



South Cambridgeshire District Council

Council Meeting
Thursday, 24 November 2022

Agenda and Reports

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

Exclusion Of Press And Public

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

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

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

South Cambridgeshire District Council

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

Notice Is Hereby Given that the next meeting of the **Council** will be held in the **Council Chamber - South Cambs Hall** at **2.00 P.M.** on

Thursday, 24 November 2022

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

Dated this date

Liz Watts
Chief Executive

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

Agenda

1. **Apologies**
To receive Apologies for Absence from Members.
2. **Declaration of Interest**
3. **Register of Interests**
Members are requested to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.
4. **Minutes**
To authorise the Chair to sign the Minutes of the meeting held on the 22 September 2022 as a correct record.

(Pages 1 - 16)
5. **Announcements**
To receive any announcements from the Chair, Leader, the executive or the head of paid service.
6. **Questions From the Public**
To answer any questions asked by the public.

The deadline for receipt of public questions is midnight on Friday 18 November 2022.

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

[Public Speaking Scheme](#)

7. Petitions

To note all petitions received since the last Council meeting.

8. To Consider the Following Recommendation:

**8 (a) 2021/22 Provisional General Fund Revenue and Capital Outturn
(Cabinet, 14 November 2022)** (Pages 17 - 32)

9. Returning Officer's report of Councillors Elected (Pages 33 - 34)

10. Political Proportionality (Pages 35 - 42)

11. Making of Gamlingay Neighbourhood Plan (Pages 43 - 138)

**12. Report of the Independent Remuneration Panel - Members' Allowances
Scheme 2022/23** (Pages 139 - 154)

13. Membership of Committees and Other Bodies

Council is asked to:

- i) Note the appointment of Councillors on committees as set out in the report on political proportionality above;
- ii) In respect of the Joint Local Planning Advisory Group, note the appointment of Councillor Peter Sandford in place of Councillor Aidan Van der Weyer and the appointment of Councillors John Loveluck and Henry Batchelor as 1st and 2nd substitute Members;
- iii) In respect of Grants Advisory Committee, note the appointment of Councillor Martin Cahn as 3rd substitute Member;
- iv) Note any other changes in roles, membership or substitutes in respect of any other committee;
- v) Note, and, where required, endorse any changes to Outside Bodies appointments; and
- vi) Note any executive appointments.

14. Cambridgeshire and Peterborough Combined Authority (Pages 155 - 192)

15. Greater Cambridge Partnership (Pages 193 - 200)

16. Ox-Cam Regional Partnership (Pages 201 - 210)

17. 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.

17 (a) From Cllr Dan Lentell

In her reply to my question at the last Full Council meeting, the Deputy Leader referenced the government statistic underpinning the congestion charge proposal, and the inclusion of our hospitals at Addenbrooke's in particular, namely, the claim that Cambridge residents on low or no income are less likely to own, or have access to, a car.

While this claim may be correct for our densely-packed urban centre, is it also true for very rural parts of the South Cambridgeshire District such as my ward in Over & Willingham? And, as a professional schoolteacher, will the Deputy Leader show her working out by providing the data to justify her answer?

17 (b) From Cllr Heather Williams

Is the Leader happy with the current levels of planning enforcement?

17 (c) From Cllr Graham Cone

How many complaints is the Leader aware of that have been marked complete by mistake in the last four years?

17 (d) From Cllr Sue Ellington

How long is reasonable in the Leader's view to have a complaint answered?

17 (e) From Cllr Richard Williams

Does the Leader accept that if it is this council that wants excessive house building then this council is responsible for resolving key issues like water supply?

17 (f) From Cllr Shrobona Bhattacharya

Since the Leader came to Cambourne Town Council in February 2019 to say the council was removing their support for the High Street nothing really seems to have moved on. Will the Leader confirm if there will ever be enough priority given to a High Street in Cambourne by this administration or will we have another 3 years of nothing?

17 (g) From Cllr Tom Bygott

In July 2021 the Lead cabinet member for Planning stated that ‘The Council had developed an action plan which had been shared with Local Ward Councillors for comment and with the Parish Council. The Action plan sets out the measures that the Council proposes following the recommendations of HR Wallingford. Subject to the Parish Councils feedback on the action plan, the Council will then seek to progress with the measures outlined in that plan.’ Where is it?

18. Notices of Motion

A period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any amendments. At the expiry of the 30 minute period, debate shall cease immediately, the mover of the original Motion, or if the original Motion has been amended, the mover of that amendment now forming part of the substantive motion, will have the right of reply before it is put to the vote.

18 (a) Standing in the name of Councillor Heather Williams

This council notes the concerns raised by many residents across South Cambridgeshire about the introduction of a ‘Sustainable travel zone’ that would charge people to enter the zone via motor vehicle. This council will formally respond to the Greater Cambridge Partnerships consultation relaying these concerns on behalf of the residents we serve. This council, as part of the consultation, will raise opposition to the introduction of said charge and cite the inclusion of Addenbrooke’s and Royal Papworth Hospital as absolutely unacceptable.

18 (b) Standing in the name of Councillor Tom Bygott

This council notes the lack of planning enforcement actually taken in the last 2 years and raises its concerns. We as a council wish to make clear that we will take enforcement action when breaches are made. We will instruct officers that it is this council’s view that enforcement should be taken unless good grounds not to as opposed to the apparent current reverse ethos.

18 (c) Standing in the name of Councillor Graham Cone

This council accepts that there is no operational need for the water treatment plant to be relocated to the Honey Hill site between Horningsea and Fen Ditton, the relocation allows houses to be built on the current site via the Housing Infrastructure Fund.

This council does not believe that the relocation of the water treatment plant to the Honey Hill site should be deemed acceptable.

This council will clearly distinguish where the proposed relocation is situated within the Local Plan documentation going forward.

The council will make clear how many dwellings could be allocated without relocation of the water treatment plant. These measures would ensure full transparency in all future documents so residents can accurately ascertain the emerging Local Plan's impact to the green belt.

19. Chair's Engagements

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

Date of Event	Event	Attended by Chair/Vice Chair
16.10.22	High Sheriff of Cambridgeshire's Justice Service Invitation	Attended by the Chair, Cllr Anna Bradnam
11.11.22	Veterans Day Ceremony	Attended by Vice Chair, Cllr Peter Fane and a Wreath laid on behalf of South Cambs District Council
17.11.22	RAF Annual Thanksgiving Service and Pie Social	Accepted by the Chair, Cllr Anna Bradnam
05.12.22	Wing Commanders Winter Reception	Accepted by the Chair, Cllr Anna Bradnam

NOTES TO HELP THOSE ATTENDING MEETINGS IN PERSON AT SOUTH CAMBRIDGESHIRE HALL

Please note parking is very restricted during March 2022, so you may wish to attend the meeting remotely via the MS Teams link, rather than in person. Please also refer to the Covid-security measures relating to meetings in the Council Chamber which continue to apply following the Government's return to Plan A in January 2022.

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 if one is 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 01954 713000 or e-mail 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 is 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 and Rescue Service.
- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service 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

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Toilets

Public toilets are available on each floor of the building next to the lifts. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but 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. If you do so, the Chair will suspend the meeting until such items

are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair 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 Chair may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

No one can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Whilst snack vending machines are available in the ground floor public area, please note that no food is permitted in the Chamber. We advise that all attendees at meetings should bring their own water bottles which they can re-fill at the sink in the Kitchenette opposite the Chamber.

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Agenda Item 4

South Cambridgeshire District Council

Minutes of a meeting of the Council held on
Thursday, 22 September 2022 at 2.00 p.m.

PRESENT: Councillor Anna Bradnam – Chair
Councillor Peter Fane – Vice-Chair

Councillors: John Batchelor, Dr. Shrobona Bhattacharya, Ariel Cahn,
Dr. Martin Cahn, Graham Cone, Stephen Drew, Sue Ellington,
Corinne Garvie, Jose Hales, Sunita Hansraj, Sally Ann Hart,
Geoff Harvey, Dr. Tumi Hawkins, Pippa Heylings, James Hobro,
Carla Hofman, Helene Leeming, Daniel Lentell, Dr John Loveluck,
Peter McDonald, Brian Milnes, Lina Nieto, Dr Lisa Redrup,
Judith Rippeth, Peter Sandford, Richard Stobart, Dr Susan van de Ven,
Dr. Aidan Van de Weyer, Bunty Waters, Heather Williams, John Williams
and Dr. Richard Williams

Councillor Cllr Bill Handley was in attendance remotely.

Officers:	Rebecca Dobson	Democratic Services Manager
	Rory McKenna	Monitoring Officer
	Liz Watts	Chief Executive

1. Apologies

Apologies for absence were received from Councillors Michael Atkins, Henry Batchelor, Paul Bearpark, Sarah Cheung Johnson, Libby Earle, Bill Handley, Mark Howell, William Jackson-Wood, Alex Malyon, Annika Osborne and Bridget Smith. Councillor Bill Handley attended the meeting remotely.

2. Declaration of Interest

Councillor Heather Williams declared an interest in agenda item 13 as a member of the Greater Cambridge Partnership Joint Assembly Partnership.

3. Register of Interests

Members were reminded to inform Democratic Services of any changes in their Register of Members' Financial and Other Interests form.

4. Minutes

The minutes of the meeting held on 21 July 2022 were agreed as a correct record.

5. Announcements

The Chair announced that her charity for this municipal year would be the Trussell Trust, a charity that supports a network of over 1,200 food bank centres

in the UK.

The Deputy Leader, Councillor Judith Rippeth, congratulated Councillor Michael Atkins and his wife Becky on the birth of their daughter Lucy Elizabeth.

6. Questions From the Public

It was noted that David Sargeant, member of the West Wickham Neighbourhood Plan team, wished to speak on agenda item 9 the West Wickham Neighbourhood Plan. The Chair proposed and Councillor Dr Tumi Hawkins seconded that this agenda item be discussed after agenda item 6. This was agreed by affirmation.

Daniel Clark expressed concern regarding the Council's recent decision to trial a four day working week for staff. He asked whether the proposed four day working week would apply to all internal desk-based admin staff.

The Deputy Leader explained that a four day working week would be trialled for all office based staff for three months from January to March next year.

As his supplementary question Daniel Clark asked for assurance that there would be no drop in service outcomes for residents as a result of this initiative. The Deputy Leader explained that the purpose of the trial was to analyse the work of the Council through Key Performance Indicators and if there was a decline in service the initiative would not be made permanent.

7. Petitions

There were no petitions.

8. To Consider the Following Recommendation:

8 (a) 2021/22 Provisional Housing Revenue Account (HRA) Outturn (Cabinet 12 September 2022)

Councillor John Williams presented this report on the Housing Revenue Account (HRA) and Capital outturn position for the financial year 2021/22 with Reserve balances as at 31 March 2022 and which sought agreement to the proposed changes to the Capital Programme. He explained that there had been £2.7m slippage in the capital outturn with projects that would now be paid for in the current financial year.

Councillor John Batchelor welcomed the budget surplus achieved despite the challenges caused by Covid-19. He noted that the HRA costs had to be met by rent. He praised staff for achieving 89 property completions in challenging circumstances.

Minor amendment

It was noted that Musgrove Way was in Fen Ditton and not Teversham as stated in paragraph 14 of the report.

Councillor John Williams proposed and Councillor John Batchelor seconded the recommendations in the report. A vote was taken and by affirmation

Council

Agreed to

- A)** Note the 2021/22 revenue outturn position and the net overspend in the year of £0.029 million, and the explanations provided for the variances compared to the revised 2021/22 revenue budget;
- B)** Note the overall increase in the Housing Revenue Account balance as at 31 March 2021 to £5.681 million;
- C)** In relation to the Capital Programme:
 - (i)** Note the 2021/22 capital outturn of £17.485 million;
 - (ii)** Acknowledge the performance achieved in relation to the Capital Programme schemes substantially completed in 2021/2022, summarised in Appendix A.
 - (iii)** Approve the carry forwards to 2022/23 of £0.836 million in relation to HRA Housing improvements due mainly to slippage.
 - (iv)** Approve the carry forward amounts of £1.896 million to 2022/23 in relation to HRA housebuilding during 2021/22, due to slippage.
 - (v)** Note that a full review of the Capital Programme will be submitted to Cabinet at its December 2022 meeting to include re-phasing of the existing programme and new Capital bids for the next budget cycle.

9. West Wickham Neighbourhood Plan

This item was discussed after agenda item 6.

Parish Councillor David Sargeant welcomed the adoption of the West Wickham Neighbourhood Plan on behalf of West Wickham Parish Council and he thanked the officers and volunteers who had supported its development.

Councillor Dr Tumi Hawkins stated that this would be the sixth Neighbourhood Plan to be agreed by the administration. She praised the hard work of those on the working group and the supporting officers, particularly Alison Talkington who had retired last month. There had been a turnout of 30% in the recent referendum and 91.9% of residents had voted in favour of the Plan's adoption. She asked Council to also vote in favour of adopting the plan, which would then become part of the Council's Local Plan which would influence decisions on future planning applications.

Councillor Geoff Harvey praised the work of officers and volunteers in the production of the Plan which was over 90 pages long and would complement the Local Plan. He praised parish councillor David Sargeant for his monthly updates.

Councillor Heather Williams thanked those involved in the Plan, which would make it easier for the Planning Committee to make its decisions by ensuring that there would be a steer from the local community.

Councillor Dr Tumi Hawkins proposed and Councillor Geoff Harvey seconded the recommendations in the report. A vote was taken and by affirmation

Council

- A)** Notes that the referendum for the West Wickham Neighbourhood Plan took place on 11 August 2022,
- B)** As it was a successful referendum 'makes' (adopts) the West Wickham Neighbourhood Plan (The made version of the plan is Appendix 1 of this report).

10. Appointment of IRP Member

The Head of Finance presented this report, which asked Council to approve the appointment of two members of the Independent Remuneration Panel. He explained that that current Chair, Graham Jagger, was standing down and the resulting vacancy needed to be filled to allow this year's review of the allowances scheme to be completed. Two outstanding candidates had applied for the vacancy and it was recommended that both candidates be appointed to make the Panel more resilient.

Councillor John Williams thanked Graham Jagger for his service to the Council. He had been appointed to the Panel in 2008 and had become its Chair in 2011. Councillor Heather Williams suggested that the Chair write to Mr Jagger to formally thank him on behalf of the Council.

Councillor John Williams proposed and the Chair seconded the recommendations in the report. A vote was taken and by affirmation.

Council

- Agreed** to approve the appointment for a three year term of office, expiring on 30 September 2025, of Ged Dempsey and Amanda Orchard.

11. Review of Political Proportionality

The Democratic Services Manager presented this report which sought Council's approval of a reallocation of seats on committees following a change of political group membership due to the resignation as a member of the Liberal Democrat Group by Councillor Daniel Lentell. It was noted that this resulted in a single seat being transferred from the Liberal Democrat group to the Conservative group on

either the Licensing Committee or the Scrutiny and Overview Committee.

The Chair proposed and the Vice Chair seconded the recommendations in the report. A vote was taken and by affirmation

Council

Agreed

- A)** The allocation of seats on committees as set out at Table 2 in Appendix A;
- B)** The nominations of the Political Group leaders to seats on the Scrutiny and Overview Committee and Licensing Committee as set out in Appendix B.

12. Cambridgeshire and Peterborough Combined Authority

The Deputy Leader explained that despite the best efforts of the Cambridgeshire and Peterborough Combined Authority, Stagecoach were planning to make cuts to several bus services.

Councillor Dr James Hobro expressed concern about the decision taken by Stagecoach to cut the 18 and 915 bus services which many of the District's residents relied on. The Deputy Leader assured Council that the Leader and Councillor John Williams had been working with the Mayor of the Combined Authority and others to try and replace the cut services.

Councillor Dr Shrobona Bhattacharya explained that many Cambourne residents relied on the 18 service, in particular students of Comberton Village College. She asked what alternative services could be provided. The Deputy Leader explained that Stagecoach was a private company and local authorities could not force them to maintain their service. The Council was working with the Combined Authority to replace the service.

Councillor Lina Nieto expressed her disappointment at the short notice provided to the public on the cuts to the Stagecoach bus service. She hoped that the Combined Authority would take action to ensure that sufficient bus services were provided for rural communities. Councillor John Williams explained that Stagecoach had provided 56 days notice of the change, as they were required to do. Prior to this the proposed changes were not known. The Combined Authority was using its emergency powers to tender for services that were being withdrawn. He added that the only way to prevent this reoccurring was for bus services to be delivered by the public sector.

Councillor Dr Tumi Hawkins declared a non-registerable interest as her son attended Long Road Sixth Form college and was directly affected by the removal of the Citi 4 service. She expressed the hope that the Combined Authority would address the loss of this services as it affected the residents of Cambourne, Bourn, Caldecote and Hardwick. Councillor John Williams stated that the Combined Authority Board would meet in October and Councillor Dr Hawkins would be provided with a written response to her concerns regarding the Citi 4

service.

The Chair requested that a list be provided of all the routes that were being affected.

Councillor Sue Ellington suggested that all councillors in the affected villages identify how these changes were impacted on their residents. It was noted that there were many villages in the District that did not have a bus service.

Councillor Heather Williams suggested that the decision taken by Stagecoach to reduce buses on its routes indicated that buses could not provide an alternative to those not wanting to pay a future congestion charge. Councillor Dr Shrobona Bhattacharya also asked how a congestion charge could be justified if bus services were being reduced. The Chair explained that the congestion charge would be discussed under the Questions from Councillors section.

Councillor John Williams explained that taking a bus service's franchise back under local council control was a lengthy process. He reported that the counties of Northamptonshire and Bedfordshire were experiencing similar cuts to their rural bus services.

Councillor Daniel Lentell suggested that the Councillor who had stood for Mayor of the Combined Authority should be representing the Council on the Board.

Councillor Brian Milnes stated that the Combined Authority had limited influence over a private bus company. The solution was to restore the bus franchise to local authority control.

Council **noted** the report.

13. Greater Cambridge Partnership

The Chair explained that there was no report as the next Greater Cambridge Partnership Executive Board would be held on 28 September.

Councillor Graham Cone asked for an update on the Fulbourn to Cambridge Cycle Greenway. The report alluded to a completion date of 2025 but no start date had been provided and no indication of how the necessary resources would be allocated. Councillor Judith Rippeth expressed similar concerns about Waterbeach cycle greenway. Councillor Brian Milnes agreed to provide a written response regarding these issues.

Councillor Heather Williams requested that reports from the Greater Cambridge Partnership Joint Assembly be included in the agenda. The Chair agreed to consider this.

14. Update on the OxCam Arc

The Deputy Leader explained that the Council were waiting for strategic plans for the OxCam Arc. Councillor Heather Williams asked what the administration

wanted the project to achieve and how the Leader was representing the District at the meetings. The Deputy Leader explained that the country had a new Prime Minister and a new Minister for Levelling Up, Housing and Communities and the Council was awaiting developments.

Council **noted** the report.

15. **Members of Committees and Outside Bodies**

Council **noted**

- A)** The appointment of Councillor Sunita Hansraj in place of Councillor Dan Lentell as a member of the Grants Advisory Committee and of Councillor Peter Sandford as a substitute Member on that Committee (as first substitute);
- B)** The appointment of Councillor Peter Fane as a substitute Member on Civic Affairs Committee and on Climate and Environment Advisory Committee;
- C)** The appointment of the following substitute Members to the Joint Local Planning Advisory Group are Councillors Heather Williams and Graham Cone (Conservative Group nominations) and Councillor Dr John Loveluck and Peter Sandford (Liberal Democrat Group nominations).

Council

Agreed to endorse the appointment of Councillors Sue Ellington as Vice Chair of the Grants Advisory Committee.

16. **Questions From Councillors**

16 (a) **From Cllr Dan Lentell**

Does the leadership of this council share my concern that the inclusion of the hospitals at Addenbrooke's in the GCP's proposed congestion charge scheme is likely to derail the wider proposals and sink any chance for better public transport in Cambridgeshire?

The Deputy Leader replied that no decision had been taken and the proposal would be going out to consultation. The provision of health care was one issue in a complex matter with many competing factors.

As his supplementary question, Councillor Daniel Lentell asked why an essential service like Addenbrookes Hospital was in the proposed congestion zone. The Deputy Leader replied that where to put the boundary was a contentious issue, which would be informed by the consultation process. She urged all residents to participate in the consultation when it is launched later this year.

16 (b) **From Cllr Graham Cone**

What does the leader think the fairest way is to stop those that can least afford it paying a congestion charge, given the proposals indicated exemptions for those with lower incomes?

Councillor Brian Milnes replied that those on the lowest incomes could not afford a car and would benefit from a more reliable bus service. The recent announcement from Stagecoach showed how important it was to provide a reliable and affordable bus service, with a discount for those on the lowest income.

As his supplementary question, Councillor Cone asked how the congestion charge would be administered given that many of the district's residents on low incomes had cars. Councillor Milnes replied that the details of how the congestion charge would work had not been determined and that the consultation process would ensure that these matters were considered.

16 (c) From Cllr Dr Richard Williams

It was noted that Councillor Dr Richard Williams had withdrawn his question.

16 (d) From Cllr Carla Hofman

Can the leader explain to residents how they can ensure that they have their legitimate concerns about the City Access Proposal which was recently launched by the GCP heard and responded to?

Councillor Brian Milnes replied that several consultation exercises had taken place over the last five to six years including a citizens' assembly and a public event at the Corn Exchange. The proposed consultation would ensure that the views of cyclists, bus passengers and other stakeholders would be listened to. Councillor Carla Hoffman stated that her supplementary question had been answered.

16 (e) From Cllr Sally Ann Hart

Can the leader explain the democratic processes that exist in the running of the GCP which ensure residents of South Cambridgeshire have appropriate influence over the decisions that are made by this body?

The Deputy Leader explained that the Government had set up the Greater Cambridge Partnership to improve economic growth and its membership consisted of the District Council, City Council and the County Council. A business representative and Cambridge University representative also sat on the Board as non-voting members. The governance arrangements were open and transparent with meetings held in public. In response to Councillor Hart's supplementary question the Deputy Leader stated that the Board agreed its governance rules in June 2016.

16 (f) From Cllr Dr John Loveluck

Can the Leader please explain to the Council how residents of South Cambridgeshire will benefit from the City Access proposals recently announced by the Greater Cambridge Partnership?

Councillor Brian Milnes explained that the purpose of the City Access proposal was to provide transport to the city that reduced people's reliance on cars. This would also reduce air pollution that was killing approximately 100 residents a year.

Councillor Dr John Loveluck asked whether "circumference" routes between villages could be improved. Councillor Brian Milnes explained that the demand would have to be sufficient to justify additional bus routes.

16 (g) From Cllr Heather Williams

Does the Leader believe that the threat of redundancies hanging over current and future employees helps with recruitment?

The Deputy Leader explained that if the Government could provide certainty on its fair funding review and allocation of business rates it would be easier for the Council to plan its future. The Authority was working with its officers and the unions on this issue but no guarantee could be given that there would be no redundancies in the future. Any proposed redundancies would be fully consulted on.

Councillor Heather Williams asked if the administration was satisfied with a letter that had been sent to all staff which implied that any improvement on a pay offer could result in redundancies. The Deputy Leader replied that she had not seen the letter and agreed to provide a written response to the supplementary question.

16 (h) From Cllr Mark Howell

What are the Leader's thoughts of our refuse collectors threatening strike action due to "insulting pay offer"?

The Chair noted in the absence of Councillor Mark Howell that he had requested a written response.

16 (i) From Cllr Sue Ellington

Is the Leader planning any cabinet reshuffles anytime soon?

The Deputy Leader stated that no Cabinet reshuffle was planned. Councillor Sue Ellington expressed concern at the cost of the poster in reception depicting the Cabinet member and their roles, so she hoped that there would not be any changes soon.

16 (j) From Cllr Richard Stobart

Can the Council Leader please explain why seeking the support of residents when making radical changes to current transport practice is fundamental to the success of those changes?

Councillor Brian Milnes replied that it was important that the consultation process could influence decisions. Possible charges had to be linked to service improvements, including more buses and reduced fares. There was no supplementary question.

16 (k) From Cllr Dr Lisa Redrup

Given that the National Grid and UK Power Networks are advising that there will be constraints to supply, can the lead member for the environment please explain what contribution the Waterbeach Renewable Energy Network (WREN) will make to the electrification of the refuse collection vehicle fleet?

The Deputy Leader replied that if the Council was to meet its zero carbon targets, adequate electricity supply would be required from the national grid. The Greater Cambridge Partnership were looking at pump priming two extra stations to improve the grid and solar power plan was being planned at the Depot.

17. Notices of Motion

17 (a) Standing in the name of Councillor Pippa Heylings

Councillor Pippa Heylings explained that following the driest July for 20 years the level of faecal bacteria in chalk streams had increased, as low river flow meant that pollution was more concentrated. It was clear that legislation passed last year had not addressed the problem and water companies had factored the expected costs of fines into their budgets. Councillor Heylings asserted that only by making the company directors criminally liable would the issue be addressed.

Councillor Geoff Harvey seconded this motion. He stated that the Environment Agency had been very critical of Anglian Water and the CEO of this organisation was in denial of the facts. The storm overflow drains were no longer fit for purpose and greater regulation was required.

Councillor Lina Nieto proposed the following amendments:

- Add as a fourth paragraph “This Council recognises that, to overcome river pollution, partnership work between local authorities with key stakeholders is critical because pollution takes place from multiple sources.”
- Amend final bullet point to read “... call on Cambridgeshire MPs to urgently seek the support necessary for public-private investment ...”

These amendments were agreed by the proposer and seconder of the original motion without debate.

Councillor Daniel Lentell expressed his support for the motion. He stated that his experience of the gas and oil industry indicated that criminal liability for directors was an effective way of ensuring compliance with environmental legislation. He expressed the hope that the cleanliness of the county's rivers would improve.

Councillor Heather Williams welcomed the cross-party support of this amended motion. She thanked councillors and the local MPs for their work on this important issue.

Councillor Brian Milnes lamented the decline in water standards, which had been upheld by the European Union's blue flags scheme. He expressed his wholehearted support for the motion.

Councillor Pippa Heylings stated that water monitoring was vital to ensure that water was safe for humans and the natural habitat. She expressed her concern that water companies were more concerned with profit than maintaining high water standards and so more regulation was needed.

Councillor Pippa Heylings proposed and Councillor Geoff Harvey seconded the amended motion. A vote was taken and by affirmation

Council **agreed** the following motion:

Despite repeated calls to put a stop to the dumping raw sewage in our precious rivers and chalk streams, the latest annual assessment (published this July) by the Environment Agency showed a "shocking" decline in performance¹ on pollution for most of England's water and sewage companies, much worse than previous years. Anglian Water was given just 2 stars for performance for 2021, meaning they require significant improvement.

South Cambridgeshire residents are rightly concerned about the health implications of the poor water quality in our chalk streams especially at a time in hot summer months when local children and families would expect to be able to bathe and enjoy nature-rich river banks.

The latest study by Cam Valley Forum² has shown that the levels of E.coli are highest downstream of Anglian Water's small sewage works in and around our villages, such as the one at Haslingfield, that are frequently discharging raw, untreated sewage into the rivers Mel, Rhee and Granta through 'storm overflows'³. The study points to the disturbing fact that when river levels are lower during the dry summer months, more of the chalk streams would be composed of effluent from the sewage plant and could, potentially, cause a risk to bathers' health.

¹ <https://www.gov.uk/government/news/water-and-sewerage-company-performance-on-pollution-hits-new-low>

² <https://camvalleyforum.uk/wp-content/uploads/2022/03/20403-CVF-Report-on-faecal-indicator-bacteria-counts-in-a-sample-taken-from-the-effluent-at-Haslingfield-STW-during-a-storm-overflow-3rd-March-2022-CSSI.pdf>

³ Anglian Water acknowledges that "storm overflows are no longer fit for purpose, especially as our climate is changing and extreme weather is more commonplace".
<https://www.cambridgeindependent.co.uk/news/river-cam-study-finds-massively-raised-counts-of-faecal-ba-9254432/>

In June 2022, despite further information received from the water company, Ofwat decided to continue its enforcement case⁴ against Anglian Water due to serious concerns about its compliance with the requirements of their environmental permits⁵, particularly because of a lack of effective water quality monitoring and no immediate action plan in place.

This Council recognises that, to overcome river pollution, partnership work between local authorities with key stakeholders is critical because pollution takes place from multiple sources.

This Council agrees:

- to support the chair of the Environment Agency's call for increased criminal liability for the Chief Executives and Boards of water companies because they remain undeterred by the penalties currently being issued by the courts.
- to ask the CEO to write to the Secretary of State for DEFRA and the CEO of Ofwat asking them to introduce legally-binding targets for intermediate and ultimately zero discharges and a sewage tax on discharges.
- To ask Cabinet to consider the possibility of a formal application to Defra for an inland bathing water stretch along the River Cam in South Cambridgeshire, together with Anglian Water and local partners such as Cam Valley Forum; this would require the water company to undertake water quality sampling and monitoring for at least a year.
- That, given the seriously water-stressed status in our region, the CEO and Leader will call on Cambridgeshire MPs to urgently seek the support necessary for public-private investment in the regional scale water supply infrastructure called for in the Integrated Water Study evidence base for the draft Greater Cambridge Local Plan.

17 (b) Standing in the name of Cllr Bill Handley

In the absence of Councillor Bill Handley, Councillor John Williams proposed this motion. He explained that the existence of a cost of living crisis was undeniable, which would be exacerbated by the coming winter. In his view the Government's proposed mini-budget would not benefit those on low income in the District. He explained that the motion was in two parts. The first part called on the Government to take action and the second part focussed on what the Council could do to assist its residents.

Councillor Pippa Heylings proposed the following amendments to the motion:

Paragraph v under the first heading to be amended to: "Supplement the October

⁴ <https://www.ofwat.gov.uk/investigation-into-sewage-treatment-works/#responses>

⁵ The number and length of sewage dumps from storm overflows is measured by Event Duration Monitors (EDMs). However, analysis of Environment Agency data reveals water companies have either installed monitors which do not work 90% of the time, or have simply not installed the monitors at all. The worst offender is Anglian Water, which saw half (49%) of sewage discharges not measured due to faulty monitors or no monitors installed.

energy price freeze with i) increase in the financial support to households that rely on oil for heating and help families spread the cost over the year: ii) increase targeted support for vulnerable and low income households by doubling the Warm Homes Discount to £300 and extending it to all those on Universal Credit and Pensioner Credit, whilst iii) investing in insulating leaky homes to bring down costs in the long term.”

Councillor John William agreed this amendment, which was accepted without debate.

Councillor Pippa Heylings stated that energy bills had doubled since last year. 17% of residents relied on oil for their heating and the proposed £100 subsidy for them was insufficient. In the longer term, the insulation of the District’s building could be improved. She concluded that food banks had become a vital safety net for many residents and so should be supported.

Councillor Dr John Loveluck expressed his support for the motion. He expressed concern that those in mobile homes who relied on bottled gas were being overlooked.

Councillor Stephen Drew supported the motion but was ashamed that so many residents had become reliant on food banks.

Councillor Heather Williams proposed and Councillor Graham Cone seconded the following amendments

- “Chief Executive” is amended to Leader”
- The word “considers” is added to the last sentence before the numbered points.
- The first paragraph i is amended to “Reassessing the VAT rate on a goods or service basis”.
- Paragraph v is removed.
- The following is added to the second paragraph ii: “council housing rents and waste collection charges”.
- Followed by the addition of the following paragraph iii “be mindful of the Cost of Living crisis in the setting of next year’s community room charges for sheltered housing tenants;”
- Add the following paragraph x: “And will oppose the introduction of congestion charging in Cambridge”

Councillor Heather Williams stated that the motion was clearly political and the purpose of the motion was to mitigate this. In her view the letter should be sent by the Leader not the Chief Executive and VAT charges on luxury items should remain at 20%. The congestion charge should be opposed as it will add to the cost of living crisis.

Councillor John Williams announced that he did not support the proposed amendments. Councillor Pippa Heylings explained that unfortunately due to Government policy the setting of rent for council housing was not controlled by local authorities. Councillor John Williams explained that it would take approximately a year to change VAT and the proposed congestion charge would

go out to public consultation, which should not be prejudged.

A vote on the proposed amendments was taken and were cast as follows

In favour (5):

Councillors Dr Shrobona Bhattacharya, Graham Cone, Sue Ellington, Bunty Waters and Heather Williams.

Against (21):

Councillors John Batchelor, Anna Bradnam, Ariel Cahn, Dr Martin Cahn, Stephen Drew, Peter Fane, Corinne Garvie, Sunita Hansraj, Geoff Harvey, Dr Tumi Hawkins, Pippa Heylings, Dr James Hobro, Helene Leeming, Daniel Lentell, Dr John Loveluck, Brian Milnes, Dr Lisa Redrup, Judith Rippeth, Peter Sandford, Dr Aidan Van de Ven and John Williams

Abstain (0)

The amendment was **lost**.

