law, it must have a politically balanced O&amp;S Committee. The Board agreed to:</p> <ul style="list-style-type: none"> <li>(a) note the political balance on constituent councils following the local elections;</li> <li>(b) confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each Constituent Councils and two substituent members for the municipal year 2017/2018;</li> <li>(c) agree the political balance on the committee as set out in Appendix 1;</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>(d) confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Overview and Scrutiny Committee for the municipal year 2017/2018 as set out in Appendix 2.</p> <p>The membership is on the Combined Authority website  <a href="http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/">http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/</a> and a full list including substitutes is in the supporting information p15  <a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/To-Follow-Information.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/To-Follow-Information.pdf</a></p>
Item	Topic	Decision
2 <sup>3</sup> Page 48	<b>Appointment of Audit and Governance Committee</b>	<p>At its annual meeting, the Board appoints to its committee. By law, it must have a politically balanced Audit and Governance Committee, and must include an independent person. The Board agreed to:</p> <p>(a) confirm that the size of the Audit and Governance Committee should be 8 members; one member and one substitute from each Constituent Council and one independent person for the municipal year 2017/2018;</p> <p>(b) agree the political balance on the committee as set out in Appendix 1;</p> <p>(c) confirm the appointment of the Member and substitute Member nominated by Constituent Councils to the Committee for the municipal year 2017/2018 as set out in Appendix 2;</p> <p>(d) appoint Mr Alan John Pye as the independent person of the Audit and Governance Committee for a term of four years ending May 2021; and</p> <p>(e) appoint Mr Alan John Pye as Chair, and ask the Committee to elect a Vice Chair, of the Audit and Governance Committee for the municipal year 2017/2018.</p> <p>The membership is on the Combined Authority website  <a href="http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/audit-and-governance-committee/">http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/audit-and-governance-committee/</a> and a full list including substitutes is in the supporting information p16</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/To-Follow-Information.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/To-Follow-Information.pdf</a>
2.5	<b>Chief Executive Recruitment Update</b>	The Board received a report on the progress towards the recruitment of a permanent Chief Executive and propose questions for inclusion in the assessment centre interviews.
2.6	<b>Calendar of Meetings 2017/18</b>	It was resolved to approve the revised Calendar of Meetings for 2017 / 2018 (Appendix 1). <a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Item-2.4-Appendix-1-Draft-Meeting-Schedule-Revised.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Item-2.4-Appendix-1-Draft-Meeting-Schedule-Revised.pdf</a>
3.1	<b>Date of Next Meeting</b>	It was resolved to note the date of the next meeting – Wednesday, 28 June 2017 at 10.00am at East Cambridgeshire District Council Offices.

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**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **AUDIT & GOVERNANCE COMMITTEE - Decision Summary**

**Meeting:** 26<sup>th</sup> June 2017

<http://cambridgeshirepeterborough-ca.gov.uk/assets/Audit-and-Governance-Committee/Audit-Governance-Agenda-June.pdf>

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies And Declarations Of Interests</b>	Apologies were received from Councillors Chris Morris (East Cambridgeshire District Council), Chris Seaton (Fenland District Council), David Seaton (Peterborough City Council) and Mark Ashton (Cambridge City Council).
2.	<b>Appointment Of Vice-Chair</b>	<p>The appointment of Chair and Vice Chair is reserved to the Board. At the annual meeting on 31 May the Board agreed to appoint Mr John Pye, the independent person as Chair. It also requested the committee to appoint its own Vice-Chair.</p> <p>The Committee therefore elected Councillor Barry Chapman as Vice Chair for the municipal year 2017/18.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
3.	<b>Terms Of Reference</b>	<p>As this was the first meeting of the Audit and Governance Committee, its terms of reference was included on the agenda so that it may discuss them and ask any questions about them. The terms of reference were agreed by the Board in April as part of the constitution.</p> <p>The Board:</p> <ul style="list-style-type: none"> <li>a) noted the Terms of Reference, subject an update on the process for appointing the external and internal auditors.</li> <li>b) agreed to review the Terms of Reference in twelve months time.</li> </ul> <p>The terms of reference are included on page 3 of the agenda</p>
Page 52	<b>Internal Audit Plan – Overview and Future Plans</b>	<p>Internal Audit look to provide assurance to the Audit and Governance Committee that activities undertaken across the Combined Authority are appropriately managed, monitored and delivered in accordance with set governance, controls and risk management frameworks. This report sets out how Internal Audit will look to support the Committee and set out an early draft of the plan.</p> <p>The plan covers a wide range of areas and not all areas will be covered in the same year. Appropriate coverage will be established each year so as to be able to provide assurance to the Board. The plan covers:</p> <ul style="list-style-type: none"> <li>- <b>Core financial systems</b> eg general ledger, creditors, debtors, payroll, treasury management</li> <li>- <b>Safeguarding Assets</b> eg data security and protection, data housing</li> <li>- <b>Corporate Governance</b>, governance, risk management, health and safety, business contingency, disaster recovery and Code of Corporate Governance</li> <li>- <b>Countering Fraud, Bribery and Corruption</b>, eg fraud investigations, proactive anti fraud exercise</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>See Appendix 2 on page 28 of the agenda for more details</p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>- noted the development of the internal audit plan for 2017/18.</li> <li>- requested the Chief Internal Officer produce a briefing paper on Governance to the September Committee meeting.</li> </ul>
5	<b>Work Programme</b>	<p>The Committee considered suggested draft programme of work for matters to be considered by the Committee during the course of the year ahead. The work programme will need to be flexible enough to react to new and changing priorities. The draft programme is set out on page 32 of the agenda</p> <p>The Board agreed the Work Programme subject to the following additions: .</p> <ul style="list-style-type: none"> <li>(i) an Internal Audit 'Governance Briefing' item included onto the September agenda from the Chief Internal Auditor.</li> <li>(ii) a 'Risk Management' training slot be included at the beginning of the September meeting by the Monitoring Officer??.</li> <li>(iii) 2017/18 External Audit plan be reported to the December meeting.</li> <li>(iv) the inclusion of a 10 minute 'hot topic' slot at each meeting, starting with December 2017.</li> </ul>
6	<b>Statement of Accounts</b>	<p>The Combined Authority is required to prepare a Statement of Accounts each financial year, and it must be prepared in accordance with statutory timelines and accounting practices. Legislation requires the Authority to consider and approve its Accounts. You will note that for 2016/17 that the accounts are for a four week period from the time the Combined Authority was formally established until 31 March 2017.</p> <p>The Authority's Constitution delegates this matter to the Audit and Governance Committee. The Accounts must be signed and certified by 30 June 2017 by the Authority's</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
Page 54		<p>Interim Chief Finance Officer (CFO), in accordance with the Accounts and Audit Regulations 2015. The Authority's CFO has responsibility for certifying that the Accounts present fairly, the financial position of the Authority at 31 March 2017. The Audit and Governance Committee is required to approve the Accounts no later than 30 September 2017 following, and in the knowledge of, the audit findings.</p> <p>The Committee noted the draft Statement of Accounts for the period 3 March 2017 to 31 March 2017. The draft statement is set out on page 39-91 of the agenda. NEXT STEPS</p> <ul style="list-style-type: none"> <li>• the responsible financial officer must certify the presentation of the accounts no later than the 30 June 2017;</li> <li>• the annual accounts must be published with the audit opinion and certificate, and before that must have been approved by members no later than 30 September 2017; and</li> <li>• the responsible financial officer must re-certify the presentation of the annual accounts before member approval is given.</li> </ul> <p>The Accounts and Audit Regulations 2015 also require all Councils/CAs to have a common 30 day public inspection period which includes the first 10 working days in July. The period of public inspection runs concurrently with the period whereby a local government elector may raise questions or objections to the External Auditor.</p> <p>At the conclusion of the Audit, the Auditor will issue a report on the Financial Statements and will issue the Audit Certificate for 2016/17. This will be considered at the Audit Committee meeting on 21 September 2017.</p>
	7 <b>External Audit Plan 2016/17</b>	<p>The Committee to discussed the Audit Plan for the audit of the 2016/17 Statement of Accounts with Ernst &amp; Young LLP, the Authority's External Auditor. As with the internal audit plan, this covers a short period ending 31 March 2017. The Audit Plan sets out how they intend to carry out their responsibilities in their first year as auditor for CPCA. The</p>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Audit Plan is shown at Appendix 1 p95-107 of the agenda.</p> <p>The plan recognises the unusual circumstances of preparing financial statements for a four week period and the need to undertake a full external audit, including a value for money conclusion. The plan summarises Ernst &amp; Young's initial assessment of the key risks driving the development of an effective audit for the Authority and outlines their planned audit strategy in response to those risks.</p> <p>The Committee agreed the Audit Plan as at 31 March 2017.</p> <p>There will be a further report to its next meeting in September.</p>
8	<b>Date of Next Meeting</b>	Thursday, 21 September 2017 at 10.00am at Cambridge City Council offices, Cambridge.