Councillor John Williams proposed and Councillor Pippa Heylings proposed the amended motion. A vote was taken and were cast as follows:

In favour (21):

Councillors John Batchelor, Anna Bradnam, Ariel Cahn, Dr Martin Cahn, Stephen Drew, Peter Fane, Corinne Garvie, Sunita Hansraj, Geoff Harvey, Dr Tumi Hawkins, Pippa Heylings, Dr James Hobro, Helene Leeming, Daniel Lentell, Dr John Loveluck, Brian Milnes, Dr Lisa Redrup, Judith Rippeth, Peter Sandford, Dr Aidan Van de Ven and John Williams

Against (5):

Councillors Dr Shrobona Bhattacharya, Graham Cone, Sue Ellington, Bunty Waters and Heather Williams.

Abstain (0)

Council **agreed** the following motion:

Our country is in the grips of a cost of living emergency - like nothing that has been seen in generations with soaring inflation and the Bank of England predicting a recession this autumn.

Millions of families and pensioners are being forced to choose between heating and eating. And millions more are worried about how to pay their bills this winter, with another staggering energy price rise just around the corner.

We already have a high cost of living in South Cambridgeshire and those of our residents on low incomes will face unprecedented hardship this winter.

Businesses are also impacted by the energy price rise and local traders are warning that many of them will not be able to survive the increase in costs

without support.

In these circumstances this Council declares a ‘Cost of Living Emergency’.

On behalf of South Cambridgeshire residents it instructs the Chief Executive to write to the Government to ask that it:

- i. Reduce the standard rate of VAT from 20 per cent to 17.5 per cent for one year, saving the average household in South Cambridgeshire a further £600 this year;
- ii. Re-introduce the pensions triple lock to support South Cambridgeshire pensioners;
- iii. Restore the Universal Credit supplement of £20, which was cancelled by the Government in September 2021;
- iv. Reverse cuts to Working Tax Credit;
- v. Supplement the October energy price freeze with i) increase in the financial support to households that rely on oil for heating and help families spread the cost over the year: ii) increase targeted support for vulnerable and low income households by doubling the Warm Homes Discount to £300 and extending it to all those on Universal Credit and Pensioner Credit, whilst iii) investing in insulating leaky homes to bring down costs in the long term.

While for its part, South Cambridgeshire District Council has already:

- i. Given advice in its quarterly publication, South Cambs Magazine, with particular regard to support provided by Cambridgeshire County Council and the Cambridgeshire Home improvement Agency;
- ii. Provided a Cost of Living Support page on its website to help local people find immediate support with food poverty, housing, debt, energy bills, transport, unemployment and health and wellbeing, whilst also signposting to grants and loans to help improve the energy efficiency of their homes;
- iii. Partnered Cambridgeshire ACRE in the provision of warm hubs in the District.

And will:

- i. Confirm its commitment to continue funding Citizen’s Advice for this financial year (£85,000) to provide advice services to South Cambridgeshire residents;
- ii. Be mindful of the Cost of Living Crisis in the setting of next year’s Council Tax;
- iii. Promote its Welfare and Money Maximisation Officer and Housing Tenant Advise Officers;
- iv. Ask the Lead Cabinet Member for Resources to consider bringing forward

a proposal to amend the Local Council Tax Support Scheme in the district to 100% for working people, thereby reducing the council tax burden for working low income households;

- v. Ask the Grants Advisory Committee to review the Community Chest grant scheme to consider having applications that demonstrate not only wellbeing benefits to their community but also support for those on low incomes and make recommendations to the Lead Cabinet Member for Resources or Cabinet as appropriate;
- vi. Confirm its commitment to improve the energy efficiency of council homes as outlined in the HRA Asset Management Strategy;
- vii. Request that the Cabinet set up an advisory group reporting to it to monitor and propose support for those in the District struggling with the cost of living crisis including local businesses;
- viii. And work with partners to give access to affordable food across the District.

18. **Chair's Engagements**

Council **noted** the Chair's engagements since the last Council meeting.

The Meeting ended at 5.15 p.m.



Report to:	Cabinet	14 November 2022
Lead Cabinet Member:	John Williams - Lead Cabinet Member for Finance	
Lead Officer:	Peter Maddock - Head of Finance	

2021/22 Provisional General Fund Revenue and Capital Outturn

Executive Summary

1. The report reviews the General Fund Revenue and Capital outturn position for the financial year 2021/22 with Reserve balances as at 31 March 2022, and to agree proposed changes to the Capital Programme.
2. The report provides a statement of the year-end financial position and progress with approved capital investment projects.
3. The General Fund net cost of services was underspent by £0.490 million and whilst operational costs were overspent, non-operational costs were underspent, and this was entirely due to pension related costs which are properly charged to service expenditure but must be reversed out under non-operational costs to avoid being charged against the Council Tax.
4. Income from grants and taxation was £0.747 million lower than expected mainly related to Business Rates and related grant income. The overall position being an overspend of £0.257 million against the revised budget.
5. As a result of this £2.955m was added to the General Fund rather than £3.213m expected in the revised position. Compared to the original estimate the addition to reserves was £2.945 higher than expected.
6. All comparisons are made to the revised estimate.

Key Decision

7. No

Recommendations

8. It is recommended that Council consider the report and, if satisfied, to:
 - (a) **Acknowledge the 2021/22 general fund revenue outturn position as summarised in Appendix A, the operational underspend of £0.490 million, and the shortfall after income from Taxation and Government Grants in the year of £0.747 million,**

and the explanations provided for the variances compared to the revised 2021/22 revenue budget;

(b) Acknowledge the consequent increase in the General Fund as at 31 March 2022 of £2.955m to around £14.7m;

(c) In relation to the Capital Programme:

(i) Note the 2021/22 capital outturn of £32,420 million;

(ii) Acknowledge the performance achieved in relation to the Capital Programme schemes substantially completed in 2021/2022, summarised in Appendix B.

(iii) Approve the carry forwards of £3.344 million in relation to General Fund capital projects due mainly to slippage.

Reasons for Recommendations

9. To advise the Council of the 2021/22 revenue and capital outturn position, the impact that this will have on the General Fund and to consider the carry forward of slippage within the 2021/22 capital programme. Also, to note that a full review of the Capital Programme including new bids will be carried out and presented to Cabinet on 12 December 2022 and subsequently to Council in February 2023.

Details

2021/22 Revenue Budget – Outturn

10. This report sets out the 2021/22 Outturn position with a brief commentary on some of the variances. The Council's draft Statement of Accounts for 2021/22 are unlikely to be approved until next calendar year; and given that both 2019/20 and 2020/21 accounts are both unaudited it is quite possible the outturn may change and therefore the figures in this report need to be considered as 'provisional'.

11. The table below sets out the outturn position for each Directorate. The variance reported is against the revised budget. The overall position when compared to the revised is an underspend of £490,000:

Directorate	Revised 2021/22 £'000	Outturn 2021/22 £'000	Variance 2021/22 £'000	Variance %
Chief Executive	2,086	2,135	49	2.3
Director of Greater Cambridge Shared Planning	4,917	6,259	1,342	27.3
Head of Climate, Waste & Environment	7,947	8,089	142	1.8
Head of Finance	3,604	3,050	(554)	(15.4)
Head of Housing	1,727	2,036	309	17.9

Head of Transformation, HR & Corporate Services	3,019	3,303	284	9.4
Operational Net Cost	23,300	24,872	1,572	6.7
Income from Investments	(4,785)	(4,804)	(19)	(0.4)
Other Levies & Contributions	1,828	1,959	131	7.2
Interest Payable (inc HRA)	1,183	1,345	162	13.7
Accounting Reversals & MRP	1,180	(3,654)	(4,834)	(410.0)
Appropriation to/(from) Earmarked Reserves	(1,185)	1,313	2,498	(210.1)
Non Operational Budgets	(1,779)	(3,841)	(2,062)	116.0
Total	21,521	21,031	(490)	(2.3)

The Operational Net Cost of the Council relates to the day to day spending/service areas of the Council. The outturn for Net Operational Cost is £24.872 million which is £1.572 million above the revised estimate. When the budget was revised additional service related expenditure due to the pandemic were added in. The former is reversed out below the net cost of services line as they are an accounting adjustment and should not impact on the general fund balance or the Council Tax. The latter is funded by additional grant which is shown in the table at para 11. The aforementioned overspend is offset by an underspend of £2.062 million in relation to Non-Operational Budgets.

12. The key variances in operational areas are detailed below with a little commentary on each area, however the most significant variance in many service areas does relate to pension costs:

Directorate	£000	Reason for Variance
Chief Executive & Chief Operating Officer	49	Insignificant.
Director of Greater Cambridge Shared Planning	1,342	Planning is a directorate which provides a range of diverse services, the variance is made up of several under and overspends. The overspend of £383,000 in service provision relates mainly to the use of consultants within the Local Plan, North East Cambridge Area Action Plan and Development management areas which is offset by £64,000 underspends on salary related expenditure and additional income above the revised budget of £115,000.
Head of Climate, Waste & Environment	142	The cost of the footway lighting project is charged here in its entirety (£43,000). Whilst this expenditure is of a capital nature the assets belong to parishes and cannot therefore be included on the Council's balance sheet hence have to be charged to revenue in the year of spend. The cost is met from earmarked reserves rather than the general fund. The commercial and trade waste service has been significantly impacted by the pandemic due to the ever-changing economic situation. The income was £95,000

		<p>below that predicted in the revised estimate because of the impact of Covid-19.</p> <p>In contrast, there were some savings within the domestic waste collection service of £65,000 on disposal costs of recycled material and one-off receipt of £120,000 in relation to the materials recycling facilities contract as part of the performance reconciliation process.</p>
Head of Finance	(554)	<p>Majority of this positive difference is driven by additional income received in revenues and benefits. Various one-off grants of £275,000 have been awarded to enable the Council to meet the many new burdens being placed upon it from Central Government. This was £185,000 above the revised budget.</p> <p>Housing Benefits has also seen improved levels of Overpayment recovery during 2021/22 which reduced the expected provision for doubtful debts as some debts expected to turn bad did not do so.</p>
Head of Housing	309	<p>The disabled facilities grants which were awarded during 2021/22 were higher than expected, though these are fully funded from grant monies received from County Council.</p>
Head of Transformation, HR & Corporate Services	284	<p>The overspend within Transformation generally relates to the increase in the pension costs.</p> <p>The new mobile warden scheme was due to commence in April 2020 for a period of 3 years. However due to slippage this didn't begin until 6 months later creating some underspends within the service. This was partly offset by increased grant allocation paid by the Healthy Living and Wellbeing service.</p>
Non Operational Budgets	(2,062)	<p>This is made up of two main variances. The pension related accounting adjustments is the biggest negative variation, this increase is somewhat masked by other accounting adjustments relating to Capital Financing charges and Minimum Revenue Provision (MRP).</p> <p>The biggest positive variation is due to additional transfers to reserves primarily relating to £1.05m added to the A14 upgrade reserve and £70,000 to cover the additional pressures faced by the waste service for rising costs related to volatility in the fuel market. The contribution to reserves was higher due to less use of the renewables reserve because of the delays incurred on the South Cambs Greening Project and a delay in the delivery of the electric refuse vehicles.</p>

13. It is usual practice to submit any requests for rollover to 2022/23 as part of this report however there are none this time.

14. In addition to operation and non-operational income and expenditure above the following table shows the outcome for Council Tax, Business rates and the various other non-ringfenced grants received from Central Government.

Directorate	Revised 2021/22 £'000	Outturn 2021/22 £'000	Variance 2021/22 £'000	Variance %
Total Expenditure (from above)	21,521	21,031	(490)	(2.3)
Government Grants	(2,443)	(2,546)	(103)	4.2
Council Tax	(9,998)	(9,998)	-	-
Business Rates Income	(11,751)	(10,952)	799	(6.8)
Business Rates Pool gain	(1,168)	(1,117)	51	(4.4)
Covid Support Grant	(634)	(634)	-	-
Business Rates – Collection Fund Deficit	1,373	1,373	-	-
Council Tax - Collection Fund Surplus	(113)	(113)	-	-
Income from Taxation and Government Grants	(24,733)	(23,987)	747	(3.0)
Appropriation (to)/from General Fund Unearmarked Reserve	(3,213)	(2,955)	257	(8.0)

15. The Outturn position set out in the table above reflects the following:

- Business Rates income has been affected by numerous changes over the last few years with a significant number of new reliefs coming in. The pandemic has made this even worse with pandemic reliefs being granted which the council is compensated for by the section 31 grants scheme. The small business and retail reliefs introduced because of the pandemic were quite significant and has meant that any resulting negative affect on the collection fund is to be spread over three years. The actual income achieved is below that expected mainly due to the reliefs and compensation scheme introduced in 2020/21 which has also affected 2021/22 due to timing differences.
- In 2020/2021 a business rates pool was set up involving South Cambs, East Cambs, Fenland, Peterborough, the County Council and Fire Authority. The purpose of this is to 'pool' all of the business rate tariffs (Districts and Peterborough) payable to and top ups (County Council and Fire) receivable from central government of the authorities involved and any business rates growth that has been achieved since the current business system was brought in. Each authority if remaining outside the pool would have had to pay half of the growth they achieved to Central Government. By setting up a pool this half can be retained within the county and shared between the pool members in line with the signed memorandum of understanding. South Cambridgeshire is the administering authority and our contribution to the pool was the most significant of all members due to the growth seen in the District. The pool gain was estimated at £1.168 million the actual was £1.117 million. A pool cannot function without the involvement of a top up authority namely the County Council.

- Grant of £0.634 million for additional expenditure pressures relating to the pandemic was received early in the year. This is shown as un-ringfenced as there were no restrictions attached to the use of this funding. The related expenditure is shown within the services to which it relates in line with proper accounting practice. Not all this funding was used in 2021/22 and is therefore held in a reserve to finance expenditure in 2022/23.
 - The Council received £15.8m in funding to provide support to businesses and individuals through the continuing pandemic. £9m was provided for distribution in the form of grants, £6.3m in the form of Business Rates relief and £0.5m for the test and trace scheme. Not all this funding was dispersed during 2021/22 and some was carried forward into 2022/23 for use in this financial year.
 - The Council tax figure quoted remains unchanged as this was fixed when the budget was set in February 2021.
16. The original budget assumed a £0.01 million addition to the General Fund Balance and the revised a £3.213 million increase. This was primarily due to additional section 31 business rates compensation grant of £2.4 million. However, the actual position fell between the two figures and is an increase of £2.955 million, so £0.257 million less added to the General fund Reserve compared to that expected when the budget was revised.

Reserves

17. The reserves are reviewed from time to time a full review occurred as part of the budget process for 2020/21, some were amalgamated, and others re-aligned however there needs to be a regular review process to ensure they are adequate and relevant to the priorities of the Council and the budget cycle is the best time for that to happen. As at 31st March 2022 the balance on General Fund earmarked reserves was over £38 million.
18. The major reserves the Council holds are detailed below with some commentary on each:-

New Homes Bonus (NHB) GCP Reserve

£4.330 million: This reserve was set up in 2015-16 as a result of the agreement between South Cambs, Cambridge City and Cambridge County Councils to fund the work of Greater Cambridge Partnership (GCP). An agreed proportion of the NHB monies the authorities receive from the Government was agreed to be dispersed for this purpose. The amount set aside was 30% until August 2020 and 10% thereafter. The Partnership has requested the remaining funding is paid in 2022/23.

Infrastructure and A14 upgrade Reserve

£5.650 million: An amount of £1.05m was received from the County Council during the year and added to this reserve. This is to be paid over at the same time as the Council's annual contribution of £200,000. The original intention was to pay over £200,000 per year for 25 years from 2020/21 this profile though is currently being revised in light of the additional money received from the County council.

Renewables Reserve

£5.370 million: Set up at the end of 2015/16 in order to fund an investment programme to build new sources of renewable energy. The funds are built up from amounts retained in respect of Renewable Energy Schemes as per NNDR3 returns and the pool gain from the

business rates pool. The fund has increased by £389,000 on the previous year with Additions totalling £1.838 million and usage of £1.449 million the largest element being on the South Cambs Hall greening project.

Property Investment Reserve

£3.948 million: The funds are available to meet any costs that do not fall within the responsibility of the tenant under tenant repairing leases such as improvements to environmental standards. An amount of £200,000 is added annually.

Transformation Reserve

£2.731 million: Set aside to meet one off costs associated with the Council's transformation programme. The programme will be running over the next two years or so and any unused balance once the programme is completed will be returned to the General Fund. During the year £815,000 of the reserve was used to meet expenditure against an expected usage of £796,000.

General Fund Capital Programme 2021/22 – Outturn

19. The outturn in relation to the 2021/22 Capital Programme identifies an expenditure underspend of £3.083 million and equivalent financing underspend. The budget for comparison purposes is the revised budget that was reported to Council as part of the 2022/23 budget papers:

General Fund Capital Programme	Revised 2021/22 £'000	Outturn 2021/22 £'000	Variance 2023/24 £'000	C/Fwd £'000
Gross Directorate Budgets:				
Chief Executive	18,800	17,593	(1,207)	1,207
Director of Greater Cambridge Shared Planning	15	-	(15)	-
Head of Climate, Waste & Environment	1,617	571	(1,046)	1,002
Head of Finance	230	211	(19)	19
Head of Housing	1,707	1,327	(380)	304
Head of Transformation, HR & Corporate Services	2,884	2,091	(793)	812
Advances to Housing Company	10,250	10,627	377	-
Gross Total	35,503	32,420	(3,083)	3,344
Financed By:				
Grants / Contributions	1,621	856	(765)	
Revenue	3,414	2,143	(1,271)	
Capital Receipts	1,418	1,201	(217)	
Borrowing	29,050	28,220	(830)	
Total Financing	35,503	32,420	(3,083)	

20. The area of highest underspend is within Chief Executive Services, expenditure totalling £18.8m was proposed for investment in the period 1 April 2020 to 31 March 2021, however only £17.6m was spent compared to the allocated budget. This was because fewer investment opportunities have arisen since the change in the terms of Public Works Loans Board which means that the Council are unable to invest in assets that are purchased purely for income yield. There was also significant underspend on 270 Science Park to spend on capitalised repairs for preparing the building for letting, though the works were not completed as expected in 2021/22 due to material supply problems. An amount of £1.207 million is requested for carry forward to 2022/23.
21. The Head of Climate, Environment and Waste budget is provided in the main for vehicle replacements for the waste fleet. The underspend of £1.046m was primarily due to the electric refuse vehicles (£902,000) and air quality monitoring equipment (£100,000) purchase not taking place as planned. This will now occur in 2022/23.
22. The amount allocated in 2021/22 for lending to Ermine Street Housing was revised to £10.250m. In the event £10.627m was actually advanced due to the loan's requirement for house purchases in order to reach the 500 property purchase target.
23. The other item relates to the A14 contribution which is as expected. This is treated as Revenue expenditure funded from capital as it does not result in the creation of a Council asset but the expenditure is of a capital nature.
24. Expenditure on Housing includes the Orchard Housing System, Northstowe Community Projects, re-purchase of General Fund Sheltered Properties and Private Sector Housing Grants including Disabled Facilities grants (DFG's). Overall, in Housing there was underspend of £380,000.
25. The Housing Management System is close to completion with work continuing to interface the Housing and Finance systems for efficient payment of contractor invoices and implementation of the Housing & Asset Mobile solution allowing officers accessibility via mobile devices. Expenditure was £19,000 below the budget so this underspend needs to be carried forward to 2022/23 to complete the project.
26. Expenditure in relation to General Fund property purchases is difficult to predict, a budget of £525,000 was set but expenditure was £449,000 at the end of 2021/22. The budget for Private Sector Housing Grants was reduced in the revised estimate to £850,00, though a significant amount of grant work was committed during 2021/22 but was not completed before year end. £155,000 underspend is required to be carried forward to 2022/23 to facilitate the completion of the outstanding works.
27. The Head of Transformation, HR and Corporate Services budget includes ICT projects and Capital works at the Camborne offices. Overall budgets were underspent by £793,000. The largest underspend was on the greening project (£699,000). This is slippage and needs to be carried forward into 2021/22. The project has been significantly delayed from its original timeline mainly due to the pandemic and unsatisfactory build works which are still being resolved with the contractor.
28. All sources of funding were lower than expected due to the underspend on the capital programme.
29. A summary of the performance achieved in relation to the Capital Programme schemes (excluding rolling programmes) substantially completed in 2021/2022 is detailed in Appendix B.

30. A more detailed post implementation review of key capital projects has been undertaken by relevant Officers in accordance with the Capital Strategy and a summary of the scheme progress is also identified in Appendix B.

Options

31. Options involve not agreeing some or all the carry forward amounts or the additional funding for the lighting scheme. This is not recommended as delays would be introduced and unfinished works would occur.

Implications

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

Financial

33. As detailed in the report.

Consultation responses

34. None.

Alignment with Council Priority Areas

Growing local businesses and economies

35. The report provides the 2021/22 outturn position on expenditure that it would not normally incur whilst providing extra support to local businesses after the lockdown period of the pandemic.

Housing that is truly affordable for everyone to live in

36. The Council provides the 2021/22 outturn position on the New Homes Bonus and Property Investment Reserves which supports the business plan of providing homes which are truly affordable.

Being green to our core

37. The 2021/22 outturn provides an update on a number of schemes which relate to the green to our core element of the Councils business plan.

A modern and caring Council

38. The report supports the Council's business plan by providing the position on the grant schemes which were introduced during 2021/22 to help businesses and residents through the pandemic.

Background Papers

- Medium Term Financial Strategy – Report to Council: 23 September 2021
- Capital Programme Update – Report to Cabinet: 06 December 2021
- Budget Report – Report to Cabinet: 07 February 2022
- Business Plan 2020/2025 – Report to Council: 22 February 2022

Appendices

- Appendix A: Revenue Outturn 2021/2022: Summary
- Appendix B: Completed Capital Projects 2021/2022: Performance

Report Author:

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Farzana Ahmed – Deputy Head of Finance

E-mail: farzana.ahmed@scambs.gov.uk

Suzy Brandes – Principal Accountant

E-mail: suzy.brandes1@scambs.gov.uk

GENERAL FUND ESTIMATE SUMMARY

2021/22			2021/22
Original Estimate	Probable Outturn		Actual Outturn
£ 000's	£ 000's	Note	£ 000's
2,488	2,086	Chief Executive & Chief Operating Officer	2,135
8,709	7,947	Head of Climate, Environment & Waste	8,089
3,081	3,604	Head of Finance	3,050
2,448	1,727	Head of Housing	2,036
0	0	Monitoring Officer	0
4,835	4,917	Director of Greater Cambridge Shared Planning	6,259
3,376	3,019	Head of Transformation, HR & Corporate Services	3,303
24,937	23,300	Net Corporate Expenditure	24,872
349	0	Contingency and unallocated	0
25,286	23,300	Net Cost of Services	24,872
(5,641)	(4,785)	Income from Investments (a)	(4,804)
695	1,828	Other Levies and Contributions (b)	1,959
1,205	1,183	Interest Payable (Inc. HRA) (c)	1,345
(3,004)	(2,882)	Depreciation Reversals & Other Adj.	(6,536)
1,363	1,113	Minimum Revenue Provision	1,113
2,867	2,949	Revenue Contributions to Capital	1,768
22,771	22,706	Net Operating Expenditure	19,719
10	3,213	Contribution to/(from) General Fund	2,955
(1,059)	(1,185)	Contribution to/(from) Other Reserves	1,313
21,722	24,733	To be met from Government Grants and Local Taxpayers	23,987
Taxation and Grants			
(9,140)	(11,546)	Business Rates inc Section 31	(10,697)
(10,146)	(10,111)	Council Tax	(10,110)
(2,436)	(3,077)	Other Government Grants	(3,180)
(21,722)	(24,733)	Total Taxation and Grants	(23,987)

Notes:-

(a) This includes Rental income from the Councils Commercial Portfolio and Interest Receivable from Ermine Street Housing and Other Counterparties.

(b) This includes the Drainage Levy and Contributions to the Combined Authority and Greater Cambridge Partnership.

(c) This Includes all Interest payable by the General Fund for both external borrowing and Investment Income passed to the Housing Revenue Account (HRA).

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CAPITAL PROJECTS [GENERAL FUND]: PERFORMANCE - 2021/2022 PROJECTS

Capital Funded Project	Funding Allocation £'000	Actual Cost £'000	Commenced on Time?	Completed on Time?	Completed within Budget?	Lead Officer
Investment Strategy	450	0	Ongoing	Ongoing	Ongoing	Anne Ainsworth
270 Cambridge Science Park	3,200	2,944	Yes	Ongoing	Ongoing	Anne Ainsworth
Vitrum Building	10	118	Yes	Yes	No	Anne Ainsworth
Northstowe EZ and Local Centre	105	190	Yes	Ongoing	Ongoing	Anne Ainsworth
296 Cambridge Science Park	35	34	Yes	Yes	Yes	Anne Ainsworth
Cambourne SCIP and 4010	15,000	14,307	Yes	Yes	Yes	Anne Ainsworth
Health and Environmental Health System	10	7	Yes	Yes	Yes	Jon Hall
Waste Management System	50	30	Yes	Yes	Yes	Alex Snelling-Day
Team Manager Vehicles (RV)	37	0	No	No	Ongoing	Mike Parsons
Refuse Collection Vehicles	865	0	No	No	Ongoing	Mike Parsons
Mechanical Road Sweepers	152	151	Yes	Yes	Yes	Mike Parsons
Truck Replacements	202	202	Yes	Yes	Yes	Mike Parsons
Tractors	76	76	Yes	Yes	Yes	Mike Parsons
Flail Mowers	49	49	Yes	Yes	Yes	Mike Parsons
Land Drainage Plant & Equipment	10	13	Yes	Yes	Within the Net Budget	Mike Parsons
Air Quality Monitoring Equipment	100	0	No	No	Yes	Lesley Beevers
Parish Maintained Street Lights	66	43	Ongoing	Ongoing	Ongoing	Alex Snelling-Day
Cash Receipting System	30	11	Ongoing	Ongoing	Ongoing	Farzana Ahmed
Loans to Ermine Street Housing	10,250	10,627	Ongoing	Ongoing	Ongoing	Peter Maddock
Contribution to A14 Upgrade	200	200	Ongoing	Ongoing	Ongoing	Suzy Brandes
Aerial Photography Refresh	15	0	No	No	No	Stephen Kelly

Housing Management System	52	33	Ongoing	Ongoing	Ongoing
Northstowe Civic Hub	50	20	Ongoing	Ongoing	Ongoing
Northstowe Sports Pavilion	230	130	Ongoing	Ongoing	Ongoing
GF Share of HRA Capital Expenditure	25	25	Ongoing	Ongoing	Ongoing
Sheltered Properties - Repurchase	500	424	Ongoing	Ongoing	Ongoing
Disabled Facilities Grants	850	695	Ongoing	Ongoing	Ongoing
Extend compute capacity in shared data centre	23	0	No	Ongoing	Ongoing
Telephony Replacement	148	175	Yes	Yes	No
Wi-Fi Access Points	7	6	Yes	Yes	Yes
Data Centre Generator	16	0	No	Ongoing	Ongoing
Data Centre Capacity Growth	14	0	No	Ongoing	Ongoing
Members laptops	50	0	No	Ongoing	Ongoing
Performance Management System	25	0	No	Ongoing	Ongoing
Council Business CRM system	10	0	No	Ongoing	Ongoing
Human Resources System	96	114	Ongoing	Ongoing	Ongoing
Energy Efficiency Review	2,000	1,298	Ongoing	Ongoing	Ongoing
Office Adaptions and Enhancements	495	498	Ongoing	Ongoing	Ongoing
TOTAL	35,503	32,420			

Martyn Hilliam
Kirstin Donaldson
Kirstin Donaldson
Eddie Spicer
Geoff Clark
Julie Fletcher
Paul Ashbridge
Rachael Fox-Jackson
Paul Ashbridge
Paul Ashbridge
Paul Ashbridge
Paul Ashbridge
Kevin Ledger
Adele Gritten
Helen Cornwell
Phil Bird
Lee Jones

REVIEW OF SCHEME: [PROJECT]

270 Cambridge Science Park:

The refurbishment project overran with completion expected to take place in quarter one of 2022/23. The delay was incurred due to ongoing issues surrounding the roof works and continuing supply chain problems obtaining materials.

Vitrum Building:

Internal refurbishment of office areas within the Vitrum building were completed during 2021/22 though not initially included in the initial budget. The works were carried out to make it further attractive to prospective tenants.

Northstowe EZ and Local Centre:

Continuing expenditure on Consultancy to develop Local Centre master plan.

Cambourne SCIP and 4010:

The acquisition of this commercial asset which included the purchase price, SDLT and other fees were lower in comparative to the allocated budget for 2021/22.

Refuse Vehicles:

The vehicle replacements for the waste fleet were ordered during 2021/2022, though not delivered as planned. A recommendation to carry forward the budget into 2022/2023 has been made to Cabinet. One electric vehicle will be delivered in quarter one with a further one due for delivery in quarter three of 2022/23.

Air Quality Monitoring Equipment:

Equipment totalling around £100,000 for the installation of air quality monitors, collate baseline data and commence remedial action at sensitive sites was not delivered during quarter four of 2021/2022 as planned due to a short delay from the supplier. The project is envisaged to be completed in the first half of 2022/23.

Footway Lighting: Parish Maintained Street Lights:

There was a 5% retainment on the contract for the replacement to LED lamps on footway lighting throughout the district. This had not been paid over to the contractor as at 31st March, awaiting satisfactory outcome of inspections.

Cash Receipting System:

Delays have been experienced during the planning phase of this project due to changes in key personnel. This has had a significant impact on the original timeline and therefore the project has been placed on hold in the interim period.

Aerial Photography Refresh:

Expenditure relating to the Aerial Photography project was not carried out in 2021/2022 as expected due to a legal matter.

Sheltered Properties - Repurchase

This budget is reactive and spend is dependent upon the number of homes which are re-presented to the Council in any year, and the value at which they are re-acquired.

Disabled Facilities Grants:

The expenditure is dependent upon residents applying for grant funding or referrals through an Occupational Therapist. At the end of 2021/22 a significant amount of grant work was committed but could not be completed before the year end resulting in an underspend against the allocated budget. These works will be carried forward to the new year.

Telephony Replacement System:

The original budget was originally requested a few years ago and as such was insufficient. This project is complete and in use,

ICT Development:

A delay in beginning projects has led to the underspend, but these projects are expected to be completed during 2022/23

Human Resources system:

An additional £18,000 in comparative to the budget was spent in 2021/2022 on configuration, project support and legacy data work to ensure historic data can be accessed whilst the team continues to work on further functionality of the system.

Energy Efficiency Review, Office Adaptations and Enhancements:

The Greening of South Cambs Hall is an ongoing project which was due to be completed over a two-year period. The project has suffered some setbacks from its original timeline mainly due to the pandemic and unsatisfactory build works which are still being resolved with the contractor, the result of which has pushed the project into its third year.

Agenda Item 9



South
Cambridgeshire
District Council

Report to:	Council	24 November 2022
Lead Officer:	Returning Officer and Chief Executive	

Longstanton By Election Result

Executive Summary

1. Confirmation of the individuals duly elected to the office of Councillor for the ward of Longstanton on 3 November 2022.

Key Decision

2. No

Details

3. I, Liz Watts, Returning Officer for the ward of Longstanton in the District of South Cambridgeshire, do hereby certify that the persons named below were duly elected to the office of Councillor on 3 November 2022:

WARD

LONGSTANTON

NAME

Tom **Bygott**

Natalie **Warren-Green**

Report Author:

Rebecca Dobson – Democratic Services Manager
Telephone: (01954) 712 942

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Agenda Item 10



South
Cambridgeshire
District Council

Report to:	Council	24 November 2022
Lead Officer:	Democratic Services Manager	

Review of proportionality and allocation of seats on committees and other appointments November 2022

Executive Summary

1. To seek Council's approval of a review of political proportionality on the Council following a change of political group membership arising from the by election for Longstanton Ward.
2. **Key Decision**
No

Recommendations

3. It is recommended that Council:
 - i. Approves the allocation of seats on committees as set out at Table 2 in Appendix A; and
 - ii. Notes the nominations of the Political Group leaders to seats on the Audit and Corporate Governance Committee and Licensing Committee as set out in Appendix B.

Reasons for Recommendations

4. To comply with Standing Order 1.3 "Selection of Councillors on Committees and Outside Bodies"; to enable the Council to comply with its obligations under the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.
5. Political Groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when two or more Councillors notify the Chief Executive, as the proper officer, of their wish to be treated as a Political Group. A review of allocation of seats to political groups must take place under section 17 of these regulations as soon as practicable after a change in the composition of Political Groups on the Council. At the by election on 3 November 2022 for the Longstanton ward, one Liberal Democrat Councillor and one Conservative Councillor were elected. As this is a change in the number

of Members in each Political Group on the Council, a review of political proportionality is required.

6. The following principles laid down in the Act apply to the allocation of seats:
 - a. That not all the seats on the body are allocated to the same Political Group.
 - b. That the majority of seats on the body are allocated to a particular Political Group if the number of persons belonging to that Group is a majority of the authority's membership.
 - c. Subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each Political Group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that Group to the membership of the authority.
 - d. Subject to paragraphs (a) to (c) above, that the number of seats on the body which are allocated to each Political Group bears the same proportion to the number of all the seats on the body as is borne by the number of members of that Group on the membership of the authority.
7. These principles must be applied as far as reasonably practical. Where adjustments are required to reflect rounding up and down of fractions, the final decision rests with Council, ideally on the recommendation of the Political Group leaders.
8. The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of committee places between the Political Groups, the Council must then appoint the nominees of the Political Groups to the committees.
9. Following the by election for the Longstanton Ward on 3 November 2022, the political makeup of the Council's 45 seats is as follows:

Liberal Democrat	35
Conservative	9
Unaligned	1

10. The political balance of the Council can be calculated by using the formula below:

$$\frac{\text{Number of Councillors in a specified Political Group}}{\text{Number of Councillors in all Political Groups (44)}} \times 100$$

11. The percentage breakdown of each Political Group is therefore as follows:

Liberal Democrat – 79.545%
Conservative – 20.455%

12. Each of the Political Groups (formed when two or more Councillors notify the Chief Executive, as Proper Officer, of their wish to be treated as a Group) is

entitled to a certain number of seats on committees. This is based on their Group's percentage representation, as detailed above.

13. The Council's current committee structure comprises 62 seats.
14. The calculation to determine the entitlement of Political Groups to seats on committees is as follows:

$$\frac{\% \text{ for each Political Group (para. 11 above) } \times \text{ number of committee seats (62)}}{100}$$

15. The notional entitlement to committee seats for each Political Group is therefore as follows:

Liberal Democrat	49.318	= 49	seats
Conservative	12.682	= 13	seats
			62 seats

16. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. So that this process of rounding does not result in disproportionate advantage to any one political group, the aggregate membership of all the ordinary committees must be in line with the proportions on the Council.
17. Political Groups may give any seat allocated to them to any other Group or, if there are any non-Grouped Members, to any non-Grouped Member.

Joint Committees/Advisory Committees

18. Unlike the ordinary committees, the seats on joint committees and advisory committees are not aggregated. Proportionality is applied as far as reasonably practical on each individual joint or advisory committee. The majority Group must have a majority on each such committee.

Allocation of seats to committees

19. The proposed allocation of seats to committees is set out at Table 2 of Appendix A.

Nominations and Substitutes

20. Substitute members may be appointed from each Political Group and must be appointed by Council in a hierarchical list per committee.
21. The nominations of Political Groups to seats on the two committees on which allocations have changed as a result of this review (Licensing Committee and Audit and Corporate Governance Committee), are set out at Appendix B.

Mandatory Training Requirements

22. Members are reminded that members and substitute members of the Planning Committee and Licensing Committee may only serve on these bodies once they have received the necessary training. Members sitting on an employee appeals panel will also be required to undertake appropriate training before being eligible for appointment to the panel.

Options

23. Council can opt to approve the proposals set out in the report in respect of allocation of seats on committees or agree another proposal that reflects the principles of political proportionality.

24. The requirement to allocate seats according to Political Groups' proportionate strengths can be overridden by some other arrangement, either in relation to all committees, sub-committees and other bodies or in relation to any individual committee, sub-committee or other body, provided that no Councillor votes against the alternative arrangement when it is proposed (a "no dissent" alternative).

25. The Council is therefore not obliged to follow the proportionality rules and may make different arrangements, provided the following procedures set out in Section 17 of the Local Government and Housing Act 1989 are followed:

- i. Due notice is given in the agenda for the meeting.
- ii. No Member of the Council votes against the proposal, although there may be abstentions.

Implications

26. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, there are no significant implications.

Background Papers

The following background information was used in the preparation of this report:

- South Cambridgeshire District Council's Constitution
- The Local Government and Housing Act 1989
- The Local Government (Committees and Political Groups) Regulations 1990

Appendices

Appendix A: Revised Committee seat allocation

Appendix B: Nominations for revised seat allocations on Licensing Committee and Audit and Corporate Governance Committee.

Report Author:

Rebecca Dobson – Democratic Services Manager

Telephone: (01954) 712942

Appendix A

Committee seat allocation at November 2022

Political Proportionality

Liberal Democrat – 79.545

Conservative – 20.455

Political Group committee seat entitlement on ordinary committees

Liberal Democrat – 49 seats

Conservative – 13 seats

Table 1: indicative committee seat allocation

In Table 1 below, the application of proportionality to each committee results in a calculation which is indicative, shown in brackets. The figures in brackets are indicative because rounding up in all cases where the fraction is over 0.5 would result in a total number of committee seats which differs from the total to which each Political Group is entitled.

The allocation changes for Licensing Committee as a result of the recalculation, reducing the Liberal Democrat Group's entitlement by one seat to 11 and increasing the Conservative Group entitlement by one seat to three. There are two committees, Audit and Corporate Governance Committee and Employment and Staffing Committee, on which the recalculation indicates that the seat allocation could change. However, in order to result in the correct aggregate entitlement for each Group, only one seat on either of these two committees may be given to the Conservative Group. Please see the next Table for the recommendations of the Political Group Leaders.

Committee	Number of seats	Liberal Democrat	Conservative
Audit and Corporate Governance Committee	7	6 or 5 (5.568)	1 or 2 (1.432)
Civic Affairs Committee	9	7 (7.159)	2 (1.841)
Employment and Staffing Committee	7	6 or 5 (5.568)	1 or 2 (1.432)
Licensing Committee	14	11 (reduction of 1) (11.136)	3 (gain of 1) (2.864)
Planning Committee	11	9 (8.750)	2 (2.250)
Scrutiny and Overview Committee	14	11 (11.136)	3 (2.864)
Total required to reflect overall proportionality:	62	49	13

Table 2: proposed committee seat allocation

In order to result in allocation of committee seats which reflects overall proportionality, the recommendation of the Political Groups is that one additional seat on the Audit and Corporate Governance Committee should be allocated to the Conservative Group.

The proposed seat allocation for all committees is therefore as set out in Table 2.

Committee	Number of seats	Liberal Democrat	Conservative
Audit and Corporate Governance Committee	7	5	2
Civic Affairs Committee	9	7	2
Employment and Staffing Committee	7	6	1
Licensing Committee	14	11	3
Planning Committee	11	9	2
Scrutiny and Overview Committee	14	11	3
Total	62	49	13

Appendix B

Nominations for seats on committees

The nominations to the two committees where there is a change in seat allocation to each Political Group are set out below.

Licensing Committee

As the Liberal Democrat entitlement has reduced by 1 to 11 seats, one Liberal Democrat Member, Councillor Peter McDonald will no longer be appointed to this Committee. As the Conservative Group entitlement has increased by 1, to 3 seats, the nomination for the additional place for the Conservative Group is Councillor Bunty Waters.

Notes	Liberal Democrat	Conservative
14 members	1. Anna Bradnam (C) 2. Annika Osborne (VC) 3. Geoff Harvey 4. Sally Ann Hart 5. Peter Sandford 6. John Loveluck 7. Jose Hales 8. Brian Milnes 9. Lisa Redrup 10. Sunita Hansraj 11. Corinne Garvie	1. Shrobona Bhattacharya 2. Mark Howell 3. Bunty Waters
	Substitutes 1. Peter Fane 2. Carla Hofman 3. Pippa Heylings 4. Michael Atkins 5. Stephen Drew	Substitutes 1. Heather Williams 2. Graham Cone 3. Sue Ellington 4. Lina Nieto

Audit and Corporate Governance Committee

As the Liberal Democrat entitlement has reduced by 1 to 5 seats, one Liberal Democrat Member, Councillor Jose Hales, will no longer be appointed to this Committee. As the Conservative Group entitlement has increased by 1, to 2 seats, the nomination for the additional place for the Conservative Group is Councillor Mark Howell.

Notes	Liberal Democrat	Conservative
7 members	1. Michael Atkins (C) 2. Peter Sandford (VC)	1. Heather Williams 2. Mark Howell

<p>Cabinet Members may not serve on this committee. Scrutiny and Overview Committee Chair may be a member but not Chair of this committee.</p>	<p>3.Helene Leeming 4.Geoff Harvey 5.Richard Stobart</p>	
	<p><i>Substitutes</i> 1.James Hobro 2.Lisa Redrup 3.Pippa Heylings 4.Stephen Drew</p>	<p><i>Substitutes</i> 1.Graham Cone 2.Sue Ellington 3.Richard Williams 4.Bunty Waters</p>

Agenda Item 11



**South
Cambridgeshire**
District Council

Report to:	Council	24 November 2022
Deputy Leader on behalf of Lead Cabinet Member:	Cllr Brian Milnes (on behalf of Cllr Dr Tumi Hawkins)	
Lead Officer:	Joint Director for Planning and Economic Development	

Gamlingay Neighbourhood Plan – Making (adopting) the Neighbourhood Plan

Executive Summary

1. The Gamlingay Neighbourhood Plan has been prepared by Gamlingay Parish Council. They formally submitted their plan and associated documents to South Cambridgeshire District Council (SCDC) in August 2021. A public consultation was carried out on this submission version of the plan. A successful examination was conducted on the plan by an independent examiner.
2. A referendum took place on the Gamlingay Neighbourhood Plan on 10 November 2022 where the majority of those who voted said 'yes' to SCDC using the plan to help it decide planning applications in the Gamlingay neighbourhood area. SCDC is required to formally make (adopt) the plan where there has been a successful referendum.

Key Decision

3. Not a key decision. However, it was first published in the July 2022 Forward Plan.

Recommendations

4. It is recommended that Council:
 - a. Notes that the referendum for the Gamlingay Neighbourhood Plan took place on November 2022.
 - b. 'Makes' (adopts) the Gamlingay Neighbourhood Plan as it was a successful referendum. The made version of the plan is Appendix 1 of this report.

Reasons for Recommendations

5. Where a Neighbourhood Plan is successful at its referendum, national planning legislation requires that the Council must 'make' (adopt) the Neighbourhood Plan, unless the making of the Neighbourhood Plan would breach or be otherwise incompatible with EU or human rights obligations. Officers have concluded that

the Gamlingay Neighbourhood Plan would not breach or be otherwise incompatible with EU or human rights obligations, as set out in the Considerations section (see below).

6. The Joint Director for Planning and Economic Development, in consultation with the Deputy Leader (as a substitute for the Lead Cabinet Member for Planning), has considered how the Council should proceed following the referendum and as this has been a successful referendum recommends that Council formally 'make' (adopt) the Gamlingay Neighbourhood Plan. Where a Neighbourhood Plan has been successful at referendum and should therefore proceed to being formally 'made' (adopted) by the Council, Cabinet agreed at its meeting on 26 July 2018 that the Joint Director for Planning and Economic Development has delegated authority to make the recommendation to Council, in consultation with the Lead Cabinet Member for Planning.

Details

7. The Gamlingay Neighbourhood Area was designated on 3 February 2015. The neighbourhood area is for the whole parish of Gamlingay.
8. Officers provided informal comments on earlier drafts of the Neighbourhood Plan ahead of the formal pre-submission consultation process and recognise the hard work that those on the steering group of the neighbourhood plan have put into preparing the Plan. This group has strived to ensure that the whole village had an opportunity to have an input into the final Plan.
9. A Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening was undertaken on a draft version of the Neighbourhood Plan, and a screening determination was published in September 2019. Following on from this screening which determined that a full SEA was required, a SEA was produced in July 2020.
10. Pre-submission public consultation on the draft Neighbourhood Plan was undertaken by the Parish Council from 7 September to 30 October 2020. Officers provided a formal response to the consultation, providing constructive comments about the Neighbourhood Plan to assist the neighbourhood plan group with finalising the Neighbourhood Plan. Officers met with the steering group to discuss these comments and were aware that the submission version of the plan had not included many changes.
11. On 26 August 2021, Gamlingay Parish Council submitted their Neighbourhood Plan to SCDC. Officers confirmed, as set out in the Legal Compliance Check for the Neighbourhood Plan, that the submitted version of the Neighbourhood Plan and its accompanying supporting documents complied with all the relevant statutory requirements at that stage of plan making. We carried out consultation on the submitted Gamlingay Neighbourhood Plan from 27 September to 23 November 2021.
12. Officers, in conjunction with Gamlingay Parish Council, appointed an independent examiner to consider this Neighbourhood Plan. The examiner appointed to

undertake the examination of a Neighbourhood Plan: must be independent of both the District Council and Parish Council; cannot be the same examiner that undertakes a health check of the Neighbourhood Plan; and must not have any interest in any land that may be affected by the Neighbourhood Plan. The examiner appointed was Andrew Ashcroft. On 6 December 2021 the Neighbourhood Plan, its accompanying supporting documents and all comments submitted during the public consultation on the submission version of the Neighbourhood Plan were provided to the examiner with a request for him to carry out the examination on the Neighbourhood Plan.

13. The examiner issued a note that set out the arrangements for the examination of the Plan on 7 December 2021. He then sent a clarification note on 9 December 2021 setting out his initial comments on the submitted Plan and areas where it would be helpful to have some further clarification. The Parish Council responded to this in two parts – one sent on 20 December 2021 and a further response on 6 January 2022.
14. The Examiner's Report was received on 7 March 2022. The examiner in his report concludes that subject to a series of recommended modifications the Gamlingay Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum. He also recommends that the referendum should be held within the neighbourhood area only.
15. Once the Examiner's Report was received, the Council was able to consider the conclusions of the Examiner's Report, and whether those conclusions should be acted upon and therefore that the Neighbourhood Plan should proceed to referendum. This included considering whether the examiner's recommended modifications to the Neighbourhood Plan should be made, and whether the Council agreed that the Neighbourhood Plan met the Basic Conditions. The Council published its decision in a decision statement.
16. Officers, in conjunction Gamlingay Parish Council, reviewed the examiner's conclusions and recommended modifications, and agreed each of the recommended modifications considered necessary by the examiner for the Neighbourhood Plan to meet the Basic Conditions. Additional non-material modifications to the Neighbourhood Plan were also prepared by officers and agreed with Gamlingay Parish Council. A 'Referendum' version of the Gamlingay Neighbourhood Plan was prepared including these modifications.
17. The joint Director for Planning and Economic Development, having consulted with the Planning Lead Member, agreed on 28 September 2022 the Referendum version of the Gamlingay Neighbourhood Plan and that this plan should proceed to a referendum.
18. A referendum on the 'making' (adoption) of the Gamlingay Neighbourhood Plan was held on 10 November 2022. Voters were asked "Do you want South Cambridgeshire District Council to use the neighbourhood plan for Gamlingay to help it decide planning applications in the neighbourhood area?" The results were declared as follows:
 - Yes votes: 403 (76.62%)

- No votes: 123 (23.38%)
- Turnout: 18.05%

Considerations

19. If a Neighbourhood Plan is successful at referendum as a result of more people voting 'yes' than 'no', the Neighbourhood Plan becomes part of the development plan for the area (National Planning Practice Guidance, Paragraph: 064, Reference ID: 41-064-20170728), and all planning decisions in the neighbourhood area will be made in accordance with the development plan unless material considerations indicate otherwise. The formal 'making' (adoption) of the Neighbourhood Plan does not happen until SCDC's full Council are asked to do this at a meeting following the referendum.
20. Following a successful referendum, SCDC has limited options in how to respond. National planning legislation requires that the Council 'makes' (adopts) the Neighbourhood Plan, unless the making of the Neighbourhood Plan would breach or is otherwise incompatible with EU or human rights obligations. National planning regulations also set out that where a Neighbourhood Plan is successful at referendum it should be 'made' within 8 weeks.
21. The Gamlingay Neighbourhood Plan was successful at its referendum as more than half of those that voted were in favour of SCDC using the Neighbourhood Plan to help it decide planning applications in the neighbourhood area. The Council is therefore required to 'make' the Neighbourhood Plan, unless the making of the Neighbourhood Plan would breach or is otherwise incompatible with EU or human rights obligations, which is one of the 'Basic Conditions' set out in national planning regulations that all Neighbourhood Plans must meet.
22. Officers have assessed whether the Gamlingay Neighbourhood Plan meets the 'Basic Condition' that the Neighbourhood Plan does not breach, and is otherwise compatible with, EU and human rights obligations at various stages during the preparation of the Neighbourhood Plan. Officers consider that the 'making' of the Gamlingay Neighbourhood Plan does not breach, and is otherwise compatible with, EU and human rights obligations (see Appendix 2).
23. The made version of the Gamlingay Neighbourhood Plan is included in Appendix 1 of this report. Officers have worked with Gamlingay Parish Council to agree minor (non-material) amendments to the referendum version of the Neighbourhood Plan to turn it into the made version of the Neighbourhood Plan. Minor (non-material) amendments can be made to a Neighbourhood Plan at any point (National Planning Practice Guidance, Paragraph: 106 Reference ID: 41-106-20190509 and Paragraph: 084a Reference ID: 41-084a-20180222). These amendments update the wording on the front cover, in the foreword, in the executive summary and in the introduction so that it is clear that the Neighbourhood Plan is made and forms part of the statutory development plan. Two further minor amendments have also been made to the descriptive text for Objective 2 and in paragraph 4.23, with the agreement of Gamlingay Parish Council and in light of comments received from a planning agent. These minor amendments relate to sentences that describe what is set out in Policy GAM3,

where consequential amendments arising from the Examiner's modifications to policies were unfortunately not made in the preparation of the referendum version of the Neighbourhood Plan.

Timescales

24. SCDC's meeting of full Council on the 24 November 2022 will decide whether to formally make the Gamlingay Neighbourhood Plan. SCDC and Gamlingay Parish Council are keen to take the first opportunity to make the Gamlingay Neighbourhood Plan as it was a successful referendum vote.

Next Steps

25. Once the Neighbourhood Plan is formally 'made' (adopted) by full Council, officers will publish the decision to 'make' (adopt) the Neighbourhood Plan and send notifications to the necessary people and organisations as required by national planning regulations.

26. Once formally 'made' (adopted) the Gamlingay Neighbourhood Plan will form part of the development plan for South Cambridgeshire, and all planning decisions in the neighbourhood area will need to be made in accordance with the Neighbourhood Plan unless material considerations indicate otherwise.

Implications

27. 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

28. The costs of the examination and referendum have to be initially met by SCDC. However, the Council can claim a £20,000 government grant per Neighbourhood Plan once the plan has been through the examination and a referendum date has been set. Officers will submit the claim for this government grant during the next claims opportunity.

Legal

29. Where a Neighbourhood Plan has been successful at referendum and should therefore proceed to being formally 'made' (adopted) by the Council, the Joint Director for Planning and Economic Development has delegated authority to make the recommendation to Council, in consultation with the Lead Member for Planning (as agreed by Cabinet at its meeting on 26 July 2018). Following a successful referendum, national planning legislation requires that the Council 'makes' (adopts) the Neighbourhood Plan, unless the making of the Neighbourhood Plan would breach or is otherwise incompatible with EU or human

rights obligations. A legal challenge may only be made on the basis of a procedural or other legal flaw in the plan making process.

Staffing

30. The responsibilities associated with delivering neighbourhood planning are being undertaken within the existing resources of the Planning Policy, Strategy and Economy Team, drawing upon the expertise of other staff as required.

Equality and Diversity

31. These issues have been considered in the preparation of the Neighbourhood Plan, as to meet the Basic Conditions a Neighbourhood Plan must not breach, and is otherwise compatible with, EU obligations, including Human Rights. Included as part of the [Basic Conditions Statement](#) is an assessment undertaken by Gamlingay Parish Council to examine the impact of the Neighbourhood Plan in relation to the 'protected characteristics' as identified in the Equality Act 2010 and concludes that the Neighbourhood Plan has regard to the fundamental rights and freedoms guaranteed under the European Convention on human Rights (ECHR). The Examiner agreed with this assessment..

Consultation responses

32. The decision made by the Joint Director for Planning and Economic Development on 11 November 2022, that considered the results of the referendum on 10 November 2022 and recommended that Council formally 'make' (adopt) the Gamlingay Neighbourhood Plan, was shared with and agreed by the Deputy Leader (as a substitute for the Lead Member for Planning) prior to it being published.

Alignment with Council Priority Areas

Growing local businesses and economies

33. By preparing a Neighbourhood Plan local communities are being given the opportunity to create planning policies that will encourage local employment. The Gamlingay Neighbourhood Plan includes a policy that seeks to support and develop existing employment sites and has an objective to nurture and grow local businesses to sustain local jobs.

Housing that is truly affordable for everyone to live in

34. Local communities can within a Neighbourhood Plan consider the existing and future needs for housing in their area and positively plan to meet this need through a range of policies and / or allocations in their plan. The Gamlingay Neighbourhood Plan has an overall objective to meet the housing needs of the

local community, including affordable housing, and a policy that allocates land at West Road for housing.

Being green to our core

35. By preparing a Neighbourhood Plan local communities are being given the opportunity to create planning policies that will encourage greener and more sustainable communities. Neighbourhood plans can include policies to protect special green spaces, encourage net gains in biodiversity, ensure developments are located close to services and facilities, and secure environmentally sustainable buildings. The Gamlingay Neighbourhood Plan includes policies that seek renewable energy generation and water saving measures within new developments.

A modern and caring Council

36. Neighbourhood planning engages local people in the planning process by giving them a tool to guide the future development, regeneration and conservation of an area. SCDC has a duty to support Parish Councils preparing Neighbourhood Plans and this is a great opportunity for the Councils to work in partnership and to develop new ways of working together. Officers have been supporting the neighbourhood plan group throughout the preparation of the Neighbourhood Plan.

Background Papers

[Gamlingay Neighbourhood Plan – earlier stages and supporting documents](#)

[National Planning Practice Guidance – Neighbourhood Planning](#)

- [Basic Conditions](#)
- [Examination](#)
- [Referendum](#)
- [Updated guidance due to the Coronavirus pandemic](#)

[Neighbourhood Planning Toolkit](#)

[Planning Portfolio Holder \(3 February 2015\) – Gamlingay Neighbourhood Area Designation](#)

[Joint Director for Planning and Economic Development \(27 October 2020\) – Council’s response on the pre-submission version of the Gamlingay Neighbourhood Plan](#)

[Lead Cabinet Member for Planning Decision Statement \(23 November 2021\) – Council’s response on submission version of the Gamlingay Neighbourhood Plan](#)

[SCDC’s decision statement on receipt of the Examiner’s Report and its decision to proceed to referendum \(September 2022\)](#)

[Joint Director for Planning and Economic Development \(11 November 2022\) – Results of the referendum and recommendation to Council to make the Gamlingay Neighbourhood Plan](#)

[Cabinet Meeting \(July 2018\) – Neighbourhood Planning decision making process](#)

Appendices

Appendix 1: Made version of the Gamlingay Neighbourhood Plan

Appendix 2: Basic Conditions Check of the Made Gamlingay Neighbourhood Plan

Report Author

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Gamlingay Neighbourhood Plan

Made – November 2022

31st December 2020 - 31st December 2035

Gamlingay Parish Council

Foreword

A neighbourhood plan is a way of helping local communities to influence positively the planning of the area in which they live and work. It means we can:

- Have a say where new developments should be built and what they should look like
- Make sure there are enough community facilities for current and future residents
- Protect the local character and landscape, including important green spaces

Neighbourhood plans were introduced through the Localism Act in 2011. Gamlingay's Neighbourhood Plan forms part of the statutory development plan and this means that South Cambridgeshire District Council must use our neighbourhood plan in determining planning applications.

People living and working in Gamlingay value and appreciate its special qualities – its rural feel, the wealth of amenities and local businesses and being part of a friendly community. Residents clearly told us that protecting our characteristic settlement pattern as a village with satellite hamlets and not eroding the open countryside are a priority.

The Gamlingay Neighbourhood Plan has been prepared by a steering group made up of residents and members of Gamlingay Parish Council and will run from 2020 – 2035. The Steering Group have listened and consulted on a wide range of issues in order to draft a plan which details how we see our parish developing. Every effort has been made to ensure that the vision, objectives and policies in our Neighbourhood Plan accurately reflect the views and future aspirations of local people.

Samantha Martin

Vice Chair of the Parish Council

The Neighbourhood Plan Steering Group consists of: Christopher Barker, Sarah Groom, Rachel Lee, Samantha Martin, Kirstin Rayner (Parish Clerk) and Bridget Smith. The Steering Group would like to thank all the other volunteers who have given their time over the past 5 years to bring the Plan to fruition.

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Executive Summary

Gamlingay was designated as a Neighbourhood Area in 2015. Since then the Steering Group has reviewed a wide range of published evidence, conducted workshops and carried out extensive local consultation with residents and businesses in order to inform the Neighbourhood Plan. All this evidence brought together builds a picture that many people who live and work in Gamlingay will find familiar, that:

- Gamlingay is unusual because it is not a dormitory village, it has a thriving local economy providing jobs for many residents;
- Local people struggle to afford homes for sale in the parish, in common with many villages in South Cambridgeshire;
- The surrounding countryside and woodland are special to the people who live here.

The Neighbourhood Plan is not against development – that would be impossible – but it does try to make it work for all those who live here.

The vision below describes what it is we are working towards – all the things residents and businesses told us they value. Six objectives set out how we (the Gamlingay community) think new development should help to achieve this. Policies specific to each objective set out detailed planning requirements (complementary to the Local Plan and National Planning Policy Framework) that we believe are necessary to meet these objectives.

In 2019, a Village Design Guide for Gamlingay was produced in partnership with South Cambridgeshire District Council. This guide is supplementary to the South Cambridgeshire District Local Plan (2018) and provides more detail on the distinctive character of the village with guidelines on how new developments should be designed.

A Submission version of the plan was prepared, following the Regulation 14 consultation which took place in September and October 2020. All comments received were reviewed and taken into account, as identified in the Consultation Statement 2021. A Submission version of the Plan was submitted to South Cambridgeshire District Council in August 2021, following adoption by Gamlingay Parish Council. The Plan was examined to ensure it complies with legislation. A referendum version of the Plan was prepared taking on board the modifications recommended by the examiner in his report and some minor updates. A referendum was held on 10 November 2022 and residents were asked to vote as to whether the Neighbourhood Plan should be used by South Cambridgeshire District Council to determine planning applications in the parish of Gamlingay. 76.62% of those that voted were in favour of its use, and 23.38% of those that voted were against its use. Following this successful referendum, South Cambridgeshire District Council made (adopted) the Gamlingay Neighbourhood Plan on 24 November 2022.

The vision, objectives and policies are summarised below. The full policy wording can be read in the relevant section of the Neighbourhood Plan.

Vision

For Gamlingay to continue to be a thriving and sustainable community and an attractive, friendly and safe place to live and work.

The Parish will seek to conserve its distinctive character as a radial village with satellite hamlets and easy access to open countryside, while nurturing and growing local employment and community facilities to ensure an outstanding quality of life for all residents.

Objectives and policies at a glance

Housing growth

Objective 1: We will meet the needs of the local community by supporting new housing that is of appropriate size, affordable and adaptable. All new buildings will be built to high environmental standards.

Gamlingay already has plenty of large, expensive houses. What we actually need are small, affordable (to buy and heat) and adaptable homes. Policy GAM1 will ensure new housing developments provide a mix of homes, in particular affordable 1-2-bedroom dwellings and bungalows. Homes will be designed to be adaptable to the needs of occupants across the lifetime of the building.

Since the adoption of the Local Plan in 2018 planning permission has been granted for 29 dwellings south of West Road in Gamlingay. The site allocation for West Road is in policy GAM2.

Local character

Objective 2: In order to maintain the integrity of Gamlingay as a radial village with satellite hamlets and smallholdings, we will protect the open countryside and landscape setting. We will protect our built heritage. Alterations to existing buildings and new buildings will reflect and contribute to the strong character of the built heritage expressed in the Village Design Guide.

People born in Gamlingay and the people who move here love living in a rural area. The Plan will ensure the right kind of development in the right places and in keeping with its built heritage and surroundings. Policy GAM3 will ensure housing is located and designed to prevent the village, the hamlets and smallholdings from joining up, to preserve the visual quality of the landscape and to retain the separate identities of the settlements. Housing and employment buildings will draw upon the scale, form, materiality and massing of existing vernacular buildings (e.g. traditional barns) described in the Village Design Guide.

Local economy and employment

Objective 3: We will nurture and grow local businesses to sustain and develop new employment opportunities in the parish for our residents.

We need a mix of local jobs available and easily accessible for residents. Policy GAM4 will support and develop existing local employment sites such as Station Road & Green End

Industrial Sites, Church Street and Drove Road, where appropriate. All proposals will be expected to protect landscape features and to not cause adverse impact on the rural environment or nearby residents.

Community amenities and facilities

Objective 4: We will protect valued local amenities and seek developer contributions to ensure that local facilities adapt to meet the needs of our growing community.

Our Neighbourhood Plan will give local people the opportunity to say what development they want and where. Policy GAM6 will ensure that all new developments address the impact they are likely to have on community amenities and facilities. In particular, developments will be expected to contribute towards new facilities to enable more cycling, walking and riding.

In 2019, 524 people signed a petition to retain the former First School field as a formal recreation space for sport and informal recreation use in perpetuity. Policy GAM6 supports development of the former First School buildings for educational and community uses and safeguards the site for 10 years.

How we get about (transport)

Objective 5: We will develop a network of paths to promote walking, cycling and riding for everyday journeys and recreation. We will reduce congestion by encouraging more parking provision.

Congestion, parking and speeding have put people off walking, cycling and riding in Gamlingay. We need better, safer places to walk, bike and ride. Developer contributions to Gamlingay's Cycle and Footway Improvement Plan are the way to help that happen. Policy GAM7 will ensure all new housing is located within convenient walking or cycling distance to village facilities with developments expected to provide appropriate car parking. Policy GAM8 outlines how developments will contribute towards the provision and maintenance of new paths between the village, hamlets, employment sites and neighbouring villages.

Natural environment

Objective 6: We will protect and enhance the natural environment and the biodiversity of the parish.

Our green spaces ('green infrastructure') is important to us in Gamlingay. By consolidating green spaces in line with the Cycle and Footway Improvement Plan, we can make it easier for people to access and enjoy the open countryside. We also need to continue to protect wildlife and wildlife habitats, especially Gamlingay Wood. Policy GAM9 will support this through requiring developers to protect and enhance the wildlife value within their proposals, ensuring developments do not harm our important views and vistas in and around the village. Policy GAM10 safeguards the immediate vicinity around Gamlingay Wood to protect it from harmful development.

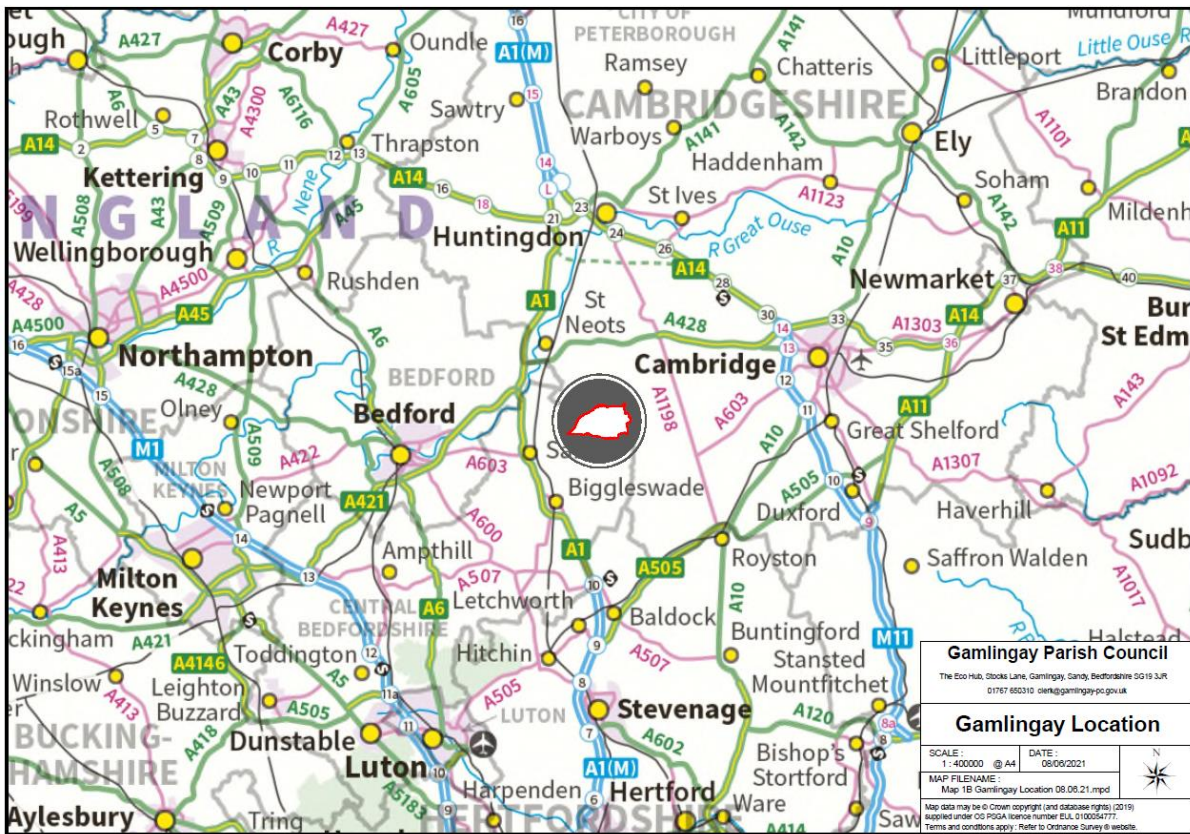
Disclaimer: members of the Steering Group hereby declare that they have received no financial incentive to prepare this Plan and will not benefit financially from its adoption.