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## Overview and Scrutiny Committee\_ Decision Summary

**Meeting:** 26<sup>th</sup> June 2017

<http://cambridgeshirepeterborough-ca.gov.uk/assets/Overview-and-Scrutiny-Committee/OS-Committee-June-Agenda.pdf>

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Chair: Cllr John Batchelor

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Minutes of the meeting held on Tuesday 11th April 2017</b>	Apologies were received from Cllr Mark Buckton, substituted by Cllr David Mason.
2.	<b>Declaration of Interests</b>	There were no declarations of interest.
3.	<b>Appointment of Chair &amp; Vice Chair</b>	The constitution allows for the Committee to appoint its Chair and Vice Chair. By law, the Chair cannot be from the same political party as the Mayor, and therefore the Vice Chair should not be from the same party.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Committee appointed</p> <p>(a) Cllr Batchelor as Chair of the Committee for the municipal year 2017/18.</p> <p>(b) Cllr Hayward as Vice Chair of the Committee for the municipal year 2017/18.</p>
4.	<b>Minutes of the meeting held on Tuesday 11<sup>th</sup> April 2017</b>	The Committee agreed the minutes, subject to the attendance being amended to show Councillor Haywood was not at the meeting. The minutes are on page 6 of the agenda. (see link above)
5.	<b>Interview - Mayor of Combined Authority</b>	<p>The Committee invited the Mayor to the meeting to talk about his priorities and 100 day plan and in particular</p> <ul style="list-style-type: none"> <li>• Housing and Infrastructure</li> <li>• Maximising affordable housing and range of housing options</li> <li>• The benefits of having feasibility studies</li> <li>• The benefits of business plans to attract further investment</li> <li>• Wisbech Garden Town</li> <li>• M11/A47 feasibility study</li> <li>• Skills, apprenticeships and the proposed Peterborough University</li> <li>• Working with partners</li> <li>• Public sector reform</li> <li>• The economy and dealing with deprivation</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li>Staffing levels</li> <li>The role of scrutiny in relation to its</li> </ul> <p>A full summary of the interview is in the minutes. <a href="http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-26-june-2017/">http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-26-june-2017/</a></p> <p>The 100 day plan is on page 11-14 of the agenda and is also available on the Combined Authority website. <a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Mayor/The-Mayor-of-Cambridgeshire-and-Peterborough-100-Day-Plan.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Mayor/The-Mayor-of-Cambridgeshire-and-Peterborough-100-Day-Plan.pdf</a></p>
6.	<b>Review of Combined Authority Agenda</b>	The Committee considered the agenda that had been published for the upcoming Combined Authority Board meeting on 28 June and agreed to noted the agenda of the Combined Authority Board meeting on 28 June, having had the opportunity to discuss the projects under the previous item.
7.	<b>Combined Authority Forward Plan</b>	<p>The Committee noted the forward plan of the Combined Authority Board as at 12 June.</p> <p>The current forward plan is at <a href="http://cambridgeshirepeterboroughca.gov.uk/assets/Combined-Authority/Agenda-Item-1.8-Forward-Plan.pdf">http://cambridgeshirepeterboroughca.gov.uk/assets/Combined-Authority/Agenda-Item-1.8-Forward-Plan.pdf</a></p>
8.	<b>Overview &amp; Scrutiny Work Programme</b>	<p>The Committee agreed to amend the work programme particularly the timetable for inviting Portfolio Holders to future meetings to talk about their portfolios and areas of responsibility. should be amended as follows:</p> <p>The following Portfolio Holders to be invited to this meeting</p> <p>24 July meeting</p>

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Item	Topic	Decision [ <i>None of the decisions below are key decisions</i> ]
		(a) Portfolio Holder for New Homes and Communities (b) the Portfolio Holder for Transport.  21 September meeting  (a) Deputy Mayor – Portfolio Holder for Economic & Productivity Strategy. (b) the Portfolio Holder for Strategic Planning  23 October meeting  (a) Deputy Mayor – Portfolio Holder for LEP and Tourism (b) Portfolio Holder for Employment and Skills  27 November  (a) the Portfolio Holder for Fiscal Planning.  The Mayor should be invited quarterly to attend the Overview and Scrutiny Committee meetings with the next invitation to be in six months.
9.	<b>Date &amp; Location of Next Meeting</b>	The next meeting would be held at Peterborough City Council on 24 <sup>th</sup> July 2017



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD

## Decision Statement

Meeting: 28th June 2017

<http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Agenda-and-items.pdf>

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Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	<b>Apologies and Declarations of Interest</b>	Apologies received from Councillor Count, substituted by Councillor Hickford. There were no declarations of interest.
1.2	<b>Minutes – 31 May 2017</b>	The minutes of the meeting of 31st May 2017 were approved as a correct record.
1.3	<b>Petitions</b>	None received.
1.4	<b>Public Questions</b>	None received.
Item	Topic	Decision
1.5	<b>Independent Remuneration Panel (IRP) on Mayoral Remuneration Scheme and</b>	<b>Mayoral Remuneration Scheme</b> The Cambridgeshire and Peterborough Combined Authority Order 2017 enabled the Combined Authority to pay an allowance to the Mayor if the Combined Authority consider a report