1. Introduction

- 1.1 The Neighbourhood Plan process enables communities to better shape their place, to inform how development takes place and helps to influence the type, quality and location of that development, ensuring that change also brings local benefit. This is our opportunity to use the planning system to address the challenges and opportunities facing the future vitality of the parish.
- 1.2 This Neighbourhood Plan aims to make the parish of Gamlingay an even better place to live and work, now and for future generations. It covers a 15-year period 31st December 2020 to 31st December 2035 with a review every 5 years. It is based on extensive research and robust engagement with the local community. This Neighbourhood Plan forms part of the Statutory Development Plan for South Cambridgeshire alongside the adopted Local Plan. Planning applications must by law be determined in accordance with the development plan, unless material considerations indicate otherwise.

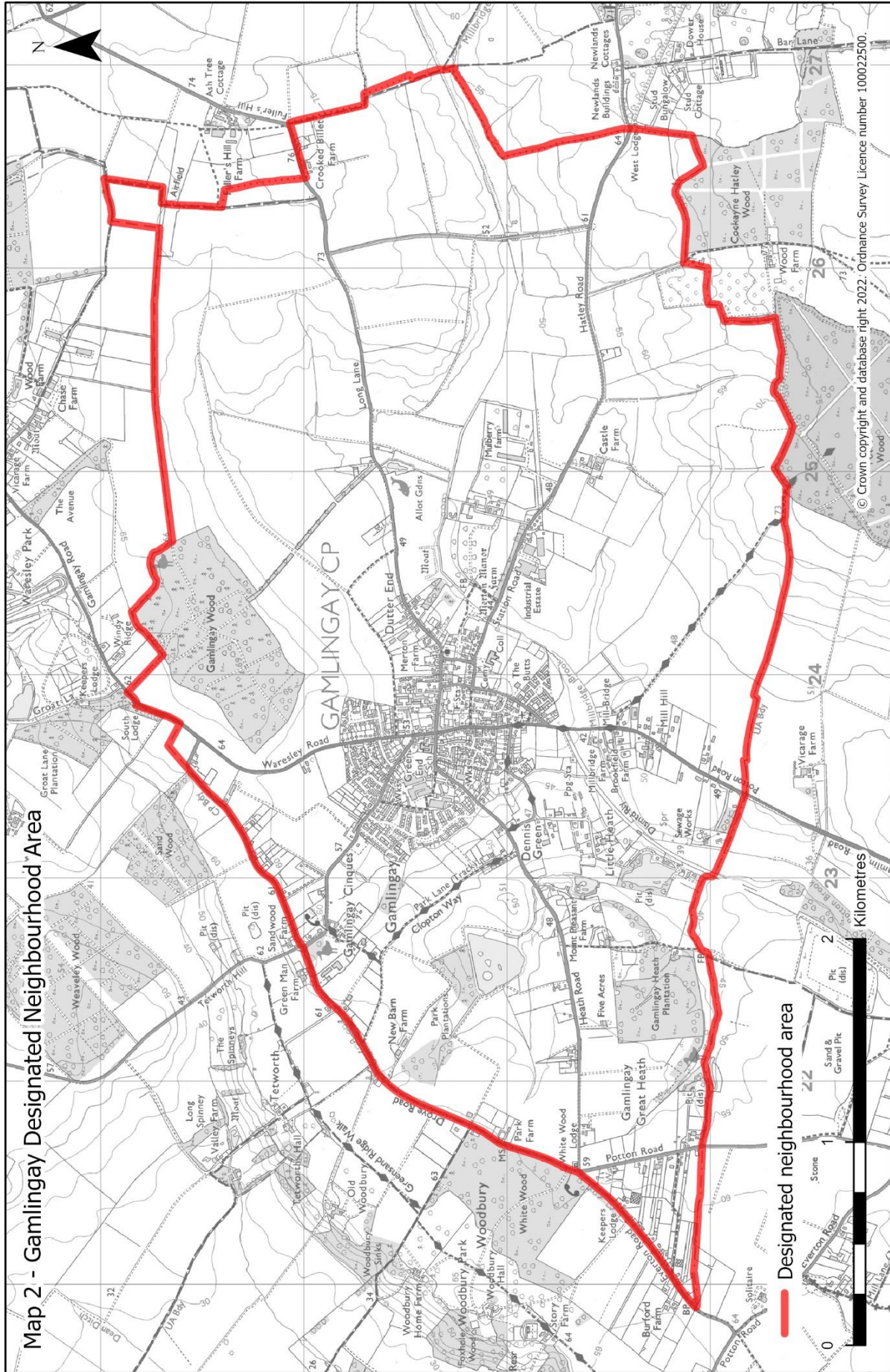
Plan location

- 1.3 Gamlingay Parish was designated as a neighbourhood area (for the purpose of preparing a plan) on 3rd February 2015 (see Map 2). The parish is about 15 miles west of Cambridge, on the border of South Cambridgeshire with Central Bedfordshire and within easy commuting distance of Bedford, Cambridge, London (by train), Milton Keynes and Stevenage. The village lies on the B1040 which runs from Biggleswade to St Ives. The market towns of Pottun, Sandy, St Neots and Biggleswade are from 3 to 9 miles distant, and in close proximity to the A1.



— Parish / Designated Neighbourhood Area

Map 1: Gamlingay location



Map 2 - Gamlingay Designated Neighbourhood Area

Map 2: Gamlingay Designated Neighbourhood Area

Meeting basic conditions

1.4 Gamlingay's Neighbourhood Plan was prepared by residents and members of Gamlingay Parish Council working as part of a Neighbourhood Planning Steering Group, with support from the Gamlingay Parish Clerk. Additional technical support has been provided by Bedfordshire Rural Communities Charity, South Cambridgeshire District Council and Locality¹.

1.5 Paragraph 16 of the National Planning Policy Framework (NPPF, 2021) states:

“Plans should:

- a) be prepared with the objective of contributing to the achievement of sustainable development;*
- b) be prepared positively, in a way that is aspirational but deliverable;*
- c) be shaped by early, proportionate and effective engagement between plan makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees;*
- d) contain policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals;*
- e) be accessible through the use of digital tools to assist public involvement and policy presentation; and*
- f) serve a clear purpose, avoiding unnecessary duplication of policies that apply to a particular area (including policies in this Framework, where relevant)”.*

1.6 The South Cambridgeshire Local Plan (the Local Plan) provides the strategic context for our Neighbourhood Plan. In the Local Plan, Gamlingay has been designated as a Minor Rural Centre². Policy S/9 **Minor Rural Centres** states that:

“Residential development and redevelopment up to an indicative maximum scheme size of 30 dwellings will be permitted within the development frameworks of Minor Rural Centres, as defined on the Policies Map.”

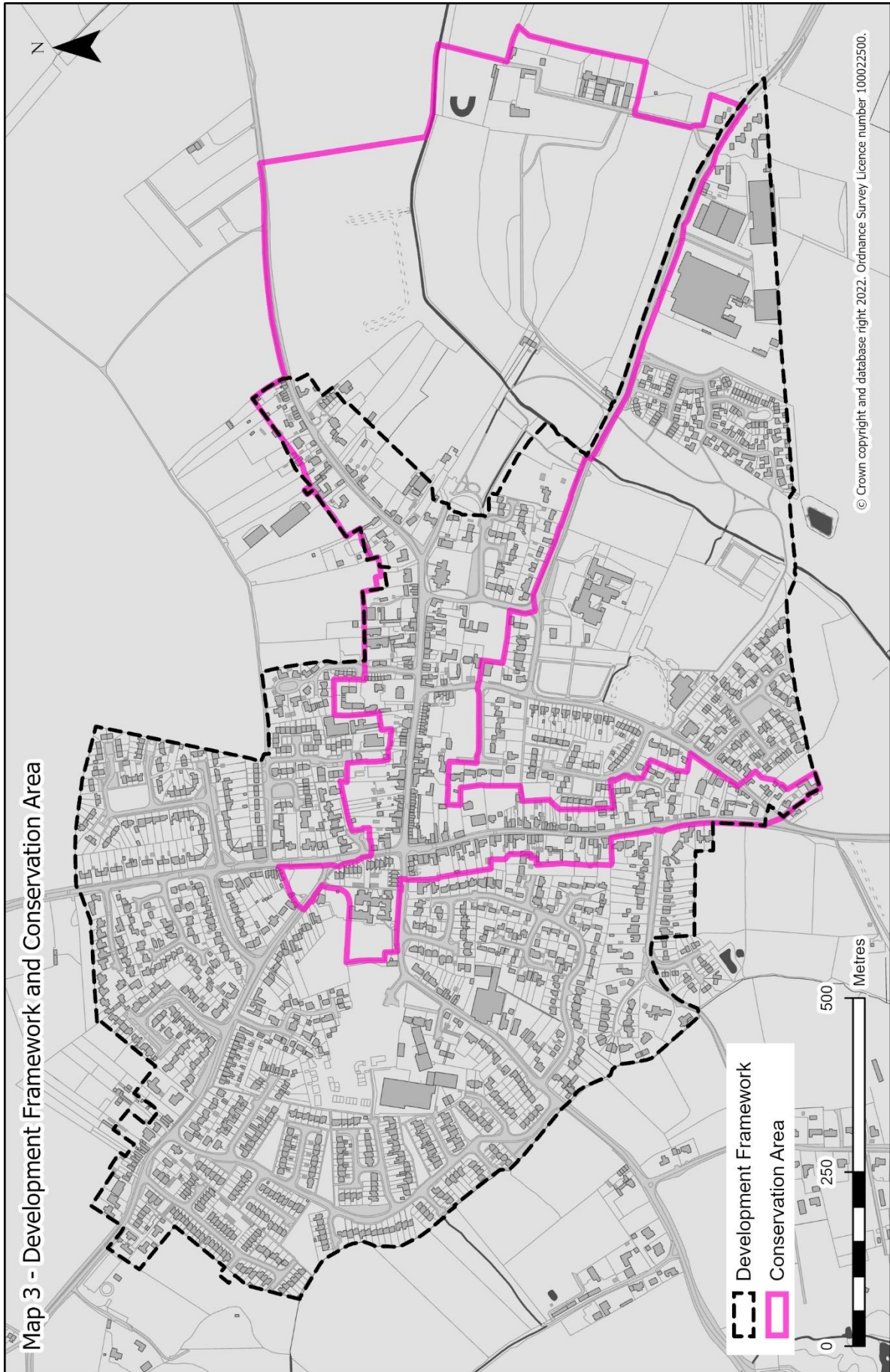
1.7 The development framework is the area within which development is ordinarily permitted subject to compliance with the applicable, prevailing local and national planning policies. Local Plan paragraph 2.50 notes the “development frameworks define where policies for the built-up areas of settlements give way to policies for the countryside”. Development may be permitted within the boundary marked around Gamlingay village (see map 3, overleaf). Although this policy should prevent the village of Gamlingay merging with the hamlets within the parish, the community still considers itself vulnerable to too much development. This would risk the loss of rural character and valued open space.

1.8 Once the Plan has secured the consent of local people via a referendum, the community will be in a position to benefit from 25% of the Community Infrastructure Levy (CIL) arising from any development that takes place in the Plan Area³. This can be used for community projects that support the vision and aims in the Plan. Additionally, CIL monies can act as leverage on a range of other public funds and programmes providing a platform for community investment.

¹ Locality is the national membership network supporting local community organisations to be strong and successful, <https://locality.org.uk/>. They run a dedicated neighbourhood planning website (<https://neighbourhoodplanning.org/>) and provide grant funding and/or technical support (via application) on behalf of the Government to support the development of neighbourhood plans.

² South Cambridgeshire Local Plan was adopted on 27 September 2018. See appendix 1.

³ South Cambridgeshire District Council does not have a formal CIL strategy at present.



Map 3: Development Framework and Conservation Area

- 1.9 This Plan is accompanied by a basic conditions statement, Strategic Environmental Assessment and Habitats Regulation Assessment Screening Report, Gamlingay Parish and South Cambridgeshire District Council SEA Screening Determination Statement and the Strategic Environmental Assessment⁴.

Contributing to sustainable development

- 1.10 People living in Gamlingay appreciate the special qualities the parish possesses. It is a great place to live and in accommodating housing growth it will be vital that the qualities which make Gamlingay special are protected. Current residents accept that more people will want to come and live here, and this is important to any thriving and evolving community. However, it is essential that the very qualities that make Gamlingay special are not lost along the way.
- 1.11 Sustainable development is about positive growth 'meeting the needs of the present without compromising the ability of future generations to meet their own needs' (paragraph 7, NPPF 2021). The planning system contributes to the three dimensions of sustainable development in the following ways:

Economic – contributing to building a strong, responsive and competitive economy

Social – supporting strong, vibrant and healthy communities

Environmental – contributing to protecting and enhancing our natural, built and historic environment

- 1.12 To achieve this, a thoughtful and innovative approach is required, which works positively with residents, businesses, landowners and developers, and takes continuing interest in the future of the parish. This Neighbourhood Plan promotes local employment, reducing the need to travel and improvements to walking and cycling infrastructure. It encourages developers to build new housing and employment premises that meet local needs, respect local character and are of a high environmental standard. It aims to safeguard green spaces within the village, places of biodiversity value in the parish and the rural separation from the hamlets which gives the parish its unique character.

Climate change

- 1.13 In 2019, South Cambridgeshire District Council declared a climate emergency. The Strategic Assessment (SEA) of this Neighbourhood plan notes that the district has had higher per capita emissions in comparison to the East of England and the whole of England since 2005 – despite higher reductions in the percentage of total emissions per capita between 2005 and 2016 (South Cambridgeshire 39.5%, East of England 33.3% and England 37.6%). South Cambridgeshire also has higher per capita emissions for transport than rural East of England and England⁵. Gamlingay is a rural location, bus services are infrequent and do not support travel to work; for most people living in the parish the car is their principal mode of transport, even for some of the shortest journeys.
- 1.14 According to the SEA, the effects of climate change, based on medium emission scenarios, will see an estimated increase in annual mean temperatures of between 2°C and 3°C during the period 2040-2059 compared to the period 1981-2000 in the East of England. The estimated change in annual mean precipitation is +20 to +30% in winter and -10% to -20% in summer, during the period 2040-2059 compared to the period 1981-2000 in the East of England. The areas at highest risk of flooding (Flood Zone 3)

⁴ Links to all these documents are available in appendix 1.

⁵ See Table 4.

in the Neighbourhood Plan area are adjacent to Millbridge Brook. Within Gamlingay, there are areas of land at medium-high risk of surface water flooding. An Environment Agency flood risk alert (due to an unstable underground reservoir at Vicarage Farm, Potton Road) affects part of the south of the parish.

- 1.15 This Neighbourhood Plan seeks to increase the resilience of the Neighbourhood Plan area to the effects of climate change by supporting and encouraging adaptation strategies. Such as: improving the energy efficiency of new homes and employment buildings; promoting renewable energy generation; rainwater harvesting and flood mitigation (e.g. utilising Sustainable Urban Drainage Systems); and promoting active travel. New residential and business units are expected to contribute towards new infrastructure for walking, cycling and horse riding. All new development (residential and business) is expected to deliver measurable, proportionate and appropriate biodiversity net gains.

Gathering evidence

- 1.16 Chapters 2, 3 and 4 of the Plan are informed by a range of published data sets, plans, reports and strategies, such as:
- 2001 and 2011 census data for Gamlingay Parish
 - Socio-demographic analysis from Cambridgeshire Insight
 - Housing and employment strategies for South Cambridgeshire
 - Commissioned housing needs survey and Village Design Guide for Gamlingay.
- 1.17 Documents are referenced in the footnotes where cited. A full list of documents used (including some not directly mentioned in this Plan) is listed in Appendix 1.

Community engagement

- 1.18 Extensive community engagement has taken place in the preparation of the Neighbourhood Plan. This is essential to creating a Plan that the community will support. It also ensures that the Plan is compatible with European Union (EU) and European Convention on Human Rights (ECHR) obligations.
- 1.19 During the summer of 2015 four public meetings were held to raise awareness of the Neighbourhood Plan and to invite volunteers to join in its preparation. The Steering Group also had an exhibition at Gamlingay Village Show (17th September 2015) to inform residents more widely. As part of engagement activities at the Village Show in 2015 a face-to-face survey was conducted with 68 residents. This built on discussions held during the summer. Participants were asked what they liked and disliked about the parish, including: shops and local services, community facilities, health services, education, parks and play areas, traffic, parking road capacity, public transport, housing types and sites, and green spaces.
- 1.20 In the following months the results were collated, published and with the intention of developing a village-wide questionnaire. Surveys used in the preparation of other neighbourhood plans were reviewed for that purpose too. In addition, during the first half of 2016 a series of consultation workshops were held for local businesses, landowners, and residents.
- 1.21 The former led to the creation of a local business directory of 140 businesses and explored the conditions needed for new businesses to start-up and the retention or expansion of existing employment. Residents were invited to two workshops to discuss design considerations for the development of housing on the former Green End Industrial Estate and building design more generally.

- 1.22 Children (years 3, 4, 5 and 6) were also asked what they liked most about the village and how they would like to see it develop. They designed their ideal houses, identified traffic as a big issue and surveyed the speed of vehicles travelling through the village, and predicted how the village would look in the future. Posters illustrating the results were exhibited in the Eco Hub and residents invited to comment during Easter 2016.
- 1.23 This community engagement helped to shape a detailed questionnaire which was sent to every household in the parish and further publicised at the Village Show in September 2016. The results were analysed and used to draft a vision and objectives for the Neighbourhood Plan. The findings were grouped into themes, with each theme identifying the local issues for the topic and the proposed actions to address them. Further detail is given in chapter 3.
- 1.24 A need was also identified for professional assistance to provide an up-to-date assessment of local housing need and Bedfordshire Rural Communities Charity (BRCC) was commissioned to conduct a further survey with the help of Locality funding. Additional surveys were also carried out with residents of the parish hamlets of Little Heath, Dennis Green and The Cinques in 2017-18.
- 1.25 Throughout 2017-18 the Neighbourhood Plan was frequently discussed at parish council meetings and slowly took shape around busy schedules. In 2019 the basic conditions statement and draft Neighbourhood Plan were prepared for consultation and screened for the Habitats Regulation Assessment (HRA) and Strategic Environmental Assessment (SEA)⁶. Further consultation with the residents and businesses of Gamlingay took place in October 2019 when each household and premises were sent a booklet outlining the draft vision and policies for the Neighbourhood Plan. This was accompanied by a series of drop-in events at the Eco Hub. Feedback was invited online, in writing and face-to-face at the consultation events.

Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA)

- 1.26 The HRA screening indicated that the Gamlingay Neighbourhood Plan was not predicted to have likely significant effects on any European site, either alone or in combination with other plans and projects. No further assessment was required under the Habitats Regulations 2017. However, the earlier version of the plan that was screened allocated two new rural business development areas. It was then considered that both may have cumulative effects on biodiversity, because ‘no assessment of these sites for their intended uses has been undertaken at this point in time’⁷.
- 1.27 The Drove Road Local Employment Site was proposed in the earlier version of the Plan that was screened. It surrounds Gamlingay Cinques Common County Wildlife Site and includes Grade II Listed ‘1 and 3, The Cinques’, which could be affected by any E(g) or B2 employment development or associated residential dwellings. The effects of any development on the Drove Road Local Employment Site on the Listed Building ‘1 and 3, The Cinques’ was unknown because at the time of screening there was unclear identification of development type or form at this stage.
- 1.28 Efforts were made to clarify the scale and extent of development expected on Drove Road. However, for the above reasons the Gamlingay Neighbourhood Plan was screened in for Strategic Environmental Assessment in line with the requirements of Directive 2001/42/EC. A SEA was carried out which then shaped the policies in this Plan.

⁶ SEA/HRA Screening Report, September 2019. See appendix 1.

⁷ Screening report *Ibid.*

Regulation 14 and 16 Consultations

- 1.29 Over 30 groups and organisations were identified and formally consulted prior to the Regulation 14 consultation in Autumn 2020. Other consultees contacted for views included neighbouring parish / town councils (including Potton, Waresley and Wrestlingworth), The Wildlife Trust, and Cambridgeshire County Council Rights of Way team. Local businesses received an individual approach in consultation, specifically catering for identified needs resulting from an initial survey approach. Landowners who expressed an interest in the process were kept informed of the progress of the Plan. South Cambridgeshire District Council met with the group at each required stage. Residents were informed of public meetings and informed through the local magazine, the Gamlingay Gazette, on the progress made.
- 1.30 When the Plan was submitted to South Cambridgeshire District Council they carried out a Regulation 16 consultation in Autumn 2021 and the representations received during this consultation were provided to the examiner.

Examination, Referendum and Making of the Neighbourhood Plan

- 1.31 An independent examiner was appointed to examine the plan, and the Examiner's Report was received in March 2022. The Plan was examined to ensure it complies with legislation. A referendum version of the Plan was prepared taking on board the modifications recommended by the examiner in his report and some minor updates.
- 1.32 The referendum was held on 10 November 2022 and residents were asked to vote as to whether the Neighbourhood Plan should be used by South Cambridgeshire District Council to determine planning applications in the parish of Gamlingay. 76.62% of those that voted were in favour of its use, and 23.38% of those that voted were against its use.
- 1.33 The Neighbourhood Plan was successful at its referendum as more than half of those that voted were in favour of it being used to determine planning applications, and South Cambridgeshire District Council made (adopted) the Gamlingay Neighbourhood Plan at its meeting of full Council on 24 November 2022.

2. Gamlingay past and present

- 2.1 This chapter gives the context for the Neighbourhood Plan. It details a brief history of the parish settlement, outlines current demographic and social data, describes local facilities and services, local transport and local employment.

History and settlement

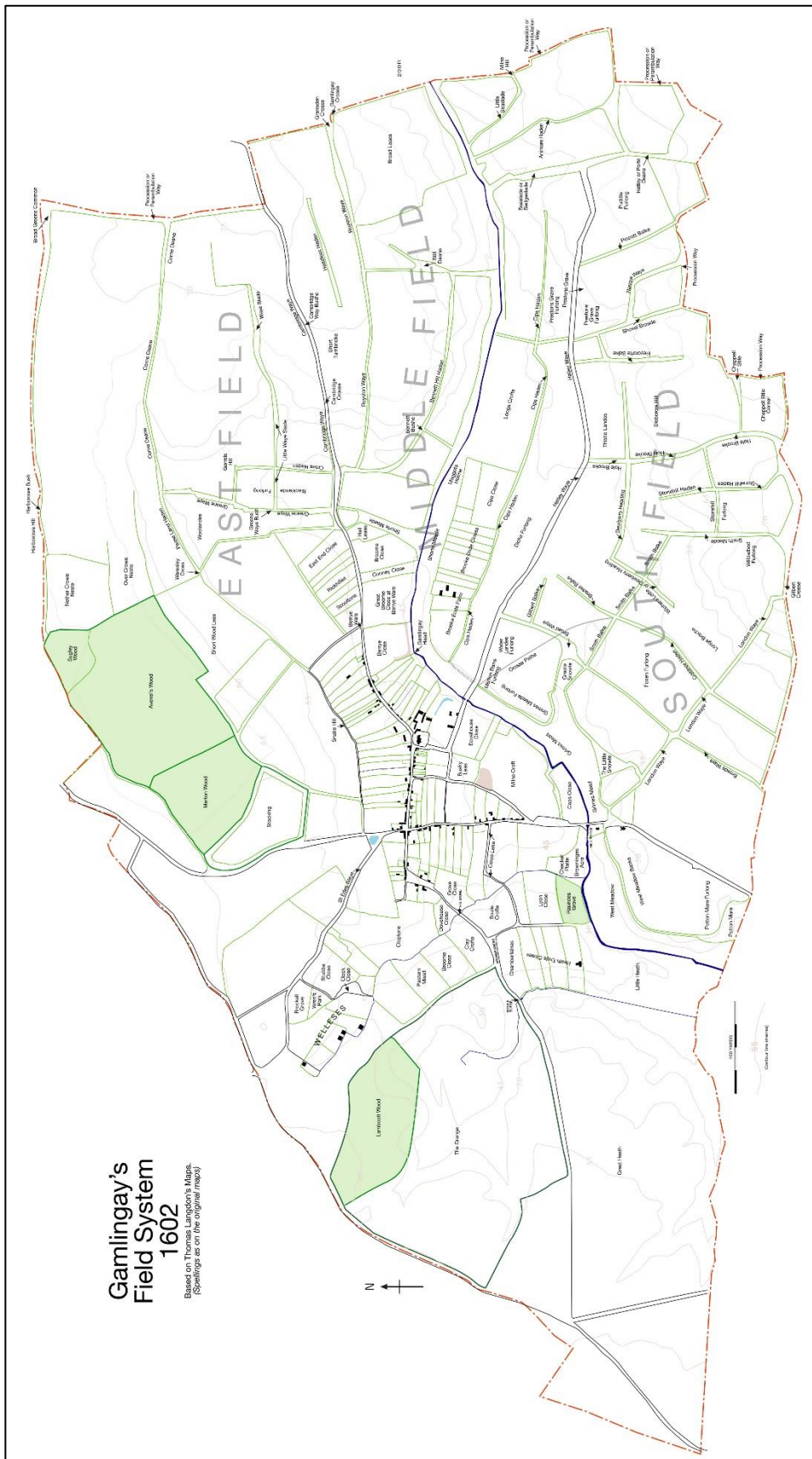
- 2.2 The Cambridgeshire Historic Environment Record records prehistoric remains and Palaeolithic tools found in Gamlingay Parish⁸. The modern parish boundaries on the north side adjoin Waresley and Tetworth, and on the southern boundary adjoin Potton and Cockayne Hatley in Bedfordshire.
- 2.3 A charter dating from c. 975 provides the earliest record of an established settlement and Gamlingay Wood is recorded in the Domesday Book in 1086. In 1279, Gamlingay was divided between three manors: Avenel's, Merton (part of Merton College, Oxford) and Woodbury. Merton College remains a major landowner to this day. Map 4 shows Gamlingay's field system in 1602.
- 2.4 Five small hamlets: The Cinques, Little Heath, Dennis Green, Great Heath and Mill Hill – a legacy of local agriculture and industry – radiate around a central village. There were extensive heaths and common lands around the parish settlements before the 19th century enclosure. The main village settlement grew from a triangular green by the church. Roads entering the village and crossing the parish have remained unchanged since the 17th century. Today local employment sites are situated on Church Street, Green End and Station Road in the village, on Mill Hill and along Drove Road.
- 2.5 Beside St Mary's Church, The Emplins the former 15th century rectoral house survives today; the sites of the three manors can still be identified. Merton Manor farmhouse is built on the site of the former manor house. The Grange was emparked by 1601 with landscaped gardens by the 18th century. To the west of the village, Gamlingay Park, an 18.5-hectare park, contains the extensive earthwork remains of an early formal garden laid out in 1712 for Sir George Downing; it is grade II listed on the National Heritage List for England⁹. Features of these gardens and pleasure grounds remain forming part of the rural character of the parish. The land today is farmed mainly as arable.
- 2.6 Bricks were made in the parish from 1601 to 1920 initially as a result of a fire which destroyed 76 houses. The buildings vary in style and material. The earliest buildings date from the 15th century and are timber-framed and plastered with plain tiled or thatched roofs. There are several outstanding buildings; the almshouses and chapel dated 1665, and the 12th century church are notable. There are 81 registered heritage assets including 62 listed buildings concentrated in the conservation area (see paragraph 2.8)¹⁰. Gamlingay's two surviving pubs, The Cock Inn and The Wheatsheaf Public House are grade II listed buildings.
- 2.7 After the Second World War considerable building activity took place to the north of the village. Later development, including the site of the former village college (now the primary school) filled open areas to the south and east along Stocks Lane and consolidated areas west of Waresley Road and to the rear of Mill Street. Recent development added 85 dwellings along Station Road. A number of smaller infill

⁸ The National Gateway. See appendix 1.

⁹ See Appendix 1.

¹⁰ The National Heritage List for England. See appendix 1.

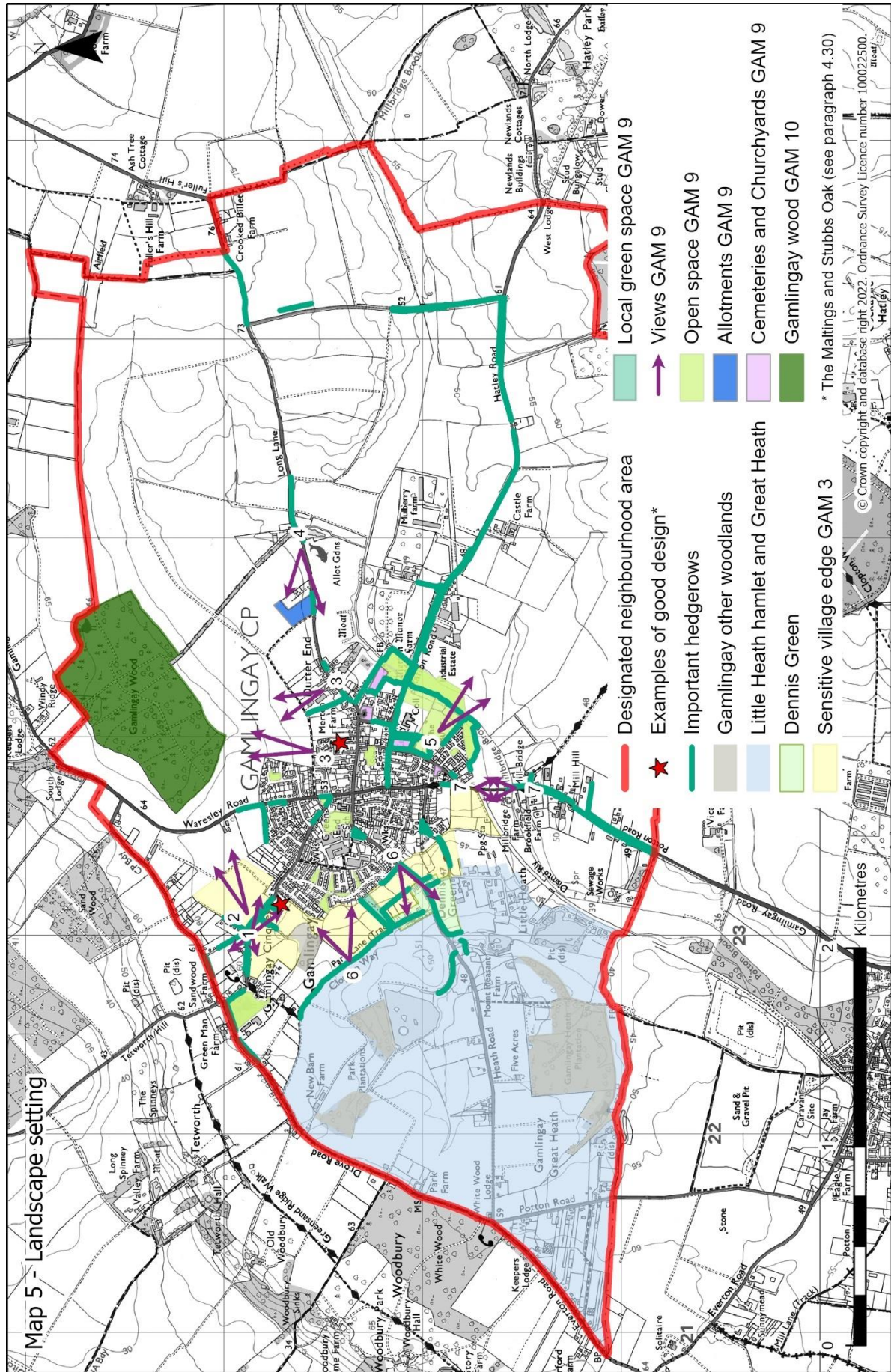
developments were also approved and built prior to the adoption of the South Cambridgeshire Local Plan.



Map 4: Gamlingay's field system 1602

- 2.8 Church Street and Church End with their low density, linear character and wide frontages give a rural feel to this part of the village. A conservation area covers a large number of Listed Buildings on Church Street, Church End and Mill Street¹¹. Modern housing estate to the west provides a clear edge to the village.
- 2.9 The parish sits across two Natural England 'National Character Areas' – mostly the Bedfordshire Greensand Ridge to the west and the Bedfordshire and Cambridgeshire Claylands to the east. Gamlingay Wood is the best documented historic wood in England (over 750 years of recorded information) and a Site of Special Scientific Interest (grid reference TL242534). Cambridge - Bedford Disused Railway (Hatley, TL2752), Gamlingay Heath Plantation (TL2251), New Barn grassland (TL226529), Gamlingay Cinques Common (TL226529), Gamlingay Cemetery (TL239521), Gamlingay (East) RSV (TL261526) and West Road RSV (TL235519) are County Wildlife Sites. Gamlingay Long Road (TL262516 - TL261529) is a protected road verge. The landscape setting is shown in map 5.
- 2.10 Sites of archaeological interest include two moated sites at Merton Manor Farm and Dutter End, and garden remains of Gamlingay Park.
- 2.11 The non-developed areas of the parish area consist of various grade soils. Grade 1 Agricultural Land ('excellent') exists in a pocket of land adjoining the eastern part of the development framework. Grade 2 ('good-moderate') exists in the majority of the eastern part of the wider Plan area. Grade 3 ('good-moderate') makes up a large area of the west and south-west parts of the Plan area. Grade 4 soils ('poor') are associated with the areas of heath within the Plan area. Grade 1 Agricultural Land represents the best and most versatile soil within the wider District context and also the country.

¹¹ Gamlingay Conservation Area (SCDC) Adopted 02.03.1973, amended 08.03.2000. See appendix 1.



Map 5: Landscape setting

* The Maitings and Stubbs Oak (see paragraph 4.30)

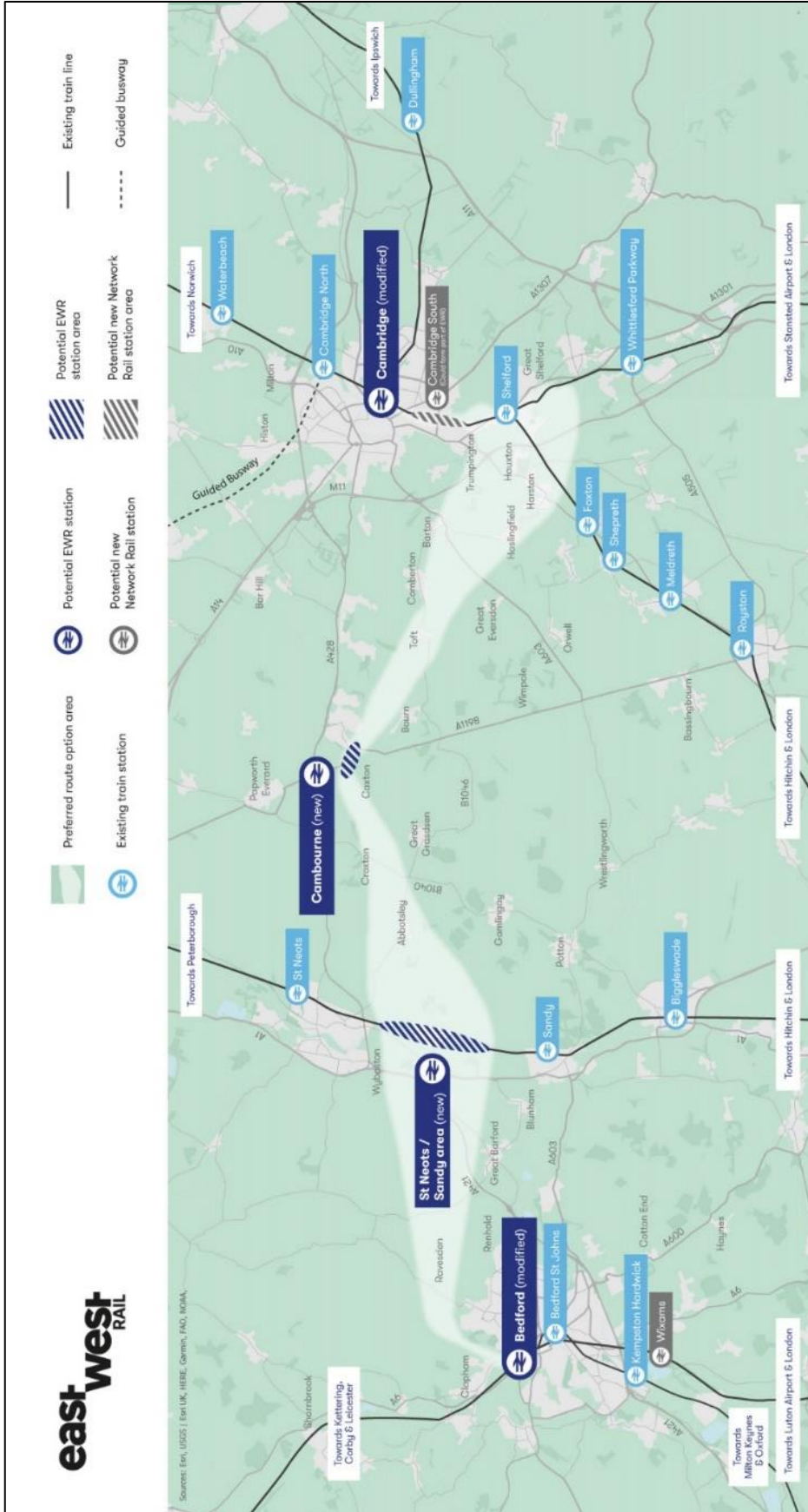
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East West Rail and housing growth

- 2.12 The East West Rail Consortium was formed in 1995 with the objective of promoting and securing a strategic railway connecting East Anglia with Central, Southern and Western England. Funding for the Western section (between Oxford and Bedford, and Aylesbury and Milton Keynes) was announced by the Department for Transport in 2011. The East West Railway Company was established by Government in 2017 to accelerate delivery of the remainder of the scheme. In 2019, the East West Railway Company consulted on route options for the central section between Bedford and Cambridge. The proposed Route B would run north of Gamlingay, incorporating a relocated railway station at Sandy and a new station at Cambourne.
- 2.13 The National Infrastructure Commission¹² concluded that the new rail route provides a once-in-a-generation opportunity to unlock land for new settlements, enabling the development of 1 million homes across the corridor that includes Milton Keynes, Bedford, Luton and large areas of Bedfordshire's countryside. Land at North, South and East of Tempsford (6 miles away from Gamlingay) has been safeguarded in the Central Bedfordshire Local Plan for future development, to be assessed further in the Partial Plan Review to consider the potential capacity for 10,000+ homes¹³. Construction and development at this scale will increase traffic and bring in more people. Together with rail capacity unlocked by the completed east west rail route, it will inevitably put pressure on existing infrastructure, create demand from developers for development land and have a detrimental impact on the natural environment in and around Gamlingay.

¹² National Infrastructure Commission (2017). 'Partnering for Prosperity: A new deal for the Cambridge-Milton Keynes-Oxford Arc'. See appendix 1.

¹³ Central Bedfordshire Local Plan, pre-submission (2018). See appendix 1.



Map 6: Proposed East West Rail Corridor north of Gamlingay¹⁴

¹⁴ Copyright East West Rail, reproduced with permission.

Current demography and socio-economic profile

- 2.14 At the time of the 2011 census¹⁵, Gamlingay parish had a resident population of 3,568 (up from 3,535 in 2001¹⁶). The predominant age band was 'age 45 to 59' representing 22.25% of the total Ward population. Although 96% of the population described themselves as being in very good, good or fair health, 24% of households included one person with a long-term health problem or disability.
- 2.15 Gamlingay parish had 1,501 households, of these the highest proportion (38%) owned their properties outright (see chart 1)¹⁷. That compares with 34.6% for South Cambridgeshire district as a whole and 32.9% for the East of England¹⁸. The second largest number of households owned their property with a mortgage or loan (36.2%). However, almost a quarter of households (23.4%) lived in rented accommodation (council, social landlords, private owners, private landlords or letting agents). More detailed analysis shows that a third of Lower Super Output Areas in Gamlingay Ward fall into Decile 1 (representing the most deprived 10% of LSOAs in England) for the barriers to housing and services domain^{19,20}. 9% of households had no cars or vans.
- 2.16 1.7% of households had no central heating compared to 1.5% for South Cambridgeshire²¹. However, the Cambridgeshire Atlas of fuel poverty (2008-2014) reveals Gamlingay to have one of the highest levels of fuel poverty in Cambridgeshire: in 2014, 141 households were spending more than 10% of gross income on maintaining a reasonable level of thermal comfort (between 18 and 21C), up from 82 households in 2011²². This is exacerbated by the poor energy efficiency of housing stock²³.
- 2.17 Gamlingay had 143 households with dependent children aged 0 to 4, representing 9.53% of the Ward's households. 406 households in the Ward (27.05% of the Ward's households) had dependent children of all ages.
- 2.18 The parish had low levels of unemployment (2.9%); 69% of residents aged 16 to 74 were in employment (16% part time, 41% full time and 13% self-employed), 15% were retired. More women work part time (25.9%) than men (5.3%). However, a higher rate 6% of 16-24-year olds were unemployed (20 out of 326).
- 2.19 The highest proportion of the parish's population (23%) were employed in lower managerial, administrative and professional occupations²⁴. The highest proportion of 16-74-year-old males (20%) in employment work in manufacturing; an equivalent 17% of females work in education. The average salary for a resident working full-time in South

¹⁵ NOMIS: 2011 Census data, Gamlingay local area report. See appendix 1.

¹⁶ NOMIS: 2001 Census data, table KS001 – usual resident population for the parish of Gamlingay. See appendix 1.

¹⁷ NOMIS: 2011 Census data, table KS402EW – tenure. See appendix 1.

¹⁸ Cambridgeshire Insight: Cambridgeshire and Peterborough Housing Overview Report. See appendix 1.

¹⁹ This measures the physical and financial accessibility of housing and local services. The indicators fall into two sub-domains: 'geographical barriers', which relate to the physical proximity of local services, and 'wider barriers' which includes issues relating to access to housing such as affordability.

²⁰ Cambridgeshire Insight interactive report for Gamlingay ward. See appendix 1.

²¹ NOMIS: Table KS403EW, 2011 Census: Rooms, bedrooms and central heating, local authorities in England and Wales. See appendix 1.

²² Gamlingay Ward is divided in four LSOAs; figures quoted are for SC 013C Gamlingay. These are estimates of the number and percentage of households in fuel poverty from 2008 to 2014 for Lower Super Output Areas in the Cambridge sub-region. See appendix 1.

²³ 211 properties in LSOA SC013C are listed as having EPC ratings F to G (data 2015). See appendix 1.

²⁴ National Statistics Socio-Economic Classification – 2.

Cambridgeshire is £40,050, for the lowest 10 percent of incomes the average is £19,184 (there is no data for the top earning the 90th percentile); there is a significant income gap for male and female full time workers (see table 1 below).

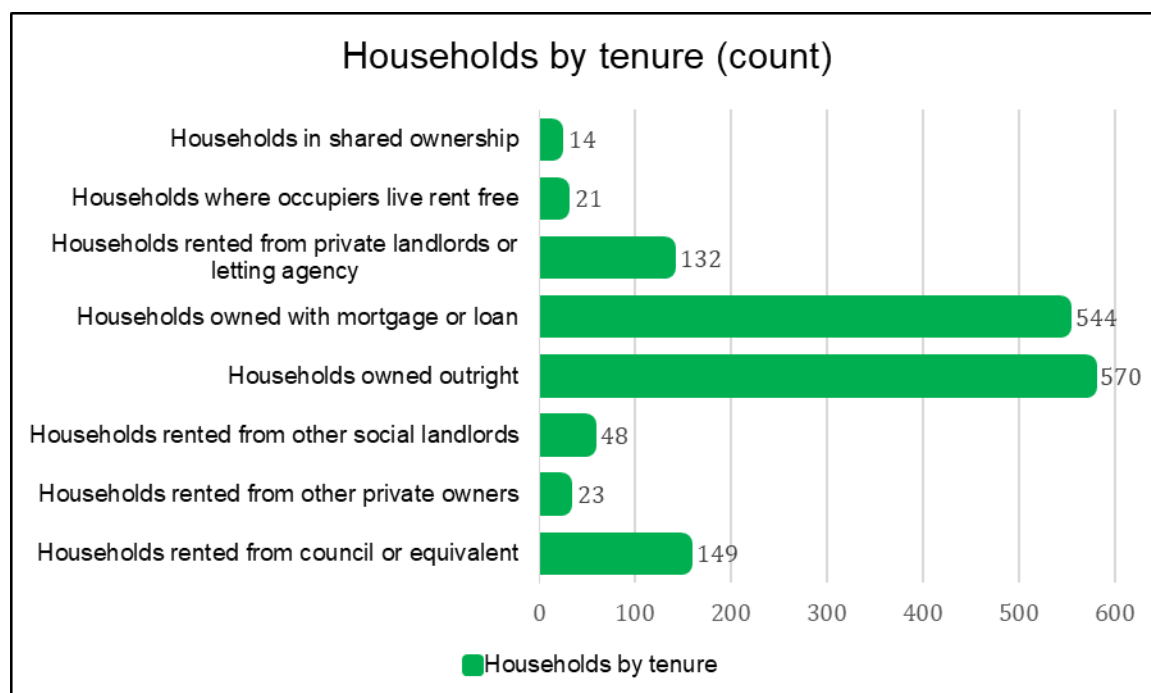


Chart 1: Households by tenure in Gamlingay Parish

Table 1: Annual survey of hours and earnings - resident analysis of gross annual pay for South Cambridgeshire (2019)²⁵

	£Average income (median)	10th percentile
Male full-time workers	43,634	24,768
Male part-time workers	No data	No data
Female full-time workers	29,036	16,173
Female part-time workers	13,687	No data
Male	42,000	20,130
Female	24,900	No data
Full time	40,050	19,184
Part time	13,089	No data

2.20 Over a quarter (26%) of Gamlingay's residents have achieved level 4 qualifications and above, compared to 40% in South Cambridgeshire as a whole. 22% of Gamlingay's residents had no qualifications; this is noticeably higher than for the district as a whole (15%). 15% of the population held no passport.

Local infrastructure

2.21 Community facilities are shown on map 7. The village is served by a number of shops and small businesses including: the Co-op, newsagent, post office (and shop) and a hairdresser. The post office also provides banking facilities. Other facilities include a GP surgery, a pharmacy, a petrol station, two cafes, farm shop and two churches. There is

²⁵ The annual survey of hours and earnings can be edited to show the variables of your choice – in this case geography = South Cambridgeshire, date = latest 2019 data, pay and hours = gross annual income, sex and full/part-time = tick every box, and the variable = 10th percentile. See appendix 1 for the link to the Nomis website.

limited capacity at the GP surgery; in 2016 the practice list size per full time GP equivalent was 2094 patients compared to a national average of 1731 patients²⁶. The appropriate authorities will have to consider increasing capacity as the parish population continues to grow (e.g. 90 new dwellings at Green End). There are also two pubs (which provide a range of dining options), two restaurants and a takeaway.

- 2.22 There are over 50 clubs and societies in the parish (e.g. Gamlingay United Football Club, Gamlingay and District Gardening Club or the Gamlingay Photography Society). The Baptist Church, church hall, Eco Hub, Old Methodist Chapel and the Working Men's Club are frequently used for pre-school clubs, events and meetings.
- 2.23 The Gamlingay Community Wind Turbine went into operation in 2013 just outside the village. Entirely funded by local residents and businesses, it generates 10% of the village's electricity (about 206 houses per year)²⁷. Gamlingay Community Turbine Ltd gives 10% of its net income to a Tithe Fund for any project designed to improve the village, for example new goal posts and floodlights on the football pitch, LED lighting installed at the church and conservation work at Gamlingay Wood²⁸.
- 2.24 The Eco Hub won the RIBA East Award 2016 for the conversion of the old community hall and external areas to a zero carbon multi-purpose community facility. A ground source heat pump and solar thermal panels heat the building (a constant 20°C) and water, and solar photovoltaic panels generate all the electricity needed, feeding the excess back into the grid²⁹. The Eco Hub now hosts the local library and Parish Council Office and provides a meeting room and a large hall for events, sports and functions, a kitchen, a cafe servery, changing rooms for sports pitches, a new dance studio, a youth wing, seminar and meeting spaces. The multi-use Queen Elizabeth II recreation ground at the Eco Hub provides a playground, skate park and sports pitches – in addition to the bowls green and tennis courts. Gamlingay Village Primary (the former Village College) has gym facilities and a Multi-Use Games Area (MUGA). The adjoining Millbrook Meadows is well used by families and dog walkers.
- 2.25 All homes in the village are within 800 m of the Co-op on Church Street, but a proportion have to travel further to reach the Eco Hub. Residents in the hamlets (The Cinques, Little Heath, Dennis Green, Great Heath and Mill Hill) have to travel more than 800 m to reach shops and community facilities. Local employment is essential for the retention of Gamlingay's volunteer-run fire station.
- 2.26 There are two early years providers in Gamlingay: the Children's Montessori Nursery and Gamlingay Rainbow Pre-School. Two other childcare settings in the village closed in 2017, leaving a shortfall of places in the village. The two remaining childcare settings provide 46 places compared to the number of children living in the village and eligible for free places, which was 59 in summer 2018 and is expected to remain around this level³⁰. The Gamlingay First School was recently converted to an Academy and has capacity for 420 pupils aged 4 to 11.
- 2.27 The majority of Gamlingay should be able to access superfast broadband speeds (>24 Mbps) from a Fibre to the Cabinet (FTTC) solution. However, there are premises in The Cinques, Little Heath and Mill Hill too far away from their connecting cabinet to receive superfast speeds. The Connecting Cambridgeshire digital connectivity programme, led

²⁶ Greensands Medical Practice submission (2016). See appendix 1.

²⁷ See [Gamlingay Community Turbine \(gamlingay-community-turbine.co.uk\)](http://gamlingay-community-turbine.co.uk)

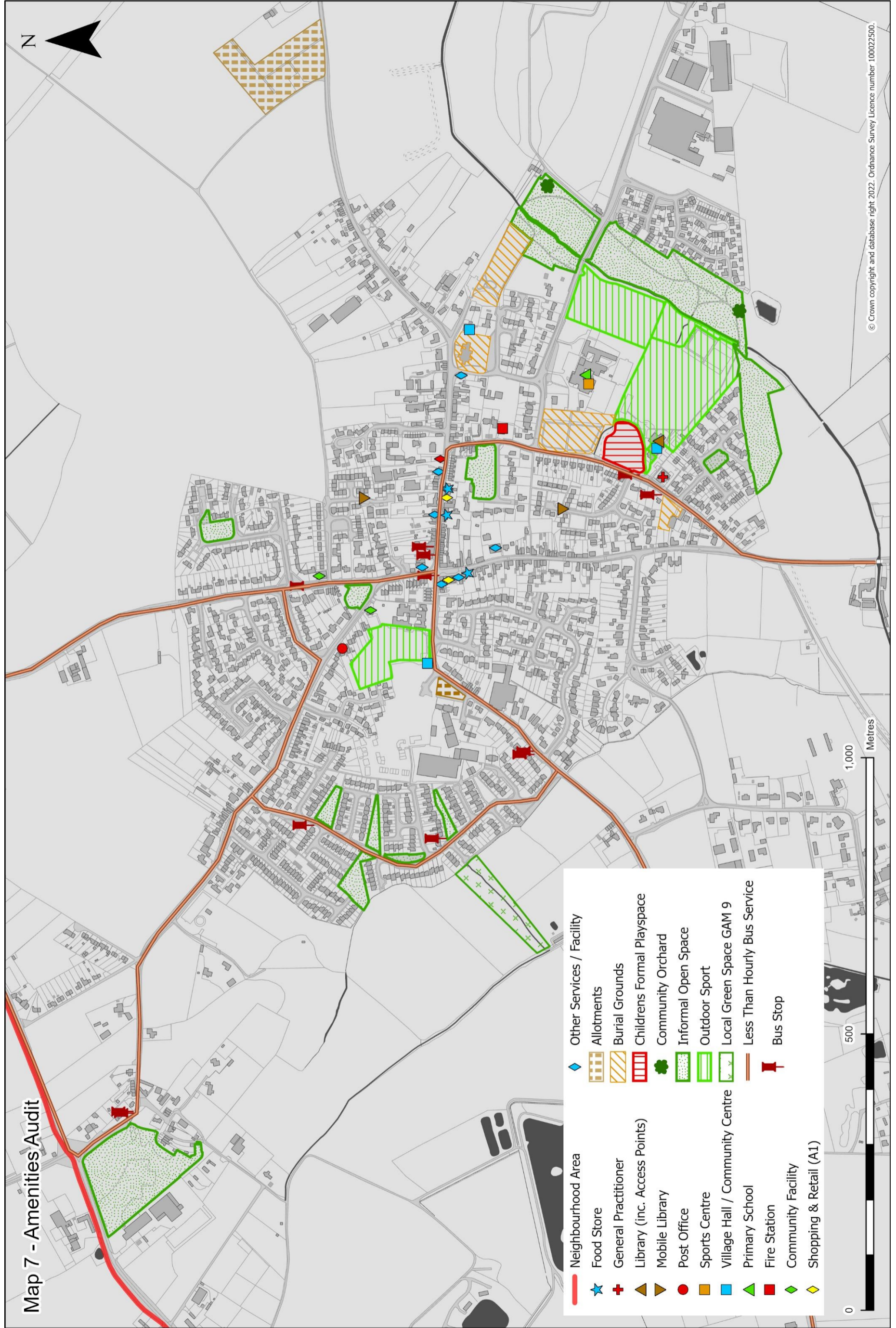
²⁸ See [Energised village: Gamlingay Community Turbine | Opus Energy](#)

²⁹ See <http://www.gamlingayecohub.org.uk/history/>.

³⁰ Jo German, South Cambridgeshire Education Capital Projects Officer letter to Richard Hawley dated 8th February 2019. See appendix 1.

by Cambridgeshire County Council, is being extended to improve mobile, broadband and public Wi-Fi coverage – particularly in rural villages across Cambridgeshire and Peterborough. Over the next four years, there should be a significant increase in the full fibre footprint across the area, improvements in voice and data mobile coverage (2G & 4G), better public access Wi-Fi and trials of 5G (next generation mobile)³¹.

³¹ Connecting Cambridgeshire and Cambridgeshire and Peterborough Combined Authority (undated). 'Delivering a Digital Connectivity Strategy for Cambridgeshire and Peterborough 2018 -2022'. See appendix 1.



Map 7: Village Amenities Audit Map

Public transport

- 2.28 The parish is poorly served by public transport. There are two services. The 190/188 Centrebus³² service runs between Biggleswade and Sandy via Gamlingay, Everton and Pottton on their way to / from Hitchin. It operates six times a day, Monday to Friday, and three services on Saturday. The C2³³ service (subsidised by Cambridgeshire County Council) between St Neots and the Hatleys (via Gamlingay) operates a weekly return journey each Thursday (for St Neots market). There is also a subsidised Gamlingay and Hatleys Car Scheme run by local volunteers; it is a door-to-door service for visits to doctors, hospitals and other places. The majority of journeys are made by private transport.

Local business and employment

- 2.29 There are three employment sites in the village in Church Street, Green End industrial estate and Station Road industrial estate, with additional clusters located on Mill Hill and Drove Road (see Map 10). The loss of employment land at Green End (75% of the site was allocated for housing in South Cambridgeshire Local Plan (policy H/1 **Allocations for Residential Developments at Villages**: part f) has led to relocation and loss of business - and jobs - from the parish. However, there remains a wide variety of established businesses in the parish, including manufacturing industry (e.g. KMG, Pinewood Structures, RNT tanks and silos). Consultation with stakeholders for the preparation of Neighbourhood Plan led to the creation of a directory of 66 Gamlingay businesses (there are an estimated further 60 cottage industries / sole traders on a business email list) and of Solution Gamlingay – a responsive website and App specifically designed to support business growth in Gamlingay and Hatley³⁴.
- 2.30 Gamlingay has historically sourced most of its employment locally. The continued reduction of rural bus services has made it even more difficult for people without access to private transport to find work. Younger people are particularly affected and there is anecdotal evidence of young people leaving education and training due to the logistics and costs associated with commuting. This is reflected in the data³⁵ (see chart 2). 16-17-year-old schoolchildren and students account for 3.3% of the population of Gamlingay Ward (slightly higher than the Cambridgeshire and England average) dropping to 2.1% 18 years and over; compared to 6.8% for Cambridgeshire and 5.5% for England. It is a key strategic aim for the Community Development charity, Forward Gamlingay³⁶, to improve the opportunities for young people to gain employment and training locally from local providers.

³² See <https://www.centrebus.info/bus-services/bedfordshire/190/> and <https://www.centrebus.info/media/2074/188-190-hitchin-to-sandy-mon-sat-290919.pdf> and <https://www.centrebus.info/media/2768/188-190-biggleswade-to-sandy-mon-sat-03082020.pdf>

³³ See <https://bustimes.org/services/c2-st-neots-longstowe-orwell-arrington-croydon-the>

³⁴ See [Gamlingay \(solutiongamlingay.com\)](http://Gamlingay.solutiongamlingay.com)

³⁵ Cambridgeshire Insight, interactive report 'children, young people and education' for Gamlingay Ward. See appendix 1.

³⁶ See <https://forwardgamlingay.webs.com>

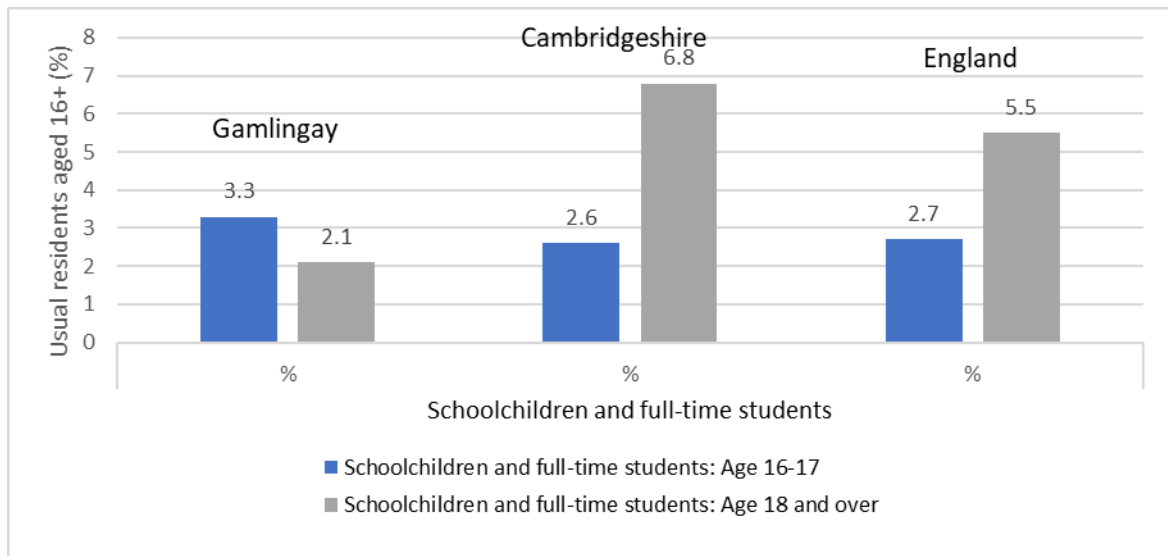


Chart 2: School children and full-time students in Gamlingay, Cambridgeshire & England

3. Our vision for the future

- 3.1 This chapter provides an overview of the parish survey, consultations and additional resources developed in the preparation of the Plan. These inform the vision and objectives of the Neighbourhood Plan and form the basis of policies in the next chapter.

The Parish Survey

- 3.2 The vision and objectives of this Neighbourhood Plan were shaped through extensive consultation with the residents and businesses of Gamlingay. This culminated in a village wide survey (developed by the Neighbourhood Plan Steering Group) delivered to every household in the parish in October 2016. Additional copies were available in the Eco-Hub and online³⁷. Individuals were able to respond to the online version or by completing the paper copy and posting it into ballot boxes at locations around the village. The survey ran for six weeks. There were 401 responses out of 1501 households.
- 3.3 The aim of the survey was to collate people's likes and dislikes about the community, identify local issues and to understand how residents want the community to develop over the next 15 years. This was essential to the development of a vision, objectives and policies that would reflect the views of the community as a whole.
- 3.4 Key findings include:
- The adjectives most commonly used to describe the village and wider parish hamlets (respectively) in 15 years' time were: 'safe' (83%; 80%), 'friendly' (82%; 72%), 'rural' (69%; 74%) and 'attractive' (47%; 48%). 38% of respondents wanted the village to be described as 'affordable' and 39% wanted the wider parish to be described as 'traditional'.
 - The biggest concerns with additional development in the parish were about: increased traffic (70%), oversubscribed medical and care facilities (59%), loss of countryside and/or green space between existing settlements (56%) and lack of adequate parking in the village (47%).
 - Over half the respondents said it was essential or important for the village and hamlets to remain physically separate from each other to maintain their identity.
 - Small housing developments (less than 10 dwellings, 27%), individual plots (35%), and a mixture of small/medium developments (e.g. 10-25 dwellings; 27%) were considered most suitable.
 - Thinking of their next home, the two top responses were to move to a detached property (36%) or a bungalow (22%).
 - Most respondents agreed that developers should make space for cars within the premises of a dwelling (67%).
 - A majority (78%³⁸) wanted new housing that was "designed to fit in with the architecture and character of the village and built to the highest environmental standards" (54%). 82% said new homes (and industrial buildings) should meet EPC rating A.
 - People thought that developers should provide energy from renewables (22%), the majority wanted the most efficient heating and lighting available at the time (69%). Only a few responses thought that conventional energy would be good enough (6%).
 - A small majority thought that new developments (53%) should supply a quarter of their energy needs (but 36% 'don't know').

³⁷ Gamlingay Parish Survey (2016). See appendix 1.

³⁸ Respondents could tick more than one option; 306 out of 401 responses wanted new housing that was "designed to fit in with the architecture and character of the village".

- Gamlingay already has a community wind turbine and most respondents thought land should be made available for renewable energy generation (wind and solar 27% respectively, geothermal 24% and biomass 13%).
- Almost a fifth of respondents worked in the village (18%); over two thirds of respondents supported light industrial use on Drove Road, Mill Hill and Station Road industrial estate.
- Respondents considered the following infrastructure to be 'poor': mobile reception (57%), roads (47%), pavements (47%) and broadband (24%).
- Many people would like to walk (41%), cycle (47%), use the bus (55%) and take the train more (39%). Very few want to drive more (5%).

3.5 Table 2 shows how residents' value Gamlingay's rural location. Protecting the open countryside, wildlife and retaining or adding to green spaces are the most 'essential or very important' issues. Good design ranks fourth. Improving and providing new paths for walking cycling and riding within the village, between the village and hamlets, and further afield also rank highly. 'Reducing carbon footprint' came top of the very important column.

Table 2: Environmental priorities (Parish Survey 2016)

Environmental Issues	Not Important	Somewhat	Very	Essential
Keeping/Adding Green Spaces	1	29	108	250
Protecting Open Countryside	2	16	98	277
Protecting Local Wildlife	3	22	108	260
Footpaths, etc within village	16	74	121	173
Footpaths, etc outside village	43	98	114	135
Good Housing Design	8	42	150	189
Reducing Carbon Footprint	21	83	150	138

Supporting documentation

- 3.6 The parish survey was designed by resident volunteers. As such the final result revealed the need for more information and a more professional approach to assess housing need. A Locality grant was used to commission Bedfordshire Rural Communities Charity to conduct an up-to-date local housing needs assessment (the previous assessment was dated 2011). The results of this survey are referenced in the housing policy for Gamlingay.
- 3.7 Funding also became available for the development of a Village Design Guide (adopted as a Supplementary Planning Document in January 2020). This is a document which complements this Plan, providing guidance on specific design issues including existing village character, landscape, appropriate design in the village centres, residential design (extensions, alterations and new build) and materials.

Business Consultation

- 3.8 From the outset in June 2015 and throughout the preparation of the Neighbourhood Plan (culminating September 2019) businesses in the parish were approached to inform the emerging employment policies in the draft Plan.³⁹ This consultation included the following:
- Creating a business directory of 120 Gamlingay businesses

³⁹ A full summary of the Business consultation can be found in appendix 1.

- Mapping existing and potential employment sites and premises
- Holding meetings with owners of employment sites to ask how the Neighbourhood Plan could help them
- Holding two business development workshops, attended by 50 local businesses, to ask how the Plan could help them
- Creation of an economic development action plan created with a supporting project to develop a local business 'app'
- Circulation of two questionnaires to landowners and businesses
- Gathering feedback on draft employment policies at the Village Show in September 2019

3.9 We received feedback from just over half of the 120 businesses and spoke to 200 businesses owners and residents at the Village Show. The overwhelming majority agreed with the vision of the Neighbourhood Plan and agreed with the proposals for two new employment sites, at Drove Road and Mill Hill. However, concerns were raised – echoed in the Strategic Environmental Assessment – about the potential impact of employment development on the rural surroundings of Drove Road and The Cinques. As a result, this policy was changed. Problems such as slow broadband and difficulty expanding premises due to high business rates or obtaining planning permission were also highlighted.

3.10 Key findings of the consultations included:

- 80% strongly agreed with the vision of the Neighbourhood Plan
- 82% agreed that the Neighbourhood Plan should set aside land for employment
- 54% felt that Drove Road would be a good place for business development
- 60% of people felt that Mill Hill was a good area for business development and new employment
- 78% supported business development on Station Road
- 51-54% of people supported light industry as a suitable type of business for these areas
- 80% agreed to support existing employment sites on Station Road
- 80% agreed that places of work needed to be accessible by foot or bike
- 60% agreed that employment developments should be built to high environmental standards
- 60% agreed that developments should not obstruct special views and vistas
- 70% agreed that employment sites should address the impact they could have on community facilities

Consultation (October 2019)

3.11 In October 2019, an informal consultation was carried out by the Steering Group on the emerging Neighbourhood Plan⁴⁰. All households and businesses received a booklet summarising progress to date on the Plan, including vision, objectives and draft policies. Feedback was gathered via paper/online survey, public meeting, a series of drop-in consultation sessions during October, a workshop with businesses and a stall at the Village Show. There were 151 responses to the survey and over 150 people attended the different consultation sessions.

3.12 Key findings of the consultation included:

- 57% of respondents agreed with the vision
- 69.6% agreed with objective 1 on housing. Comments supported the need for more affordable housing in the parish

⁴⁰ A full summary of the October 2019 consultation can be found in appendix 1.