Item	Topic	Decision
Page 62	<b>Independent Person Allowance</b>	<p>published by an independent remuneration panel established by one or more of the constituent councils. Cambridgeshire County Council's panel was appointed to consider the Mayor's allowance. The panel undertook its review in April and its report was considered by the Board. The Independent panel's report is attached at Appendix A on page 12 on the agenda (See link above) and agreed:</p> <p>(a) the scheme of Mayoral allowance as recommended by the Independent Panel for the municipal year 2017/18 and 2018/19;</p> <p>(b) that the Panel should undertake a further review no later than 24 months from the date of this decision;</p> <p><b>Independent Person's Allowance</b> By law, the Board must appoint an independent person to sit on the Audit and Governance Committee for which an allowance may be paid. At its annual meeting the Board appointed John Pye as the independent person and appointed him as Chair. The Chair's position requires significantly more work and responsibility, and involves meetings in between meetings, such as meetings with the Internal and External Auditors, agenda briefings etc. Therefore the Board agreed to increase the allowance to £1534 to take account of his additional duties as Chair.</p>
	1.6 <b>Appointment of Chief Executive</b>	<p>By law, the Combined Authority must appoint a Head of Paid Service. This officer also acts as Chief Executive. Following a recruitment campaign, 24 applications were received, a long list of 8 candidates were given a technical interview by Penna, the appointed recruitment consultants. 3 candidates attended a final selection process by a Member level appointments panel.</p> <p>The Board approved the appointment of Martin Whiteley to the post of Chief Executive as recommended by the Chair of the Appointments panel following the final interviews.</p>
	1.7 <b>Arrangements for Appointment of Statutory Officers</b>	<p>By law the Combined Authority must appoint a Monitoring Officer and Chief Finance Officer. These positions had been filled on an interim part time basis (2 days a week) by the Monitoring Officer and Chief Finance Officer at Peterborough City Council. Now that the Combined Authority's work was developing at pace, these roles needed to be filled on a full time basis. The City Council agreed to release Kim Sawyer, the interim Monitoring Officer, on a full time basis. The Board therefore agreed to appoint Kim Sawyer from 1 July on a full time basis until a permanent appointment was made.</p>



Item	Topic	Decision
		As the City Council were unable to release the interim Chief Finance Officer on a full time basis, the Board agreed to authorise the Chief Executive to source a full time interim Chief Finance officer until a permanent appoint was made.
1.8	<b>Forward Plan</b>	The board approve the Forward Plan of Executive Decisions dated 26 June 2017. <a href="http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Agenda-Item-1.8-Forward-Plan.pdf">http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/Agenda-Item-1.8-Forward-Plan.pdf</a>
	<b>Part 2 – Key Decisions &amp; Policy</b>	
2.1	<b>Business Case for Phase 2 of the University of Peterborough</b>	<p>The creation of an independent University in Peterborough with its own degree awarding powers has been a long held desire of the leaders, employers and people of Peterborough and the surrounding area. The Constituent Councils of the Combined Authority expressed their intention to deliver a University for Peterborough in the devolution deal signed with Government in July 2016.</p> <p>The city is one of the largest conurbations in the UK without a university and contains six wards with the lowest higher education progress in the East of England. This restrains economic growth by perpetuating high end skills shortages, deters future investment by technology-based industries in the area and drives an outward migration of intellectual and skilled talent.</p> <p>The University Centre Peterborough was created as a joint venture in 2007 by Anglia Ruskin University and Peterborough Regional College and both organisations agreed to work together to establish an independent University in Peterborough.</p> <p>Phase one of the project involving an assessment of potential student demand and initial planning had been completed. The Greater Cambridge Greater Peterborough Enterprise Partnership (GCGPEP) Board supported the first phase and this phase demonstrated the potential to establish a viable self-sustaining university in Peterborough</p> <p>The board received a business case for phase 2 of the project (See page 39-89 of the agenda) comprises the following work streams:</p> <ul style="list-style-type: none"> <li>Curriculum development - develop student base, confirm demand for courses and mode of delivery, recruit staff, raise aspirations and understanding</li> </ul>

Item	Topic	Decision
Page 64		<ul style="list-style-type: none"> <li>• Marketing, engagement and widening participation strategy</li> <li>• Development of a robust business case for phase 3 – the design and build phase of the university campus</li> <li>• Developing student facilities/amenities to attract additional students who want a wider student experience</li> <li>• Securing/ refurbishing interim University building / premise</li> </ul> <p>The Board:</p> <ol style="list-style-type: none"> <li>1. Agreed to support Phase 2 of the University of Peterborough project and approved in principle, the overall funding request for £6.53m.</li> <li>2. Approved the initial draw down of £3.83m from the overall total subject to agreement of the grant conditions attaching to the funding.</li> <li>3. Note that the following would come to future meetings as indicated:               <ol style="list-style-type: none"> <li>a. a further set of costed options for work streams 4 and 5 – improving student amenities and the securing and refurbishment of interim accommodation for the University (September 2017 meeting).</li> <li>b. reports timed around key milestones on the delivery of Phase 2 (on-going).</li> <li>c. a detailed Business Case and Investment Strategy for Phase 3 of the University “Design and build of a University campus” (December 2018).</li> </ol> </li> </ol>
2.2	<b>Interim Local Transport Plan</b>	<p>Following devolution the directly-elected Mayor and the Combined Authority (CPCA) assumed certain transport functions under the Cambridgeshire and Peterborough Combined Authority Order 2017. The Combined Authority is now the Local Transport Authority with strategic transport powers for the areas previously covered by Cambridgeshire County Council and Peterborough City Council.</p> <p>The Mayor and the Combined Authority are together responsible for:</p> <p>(a) Setting the overall transport strategy for Cambridgeshire and Peterborough, called the Local</p>

Item	Topic	Decision
Page 65		<p>Transport Plan;</p> <p>(b) A multi-year local transport budget for Cambridgeshire and Peterborough;</p> <p>(c) Management and maintenance of a Key Route Network of local authority roads when established; and</p> <p>(d) Passenger transport, including the ability to franchise bus services in the Cambridgeshire and Peterborough area.</p> <p>The Combined Authority must produce a Local Transport Plan. The report recommended that the previous Local Transport Plans of Cambridgeshire County Council and Peterborough City Council are adopted into a single Local Transport Plan. (See plan on page 94-135). This is an interim measure until a comprehensive statutory process can be undertaken to review the Combined Authority's strategic transport planning role to produce a long term Local Transport Plan for the Cambridgeshire and Peterborough area.</p> <p>It is proposed to bring forward a scheme to the Board meeting in July which will set out how it will undertake work to develop a new Local Transport Plan for the Cambridgeshire and Peterborough area. This will include consultation with residents and businesses, to ensure that the Local Transport Plan properly represents the needs of communities and stakeholders across the entire region.</p> <p>The Board agree the Interim Local Transport Plan for the Combined Authority and noted the intention to bring forward plans to commission a new Local Transport Plan for the Combined Authority.</p>
	<p>2.3</p> <p><b>Strategic Transport Infrastructure Schemes</b></p>	<p>The Mayor and the Combined Authority are committed to addressing the historic deficit in transport investment and improving transport and the physical connections between communities including cities, towns and rural areas. This will provide a means to deliver sustainable growth across the area, and support housing and economic development.</p> <p>Devolution affords the Combined Authority the opportunity to consider bold and innovative solutions to overcome long-standing infrastructure needs across Cambridgeshire and Peterborough via a series of new initiatives together with work that is already underway and planned across the Combined Authority area.</p> <p>The purpose of this report was to ask the Board to proceed with an initial set of interrelated</p>