- 63.9% agreed with objective 2 on local character, demonstrating strong support for the areas to be protected from development to maintain Gamlingay's landscape setting
- 70.2% agreed with objective 3, local economy. Some concerns highlighted on the employment areas on Mill Hill and Drove Road have been addressed (through the SEA) to ensure they do not have a detrimental impact on nearby residents or the environment. Non-land use issues such as connectivity / broadband speed have been raised as community actions.
- 68.2% agreed with objective 4, community facilities. Comments supported the need for more amenities on the west side of the village, particularly shops and playing areas. Access to health services has been raised as a community action.
- 80.1% agreed with objective 5 relating to transport (how we get about). Comments supported the need for more cycleways, circular routes around the village and more parking.
- 65.5% agreed with objective 6, environment, demonstrating strong support for maintaining green spaces across the parish and protecting Gamlingay Wood from harmful development.

Aim, vision and objectives

- 3.13 The aim of this Neighbourhood Plan is to ensure that the future development of the parish is carefully managed in terms of its scale and design.**
- 3.14 Community engagement demonstrates that the people living in the parish of Gamlingay appreciate the special qualities it possesses. It is a great place to live and work. Current residents accept that more people will want to come here, and this is important to any thriving and evolving community. They understand the need to accommodate housing growth, but there is great concern that new development could erode the very qualities that make the village and its hamlets unique.
- 3.15 Six key themes which emerged from community engagement and which are addressed by policies in this Plan are: housing, local character, local economy and employment, community facilities, how we get about (transport) and the natural environment. The Neighbourhood Plan Steering Group adopted the following vision and objectives to reflect the community's views and aspirations:

Vision

- 3.16 For Gamlingay to continue to be a thriving and sustainable community and an attractive, friendly and safe place to live and work.**

The parish will seek to conserve its distinctive character as a radial village with satellite hamlets and easy access to open countryside, while nurturing and growing local employment and community facilities to ensure an outstanding quality of life for all residents.

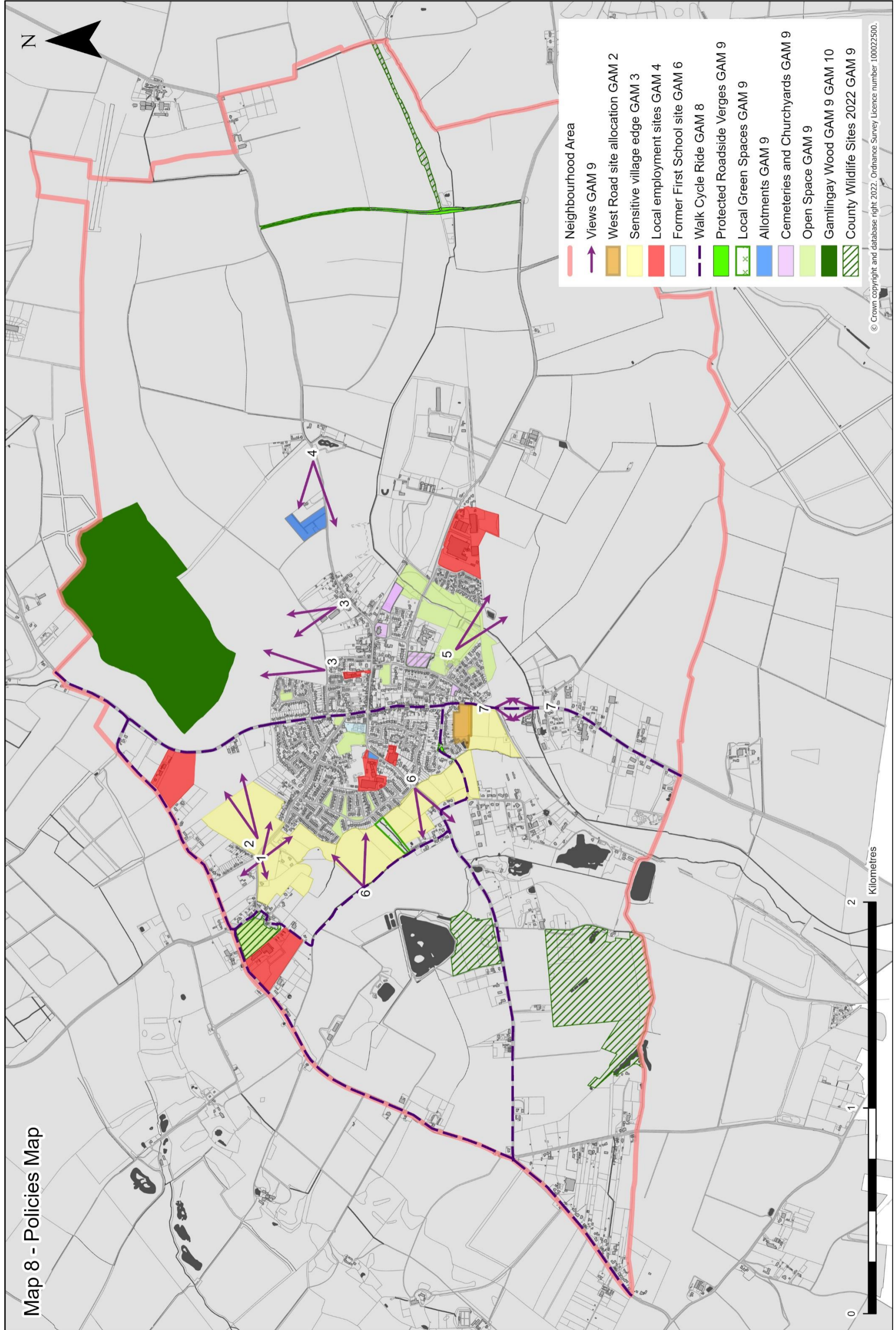
Objectives

- 1. We will meet the needs of the local community by supporting new housing that is of the appropriate size, affordable and adaptable. All new buildings will be built to high environmental standards.**
- 2. In order to maintain the integrity of Gamlingay as a radial village with satellite hamlets and smallholdings, we will protect the open countryside and landscape setting. We will protect our built heritage. Alterations to existing buildings and new buildings will reflect and contribute to the strong character of the built heritage expressed in the Village Design Guide.**

3. **We will nurture and grow local businesses to sustain and develop new employment opportunities in the parish for our residents.**
4. **We will protect valued local amenities and seek developer contributions to ensure that local facilities adapt to meet the needs of our growing community.**
5. **We will develop a network of paths to promote walking, cycling and riding for everyday journeys and recreation. We will reduce congestion by encouraging more parking provision.**
6. **We will protect and enhance the natural environment and the biodiversity of the parish.**

Monitoring and Review

- 3.17 The Parish Council acknowledge that circumstances may change within the Plan period. In addition, some policies will work better than others. On this basis the Parish Council will review the effectiveness of the Plan's policies on an annual basis.
- 3.18 Where appropriate the Parish Council will consider either a full or a partial review of the Plan. This will be based around the monitoring information gathered, and any changes to the planning policy in the wider District.
- 3.19 In particular the Parish Council will assess the effectiveness of Policy GAM4 given the significance of employment uses to the wider Plan. It will also assess the need for any modifications to Policy GAM6 once the County Council has agreed an approach for the re-use of the former First School site.



Map 8: Policies Map

4. Our policies

- 4.1 The following suite of policies has been developed to manage the future development of Gamlingay in order to achieve the aim, vision and objectives of the Neighbourhood Plan. Decision makers and applicants must accept the policies as a whole when judging if a proposal would be acceptable. Policies are designated GAM1, GAM2, through to GAM10.
- 4.2 To reflect the results of the consultation events undertaken during the Plan's preparation and evidence of local issues and characteristics the policies are separated into six themes – housing growth, local character, local employment, community facilities, how we get about (transport) and the natural environment.
- 4.3 Each policy theme is accompanied by supporting explanation of the local context, the local community's views on that subject and the evidence, plans and strategies informing the approach taken. All policies have been framed in the context of the National Planning Policy Framework (NPPF 2021) and the South Cambridgeshire Local Plan (SCLP).
- 4.4 Whilst the Neighbourhood Plan is first and foremost a land-use document, several issues falling outside of the planning system's remit were identified by the local community during consultation events. Alongside its core policies the Plan therefore includes aspirations to encourage interventions by wider stakeholders. These are included within each topic where relevant.

Housing growth

- 4.5 **We will meet the needs of the local community by supporting new housing that is of the appropriate size, affordable and adaptable. All new buildings will be built to high environmental standards.**

Justification

- 4.6 The NPPF 2021 advises that planning policies and decisions in rural areas should be responsive to local circumstances and support housing developments that reflect local needs⁴¹. Reflecting this approach, the Greater Cambridge Housing Strategy (2019-2023)⁴² aims to build 'the right homes in the right places that people need and can afford to live in'. South Cambridgeshire Local Plan (SCLP) policy S/7 **Development Frameworks** supports development of unallocated land within the development framework (in this case the village of Gamlingay).
- 4.7 The current development framework set by South Cambridgeshire District Council is identified on Map 3. It is understood that the Statutory Planning authority will undertake a review of all development frameworks for the emerging Greater Cambridgeshire Plan. This Neighbourhood Plan does not make any changes to the development framework.
- 4.8 New homes and employment buildings will be here for decades to come. In its 6th Carbon Budget⁴³ the Committee on Climate Change states 'there is minimal room for delay if UK buildings are to reach zero emissions by 2050'; it recommends that all new

⁴¹ National Planning Policy Framework (2021). Paragraph 78. See appendix 1.

⁴² Cambridge City Council and South Cambridgeshire District Council (2018). 'Homes for our Future'. See appendix 1.

⁴³ Committee on Climate Change (2020). '6th Carbon Budget', table 3.2a. See appendix 1.

buildings are carbon zero by 2025 at the latest. To achieve this, they must be built with high-levels of energy efficiency and low-carbon heating (e.g. heat pumps or low-carbon heat networks). Given the urgent need for action, new development should exceed the baseline policy requirements for sustainability set out in the Local Plan (section 4: supporting the transition to net zero carbon and the move away from fossil fuels).

- 4.9 Based on the Cambridge Sub Region Housing Market Area assessment (and additional evidence) the SCLP housing target is to build 19,500 new homes in South Cambridgeshire for the Plan period. The Strategic Housing Land Availability Assessment (SHLAA)⁴⁴ call for sites in Gamlingay, issued as part of the Local Plan preparation, led to the allocation of c. 4 hectares of land at Green End industrial estate for 90 dwellings (policy H/1f **Allocations for Residential Developments at Villages:** part)⁴⁵. This site counts towards the Plan's 5-year housing land supply. Policy S/9 **Minor Rural Centres** of the Local Plan sets a maximum scheme size of 30 dwellings for Gamlingay.
- 4.10 The Local Plan also includes an allowance for 'windfall development', these are sites which have not been specifically identified as available in the Local Plan process. Windfall sites can form a significant part of the overall supply of residential development across the lifetime of the Plan. The SCLP windfall allowance for South Cambridgeshire is the provision of 1950 new homes from 2011 to 2031⁴⁶. Gamlingay's population represents 2.4% of the District total: 2.4% of the allowance for Gamlingay equals 47 additional homes. SCDC have since revised these figures and provided a more up to date figure of 26 homes to be provided through windfall sites (2021). This quota has been met through granting of planning permission of 26 new homes between 2016 to 2019 (11 of which were self-build) in Denis Green (5), Great Heath (9), Little Heath (11) and The Cinques (1)⁴⁷. A further 9 nine self-build homes have been approved on appeal outside the development framework (see paragraph 4.25).
- 4.11 Demographic data for Gamlingay shows that the key challenges faced by residents are the affordability of the housing stock (owned and rented), high levels of fuel poverty (in South Cambridgeshire) and an ageing population where a quarter of households include one person with a long-term health problem or disability. Bedfordshire Rural Communities Charity (BRCC) was commissioned to provide an up-to-date assessment of housing need in the parish. BRCC assessments have been used to support four made neighbourhood plans in Bedfordshire.

Affordability

- 4.12 The BRCC report (2018)⁴⁸ provides a recent snapshot of housing need in Gamlingay. It indicates a particular demand for smaller 1-2-bedroom homes and bungalows in order to meet the needs of single people requiring accommodation on their own, as well as older people seeking to downsize. Families with dependent children are the next largest group. Almost half of respondents moved to Gamlingay from more than 15 miles away and one of the most popular reasons for moving to Gamlingay is its rural location.
- 4.13 Market conditions (2017, 2018, 2019⁴⁹) showed a glut of larger 4- and 5-bedroom houses for sale in the parish, with only one 2-bedroom property available in December

⁴⁴ South Cambridgeshire District Council (2013). 'Strategic Housing Land Availability Assessment'. See appendix 1.

⁴⁵ After significant delay site clearance began autumn 2021. The development is expected to take 3 years to complete.

⁴⁶ Table A6, in Appendix A of the South Cambridgeshire Local Plan (2018). See appendix 1.

⁴⁷ Gamlingay Parish Council (2019). Appeal reference APP/W0530/W/19/3230103. See appendix 1.

⁴⁸ BRCC (2018). Housing needs survey. See appendix 1.

⁴⁹ Using Rightmove and Zoopla

2017. The average house price in 2019 (£382,681) was more expensive than nearby St. Neots (£269,438) and Caxton (£325,750) but was cheaper than Croydon (£468,000). In 2020, house prices in Gamlingay were 22% up on the year before and 19% up on 2016 when they averaged at £320,711⁵⁰. This is too high for people on average incomes. In future, developers are recommended to focus on the community's preference for less expensive, smaller and adaptable (see paragraph 4.20) 2 to 3-bedroom houses and bungalows. To meet local targets for affordable housing provision policy H/10 **Affordable Housing** in the Local Plan states that at least 40% of homes should be affordable in developments of 11 or more dwellings.

Key findings from the Housing Needs Survey

- 49.4% respondents moved to Gamlingay from more than 15 miles away.
- The three most popular reasons for moving to Gamlingay were: wanted to live in a rural area, liked the feel of the area and housing was more affordable (this response was the main reason given by people who have lived in the village 15 years or more).
- 59% of respondents described themselves as an older single person or a couple without dependent children; 24.6% described themselves as single or a couple with dependent children or other dependents.
- 66.7% respondents expressed a need for 1-2-bedroom housing in the village.
- 52.2% respondents expressed a need for bungalow/retirement housing.
- 90% respondents looking for a property in the next 20 years will want a 2 to 3-bedroom home or a bungalow.
- In total 44 units of affordable accommodation should be supplied to meet local needs across the lifetime of the Neighbourhood Plan 2020-2035.

4.14 The Housing Needs Survey identifies the need to provide up to 44 affordable homes for 44 households in need across the lifetime of the Neighbourhood Plan. Table 3 presents housing supply against housing sought by those households (respondents could select more than one option) – by tenure, type and size. This highlights the undersupply of bungalows. The table also demonstrates how local housing need has been met through the provision of 60 affordable units provided by or secured: in the newly rebuilt Robinson Court, Green End industrial estate site allocation (see paragraph 4.9) and proposed West Road development (GAM2). These affordable units will be reserved for households with a local connection as agreed with Gamlingay Parish Council and will remain affordable, being managed by a Registered Social Landlord (RSL).

⁵⁰ Rightmove, accessed 14 November 2019. See appendix 1.

Table 3: Provision of housing for households in need identified in the BRCC (2018) survey by tenure, type of property and property size

Tenure	Number of households	Robinson court	Green End	West Road	Need met?
Private rent	11				No data
Affordable rental (Housing Association)	22	6	24	8	Yes
Buy on open market	11	0	56	17	Yes
Shared ownership	16	4	10	4	Yes
Starter home	12	4	Awaiting data from developer	Awaiting data from developer	Yes
Type of property					
Flat	8	6	14	4	Yes
House	34	8	76	23	Yes
Bungalow	24	0	0	2	No
Size of property					
1 bedroom	7	6	14	4	Yes
2 bedrooms	25	6	29	6	Yes
3 bedrooms	14	2	27	9	Yes
4 bedrooms	4	0	18	7	Yes
5 bedrooms	0	0	2	3	No

- 4.15 Policy H/11 **Rural Exception Site Affordable Housing** of the Local Plan states that development may be permitted on small sites adjoining a development framework boundary to provide affordable housing. As noted above (paragraph 4.10), 26 dwellings have been approved outside the village framework between 2016 and 2019. This Plan notes that the hamlets are at least 500 m from the village boundary and 1300 m from the village centre. They are not suitable locations for housing exception sites.

AT A GLANCE: Gamlingay already has plenty of large, expensive houses. What we actually want are more small, affordable (to buy and heat) and adaptable homes to meet our needs now and in the future.

Fuel poverty and climate change

- 4.16 Gamlingay Parish experiences some of the highest rates of fuel poverty and energy consumption in the South Cambridgeshire area; several properties are still supplied by fuel oil because they are not connected to the gas supply network. Lower running costs are an integral feature of affordable homes. All new homes should be as well insulated as possible (EPC rating A). The Cambridge City Council and South Cambridgeshire District Council Housing Strategy⁵¹ notes that 'we want to see homes built that are environmentally sustainable, and to encourage well-designed developments, especially in terms of on-site renewable energy and low carbon technologies'.

⁵¹ *Ibid.*

- 4.17 It is essential for all communities to address the climate change emergency. Steps must be taken to ensure that new residential and non-residential developments, which residents will have to live with and work in for decades to come, are more energy and resource efficient and use renewable energy. For example, the Gamlingay Environment Action Group recommended that industrial buildings should automatically be fitted with solar photovoltaic panels⁵². In 2017 Cambridge was ranked the second driest – and warmest – place in the UK⁵³. The following policies place a clear presumption in favour of climate change mitigation, on-site renewable and low carbon technologies, water conservation and to showcase sustainable show homes alongside their standard equivalents, to demonstrate what is actually possible beyond the usual basic standards agreed by developers:
- CC/1 **Mitigation and Adaptation to Climate Change,**
 - CC/3 **Renewable and Low Carbon Energy in New Developments,**
 - CC/4 **Water Efficiency,** and
 - CC/5 **Sustainable Show Homes.**

The Greater Cambridge Sustainable Design and Construction Supplementary Planning Document (2020)⁵⁴ sets out the baseline requirements in the Local Plan – such as, 10% onsite renewable or low carbon energy for all new residential development. The news that the installation of traditional gas boilers in new homes could be banned from 2025 underlines the importance of providing alternatives, such as ground source heat pumps⁵⁵. The Cambridgeshire Flood and Water Supplementary Planning Guidance⁵⁶ provides guidance on the sustainable management of surface water drainage on new development.

- 4.18 Policy GAM1 aims to provide a context within which new residential development will be able to come forward to sustainable standards. It takes account of national guidance for the level of detail which can be provided in a neighbourhood plan on this matter. Appendix 4 provides examples for developers of areas where biodiversity measures can enhance the setting of new homes rather than providing benefits to the occupiers of the houses. The policy will also apply where individual applications come forward on a piecemeal basis for a larger site.
- 4.19 The Parish Survey showed that residents care about the environment, they want homes that are well insulated and efficient to heat. This demonstrates a willingness to pay for a higher standard of design and construction. Upgrades should be available for all properties where these are available for sale ‘off-plan’. With the ban on sales of petrol and diesel vehicles being brought forward from 2040 to 2030, developers should also be providing electric vehicle charging points⁵⁷.

Adaptability

- 4.20 The majority of respondents to BRCC survey expressed the reason for their housing need was ‘for a property more suited to older people’, and a significant proportion wished to downsize. This evidence supports the local requirement for fewer 4-bedroom houses and more 2-bedroom properties on the open market. A significant proportion required adaptable properties consisting of a single storey or with wheelchair accessible first floor accommodation. Policy H/9 **Housing Mix** of the Local Plan states that “a wide

⁵² GEAG report back to the Neighbourhood Plan Steering Group email dated 27th November 2017.

⁵³ Cambridge News (16th May 2017). 'Cambridge is the second driest - and warmest - place in the UK, survey claims'; <https://www.cambridge-news.co.uk/news/cambridge-news/cambridge-second-driest--warmest-13042261>

⁵⁴ See appendix 1.

⁵⁵ See [Climate change: Ban new gas boilers from 2025 to reach net-zero - BBC News](#)

⁵⁶ See appendix 1.

⁵⁷ See <https://www.bbc.co.uk/news/science-environment-54981425>.

choice, type and mix of housing will be provided to meet the needs of different groups in the community". This Neighbourhood Plan seeks to ensure new buildings contribute an adaptable housing stock and protect the open countryside which is a distinctive feature of this parish.

Community Feedback

4.21 The Parish Survey (2016) revealed that:

- 89% of respondents think that small (less than 10 dwellings), individual or a mix of small and medium (10-25 dwellings) sized developments are most suitable for the village.
- 94% support low/medium housing density or similar to the surrounding area.
- 82% agreed that new homes should be insulated to Energy Performance Certificate rating A.
- 69% said that developers should provide the most efficient energy available.

4.22 The October 2019 consultation demonstrated strong support for the objective that developers should provide the most efficient energy available (69.6% of respondents agreed). Comments supported the need for smaller, more affordable housing.

Summary

4.23 Gamlingay will plan positively for housing growth across the lifetime of the Neighbourhood Plan (2020-35). Housing sites will be considered carefully and will be acceptable only where they reflect the principles of affordability, sustainability and adaptability outlined above, and are consistent with the Neighbourhood Plan (policies) taken as a whole (including GAM3). For clarification all hamlets are classified outside the Village Framework, as located in the open countryside.

GAM1 – New houses and employment buildings

4.24 **As appropriate to their scale, nature and location new housing development should provide a mix of housing sizes in general and one and two bed houses in particular.**

Development proposals for new buildings which incorporate renewable energy generation (geothermal, solar and wind power) and water saving measures will be particularly supported where they otherwise comply with development plan policies.

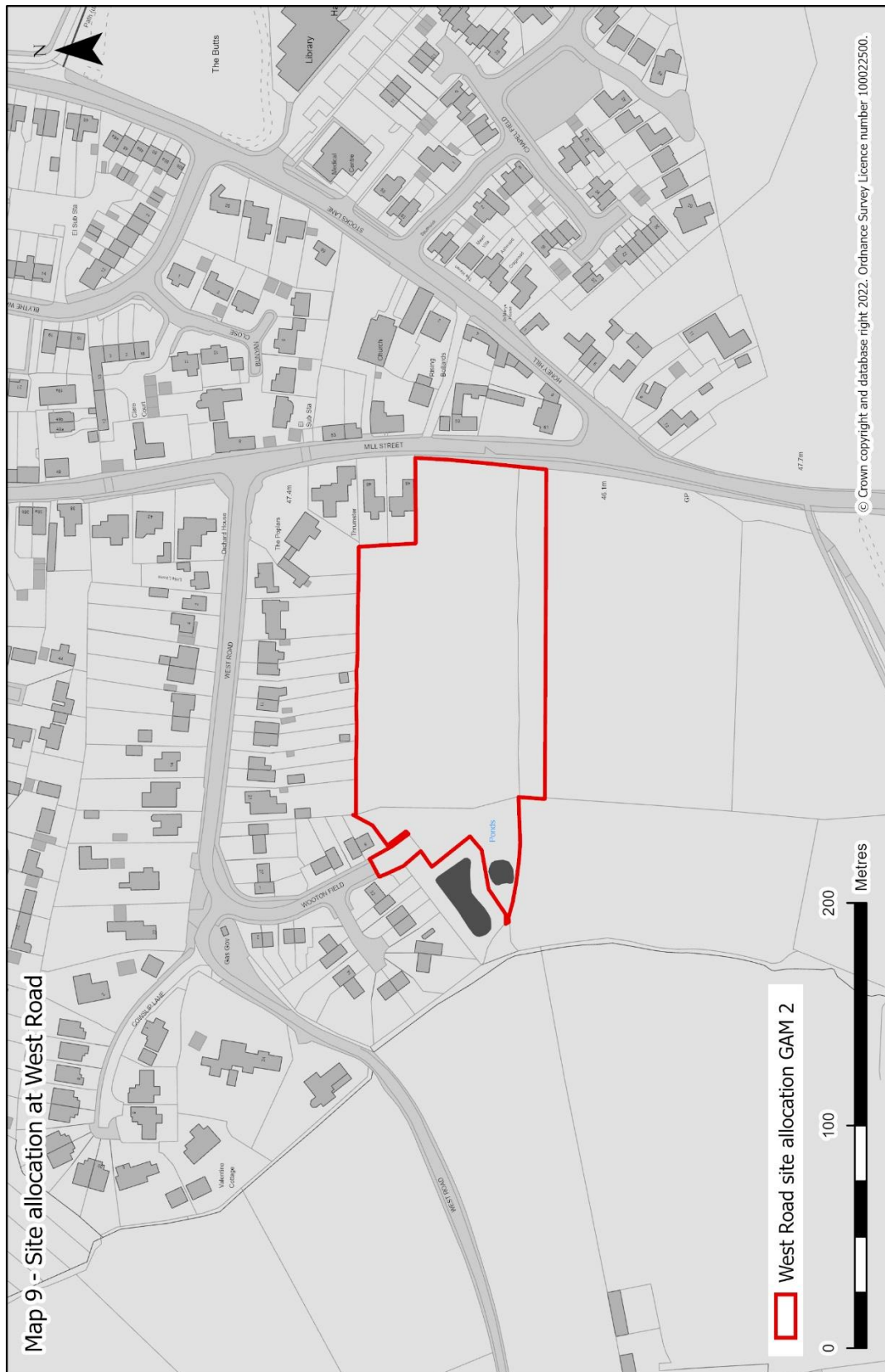
4.25 Since the adoption of the Local Plan in 2018, planning permission has been granted (in both case on appeal) for a further 29 dwellings south of West Road in Gamlingay⁵⁸ and for nine self-build dwellings adjacent to Heath Road⁵⁹. By allocating sites and meeting the identified housing requirement, the Neighbourhood Plan fully accords with the requirements of Paragraph 14 of the NPPF 2021 in meeting the identified housing requirement in full and therefore providing some certainty in determining proposals for new housing should the District Council not be able to demonstrate a five-year supply of housing sites in the near future. There is no current requirement for the Neighbourhood Plan to bring forward further sites for development for the period 2020 – 2025. This matter will be reviewed within the Plan period.

⁵⁸ Planning reference S/3868/18/RM.

⁵⁹ Planning reference S/3170/17/OL.

GAM2 – Site allocation at West Road

4.26 The Plan allocates land off West Road (as shown on Map 9) for residential development.



Map 9: Site allocation at West Road

Local character

- 4.27 In order to maintain the integrity of Gamlingay as a radial village with satellite hamlets and smallholdings, we will protect the open countryside and landscape setting. We will protect our built heritage. Alterations to existing buildings and new buildings will reflect and contribute to the strong character of the built heritage expressed in the Village Design Guide.

Justification

- 4.28 Sensitive development which respects and enhances the natural, built and historic environment is a key objective of the Gamlingay Plan. Paragraph 124e of the NPPF 2021 states that “the importance of securing well-designed, attractive and healthy places”. Protecting the built and natural heritage which together characterise South Cambridgeshire, is also central to the Local Plan (policy S/2 **Objectives of the Local Plan**, NPPF 2021 Paragraph 124e).
- 4.29 A significant amount of local work has already taken place to identify the features that make Gamlingay unique. In 2001 the community published the Gamlingay Village Design Statement⁶⁰ establishing a detailed understanding of the village’s landscape setting and its buildings. More recently funding from South Cambridgeshire District Council enabled the development of a new Village Design Guide in collaboration with residents. The Gamlingay Village Design Guide (VDG, 2020) provides detailed contextual guidance for new development and is complementary to the District Design Guide (adopted 2010)^{61,62}. The VDG is integral to the Neighbourhood Plan policy GAM3 on local character.



The Maltings⁶³

- 4.30 Policy HQ/1 **Design Principles** of the Local Plan states that all new developments must be of high quality design, responding to its setting and be compatible with its location ...

⁶⁰ Gamlingay Village Design Statement (2001). See appendix 1.

⁶¹ South Cambridgeshire District Adopted Design Guide (2010). See appendix 1.

⁶² Gamlingay Village Design Guide (2020). See appendix 1.

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mak[ing] the effort to mitigate and adapt to the impacts of climate change on development through location, form, orientation, materials and design of buildings and spaces. The most successful new developments in Gamlingay are in harmony with the existing character of the village setting (e.g. The Maltings and Stubbs Oak developments). The supply of new homes in the village and wider parish must be realised in accordance with the distinctive characteristics, scale and grain of the local area identified in the VDG.



Stubbs Oak (from Cinques Road)⁶⁴

AT A GLANCE: people born here and the people who come here love living in a rural area. We want the right kind of development in the right places. The right kind of development is in keeping with its surroundings. The right place for new homes is within the boundary of the village.

- 4.31 Policy NH/2 **Protecting and Enhancing Landscape Character** in the Local Plan already requires development to respect, retain or enhance the character and distinctiveness of the local landscapes and national character areas. Protecting the open countryside between the village and hamlets – a defining characteristic of the settlement pattern – is a central objective of this Neighbourhood Plan. New homes should be located within the boundary of Gamlingay village (its development framework) to prevent the village, the hamlets and smallholdings from joining up. The hamlets are more than 1300 m from shops and community facilities and are not suitable locations for housing exception sites.
- 4.32 The Village Design Guide identified a ‘sensitive village edge’ bounded by the brook and Great Heath and including the Lupin Field and Log Field to the south west of the village. It also advised maintaining the integrity of the hamlets, in particular the separation of The Cinques and Little Heath, by retaining the open landscape character between these

⁶⁴ Copyright Chris Barker, reproduced with permission.

and the village. This 'settlement gap' between the village, The Cinques, Dennis Green and Little Heath is coloured yellow on Map 5 showing landscape setting and Map 8 the policy areas. It will be protected from development in order to safeguard the open countryside between the hamlets and the village from further encroachment (see paragraph 4.10), thereby preserving the visual qualities of the landscape and maintaining the separate identity of the hamlets. Policy GAM9 protects views and vistas identified in the Village Design Guide. A landscape and visual assessment of the settlement character of the parish and its landscape setting commissioned for the Neighbourhood Plan identified two additional views included in this Plan⁶⁵. To aid developers, the maps identify 7 key views to and from the village (indicated by <-> arrows) which the Plan seeks to preserve from development; these are listed and illustrated in Appendix 2⁶⁶ and shown on the Policies Map (Map 8).

- 4.33 Similarly, policy NH/14 **Heritage Assets** supports development which will enhance and sustain heritage assets such as buildings, monuments, sites, places, areas or landscapes which are significant because of their historic interest. Gamlingay Park (including a lake) and the Full Moon Gate are designated heritage assets⁶⁷ and situated within the settlement gap identified in Map 5. The Full Moon Gate is in deteriorating condition; the park also contains a County Wildlife Site (5.33Ha)⁶⁸. Development proposals within this Plan seek to enhance and will not harm buildings in the conservation area (see Map 3) or other designated heritage assets.

⁶⁵ CSA Environmental (2021). 'Landscape and Visual Assessment' on behalf of Gamlingay Parish Council. See Appendix 1.

⁶⁶ The views identified on maps 4 and 7 were selected from the Village Design Guide and the Visual Landscape Assessment. The VDG was subject to public consultation by South Cambridgeshire District Council prior to its adoption in 2019.

⁶⁷ Historic England list entry number 1000620. See Appendix 1.

⁶⁸ County Wildlife Site: New Barn Grassland, map reference TL226519. It supports populations of vascular plant species which are rare in the county (*Galium saxatile*, *Stellaria uliginosa* and *Carex ovalis*).



Gamlingay Park from above⁶⁹

4.34 These protective measures will help to retain and manage existing hedgerows in the village (see Map 5) and on roads leading to the village, especially along Mill Hill/Little Heath and Cow Lane/West Road (a County Wildlife Site). Trees and hedgerows support the integrity of protected species by maintaining corridors and connectivity within and between habitats (e.g. for local bat populations) – Map 5 shows existing hedgerows in the parish. Boundaries to new residential and employment development should include suitable landscape treatments, such as hedgerows and trees, in-keeping with the Bedfordshire Greensand Ridge National Character Area. As noted by the VDG, oak, hawthorn, hazel, blackthorn, dog rose, crab apple and field maple would be appropriate species. Policy NH/13 **Important Countryside Frontage** states that planning permission for development will be refused if it would compromise important countryside frontages.

4.35 Policy GAM3 seeks to ensure that there is a local dimension to the Local Plan policies listed above. In particular it reinforces the issues highlighted in paragraph 4.32 about the sensitivity of the south-western edge of the village.

Community feedback

- 4.36 Reflecting the concerns outlined above, the Parish Survey told us that:
- 78% agreed that new homes should be designed to fit in with current village character. This has since formalised through the adoption of the Gamlingay Village Design Guide.
 - 25% of respondents wanted new homes to be ‘self-build’ (compared to the 78% responding to the same question who wanted new homes to fit in).
 - 93% agree that it is very important or essential to protect open countryside.

⁶⁹ Copyright Chris Barker, reproduced with permission.

- 4.37 The October 2019 consultation demonstrated strong support for this objective (63.9% of respondents agreed). Comments supported protecting the 'buffer' areas to maintain Gamlingay's landscape setting.

Summary

- 4.38 Building design will be informed by existing vernacular buildings described in the Village Design Guide and will include suitable landscape treatments. New (housing and employment) buildings must protect and enhance built heritage and landscape character described in the Village Design Guide and preserve the 7 key views to and from the village identified in this Plan (see Map 5). Development of new homes (including self-build) must take place within the village framework in order to protect the integrity of Gamlingay's radial village with satellite hamlets and smallholdings. The hamlets are not suitable locations for exception sites.

GAM3 – Local Character

- 4.39 **Development proposals will be supported where they respond positively to the guidance in the Village Design Guide (or to any document which supersedes the Guide).**

Housing and employment development should draw upon the scale, form, materiality and massing of existing vernacular buildings as described in the Village Design Guide. In addition, they should include suitable landscape treatments (for example hedgerows in keeping with the Bedfordshire Greensand Ridge National Character Area).

New housing should be located and designed to prevent the village, the hamlets and smallholdings from joining up, to preserve the visual quality of the landscape and to retain the separate identities of the settlements. The Plan places particular emphasis on the settlement gap between The Cinques, Dennis Green and Little Heath as identified in the Policies Map (Map 8).

Local economy and employment

- 4.40 **We will nurture and grow local businesses to sustain and develop new employment opportunities in the parish for our residents.**

Justification

- 4.41 The NPPF 2021 recommends that planning policies should take the needs of local businesses into account and allow each area to build on its strengths⁷⁰. It also acknowledges that in order to do so, sites in rural areas may have to be found adjacent to or beyond existing settlements⁷¹. The Local Plan for South Cambridgeshire sets a target for creating 22,000 additional jobs in the district for the period 2011-2031 (policy S/5 **Provision of New Jobs and Homes**) and the South Cambridgeshire business plan focuses on growing local businesses and economies 'including rural enterprise and farming, to help create new jobs and opportunities near to where people live'⁷². Creating jobs is as important as providing homes and this is the policy context for Gamlingay's Neighbourhood Plan.

⁷⁰ National Planning Policy Framework (2021). Paragraph 81. See appendix 1.

⁷¹ *Ibid.* Paragraph 85.

⁷² South Cambridgeshire District Council (undated). 'Business Plan 2019-2024'. See appendix 1.

- 4.42 The Greater Cambridge area is experiencing rapid economic growth⁷³ and Gamlingay should be in a strong position to contribute towards the creation of additional jobs in the district. It has a thriving local economy with a wide variety of established businesses (ranging from manufacturing to market gardening). Almost a fifth of respondents to the Parish Survey who were in employment worked in or around the village confirming that this is not a dormitory parish. However, there is a real risk that Gamlingay could be left behind.
- 4.43 Local employment (within a five-mile radius of the village) is particularly important for the parish. Gamlingay has a higher proportion of unskilled labour compared to the rest of the district; people who have traditionally found work locally. It may be essential for the 9% of households without access to a car or van and poorly served by public transport. Moreover, education figures for 16-17-year olds and 18+ support anecdotal evidence that the cost of commuting is preventing the take-up of education and training opportunities among young people in Gamlingay.

AT A GLANCE: we need jobs to be close to residents because not everyone has a car. We need a mix of jobs because not everyone has qualifications. By widening local employment and training opportunities for young people we can help them to stay in education/training.

- 4.44 The principal employment site in the village at Green End received planning permission for housing to be built on 75% of its area (policy H/1 **Allocations for Residential Developments at Villages:** part f). This resulted in a significant number of businesses relocating away from the village and outside the parish, and associated job losses for local people. Further losses of employment land will be resisted in keeping with policy E/14 **Loss of Employment Land to Non Employment Uses** of the Local Plan. The potential to expand employment sites within the village framework is limited (e.g. on Church Street) but will be supported in keeping with the character and scale of the location on Green End and Station Road (supported by policy E/12 **New Employment Development in Villages**).
- 4.45 Extensive consultation with local businesses and owners of employment land identified two key barriers to growth⁷⁴:
- The demand for housing is a threat to employment sites and discourages developing and securing local employment sites and premises.
 - Isolated businesses have serious security problems and there is a shortage of small, secure and affordable premises.
- 4.46 We need to make space to support local businesses, provide for new start-ups and invite businesses to relocate to the parish. Policies E/13 **New Employment on the Edges of Villages** and E/16 **Expansion of Existing Businesses in the Countryside** of the Local Plan allow for the creation of new employment sites and expansion of existing firms outside the village framework as long as ‘there is no unacceptable adverse impact on the character and appearance of the area [...] and is in scale with the location, and; the site can be easily accessed on foot or cycle’.

⁷³ Cambridgeshire and Peterborough Combined Authority (2019). ‘Cambridgeshire and Peterborough Local Industry Strategy: A Partner in the Oxford-Cambridge Arc’. See appendix 1.

⁷⁴ Business consultation summary, appendix 1.



1 and 3, The Cinques⁷⁵

The Town and Country Planning (Use Classes) Order 1987* (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. The use classes in policies GAM4 and GAM6 are:

- B2 – general industrial
- B8 – storage or distribution
- E(a) – shops (not selling hot food)
- E(b) – sale of food and drink on the premises e.g. cafe
- E(e) – provision of medical or health services
- E(f) – creche, day nursery or day centre (non-residential use)
- E(g) - uses which can be carried out in a residential area without detriment to its amenity

*https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

4.47 In the draft Neighbourhood Plan two sites were proposed as new Rural Business Development Areas for two distinct types of employment: Drove Road and Mill Hill. The Strategic Environmental Assessment (SEA) concluded that development of previously undeveloped land at Drove Road has increased potential to lead to the loss of productive agricultural land, and has increased potential to impact on biodiversity habitats and local character without mitigation measures. It also noted that both sites offer significant opportunities for the avoidance and mitigation of potential negative effects, as well as opportunities for delivering enhancements through environmental net gain, improvements in green infrastructure provision and the delivery of community

⁷⁵ Copyright Rachel Lee reproduced with permission.

infrastructure (e.g. improvements for walking and cycling or traffic calming). The decision was taken to not designate Drove Road as a new employment area in response to residents' concerns about the potential scale of development. Individual Drove Road sites were added to Policy GAM4. However, applications will be supported to increase the footprint of businesses already in situ – to allow them to grow and to retain jobs within the parish. Businesses along Drove Road were asked if they were planning to expand and, if so, what percentage expansion would meet their needs⁷⁶. Three responded: two businesses stated a 25% expansion would meet their needs and one business indicated a 50% expansion. In these circumstances Policy GAM4 takes a general approach to this matter and comments that extensions to business premises should be proportionate to the existing building. Clearly this will be a matter of judgement for the District Council through the development management process. However, as a general rule extensions of up to 25% of the footprint of existing buildings have the potential to be appropriate in this part of the parish. The policy relating to Mill Hill was deleted by the examiner, but the area with existing businesses is shown on Map 10 for information.

- 4.48 Drove Road is predominantly agricultural, with residential clusters (including Grade II Listed '1 and 3, The Cinques', pictured) and light industrial employment development to the west (E(g) and B2). Within this area lies the 'Gamlingay Cinques', a 3-ha nature reserve, Village Green, and County Wildlife Site. Businesses in situ seeking to expand their premises will be encouraged to adopt low density development incorporating small single storey, affordable and secure barn style buildings (see example pictured below) in keeping with the agricultural setting. The Secured By Design police initiative also provides valuable advice on designing out crime⁷⁷.



An example of a small single storey, affordable and secure barn style building⁷⁸

⁷⁶ See Drove Road Business Questionnaire in appendix 1.

⁷⁷ See [Secured by Design - Secured By Design](#)

⁷⁸ Copyright Brett Charles reproduced with permission.

- 4.49 As one of the ‘greenest’ villages in South Cambridgeshire, environmental sustainability will be an essential consideration (see GAM1). New buildings for employment use should demonstrate energy efficiency. Desirable features include energy generation, rainwater harvesting, flood mitigation and waste recycling facilities. Developers will be asked to contribute to improved pedestrian and cycle connections (see GAM7). In order to further mitigate and adapt to climate change, employment sites should include Sustainable Urban Drainage Systems (SuDS) within the design of development proposals to minimise the risk of surface water run-off.

Community feedback

- 4.50 The Parish Survey showed that:

- 29% of residents saw more local employment as an advantage to be gained from more development in the village.
- Respondents strongly agreed or agreed they would support development of light industry at sites inside and outside the village boundary at Station Road (81%), followed by Mill Hill (57%) and Drove Road (56%).
- 51% disagreed or strongly disagreed with further development on Church Street (behind the pharmacy) - although 81% of respondents supported office use on the Church Street site.
- Over two thirds of respondents supported light industrial use on Drove Road (66%) and Mill Hill (65%). 70% supported light industrial use on the Station Road industrial estate.
- More than 80% of respondents agreed that new industrial buildings should be EPC rated A. While not suitable for all buildings (e.g. warehousing) this supports the application of high environmental standards to buildings for employment use in policy GAM1.

- 4.51 The October 2019 consultation demonstrated strong support for this objective (70.2% of respondents agreed). Some concerns highlighted on the employment areas on Mill Hill and Drove Road were addressed (through the SEA) in the Submission version of the Neighbourhood Plan where Drove Road was added to the Local Employment Sites policy and Mill Hill included in its own policy which was subsequently deleted by the examiner.

Summary

- 4.52 The Neighbourhood Plan will help existing businesses to grow and flourish, it makes provisions for new companies to start-up and to encourage others to relocate to Gamlingay. It does this by safeguarding and supporting the improvement and enhancement of sites within the village framework. Environmental sustainability (of buildings and travel) will be a key consideration.

GAM4 – Local Employment Sites

- 4.53 **Proposals for the improvement, enhancement and development of employment opportunities on the following employment sites (as shown on Map 10) will be supported as set out on a site-by-site basis below:**

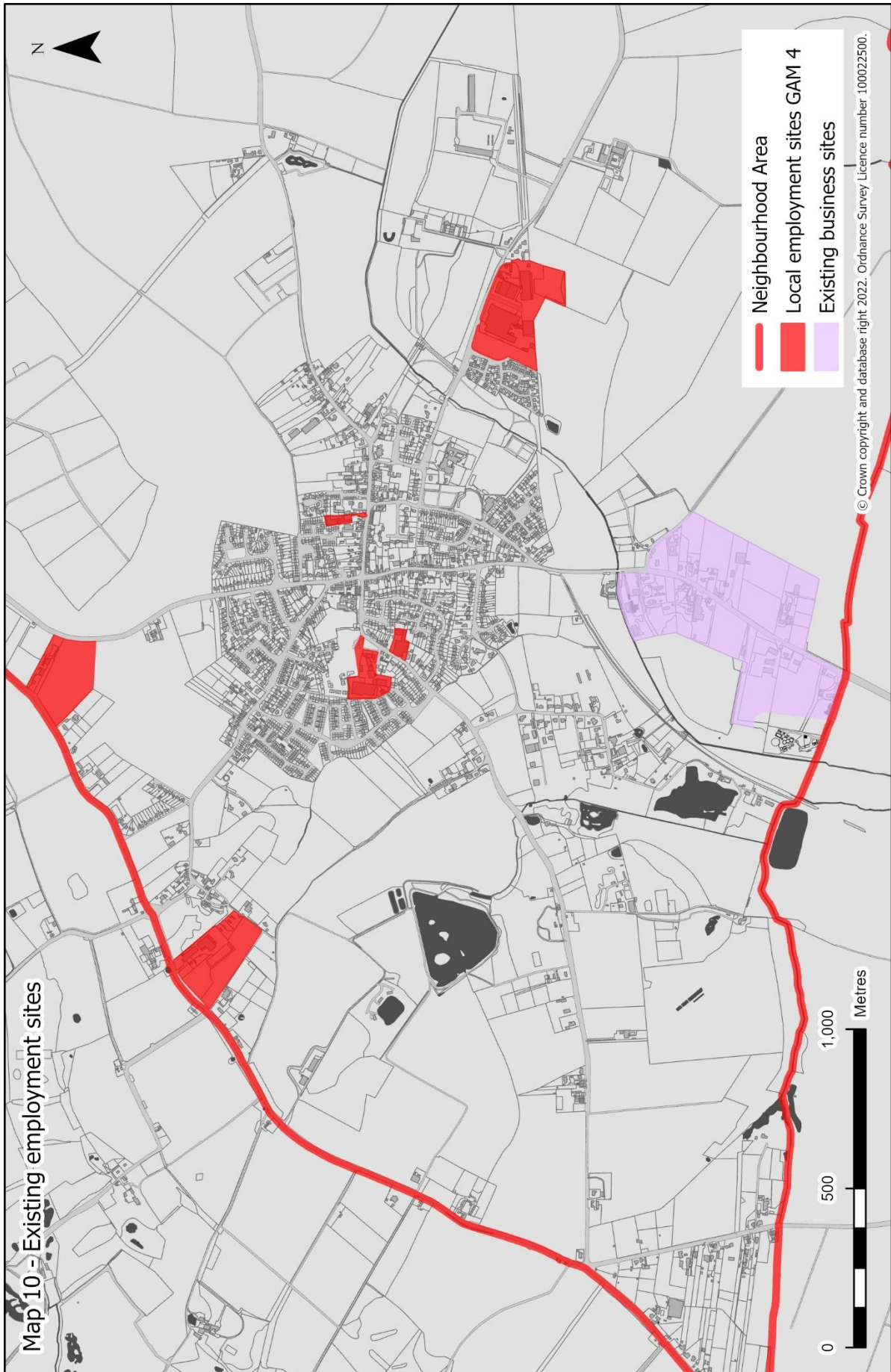
- **Station Road Industrial Site – for employment uses Use Class E and B2.**
- **Church Street – for employment uses Use Class E.**
- **Green End Industrial site – will be safeguarded for employment uses Use Class E and B2.**
- **Drove Road sites – the expansion of existing businesses will be supported where they are proportionate to the existing building, where they are single storey and where the resultant development as a whole is appropriate in scale**

for a countryside location and can be satisfactorily integrated within the local landscape. In addition, development proposals should be designed to avoid any impact on local biodiversity and habitats, or where this is not practicable that the impacts are mitigated.

All applications for new buildings or additional office space must include at least one electric vehicle charging point.

All applications will need to demonstrate that there will be no adverse impact on the rural environment and amenity or property of nearby residents (e.g. unsocial hours of operation, noise impacts, appearance of the development from public roads, damage to buildings and congestion on local roads, due to number, size or weight of vehicles requiring access to the site).

All proposals are expected to protect and safeguard landscape features and designations which contribute to visual amenity and local distinctiveness, including trees and hedgerows following the principles set out in the Village Design Guide. Development proposals will incorporate climate change mitigation and adaptation measures (e.g. SuDs) through design.



Map 10: Existing Employment Sites

Community amenities and facilities

- 4.54 **We will protect valued local amenities and seek developer contributions to ensure that local facilities adapt to meet the needs of our growing community.**

Justification

- 4.55 It is essential that Gamlingay retains and provides local services to sustain the vitality of the community and encourage local spending. The number of shops has declined in recent years, but a range of services has been maintained and patronage by residents is high. Policy SC/3 **Protection of Village Services and Facilities** of the Local Plan states that planning permission will be refused for proposals which would result in the loss of a village service (e.g. village pubs, shops, post offices, community buildings and meeting places, sports facilities, community gym, cultural buildings, places of worship or health facilities) and that “all housing developments will include or contribute to the provision of the services and facilities necessary to meet the needs of the development”, including indoor facilities and be “responsive to local need” (policies SC/4 **Meeting Community Needs**, SC/6 **Indoor Community Facilities**, SC/8 **Protection of Existing Recreation Areas, Playing fields Allotments and Community Orchards** and TI/8 **Infrastructure and New Developments**).
- 4.56 Local Plan policy **SC/7: Outdoor Play Space, Informal Open Space and New Developments** requires all housing developments to contribute towards Outdoor Playing Space and Informal Open Space to meet the need generated by the development. Large scale development, such as the redevelopment of Green End Industrial Estate for residential purposes offers a substantial opportunity to enhance existing infrastructure to the west of the village where formal open space and playing fields are in short supply. South Cambridgeshire District Council’s Playing Pitch Strategy identifies an undersupply of senior playing pitches in the south-west of the district⁷⁹. The Parish Survey also identified a demand for more walking and cycling in the village and around the parish.
- 4.57 All new developments will be expected to contribute to community facilities in Gamlingay (GAM5). Receipts received through planning obligations will be used to deliver new community infrastructure, such as improving walking and cycling in the village, between the village and hamlets, and links to nearby settlements and market towns (see GAM7 and GAM8). The appeal decision for the West Road development (GAM2) secured £10,000 towards a feasibility study⁸⁰ for a cycle link between Gamlingay and Potton (which would pass the site and improve sustainable access) to make the development acceptable in planning terms⁸¹.

AT A GLANCE: neighbourhood plans give people the opportunity to say what development they want and where. 524 people signed a petition to retain the former First School field as a formal recreation space for sport and informal recreation use in perpetuity.

- 4.58 The relocation of the Former Gamlingay First School (now Primary School) to the Gamlingay Village College site in 2019 has left its former site vacant. There is a shortfall of places for care of children during their early years in Gamlingay. The Children’s Montessori and Rainbow Preschool provide 46 places and there were 59 children living in the parish and eligible for free places in 2018 (see paragraph 2.26). Both pre-school

⁷⁹ Table 7.23 ‘South West Area - Current and Future Demand Football’, page 225. See appendix 1.

⁸⁰ See Appendix 1, commissioned reports, Gamlingay Cycle and Footway Improvement Plan’.

⁸¹ NPPF 2021, paragraph 57.

facilities currently operate in unsuitable buildings. In 2019, the Children’s Montessori in Gamlingay was granted planning permission to erect a mobile classroom on the playground of the former First School site. Policy GAM6 sets out a positive context for the reuse of buildings on the First School site and possible new buildings for mixed use purposes. It acknowledges that Cambridgeshire County Council is currently assessing options for the use of the site. The policy offers particular support for educational and community purposes. Examples could be pre-school provision, a new doctors’ surgery or the relocation of the Co-op store from Church Street.

- 4.59 The land is owned by Cambridgeshire County Council. However, there is a strong sense of community ownership of the former First School field and a widely held belief among older residents (though unproven) that the purchase was made with the assistance of funds raised by the people of Gamlingay⁸². In 2019, 524 people signed a petition to retain the First School field as a formal recreation space for sport and informal recreation use in perpetuity⁸³.
- 4.60 The Village Design Guide notes that “The majority of amenity space, playgrounds, sports facilities, open green space; is situated to the south east of Gamlingay. The school, the Eco Hub, the church, shops and cafés of Church Street are also to the east of the village”.
- 4.61 It is identified as a Protected Village Amenity Area (PVAA) in the Local Plan and was registered as a Community Asset in 2017⁸⁴. The long-term use of the site will be influenced by the ongoing work which the County Council is undertaking to secure a mixed-use development.

Community feedback

- 4.62 The Parish Survey told us that:
- When asked about the pros and cons of any new development residents were concerned about the pressure this would put on existing amenities, but also saw this as an opportunity to support local facilities, such as shops and services.
 - The Co-op, pharmacy and Post Office were the most frequently used amenities. This suggests that some residents rely on local retail facilities.
 - Pavements and roads were amongst the most poorly rated infrastructure (after mobile reception) in the parish.
 - Over a quarter of respondents (27%) felt that keeping and adding green spaces in the village was very important.
- 4.63 The October 2019 consultation demonstrated strong support for this objective (68.2% agreed). Comments supported the need for more amenities on the west side of the village, particularly shops and playing areas. We also asked for specific feedback regarding the First School playing fields and former school buildings. 62.9% agreed with designating the playing fields as a Local Green Space and 64.9% agreed with supporting the reuse of the former school buildings and any new buildings on the site for educational and community purposes.

Summary

- 4.64 The Neighbourhood Plan will protect and seek to enhance local services and amenities. New residential and business developments must address the impact that they are likely

⁸² A Freedom of Information request dated 25 May 2011 querying the gifting of the field to the people of Gamlingay. [Ownership of School Field - a Freedom of Information request to Cambridgeshire County Council - WhatDoTheyKnow](#)

⁸³ Gamlingay Parish Council.

⁸⁴ South Cambridgeshire District Council (2018). ‘Community Right to Bid: register of Assets of Community Value. See appendix 1.

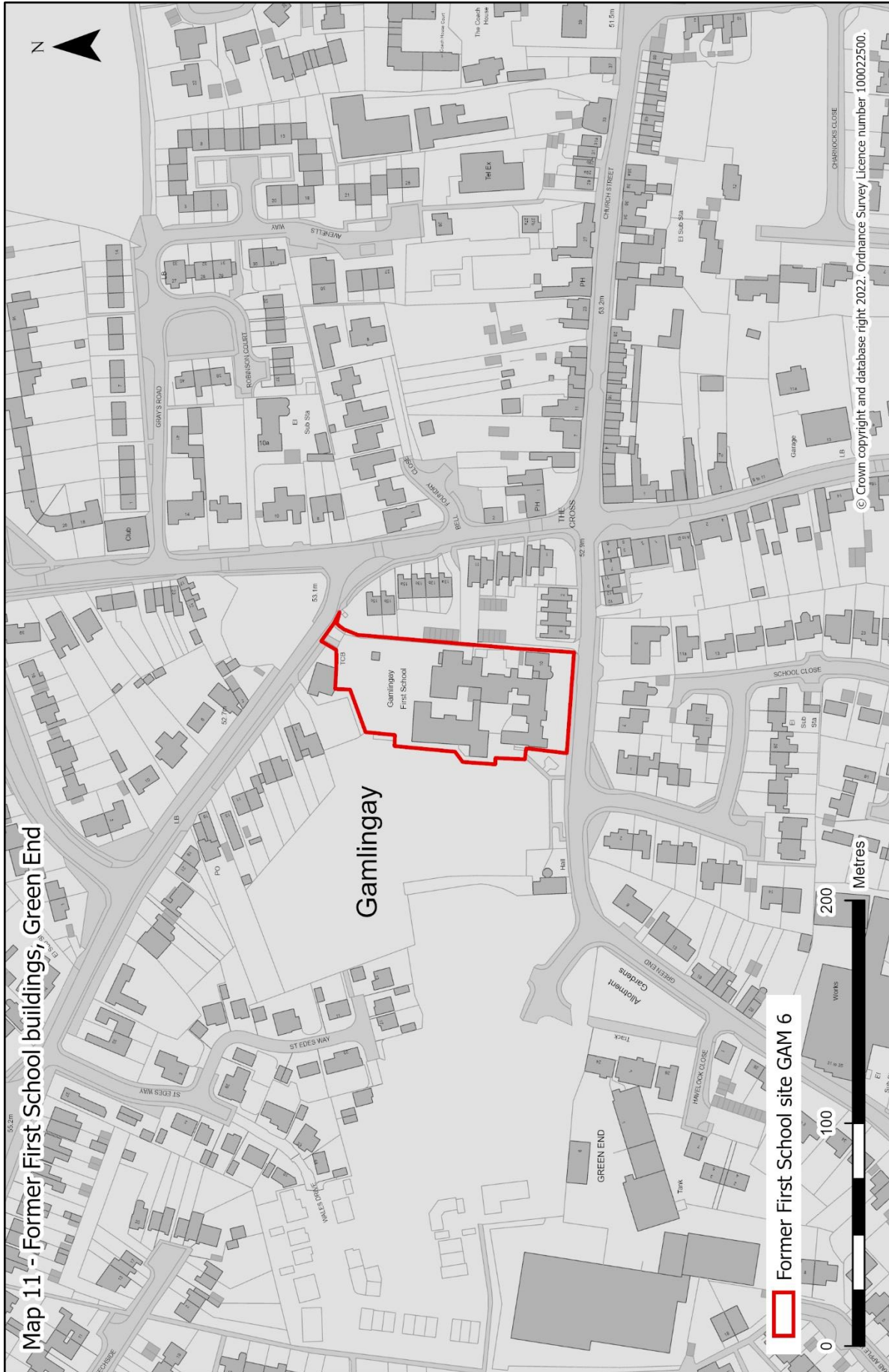
to have on community amenities and facilities (e.g. commercial, health, social, recreational and cultural). All developments are expected to make a contribution; a combination of new green spaces, and better walking and cycling infrastructure have been identified as priorities. The use of the former school buildings will be supported for community and educational purposes.

GAM5 – Community amenities and facilities

4.65 **Proposals for the development of additional sports pitches will be supported.**

GAM6 – Reuse of the former First School buildings, Green End (TL 23647 52413)

4.66 **Mixed-use development proposals involving the sensitive re-use of the former First School buildings will be supported. Proposals which incorporate educational and community uses will be particularly supported.**



Map 11: Former First School buildings, Green End

How we get about (transport)

- 4.67 **We will develop a network of paths to promote walking, cycling and riding for everyday journeys and recreation. We will reduce congestion by encouraging more parking provision.**

Justification

- 4.68 Transport emissions make the largest contribution to UK domestic greenhouse gas (GHG) emissions; in 2018, road transport accounted for 91% of UK domestic transport emissions⁸⁵. South Cambridgeshire historically has higher per capita emissions for transport than rural East of England and England (see table 4). Gamlingay is a rural location, bus services are infrequent and do not support travel to work; there is a school bus in term time taking children to local Secondary Schools (the village Primary School is part of the Comberton Academy) and sixth form colleges in Cambridgeshire and Bedfordshire. For most people living in the parish the car is their principal mode of transport, even for some of the shortest journeys.

Table 4: Carbon Dioxide emissions from transport per capita (t CO₂)⁸⁶

	South Cambridgeshire	East of England	England
2005	4.6	2.6	2.3
2016	4.0	2.3	1.9

- 4.69 The Parish Survey asked residents what other forms of transport they would like to use more. Over half wanted to use buses more (55%), followed by cycling (47%), walking (41%) and taking the train (38%)⁸⁷. Almost half of respondents regularly walk (47%, 30% dog walking). Very few people want to drive more (5%). ‘Concerns about safety on local roads’ is the main reason given for not cycling more. Gamlingay lies at the end of two long distance paths: the Clopton Way and Greensand Ridge walk. It has 13 rights of way, but these form a rather fragmentary network. The road between Gamlingay and the Hatleys has been a National Byway, a leisure cycling route, for over 10 years⁸⁸. People walking, cycling and horse riding would benefit from increased bridleways, connectivity, circuits and better maintenance of routes. There is unanimous support for improving and creating better paths and rights of way in the parish.
- 4.70 The NPPF 2021 encourages development proposals to promote walking, cycling and notes that parking provision is integral to the design of schemes that make high quality places⁸⁹. Policies HQ/1 **Design Principles** and TI/2 **Planning for Sustainable Travel** of the Local Plan build on this by requiring development to deliver safe and attractive opportunities for walking and cycling, by making provision for safe and direct routes for walking and cycling. Policy TI/3 **Parking Provision** sets standards for cycle and parking provision. The way that these provisions are made will be dependent on site location and local context.
- 4.71 The particular issues of concern to the community are:
- Congestion is experienced in the village at peak times along Mill Street and Church Street, Stocks Lane and Station Road (e.g. school drop-off and pick up and

⁸⁵ Department for Transport (2020). ‘Decarbonising Transport: Setting the Challenge’

⁸⁶ Department of Energy and Climate Change (2018) data on UK local and regional carbon dioxide emissions cited from table 4.1 of the Strategic Assessment for Gamlingay Neighbourhood Plan. See appendix 1.

⁸⁷ Respondents could choose more than one option.

⁸⁸ See <https://www.thenationalbyway.org/>

⁸⁹ NPPF (2021). Paragraph 106(d).

commuter traffic), although in theory the cross-roads junction (Mill Street-Church Street) remains well within capacity⁹⁰.

- Heavy vehicles travel through the village to access local businesses (e.g. on Station Road industrial estate), as well as to travel to other parts of the country. Combine harvesters and tractors pulling trailers require access along all village streets at harvest time.
- Rat running for traffic between Bedford and Cambridge (via Sandy) seeking to avoid the A1/A421 Black Cat Roundabout and the B10402/A428 junction at Eltisley and speeding down Drove Road.

4.72 The narrowness of the streets combined with parked vehicles creates bottlenecks for cars and larger traffic. This is a problem with existing infrastructure and beyond the scope of this plan. However, people living in the parish are concerned that new housing development will make the situation worse by increasing traffic and the demand for on-street parking. Concerns have also been expressed about increased vehicular traffic as a result of employment development.

4.73 The Neighbourhood Plan seeks to address the declared Climate Emergency by reducing carbon emissions from transport and to address the community's aspirations and concerns (identified above) by improving provision for active travel on new developments and in the wider parish. GAM7 sets out how improvements for walking, cycling and horse riding, such as new paths, cycleways and bridleways or enhancement of adjacent rights of way (e.g. the Green End-Cinques footpath) will be welcomed on new developments.

AT A GLANCE: congestion, parking and speeding put people off walking and cycling (and horse riding) in Gamlingay. We want better, safer places to walk, bike and ride. Developer contributions are the way to help that happen.

4.74 Policy GAM4 supports local employment, reducing the need to travel by car. Surveys of Little Heath, The Cinques and Dennis Green demonstrated residents' support for increased connectivity to the village without compromising character and environment that defines each separate hamlet. The Parish Council commissioned Sustrans to assess the feasibility of a shared use cycle route between Gamlingay and Potton – the Cycle and Footway Improvement Plan (CFIP) (2019)⁹¹. This Plan builds on this and proposes 12.5 km (8 miles) of shared use routes between the village, proposed local employment sites and local transport hubs (see Map 12) – St Neots, Cambourne (via Waresley/Little Gransden/Great Gransden), Sandy railway station (via Potton) and Biggleswade (via Everton). The Parish Council will take this project forward – for the benefit of people walking, cycling or horse riding – in partnership with our neighbours (to ensure consistency e.g. with Potton's Green Wheel)⁹². New development has the potential to impact negatively on traffic, parking and road safety. Therefore, where appropriate developer contributions will be sought from residential and business developments to mitigate that impact by contributing towards improvements in active travel infrastructure in the local area. Based on the assessment of the costs of enhancing the existing footpaths cycle routes and horse-riding routes in Appendix 3 an

⁹⁰ South Cambridgeshire District Council (2015). 'Transport Assessment for Green End housing development'. See appendix 1.

⁹¹ Sustrans (2019). 'Gamlingay Cycleway Improvement Plan'. See appendix 1.

⁹² The plan for new walking, cycling and horse-riding infrastructure is a local ambition and has not been adopted by Central Bedfordshire Council or Cambridgeshire County Council.

indicative amount for contribution would be £21 per square metres of internal floor space (for business developments), and £10 per square metres of internal floor space (for housing developments).



The Gamlingay Community Speedwatch Group regularly monitors speeds around the parish. Volunteers are trained by South Cambridgeshire Constabulary.

The Parish Council provides financial support for new equipment. If you would like to become a member of the Community Speedwatch Group please contact csw.gamlingay@gmail.com

Community feedback

4.75 The Parish Survey showed that:

- For 85% of residents in the parish the car was the most frequently used form of transport. However, 21% of respondents would like to walk more in the village, 24% would like to cycle more and 29% would like to use the bus more.
- 70% thought that increased traffic would be the biggest problem caused by new development (this was the biggest issue followed by loss of countryside).
- 85% of respondents strongly agreed or agreed that parking was a problem in Gamlingay.
- 94% of respondents strongly agreed or agreed that the Neighbourhood Plan should support the creation of better paths and 80% strongly agreed or agreed that the Plan should support the creation of better bridleways.

4.76 The October 2019 consultation demonstrated very strong support for this objective (80.1% agreed) and to make it even clearer we changed the title from transport to 'how we get around'. Comments supported the need for more cycleways and cycle parking in the village, circular routes around the village and more parking for residential developments. On street parking / congestion on central village roads was a concern for some, as was speeding. These have been raised as a community action.



There is overwhelming support to make it easier and safer to walk, cycle and ride in the parish – and support for protecting and enhancing green spaces.

The Parish Council will take this project forward and the neighbourhood plan explains how developers are expected to make their contribution.

Summary

- 4.77 The Plan seeks to ensure that new development complies with parking and access requirements as applied by the District and County Councils. It has a clear focus on supporting proposals which would enhance the ability of local people to move within the parish in a more sustainable fashion. This approach extends both to such improvements in their own right and where they can be secured through residential or other development which otherwise complies with development plan policies.