Item	Topic	Decision
Page 66		<p>business cases and feasibility studies for key strategic schemes across Cambridgeshire and Peterborough.</p> <p>The Board agreed to Commission each of the following feasibility studies:</p> <p><b>Dualling of A47 Business Case between the A16 to the east of Peterborough and Walton Highway to the east of Wisbech.</b>  The terms of reference for the consultant's brief is set out in Appendix 1 (p144-154 of the agenda)</p> <p>This scheme will:</p> <ul style="list-style-type: none"> <li>• Improve connectivity between Norfolk, Fenland and Peterborough / the A1 and onward to national destinations, reducing journey times and improving journey reliability</li> <li>• Help to boost economic prosperity, particularly in Peterborough and Wisbech, by reducing transport costs and improving accessibility to national markets for a large part of the east of England</li> <li>• Support economic and housing growth in Peterborough, Fenland, Kings Lynn and West Norfolk and further east along the A47 corridor.</li> </ul> <p>The benefits and aims are summarised in 3.2 of the report on page 137-138</p> <p><b>A47 extension to M11 Feasibility Study – aligned to upgrading of A10 Business Case</b> (For terms of reference for consultants – see Appendices 2 &amp; 3 – pages 155-166)</p> <p><b>(a) Extending the A47 to the M11</b>  The Combined Authority wishes to understand the feasibility, viability, benefits and impacts of connecting the M11 in the Cambridge area to the A47 in the Guyhirn / Wisbech area.</p> <p>In improving accessibility from the north of Cambridgeshire to the Strategic Road Network, Cambridge, Stansted Airport and London, a new or upgraded route would aim to:</p> <ul style="list-style-type: none"> <li>• Provide conditions that encourage inward investment in higher value employment sectors in the north of Cambridgeshire</li> <li>• Improve access from the north of Cambridgeshire to employment opportunities in the Greater Cambridge area</li> <li>• Reduce spatial inequalities across Cambridgeshire and share and expand the benefits of the</li> </ul>

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Item	Topic	Decision
		<p>success of the Greater Cambridge area</p> <ul style="list-style-type: none"><li>• Support economic and housing growth in Fenland and East Cambridgeshire and in the Cambridge area.</li></ul> <p>The work to understand options for extending the A47 to the M11 is intrinsically linked to the existing work to upgrade the A10. It is therefore proposed that this initial work is undertaken and aligned with the stage that the A10 work has already reached at which point the Combined Authority can decide whether to proceed with a single route study north to south or two separate studies.</p> <p><b>(b) Upgrading the A10</b></p> <p>The A10 is a significant growth corridor linking Greater Cambridge to the wider Cambridgeshire area. There are currently a number of pieces of work underway and planned that could impact on the corridor between Kings Lynn, Ely, Cambridge and Royston.</p> <p>Therefore, the feasibility study for extending the A47 into the M11 will be commissioned as an extension to the current Greater Cambridge City Deal / Cambridgeshire County Council commissioned Cambridge to Ely / Kings Lynn Studies / Business Case development. The feasibility study outputs will then be considered alongside the A10 improvements to determine the strategy and programme of work.</p> <p><b>Wisbech Garden Town Feasibility Study</b> (Appendix 4 pages 167-178)</p> <p>The Combined Authority wishes to undertake feasibility work to continue to develop Wisbech Garden Town.</p> <p>The Wisbech Garden Town development aims to:</p> <ul style="list-style-type: none"><li>• Enable regeneration of the town, tackling social, economic and deprivation challenges</li><li>• Support economic and housing growth in Wisbech and Cambridgeshire, in particular ensuring a pipeline of good quality homes in the Wisbech area</li><li>• Provide conditions that improve East-West connectivity and North-South links, improving connectivity and promoting Wisbech as a destination of choice for residents and businesses</li><li>• Develop Wisbech as a location for economic growth and inward investment geared towards agri-tech, food research and development and food processing</li></ul>

Item	Topic	Decision
		<p>The feasibility work will test the viability of the proposed Garden Town and include a series of technical development and placemaking studies aimed at addressing challenges associated with flooding risk and water management, highway and transportation and housing completions.</p> <p>The Garden Town proposal will be submitted to DCLG in summer/autumn 2017 identifying the requirement for Government support for the project and inclusion in the Garden City prospectus.</p> <p>The Board agreed</p> <p>(a) a total budget allocation of £8.75 million for the delivery of the feasibility studies and business case.</p> <p>(b) delegated authority to the Interim Chief Executive, in consultation with the Portfolio Holder for Transport &amp; Infrastructure, to award a contract for each of the feasibility studies and business case provided that the collective value of the contracts does not exceed the approved budget allocation.</p> <p>The Board also noted the intention to bring forward proposals for a feasibility study with the City Deal Board into the rapid, mass transport options for Cambridge City and the surrounding travel to work area to the Board in July 2017. This will to assist in the development of City Deal's ambitions to provide rapid, mass transport in Cambridge City and the surrounding travel to work.</p>
2.4	<b>An Independent Economic Commission</b>	<p>The Combined Authority, local businesses and central government must share a collective understanding of the size, importance, additionality, and rate of grow of the economy in Cambridgeshire and Peterborough. Creating a single view of the economy will allow political and business leaders to agree on economic priorities and to come together more effectively in pursuing them.</p> <p>The Combined Authority is committed, through its Assurance Framework, agreed in February 2017 with Government and by the shadow Combined Authority Board, to creating an independent Economic Commission. The Board agreed:</p> <p>1. to establish an independent Economic Commission; the proposed membership is set out in para 3.8 of the report p182, and the terms of reference is set out in Appendix 1(p185-186)</p>

Item	Topic	Decision
		<p>2. that the independent Economic Commission undertake an economic review to be completed by 1 December 2017; (For Terms of Reference see Appendix 2 (p187-188))</p> <p>3. a budget of £145,000 to support the operation of the commission, undertake the economic review, and to promote its findings with Government and private sector investors.</p> <p>The establishment of the Commission will require partners to work collectively and to think differently about economic growth, investment and prosperity.</p>
	<b>Part 3 – Decisions</b>	
3.1	<b>National Productivity Investment Fund</b>	<p>The Board agreed four schemes for submission to the National Productivity Investment Fund (NPIF), run by the Department for Transport.</p> <ol style="list-style-type: none"> <li>A47 Junction 18 Improvements</li> <li>March Junctions</li> <li>Wisbech Development Access Improvements</li> <li>A605 Whittlesey Access Phase 2 – Stanground Access</li> </ol> <p>Details of the scheme are set out in table 1 page 192-3 of the agenda. The four schemes have been approved and prioritised by the Highway Authorities – Cambridgeshire County Council and Peterborough City Council.</p> <p>If the bids are successful in securing funding, they will collectively support the delivery of:</p> <ul style="list-style-type: none"> <li>• approximately 7,000 new homes – identified in local plans;</li> <li>• approximately 3,000 new jobs – also identified in local plans; and</li> <li>• address traffic congestion at recognised bottlenecks.</li> </ul> <p>The Board noted</p> <ol style="list-style-type: none"> <li>1. the significant wider economic benefits they would deliver; and</li> <li>2. that if successful 30% of the costs of the March Junctions and the Wisbech Development Access Improvement schemes, £3.29m in total, would be met locally through Combined Authority funding, or other funding streams.</li> <li>3. that if successful 30% of the costs of the A47 Junction 18 improvements and the A605</li> </ol>

Item	Topic	Decision
		<p>Whittlesey Access scheme will be met locally, through the local Highway Authority block grant funding.</p> <p>Details will be incorporated within a budget update report to the Board in July.</p>
3.2	<b>Housing Programme: Modular Homes – Off Site Housing</b>	<p>The Board agreed to proceed with a feasibility study to consider the commercial opportunities that might exist for the Combined Authority in off-site housing manufacturing and to assess the wider benefits that might be available to the area including new skills and employment, and in accelerating housing delivery.</p> <p>The Combined Authority agreed to appoint a Consultant to provide expert independent advice in undertaking a Feasibility Study to consider how off-site construction methods can be used to speed up housing delivery and to determine the options and business case for establishing a production facility/commercial enterprise with the aim of:</p> <ul style="list-style-type: none"> <li>• Accelerating housing delivery – the Combined Authority’s ambition is to accelerate and sustain delivery of 100,000 new homes across the Combined Authority area;</li> <li>• Supporting economic growth - increasing the delivery of homes at prices people can afford will help attract new workers into the area and encourage employers to locate here; and</li> <li>• Advancing its ambitions to create a production facility, supporting economic growth and providing employment and training opportunities.</li> </ul> <p>The feasibility study will:</p> <ul style="list-style-type: none"> <li>• Prepare a technical paper setting out the necessary considerations in setting up an off-site housing manufacturing production plant. Details of the requirements for the technical paper are set out in Appendix 1 p202-207.</li> <li>• Provide advice about the likely local market in Cambridgeshire and Peterborough for an off-site manufactured housing product, and undertake relevant local market research.</li> <li>• Provide advice about the activities of potential local (regional and national) competitors that are currently operating in this market space or currently considering investing.</li> <li>• Provide advice, based on examples from around the UK about the more effective business operating model. Set out the specific revenue and capital funding that would be required from the Combined Authority to progress these options.</li> <li>• Provide advice about potential funding sources to support this work and assist in preparation of bids for appropriate available funding.</li> </ul>



Item	Topic	Decision
		<ul style="list-style-type: none"> <li>• Provide advice about the key risk issues that the Combined Authority would need to consider in developing this proposal.</li> <li>• Prepare a strategic outline business case (in accordance with Government/ Treasury guidelines) for the proposal.</li> </ul> <p>The Board also</p> <ul style="list-style-type: none"> <li>• Noted the intention for the Combined Authority Interim Chief Executive in conjunction with the Portfolio Holder for Housing to determine the most appropriate means of procuring the feasibility study in accordance with procurement regulations.</li> <li>• Agreed a budget allocation of £25,000 in 2017/18 to commission the proposed feasibility study and delegate authority to the Interim Chief Executive, in consultation with the Portfolio Holder, to award a contract for the feasibility study provided that the value of the contract does not exceed the approved budget allocation.</li> </ul>
	<b>Part 4 – Financial Management &amp; Audit</b>	
	<b>Budget Update</b>	<p>This report provided an update on the draft outturn position and draft Statement of Accounts of the Combined Authority for 2016/17 and of the 2017/18 budget together with the Medium Term Financial Forecast to 2020/21.</p> <p>The Board noted</p> <ol style="list-style-type: none"> <li>1. the re-profiling of the Housing Grant funds for the years 2016/17 to 2020/21 (para 3.1 page 209 of the agenda).</li> <li>2. the Outturn position for 2016/17. (para 3.1 page 209 210 of the agenda).</li> <li>3. the Statement of Accounts for the period ended 31 March 2017. (para 3.3 page 210 211) of the agenda</li> <li>4. the current VAT position of the Combined Authority and the steps being taken to address the issues caused by not having a Section 33 VAT Order in place (para 3.5 p 211-22)</li> <li>5. the budget updates as requested for approval               <ol style="list-style-type: none"> <li>a) in other Board reports on this meeting's agenda.</li> <li>b) as set out for approval in paragraph 3.13 p214 of the agenda</li> </ol> </li> </ol>

Item	Topic	Decision
		<p>c) to note the budget adjustments made via delegated Authority.</p> <p>6. the updated budget and indicative resources for 2016/17, 2017/18 and Medium Term Financial Forecast for 2018/19 to 2020/21 as set out in Appendix A p215-273</p> <p>The Board also approve the external auditors fees for 2016/17 and 2017/18.</p>
	<b>Part 5 – Date of Next Meeting</b>	
5.1	<b>Date of Next Meeting</b>	<p>Wednesday 26 July 2017</p> <p><b>Post meeting note: The board will be now be held at 10am at Shire Hall.</b></p>



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **Cambridgeshire & Peterborough Combined Authority**

### **Reports from Constituent Council Representatives on the Combined Authority**

#### **Member representatives**

<b>Meeting</b>	<b>Dates of Meeting</b>	<b>Representative</b>
<b>Overview and Scrutiny Committee</b>	<b>24 July 2017</b>	<b>Councillor Alex Riley Councillor John Batchelor</b>
<b>Combined Authority Board</b>	<b>26 July 2017</b>	<b>Councillor Peter Topping</b>

The above meetings have taken place in July.

#### **Overview and Scrutiny Committee – Monday 24 July 2017**

The Overview and Scrutiny Committee met on 24 July. A summary of the committee's minutes are attached at **Appendix 1**.

#### **Board meeting – Wednesday 26 July 2017**

The Board met on 26 July and the decision summary is attached at **Appendix 2**.

The agendas and minutes of the meetings are on the Combined Authority website:

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/overview-and-scrutiny-committee-24th-july-2017/?date=2017-07-24>

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-26th-july-2017/?date=2017-07-26>

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## Overview and Scrutiny Committee-Decision Summary

**Meeting:** 24<sup>th</sup> July 2017

<http://cambridgeshirepeterborough-ca.gov.uk/assets/Overview-and-Scrutiny-Committee/Overview-and-Scrutiny-Agenda-24th-July-2017.pdf>

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Vice Chair Cllr Terry Hayward in the Chair as Cllr Batchelor had sent apologies.

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies were received from Cllr Batchelor, substituted by Cllr Hart and apologies received from Cllr Bradley.
2.	<b>Declaration of Interests</b>	There were no declarations of interest.
3.	<b>Minutes of the meeting held on Monday 26<sup>th</sup> June 2017</b>	Committee members requested that 'Matters Arising' be added to the minute item on the agenda.  Committee members requested that in reference to the issue of public questions that was discussed at the last meeting, that a report be brought to the September committee

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>meeting for the members to discuss.</p> <p>The Committee agreed the minutes from the June meeting, the minutes are on page 3 of the agenda. (see link above)</p>
4.	<b>Interview – Portfolio Holder for Transport &amp; Infrastructure</b>	<p>The Committee invited the Portfolio Holder for Transport &amp; Infrastructure to the meeting to talk about his transport plan and other issues which covered:-</p> <ul style="list-style-type: none"> <li>• The challenges faced in producing a transport plan for the Combined Authority area and the possible transport models being considered.</li> <li>• The work of the Independent Economic Commission</li> <li>• The importance of the Spatial and Transport Plans of the Combined Authority working together.</li> <li>• The possible development of Wisbech Town, the rail links required and the economic opportunities that could be opened up in this area.</li> <li>• Bus franchising for the Combined Authority.</li> <li>• Expansion of the M11, continual improvements to A10 and the inclusion of the A1 in future plans.</li> <li>• Development of existing rail links.</li> <li>• Working with neighbouring counties to achieve goals and secure joint funding on larger projects such as the six junctions.</li> </ul> <p>A full summary of the interview is in the minutes. <a href="http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/">http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/</a></p>
5.	<b>Interview – Portfolio Holder for</b>	The Committee invited the Portfolio Holder for Strategic Planning to the meeting to talk

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Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	<b>Strategic Planning</b>	<p>about his spatial plan and other issues which covered:-</p> <ul style="list-style-type: none"> <li>• The focus of the spatial plan on disadvantaged areas and inclusive growth.</li> <li>• The establishment of a land commission using the work already carried out by the 'Making Assets Count' project.</li> <li>• The non-statutory spatial plan in addition to the existing local plans.</li> <li>• The spatial including work from the Independent Economic Commission and the LEP.</li> <li>• Land banking and the use of Compulsory Purchase Orders for the Combined Authority.</li> <li>• Building on existing relationships between the LEP and other organisations.</li> <li>• The Commitment for more sustainable and renewable energy being used and the need to work with the utility companies.</li> </ul> <p>A full summary of the interview is in the minutes. <a href="http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/">http://cambridgeshirepeterborough-ca.gov.uk/about-us/committees/overview-and-scrutiny-committee/</a></p>
6.	<b>Shadow Portfolio Holders</b>	The Committee received and agreed the report which outlined the role of the proposed shadow portfolio holders and asked members to decide if they would like to allocate members to undertake these roles. The agreed allocations can be found in Appendix A of the minutes.
7.	<b>Review of Combined Authority Agenda</b>	The Committee considered the agenda that had been published for the upcoming Combined Authority Board meeting on 26th July and agreed to note the agenda of the Combined Authority Board meeting on 26 <sup>th</sup> July acknowledging that now the committee had appointed shadow portfolio holders they would be able to look at the relevant reports on future agendas.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	<b>Combined Authority Forward Plan</b>	<p>The Committee had no comments to make at this time regarding the forward plan of the Combined Authority.</p> <p>The current forward plan can be found here:  <a href="https://cmis.cambridgeshire.gov.uk/ccclive/Documents/PublicDocuments.aspx">https://cmis.cambridgeshire.gov.uk/ccclive/Documents/PublicDocuments.aspx</a></p>
9.	<b>Overview &amp; Scrutiny Work Programme</b>	<p>The Committee received the work programme and were asked to comment or make any amendments.</p> <p>The Committee discussed how they would like to structure their meeting going forward with various suggestions being put forward in regards to what type of scrutiny the committee should undertake and the timing of the meetings in regards to the Board meetings. It was resolved that the Committee would continue to hold their meetings before the Board meeting and would review the structure after the November meeting and after training with the Centre for Public Scrutiny.</p> <p>The Committee agreed that an action sheet be produced after each meeting to show what actions had been agreed either by the committee or the board members and officers invited to attend.</p> <p>The Committee resolved that they would like to invite the Chief executive for the Combined Authority be invited to attend the September meeting.</p> <p>The Committee resolved that they would like there to be an item on the Board agenda to enable the Overview and Scrutiny Committee to provide feedback on items that had been discussed at their meeting held beforehand and that the Chair would attend the Board meeting on Wed 26th July to present the Committee's proposal and other issues that had been raised at this meeting.</p> <p>The Committee Resolved to put forward the below recommendation to the Board:</p> <p>'The Overview and Scrutiny Committee recommends to the Board of the Combined Authority that at the end of the Mayor's 100 Day Plan (August 16th 2017) that should a further Combined Authority Plan be proposed, that plan is developed with involvement from the Overview and Scrutiny committee and that all future similar plans brought</p>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		forward are developed in Consultation with the Overview and scrutiny Committee.'
10.	<b>Date &amp; Location of Next Meeting</b>	The Committee agreed that the next meeting would be held at Cambridge City Council on the 21 <sup>st</sup> September 2017.

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**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

# CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

## Summary of Decisions

Meeting: 26th July 2017

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/cambridgeshire-and-peterborough-combined-authority-26th-july-2017/?date=2017-07-26>

Item	Topic	Decision
	<b>Part 1 – Governance Items</b>	
1.1	<b>Apologies and Declarations of Interest</b>	Apologies received from Councillor Herbert, substituted by Councillor Price, Councillor Roberts, substituted by Councillor Bailey, and Jess Bawden, substituted by Gary Howsam.  There were no declarations of interest.
1.2	<b>Minutes – 28 June 2017</b>	The minutes of the meeting of 28th June 2017 were approved as a correct record.
1.3	<b>Petitions</b>	None received.
1.4	<b>Public Questions</b>	One question received, response published at the following link: <a href="#">Cambridgeshire and Peterborough Combined Authority meeting 26/07/2017</a>

Item	Topic	Decision
1.5	<b>Amendment to membership of the Overview and Scrutiny Committee</b>	<p>Following notification of membership changes by Constituent Councils, it was resolved to approve the following amendments to the Overview and Scrutiny Committee for the remainder of the municipal year 2017/2018:</p> <ul style="list-style-type: none"> <li>(a) Appoint Councillor David Mason as a Member and Councillor Maureen Davis as substitute member;</li> <li>(b) Appoint Councillor Jan French as a Member;</li> <li>(c) That the Monitoring Officer be given delegated authority to accept future changes to membership of committees notified by constituent councils during the municipal year to ensure there was a full complement of members or substitute members at committee meetings, and to amend the constitution accordingly.</li> </ul>
1.6	<b>Community Representative to the Combined Authority</b>	<p>The Board considered a proposal to create a non-voting co-opted community representative on the Board.</p> <p>It was resolved to examine the best way to reasonably involve the voice of all sections of our community in the decision making process, as early as reasonably possible.</p>
1.7	<b>Officer and Support Structure</b>	<p>The Combined Authority exists to enable economic growth and deliver public service reform. In the next twenty years, it is expected to support the growth of the local economy by over £20bn, oversee the delivery of 100,000 new homes, 70,000 new jobs and a world class public transport system. Furthermore it is tasked with designing and implementing a real transformation in end to end public service delivery. The Combined Authority is responsible for managing a significant investment fund, from the first devolution deal, of more than £1bn, making sound investment decisions and ensuring that programmes are delivered on time and on budget. It has always been intended that the Combined Authority will be small and strategic in its operation, and that it will commission the delivery of its programmes.</p> <p>To achieve its objectives, the Combined Authority requires an appropriate staffing structure. The purpose of this report was to:</p>

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Item	Topic	Decision
		<p>(a) Consider the proposed officer structure for the Combined Authority</p> <p>(b) Consider arrangements for the provision of support services for the Authority</p> <p>It was resolved to:</p> <p style="padding-left: 40px;">(a) Approve proposals in respect of the officer structure as set out in this report</p> <p style="padding-left: 40px;">(b) Confirm the arrangements for the provision of support services.</p> <p>Following a request by five members to call in the decision, the Overview and Scrutiny Committee met on 16 August and agreed to call in the decision. The Board met on 4 September to reconsider its decision and the comments of the Committee.</p> <p>The Board, following receipt of additional information provided by the Chief Executive agreed to:- (a) consider the recommendations of the Overview and Scrutiny Committee; (b) note the additional information provided by the Chief Executive in relation to the request of the Overview and Scrutiny Committee; (c) approve the revised proposals in respect of the officer structure as set out in the report; (d) approve the following posts on the basis of the additional information set out in the report: 1) Director of Transport and Infrastructure 2) Interim Director of Skills 3) Housing Director 4) Assistant Director (e) approve an additional budget allocation for staffing for 2017/18 as set out in the report.</p>
1.8	<b>Forward Plan</b>	It was resolved to approve the Forward Plan of Executive Decisions dated 24 July 2017.
	<b>Part 2 – Key Decisions &amp; Other Policy Reports</b>	
2.1	<b>Development of a Centre for Skills and Apprenticeships</b>	The current skills system is based on a highly centralised model, with £10.5 billion spent by Whitehall across 20 different national schemes. Furthermore, local delivery arrangements are fragmented, with many partners operating often with roles that overlap and with service models that lack depth and resilience. This has resulted in a significant skills gap.

Item	Topic	Decision
Page 84		<p>Current national forecasts predict that by 2024 there will be:</p> <ul style="list-style-type: none"><li>• 9.2m low-skilled people chasing 3.1m low-skilled jobs (a surplus of 6.2m low-skilled workers)</li><li>• 12.6m people with intermediate skills chasing 10.7m jobs (a surplus of 1.9m people)</li><li>• 16.1m high-skilled jobs with only 11.9m high-skilled workers (a deficit of 4.2m).</li></ul> <p>The Combined Authority wants to create an ambitious vision to connect all the work that is taking place across its area in respect of skills and employment, bringing it under the umbrella of a Centre for Skills. It is believed that this will offer greater opportunity to reduce the fragmentation and duplication that currently exists; enable maximisation of funding opportunities and have the greatest impact for the local area in terms of developing higher level skills and enabling growth.</p> <p>The report presented this in conceptual format and sought approval to develop a more detailed report, containing a proposed vehicle, options and governance arrangements.</p> <p>The first step towards this which will also strengthen the approach, is to migrate the current Apprenticeship initiatives into the Centre for Skills concept, through the creation of an Apprenticeship Hub, whilst simultaneously developing the detailed proposal for the wider Centre for Skills.</p> <p>It was resolved to:</p> <p>In relation to the proposal for a Centre for Skills:</p> <ol style="list-style-type: none"><li>1. Approve a review of the end-to-end skills system,</li><li>2. Note that the Chief Executive would work alongside the LEP and other partners to undertake this as a joint review,</li><li>3. Note that a proposal would be brought forward for a new skills system alongside a skills strategy by February 2018.</li></ol> <p>In relation to Apprenticeships:</p>

Item	Topic	Decision
		<p>note the success of generating 524 new apprentices in the last 12 months, and in order to continue that success:</p> <ol style="list-style-type: none"> <li>4. Approve £692,000 funding in order to build on the Apprenticeship Employer Grant (AGE) for Small and Medium Enterprises, to deliver a further 575 apprenticeships across the Combined Authority area,</li> <li>5. Approve the development of a detailed options appraisal for an Apprenticeship Hub to be brought to the September meeting.</li> </ol>
2.2	<b>Career and Progression Innovation Pilot</b>	<p>A key strategic objective of the Combined Authority is to raise the levels of productivity in the area. Across the Combined Authority area there is comparatively low unemployment, but within the area there are also areas of significant deprivation. Critically many residents are also working in low skilled and low paid jobs and there is a shortage of skilled workers in particular sectors.</p> <p>This report set out an exciting new Innovation Pilot to address this issue in the Health and Care Sector. Subject to final agreement by Government, the Combined Authority has successfully negotiated additional funding of over £5m that will help over 2,100 workers develop their skills and advance their position in order to progress both their pay and career.</p> <p>The report described how the pilot will work in practice, the governance model and what is needed of the Local Authorities involved.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>a) note that – subject to final agreement by Government – the Combined Authority had been awarded an additional £5.2m funding from Government to deliver a Pay and Progression Pilot for the Health and Care Worker Sector</li> <li>b) note that the pilot would create an additional 600 new apprenticeships in the area and provide an additional £20m of net present public value</li> <li>c) agree the proposed model of governance and delivery arrangements for the pilot</li> </ol>

Item	Topic	Decision
		<p>d) note the expectations on each of the constituent councils and the LEP in the Combined Authority area</p> <p>e) delegate to the Chief Executive authority to take all necessary action, in consultation with the portfolio holders of the Delivery Group, to meet any grant conditions imposed by Department of Works and Pensions (DWP), provided that the action taken does not exceed the funding envelope.</p>
2.3	<b>Strategic Transport Development Across The Area's Key Growth Corridors: Rapid, Mass Transport and Strategy Options Appraisal</b>	<p>Greater Cambridge, including the areas covered by Huntingdonshire, South Cambridge and Cambridge City are of enormous economic significance locally and nationally. There is growing evidence that the economy of this geographic area is close to overheating. The Combined Authority is committed to improving accessibility and connectivity to boost growth and prosperity whilst also addressing the congestion and delays that face residents and visitors to the area.</p> <p>The Mayor and the Combined Authority's ambition is to deliver world-class public transport across Cambridgeshire and Peterborough, the city region and future growth centres as well as into neighbouring counties. This vision will enable strategic sites for new housing and business to be unlocked. This includes the potential development of major schemes at Wyton, St. Neots, Waterbeach, Northstowe, and Alconbury.</p> <p>The Combined Authority Board considered and agreed investment in the feasibility and business case development for a number of strategic schemes to the north and east of the area at its June meeting. As a first step in connecting Greater Cambridge and enabling people and businesses to move rapidly across and into the city of Cambridge this report asked the Board to proceed with a Strategic Options Appraisal into rapid, mass transport options for Cambridge City and the surrounding travel to work area in conjunction with the Greater Cambridge Partnership Board. The Strategic Options Appraisal will consider both the Inner City and scalable and extendable options for the wider area.</p> <p>It was resolved to:</p>



Item	Topic	Decision
		<ol style="list-style-type: none"> <li>1. Commission a strategic options appraisal study into rapid, mass transport options for Cambridge City and the surrounding travel to work area in conjunction with the Greater Cambridge Partnership Board.</li> <li>2. Agree a total budget allocation of up to £100,000 in 2017/18 for the delivery of the strategic options appraisal study.</li> <li>3. Delegate authority to the Chief Executive, in consultation with the Portfolio Holder for Transport &amp; Infrastructure and in conjunction with the Chair of the Greater Cambridge Partnership Board, to award a contract for the study provided that the collective value of the contract does not exceed the approved budget allocation.</li> </ol>
2.4	<b>Future Local Transport Plan</b>	<p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Commission the development of a new Local Transport Plan for the Combined Authority.</li> <li>2. Agree a total budget allocation of up to £500,000 in 2017/18 and 2018/19 for the delivery of the new Local Transport Plan.</li> <li>3. Delegate authority to the Chief Executive, in consultation with the Portfolio Holder for Transport &amp; Infrastructure, to commission the development of the new Local Transport Plan including requisite third party specialist inputs provided that the value of the commissioned services does not exceed the approved budget allocation.</li> </ol>
2.5	<b>Housing Investment Fund Programme: Quick Wins</b>	<p>The purpose of this report was to ask the Board to agree the proposal to commission the development of a new Local Transport Plan for the Combined Authority.</p> <p>The future Local Transport Plan for the Combined Authority will set out a bold and ambitious vision for the future and clearly differentiate the added value afforded by the creation of the Combined Authority. The development of the new Local Transport Plan will take a strategic approach, with strong leadership and joint working across the Combined Authority area. It will align with other core strategies including the economic strategy, non</p>

Item	Topic	Decision
Page 88		<p>statutory spatial plan, housing strategy and skills strategy.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Commit grant funding of £4.56m for the initial portfolio of affordable housing schemes</li> <li>2. Delegate authority to the Chief Executive, in consultation with the Portfolio Holders of the Delivery Group to approve the release of grant funding on application for draw down of the funds by the providers and take all necessary steps to ensure delivery of the affordable housing schemes</li> <li>3. Note the intention to bring forward detailed proposals for the management of the Housing Investment Fund including the rules, procedures and levels of delegation, to the Combined Authority Board in September 2017.</li> </ol> <p><i>Councillors Bailey and Holdich declared disclosable pecuniary interests under the Code of Conduct as a Director of Palace Green Homes and a Director of Cross Key Homes respectively and did not vote on this item.</i></p>
2.6	<b>Housing Strategy</b>	<p>Across Cambridgeshire and Peterborough there is a need to build at least 100,000 new homes, including 49,000 affordable new homes and to accelerate their delivery.</p> <p>The Combined Authority proposes to develop a Housing Strategy for Cambridgeshire and Peterborough for the next twenty years which will address the current housing challenges facing the area. The principles of the strategy will include:</p> <ul style="list-style-type: none"> <li>• An ambitious plan to deliver over 100,000 new homes by 2037 in order to meet the housing needs to support the growth of the local economy</li> <li>• A commitment to deliver 40,000 affordable homes within the same time period, to help address the affordability of housing, particularly for key workers and first-time buyers and in doing so, support the creation of more sustainable communities</li> <li>• Ensuring that housing supports the most vulnerable, helping to manage demands on primary health and social care by addressing current issues in the system in addition to ensuring increased choice and affordability for those requiring specialist care in the</li> </ul>

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Item	Topic	Decision
		<p>medium to long-term</p> <ul style="list-style-type: none"> <li>• Driving innovation and solution-focused approaches by supporting new types of building construction (including modular homes) and helping to boost small and medium sized building enterprises, by exploring ways to make sites more financially viable</li> <li>• Identifying and meeting housing need; exploring further opportunities for Community Land Trusts, extending choice through a choice-based lettings system and tackling homelessness through shared initiatives and action-planning</li> <li>• Ensuring that infrastructure to support new housing is co-ordinated and delivered as a coherent programme by making strong links across strategies and projects</li> <li>• Improving standards in existing homes and encouraging best use of all homes by tackling overcrowding, reducing fuel poverty, bringing empty homes back into use and tackling homes in poor condition.</li> </ul> <p>The Combined Authority will work with partners to deliver on this ambition. It will provide strong leadership and use the additional investment and flexibility afforded through devolution to do this. It will take a strategic and collective view and make the necessary interventions and investments that are to deliver the homes that are needed for the future success and prosperity of our communities.</p> <p>In this context, the purpose of this report was to ask the Board to agree the approach to develop a bold and ambitious Housing Strategy for Cambridgeshire and Peterborough.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Agree the approach to developing the Housing Strategy</li> <li>2. Agree a budget allocation of up to £150k in 2017/18 for the development of the Housing Strategy</li> </ol>
2.7	<b>Investment Strategy and Fund</b>	<p>The Cambridgeshire and Peterborough Combined Authority has a bold plan for the future growth and success of the area. Delivering its ambition will only be achieved by attracting a substantial level of investment and then by maximising the value of the resources that are available. This position requires the Combined Authority area to have a clear and</p>

Item	Topic	Decision
Page 90		<p>single Investment Strategy.</p> <p>This report set out the principles and that should form the center of an Investment Strategy for Cambridgeshire and Peterborough. It was recommended that a Fund is established that builds on the financial package from Government that formed the basis of the Devolution Deal. The purpose of the Fund will be to attract further public and private sector investment, and to target resources into specific programmes and projects.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Approve the features and principles of the Cambridgeshire and Peterborough Investment Strategy;</li> <li>2. Approve the establishment of a Fund to attract further public and private sector investment;</li> <li>3. Agree that the following key strategic projects were in the CPCA pipeline were taken to market to assess their potential for private and public sector investment:               <ol style="list-style-type: none"> <li>a) Dualling of the A47</li> <li>b) Wisbech Garden Town</li> <li>c) Cambridge Rapid Mass Transport</li> </ol> </li> <li>4. Approve a budget of £25,000 to carry out this work.</li> </ol>
	<p>2.8</p> <p><b>The Non-Statutory Spatial Plan for Cambridgeshire and Peterborough</b></p>	<p>The Non Statutory Spatial Plan enables the Combined Authority to reflect spatially across Cambridgeshire and Peterborough its vision, objectives, and growth and investment priorities.</p> <p>The Mayor's 100 Day Plan includes a commitment to 'Commission the Non-Statutory Spatial Plan for Cambridgeshire and Peterborough'. In accordance with this commitment, the report recommended the approach to developing the Non-Statutory Spatial Plan (NSSP) for the Combined Authority area; a broad programme for delivering the plan based on this approach; and the initial resources and budget required to do so.</p>

Item	Topic	Decision
		<p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Note the purpose and value of the Non Statutory Spatial Plan (NSSP) for the achievement of the Combined Authority's vision and objectives;</li> <li>2. Agree the approach outlined to undertake the development of the Non-Statutory Spatial Plan for the Combined Authority area;</li> <li>3. Note that work on producing the first part of the NSSP was to be completed by no later than February 2018 in parallel with other key workstreams; and</li> <li>4. Approve a budget of up to £150,000 to support the necessary work to develop the first part of the NSSP, including sufficient officer capacity and external support.</li> </ol>
Page 91	<b>Part 3 – Financial Management &amp; Audit</b>	
	<b>Budget Update</b>	<p>Constituent members when agreeing to the establishment of the CPCA considered the resource allocations from central government and the initial expenditure plans which have since been further developed. This report provided an update of the 2017/18 budget.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>1. Note the budget updates as requested for approval in other Board reports on this meeting's agenda.</li> <li>2. Note the updated budget and indicative resources for 2017/18 and 2018/19 as set out in Appendix A.</li> </ol>
	<b>Part 4 – Urgent Items</b>	<b><i>The Chairman agreed to take the following two urgent items. The reasons for urgency were that the Chief Finance Officer (Section 151 Officer) for the Combined Authority had resigned, and Overview and Scrutiny Committee had only met two days before the Board meeting.</i></b>
4.1	<b>Appointment of the Interim Chief Finance Officer and Section 151 Officer</b>	The purpose of this report was for the Combined Authority to agree to appoint an interim statutory Chief Finance Officer for the Combined Authority from amongst the constituent

Item	Topic	Decision
		<p>Council's Chief Finance Officers.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> <li>(a) appoint a Chief Finance Officer from amongst the constituent Councils Chief Finance Officers; and</li> <li>(b) report the named appointee to the September meeting of the Board.</li> </ul>
4.2	<b>Report from the Overview and Scrutiny Committee</b>	<p>At the meeting of the Overview and Scrutiny Committee held on the 24th July 2017, the committee resolved that the Chair should attend the Combined Authority Board meeting on the 26th July 2017 to present the following recommendations:</p> <p>The Board approved the recommendations as amended:</p> <ol style="list-style-type: none"> <li><del>1. That the Board consider that a standing item is placed on its agenda to allow the Chair of the Overview and Scrutiny Committee to present recommendations from the Committee to the Board regarding items on its agenda;</del></li> <li><b>1. to consider any written recommendation from the Overview and Scrutiny Committee to the Board at consideration of the relevant report, and that the Chair was available to answer any questions the Board might wish to ask, at the discretion of the Mayor.</b></li> <li>2. that should a further Combined Authority Plan be proposed, following the end of the first 100 day plan, that plan was developed in consultation with the Overview and Scrutiny Committee and that all future similar plans brought forward were also developed in consultation with the Overview and Scrutiny Committee.</li> <li>3. to note that the Committee had agreed to appoint shadow portfolio holders from within the Overview and Scrutiny Committee membership (Appendix 1);</li> <li>4. to note that the Committee had heard from the Mayor and two portfolio holders at their last two meetings. The Committee welcomed discussions with the portfolio holders</li> </ol>

Item	Topic	Decision
		<p>and would propose that for future meetings:</p> <p>a) the Portfolio Holders should prepare a 10 minute presentation for the Committee;</p> <p>b) the Committee will send questions to portfolio holders in advance of the meeting but may ask a number of supplementary questions.</p>
	<b>Part 5 – Date of Next Meeting</b>	
5.1	<b>Date of Next Meeting</b>	It was resolved to note the date of the next meeting – Wednesday 27 September 2017 at 10.00am at Cambridge City Council, The Guildhall, Market Hill, Cambridge CB2 3QJ

**Notes:**

- (a) Statements in bold type indicate additional resolutions made at the meeting.
- (b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer.

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