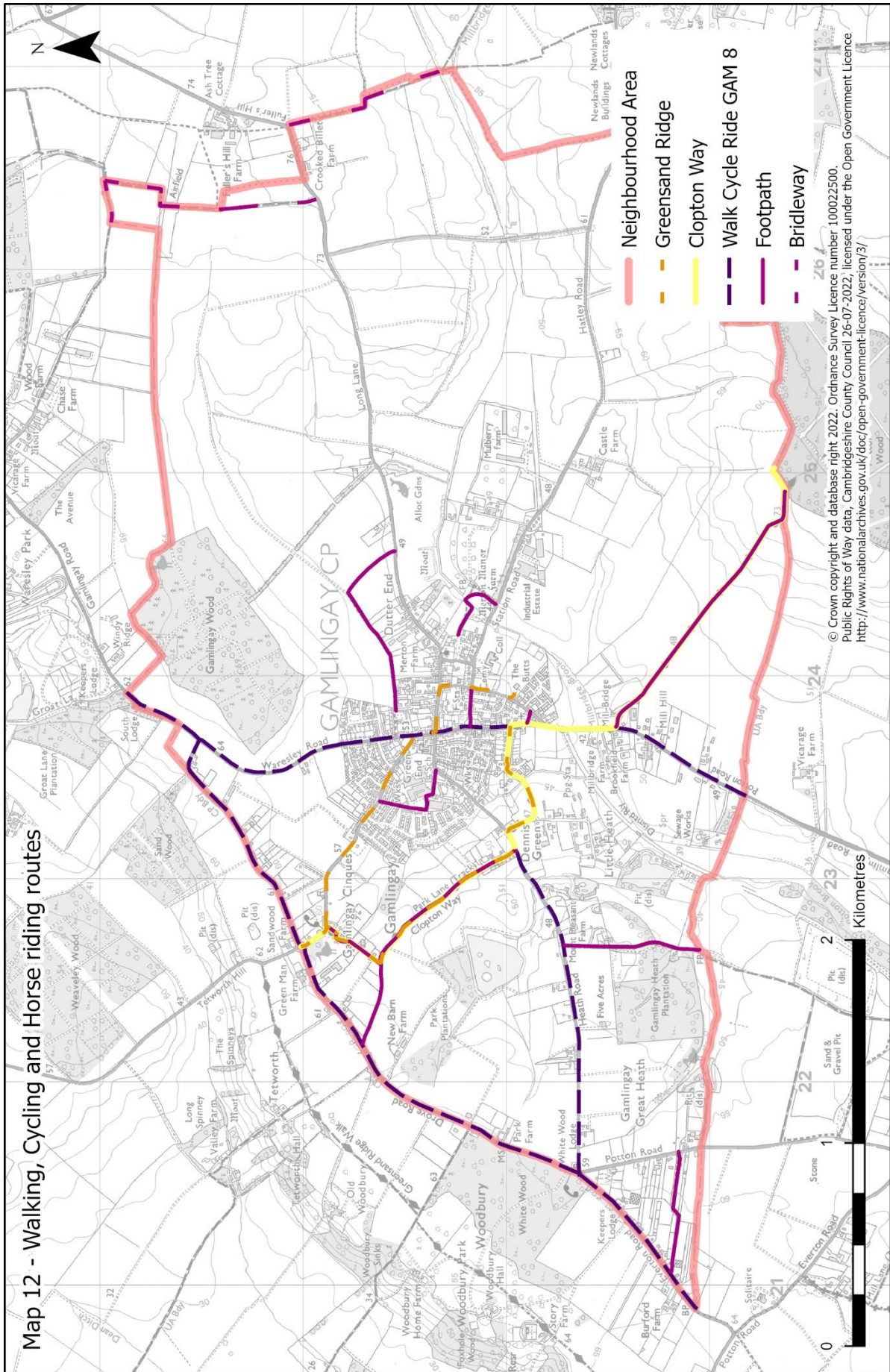
GAM7 – Transport provision on developments

- 4.78 **Proposals for the improvement of the public rights of way network for walking, cycling and horse riding will be supported.**

GAM8 – Contributions towards providing new infrastructure for walking, cycling and horse riding

- 4.79 **Proposals for the development of new or improved walking cycling and horse-riding routes will be supported. The implementation of the package of measures as shown on Map 12 will be particularly supported.**

As appropriate to their scale nature and location, new residential and business units should mitigate their impact on the local road network by their design and layout and contributing towards the provision and maintenance of new paths for cycling, walking and horse riding between the village, hamlets, employment sites and neighbouring villages.



Map 12: Walking Cycling and Horse-Riding Routes

Natural environment

4.80 We will protect and enhance the natural environment and the biodiversity of the parish.

Justification

- 4.81 New development should meet the aspirations of the NPPF 2021, the Defra⁹³ 25 Year Environment Plan and the Cambridgeshire Green Infrastructure Strategy with regard to the delivery of environmental enhancements including green infrastructure and biodiversity net gain. It is Government policy to refuse development that will result in the loss or deterioration of irreplaceable habitats including ancient woodland, unless ‘there are wholly exceptional reasons and a suitable compensation strategy exists’⁹⁴. The NPPF 2021 allows planning policies and decisions to contribute to and enhance the natural and local environment, for example, by:
- a. protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils,
 - b. recognising the intrinsic character and beauty of the countryside,
 - c. minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future development pressures⁹⁵.
- 4.82 The NPPF 2021 also states that plans should take a proactive approach to mitigating and adapting to climate change, for example, through the planning of ‘green infrastructure’⁹⁶. Green infrastructure may be defined as “a strategic, multi-functional network of public green spaces and routes, landscapes, biodiversity and heritage”⁹⁷. It includes parks, playing fields, woodland, street trees, rights of way, allotments, canal towpaths, green walls and roofs – providing environmental and quality of life benefits for local communities. Forestation projects (e.g. the Sugeley Wood extension to Gamlingay Wood) and ‘tiny forests’ can contribute to carbon reduction^{98,99}, and Sustainable Urban Drainage Systems (SuDs) can help to protect water courses. The importance of these and other matters is now captured in the Environment Act 2021. Policy GAM9 seeks to identify elements of the natural environment which are important to the neighbourhood area.
- 4.83 Gamlingay is mostly situated on the Greensand Ridge (Natural England National Character Area 90¹⁰⁰) where lighter soils have typically created a pattern of land use with a relatively high proportion of woodland and parkland landscapes, mixed with smaller areas of pasture, acid grassland and heath. Grade 1, 2 and 3a arable land in the parish is protected by policy NH/3 **Protecting Agricultural Land** of the Local Plan against development which would lead to its irreversible loss.
- 4.84 The Landscape Conservation Action Plan (2016) produced as part of the Heritage Lottery funded Greensand Country Landscape Partnership¹⁰¹ promotes the reinstatement of acid grassland, creation of new heathland and grassland habitat on low

⁹³ Department for Environment, Food and Rural Affairs.

⁹⁴ NPPF (2021). Paragraph 174.

⁹⁵ *Ibid.* Paragraph 174(d).

⁹⁶ *Ibid.* Paragraphs 153 and 154.

⁹⁷ South Cambridgeshire Local Plan (2018). Paragraph 6.27.

⁹⁸ Woodland Trust (2013). See appendix 1 and appendix 4, Biodiversity Projects.

⁹⁹ See [UK's first-ever Tiny Forest seeks to deliver big benefits for people and the environment \(earthwatch.org.uk\)](https://www.earthwatch.org.uk).

¹⁰⁰ Natural England (2013). ‘National Character Areas: 90. Bedfordshire Greensand Ridge’

¹⁰¹ Greensand Country Landscape Partnership (2016). Landscape Conservation Action Plan. See appendix 1.

nutrient soils, the planting of new woodland in appropriate locations and countryside stewardship to restore parkland character and manage other sites for biodiversity, such as roadside verges and horse pastures. Local plan policy NH/2 **Protecting and Enhancing Local Character** requires development to “respect and retain or enhance the local character and distinctiveness of the local landscape and of the individual National Character Area in which is it located”.

- 4.85 The parish’s open fields support brown hare and corn bunting. Gamlingay Wood supports a variety of wildflowers, such as dog’s mercury, yellow archangel and wood anemone and oxlip. The flora’s diversity is due to the varied soils (e.g. sandy loam), and there are hundreds of species of mushroom and toadstool. Birds include barn owls, garden warblers and blue tits; the parish’s built up areas provide important homes for nationally declining swifts, house sparrows and starlings. Hedgerows in the parish form important corridors for wildlife including badgers, foxes and local bat populations; small birds such as finches and great tits; dragonflies and butterflies. Small woodland areas in the parish also provide important habitat for many species including the tawny owl. In addition, Millbridge Brook Meadows provides an important habitat for water voles. Policy NH/4 **Biodiversity** of the Local Plan states that new development must aim to maintain, enhance, restore or add to biodiversity.
- 4.86 As discussed in the section ‘How we get about (transport)’ many people enjoy walking their dogs and rambling in the countryside in the parish. A smaller number also cycle and ride horses. Access to the natural environment contributes to better physical and mental health. Cambridgeshire’s Joint Strategic Needs Assessment (2017)¹⁰² highlights the importance of accessible green space and parks, and the need for this green infrastructure to enable people to make more active travel choices.

AT A GLANCE: By consolidating green spaces – our ‘green infrastructure’ – on new developments in line with the Cycle and Footway Improvement Plan, we can make it easier for people to access and enjoy the open countryside. We want to protect wildlife and wildlife habitats, especially Gamlingay Wood.

- 4.87 Although the village of Gamlingay has grown significantly in the second half of the 20th century it retains several areas of open ground which provide opportunities for informal and formal recreation. GAM3 establishes that the Village Design Guide will form a key part of assessing development proposals to ensure that as the village grows, it will retain its distinct landscape character and setting. Policy GAM9 protects the views and vistas identified by the VDG (see Maps 5 and 13 and Appendix 2); two additional views recommended by an assessment of the settlement character of the parish and its landscape setting are included in this Plan (see paragraph 4.32)¹⁰³. GAM9 requires developers to support the creation of a network of formal and informal green spaces for sport and outdoor recreation. It complements GAM8 contributions to Gamlingay’s Cycle and Footway Improvement Plan (CFIP). The creation of a network of public and permissive paths across the parish will enable better access to (and appreciation of) the surrounding countryside. The Log Field (Merton Field) off Green Acres is designated as a Local Green Space in the Local Plan.

¹⁰² Cambridgeshire County Council (2017). ‘Joint Strategic Needs Assessment’. See appendix 1.

¹⁰³ CSA Environmental (2021). ‘Landscape and Visual Assessment’ on behalf of Gamlingay Parish Council. See Appendix 1.

- 4.88 Gamlingay Wood was described by Oliver Rackham as "the best-documented historic wood in the country"¹⁰⁴ because the wood belonged to Merton College, Oxford for 650 years. Now owned and managed by the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire it is part of the West Cambridgeshire Hundreds Living Landscape¹⁰⁵, a necklace of ancient woods (e.g. Weaverley and Sand Woods, Waresley Wood, Hayley Wood, Potton Wood and Buff Wood) which surround the settlement to the West and South. These are also the focus of the Cambridgeshire Green Infrastructure Strategy (2011; target area 6.6 West Cambridgeshire Woodlands) which seeks to 'create a high quality ecological network based around linking the ancient woodlands, better management of the woodlands and restoring / creating other lost habitats such as species-rich meadows'¹⁰⁶. In addition to protection afforded by the NPPF 2021, Local Plan policies NH/5 **Sites of Biodiversity or Geological Importance** and NH/7 **Ancient Woodlands and Veteran Trees** protect against development that might cause the loss and deterioration of Gamlingay Wood because it is a Site of Special Scientific Interest (SSSI) and an ancient woodland.
- 4.89 The Wood's proximity to the village raises ongoing management and maintenance challenges. Gamlingay Wood SSSI status is currently 'unfavourable recovering'¹⁰⁷. The Neighbourhood Plan seeks to avoid new housing development and development impacts that will lead to further deterioration of this irreplaceable woodland habitat. Policy GAM10 has been designed to protect and promote the recovery of the flora and fauna of Gamlingay Wood, helping to achieve the Government's objective (set out in its 25 Year Environment Plan) to restore 75% of England's protected sites to favourable condition. This will also secure the use of Gamlingay Wood for the enjoyment of present and future generations. For the purposes of the application of the policy the immediate vicinity of the Wood has not been defined. Different proposals in different locations will have different effects on the integrity of the Wood. Nevertheless, as a general rule proposals within 200 metres from the edge of the Wood have an ability to affect its integrity.

Community feedback

- 4.90 The parish survey showed that what residents like most about the village and the Parish, and want to protect, is its rural location and scenery:
- 92% of the people who responded said that keeping and/or adding to green spaces in the village was essential or very important.
 - 95% said it was essential or very important to protect open countryside.
 - 94% said it was essential or very important to protect local wildlife.
- 4.91 The October 2019 consultation demonstrated strong support for this objective (65.5% agreed). Comments received noted the need for clearer referencing of the different green spaces across the parish, which has been addressed in the plan. Respondents supported more green spaces on the west side of the village and protecting Gamlingay Wood from harmful development.

Summary

- 4.92 The Neighbourhood Plan will protect and enhance the natural environment of the parish. It will do this within the village by protecting green spaces within the village and encouraging developers to consolidate green spaces within developments in order to create a network of publicly accessible formal and informal green spaces for sport and recreation, and creation and enhancement of wildlife corridors. New development

¹⁰⁴ Rackham, O. (2006). 'Woodlands' volume 100, New Naturalist Series.

¹⁰⁵ <https://www.wildlifebcn.org/westcambshundreds>

¹⁰⁶ See appendix 1.

¹⁰⁷ Natural England designated sites listing for Gamlingay Wood, see appendix 1.

should not obstruct or harm the special views and vistas identified by the Village Design Guide. Gamlingay Wood – and the views to and from Gamlingay Wood – will be protected from harm.

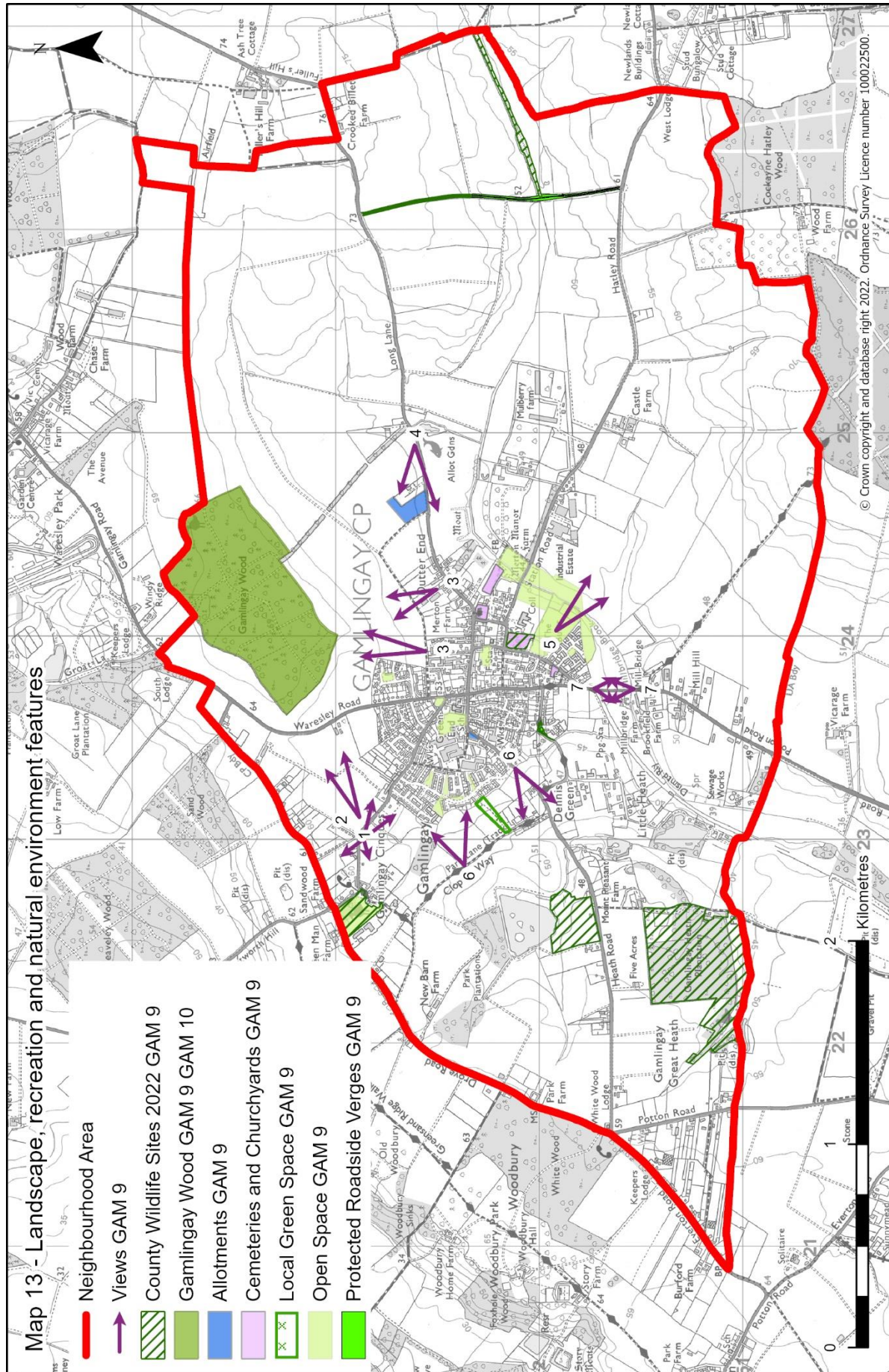
GAM9 – Landscape and natural environment

- 4.93 **Development should be designed to safeguard and where practicable enhance the landscape, recreation and natural environment features as shown on Map 13 and in Appendix 2. Where appropriate, development proposals should incorporate proportionate mitigation measures to keep any effects to a minimum.**

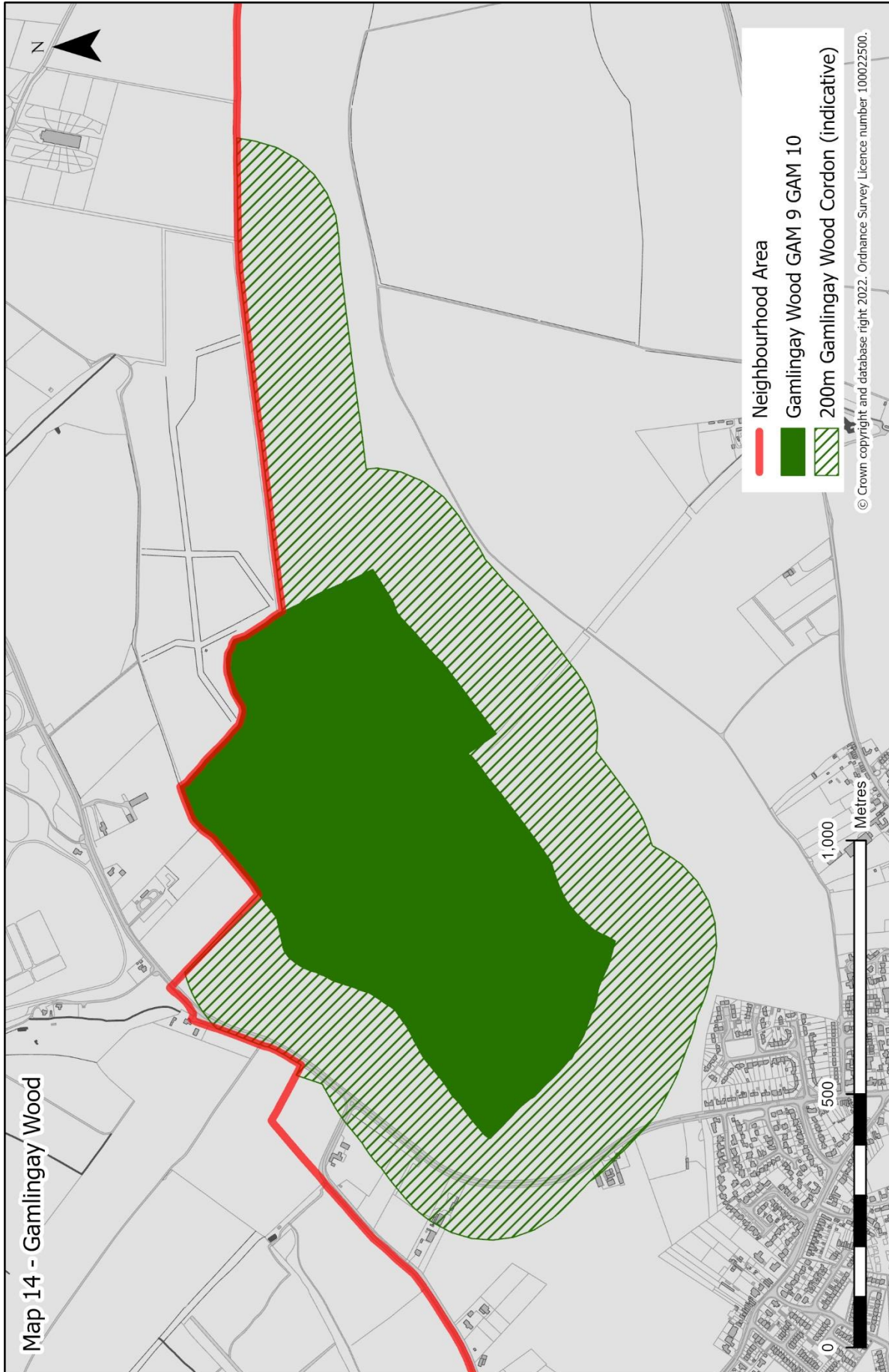
Development proposals which would have an unacceptable impact on the identified landscape, recreation and natural features will not be supported.

GAM10 – Gamlingay Wood

- 4.94 **Development proposals should safeguard the integrity and scientific importance of the Gamlingay Wood Site of Special Scientific Interest. Development in the immediate vicinity of the Woods which would have such a safeguarding role, which would enable the growth of existing farming activities or which would have a specific nature conservation benefit (such as traditional woodland industry) will be supported.**



Map 13: Landscape, recreation and natural environment features



Map 14: Gamlingay Wood

Appendix 1: Datasets and documents

Building Standards

The Design Council (2015). [‘Building for Life 12: the sign of a good place to live’](https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition)
<https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition>

Commissioned reports

All located at: <https://www.gamlingay-future.uk/documents/np-documents-index.html>
 BRCC (2018), ‘Housing Needs Assessment’
 Sustrans (2019). ‘Gamlingay Cycle and Footway Improvement Plan’
 CSA Environmental (2021). ‘Landscape and Visual Analysis’

Correspondence

Jo German, South Cambridgeshire Education Capital Projects Officer letter to Richard Hawley dated 8th February 2019

Datasets

Cambridgeshire [Insight](https://cambridgeshireinsight.org.uk/)

<https://cambridgeshireinsight.org.uk/>

- Cambridgeshire Atlas: [fuel poverty in the Cambridgeshire sub-region 2008-14;](http://atlas.cambridgeshire.gov.uk/Housing/FuelPoverty/atlas.html)
<http://atlas.cambridgeshire.gov.uk/Housing/FuelPoverty/atlas.html>
- Cambridgeshire Atlas: [Cambridge and Peterborough sub-region housing stock condition;](https://tinyurl.com/yypaexty)
<https://tinyurl.com/yypaexty>
- [Cambridgeshire and Peterborough Housing Overview Report;](https://cambridgeshireinsight.org.uk/housing/)
<https://cambridgeshireinsight.org.uk/housing/>
- [Interactive report ‘children, young people and education’](https://cambridgeshireinsight.org.uk/children-and-young-people/report/view/542a547540644ef09b8858de7d7d5452/E05002802/) for Gamlingay Ward;
<https://cambridgeshireinsight.org.uk/children-and-young-people/report/view/542a547540644ef09b8858de7d7d5452/E05002802/>
- Interactive report [‘index of multiple deprivation’](https://cambridgeshireinsight.org.uk/deprivation/report/view/c3458b6708124845a9d8d9a7cb5029c1/E05002802/) for Gamlingay Ward;
<https://cambridgeshireinsight.org.uk/deprivation/report/view/c3458b6708124845a9d8d9a7cb5029c1/E05002802/>
- Strategic Housing Market Assessment; [Cambridgeshire Insight – Housing – Local Housing Knowledge – Our housing market – Our strategic housing market assessment](https://cambridgeshireinsight.org.uk/local-housing-knowledge-our-housing-market-our-strategic-housing-market-assessment)

Cambridgeshire and Peterborough Environmental Records Centre <http://www.cperc.org.uk/>
 Heritage [Gateway](https://www.heritagegateway.org.uk/Gateway/)

<https://www.heritagegateway.org.uk/Gateway/>

The [National Heritage List for England list entry for Gamlingay Park](https://historicengland.org.uk/listing/the-list/list-entry/1000620)

<https://historicengland.org.uk/listing/the-list/list-entry/1000620>

NOMIS [annual survey of hours and earnings](https://www.nomisweb.co.uk/query/construct/summary.asp?reset=yes&mode=construct&dataset=30&version=0&anal=1&initset=) and [official labour statistics for Gamlingay](https://www.nomisweb.co.uk/reports/localarea?compare=E04001787)
<https://www.nomisweb.co.uk/query/construct/summary.asp?reset=yes&mode=construct&dataset=30&version=0&anal=1&initset=>

<https://www.nomisweb.co.uk/reports/localarea?compare=E04001787> for:

- Table KS001
- Table KS403EW

Rightmove: [house prices in Gamlingay](https://tinyurl.com/yxagqsp7) (accessed 14 October 2019);

<https://tinyurl.com/yxagqsp7>

Environment

Cambridgeshire Green Infrastructure Strategy (2011)

<https://www.cambridge.gov.uk/media/2557/green-infrastructure-strategy.pdf>

Committee on Climate Change (2020). '6th Carbon Budget'. [Sixth Carbon Budget - Climate Change Committee \(theccc.org.uk\)](https://www.theccc.org.uk)

Greensand Country Landscape Partnership (2016). [Landscape Conservation Action Plan](https://bedsrcc.org.uk/rural/greensand-country-landscape-partnership/), <https://bedsrcc.org.uk/rural/greensand-country-landscape-partnership/>

Natural England (2013) 'National Character Area Profile: 90. Bedfordshire Greensand Ridge

<http://publications.naturalengland.org.uk/publication/6667269664931840?category=587130>

[Natural England designated sites listing for Gamlingay Wood](https://designatedsites.naturalengland.org.uk/UnitDetail.aspx?UnitId=1000227)

<https://designatedsites.naturalengland.org.uk/UnitDetail.aspx?UnitId=1000227>

[Natural England](https://www.defra.gov.uk) Impact Risk Zone (IRZ) tool [SSSI IRZ User Guidance MAGIC.pdf \(defra.gov.uk\)](https://www.defra.gov.uk)

Natural England and Forestry Commission 'standing advice' for 'Ancient woodland, ancient trees and veteran trees: protecting them from development'

<https://www.gov.uk/guidance/ancient-woodland-and-veteran-trees-protection-surveys-licences>

Department for the Environment, Food and Rural Affairs, 25 Year Environment Plan

<https://www.gov.uk/government/publications/25-year-environment-plan/25-year-environment-plan-our-targets-at-a-glance>

South Cambridgeshire District Council's Doubling Nature Strategy:

<https://www.scambs.gov.uk/nature-and-climate-change/doubling-nature/>

West Cambridgeshire Hundreds [Living Landscape](https://www.wildlifebcn.org/westcambshundreds)

<https://www.wildlifebcn.org/westcambshundreds>

Woodland Trust (2013). 'Position Statement: trees and carbon'.

<https://www.woodlandtrust.org.uk/media/1809/trees-and-carbon-position-statement.pdf>

Local consultation

All located at: <https://www.gamlingay-future.uk/documents/np-documents-index.html>

Greensands Medical Practice submission (2016)

Parish Survey (2016)

[Neighbourhood Plan Consultation](https://www.gamlingay-future.uk/consultation/consultation-index.html) (October 2019) <https://www.gamlingay-future.uk/consultation/consultation-index.html>

<https://www.gamlingay-future.uk/consultation/consultation-index.html>

Summary of Business consultation

Planning documents

Basic Conditions Statement (2021) prepared to accompany this Neighbourhood Plan.

Cambridgeshire County Council (2016) Cambridgeshire Flood and Water Supplementary

Planning Document [Cambridgeshire Flood and Water Supplementary Planning Document](https://www.cambridgeshireinsight.org.uk/wp-content/uploads/2018/11/CCC-JSNA-summary-report-2016-2017-FINAL_20181123.pdf)

Cambridge County Council (2017) [Joint Strategic Need Assessment](https://www.cambridgeshireinsight.org.uk/wp-content/uploads/2018/11/CCC-JSNA-summary-report-2016-2017-FINAL_20181123.pdf)

https://www.cambridgeshireinsight.org.uk/wp-content/uploads/2018/11/CCC-JSNA-summary-report-2016-2017-FINAL_20181123.pdf

Central Bedfordshire Local Plan, [pre-submission](https://www.centralbedfordshire.gov.uk/migrated_images/pre-submission-local-plan-compressed-v2_tcm3-27081.pdf) (2018). NB now adopted.

https://www.centralbedfordshire.gov.uk/migrated_images/pre-submission-local-plan-compressed-v2_tcm3-27081.pdf

Community Right to Bid (2018) [Register of Assets of Community Value](https://www.scambs.gov.uk/media/12568/scdc-asset-listing-tables_03102018.pdf)

https://www.scambs.gov.uk/media/12568/scdc-asset-listing-tables_03102018.pdf

Gamlingay (2000) [Conservation Area Appraisal](https://www.scambs.gov.uk/media/14814/gamlingay-caa.pdf)

<https://www.scambs.gov.uk/media/14814/gamlingay-caa.pdf>

[Gamlingay Village Design Guide](https://www.scambs.gov.uk/media/14389/gamlingay-village-design-guide-spd.pdf) (2020)

<https://www.scambs.gov.uk/media/14389/gamlingay-village-design-guide-spd.pdf>

[Gamlingay Village Design Statement](http://www.gamlingay.org/vds.pdf) (2001)

<http://www.gamlingay.org/vds.pdf>

Greater Cambridge Sustainable Design and Construction Supplementary Planning Document (2020) <https://www.cambridge.gov.uk/media/8157/greater-cambridge-sustainable-design-and-construction-spd.pdf>

[South Cambridgeshire District Adopted Design Guide \(2010\)](https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/district-design-guide-spd/)

<https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/district-design-guide-spd/>

South Cambridgeshire District Council (2015). [‘Transport Assessment for Green End housing development’](#).

[South Cambridgeshire District Council \(2016\). ‘Playing Pitch Strategy’ PPS FINAL Appendix B.pdf \(cambridge.gov.uk\)](#)

<http://plan.scambs.gov.uk/swiftlg/MediaTemp/1135819-539582.pdf>

South Cambridgeshire District [Local Plan](#) (2018)

<https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/the-adopted-development-plan/south-cambridgeshire-local-plan-2018/>

Strategic [Housing Land Availability Assessment](#) (2013)

<https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/strategic-housing-land-availability-assessment-august-2013/>

The [National Planning Policy Framework](#) (2021)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

Strategic Environmental Assessment:

All located at: <https://www.gamlingay-future.uk/documents/np-documents-index.html>

AECOM, Strategic Environmental Assessment and Habitats Regulation Assessment Scoping Report (July 2020)

AECOM, [Screening Determination Statement](#) (September 2019)

<https://www.scambs.gov.uk/media/14019/strategic-environmental-screening-determination-statement-for-gamlingay-neighbourhood-plan-september-2019.pdf>

AECOM, Strategic Environmental Assessment (2020)

Strategies

Cambridge City Council and South Cambridgeshire District Council (2018). [‘Homes for our Future’](#)

<https://www.cambridge.gov.uk/media/7296/greater-cambridge-housing-strategy-2019.pdf>

Cambridgeshire and Peterborough Combined Authority (2019). [‘Cambridgeshire and Peterborough Local Industrial Strategy: A Partner in the Oxford-Cambridge Arc’](#)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818886/Cambridge_SINGLE_PAGE.pdf

Connecting Cambridgeshire and Cambridgeshire and Peterborough Combined Authority (undated). [‘Delivering a Digital Connectivity Strategy for Cambridgeshire and Peterborough 2018 -2022’](#)

<https://www.connectingcambridgeshire.co.uk/wp-content/uploads/2018/07/Connecting-Cambridgeshire-Digital-Connectivity-Strategy-2018-2022.pdf>

National Infrastructure Commission (2017). [‘Partnering for Prosperity: A new deal for the Cambridge-Milton Keynes-Oxford Arc’](#)

<https://www.nic.org.uk/wp-content/uploads/Partnering-for-Prosperity.pdf>

South Cambridgeshire District Council (undated). [‘Business Plan 2019-2024’](#)

<https://www.scambs.gov.uk/media/13114/business-plan-2019-24-for-web.pdf>

Appendix 2: Gamlingay's green infrastructure

Sites of nature conservation value

There are a number of sites in the Parish that are significant in terms of their wildlife value which warrant protection. The sites listed below are all managed to safeguard and enhance their biodiversity. This information was provided by the Cambridgeshire and Peterborough Environmental Records Centre (2018)¹⁰⁸.

- Gamlingay Wood (SSSI) (48.43 ha) Woodland of ancient origin-unusual for county. Gamlingay Wood is also a nature reserve of the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire <https://www.wildlifebcn.org/nature-reserves/gamlingay-wood>

County Wildlife Sites

- Cambridge-Bedford disused railway (Hatley) (3.27 ha)
- Gamlingay (East) Road Side Verge (RSV) (0.6 ha)
- Gamlingay Stocks Lane cemetery (0.82 ha)
- Cinques Common (2.34 ha)
- Heath plantation (25.45 ha) – end of Little Heath
- New Barn Grassland (5.33 ha) – Adjacent to Cambridgeshire Lakes
- West Road RSV (0.09 ha)
- Gamlingay Park, Heath Road

Protected Road Side Verge

- Gamlingay (East) RSV (0.6 ha)
- Long Lane (grid reference TL262516 - TL261529)
- West Road RSV 0.09 ha)

Sites of Open Space value

Grassed areas provide relief to the built form of the village. They are an important feature in the village and contribute to its character, adding to the distinctive open feel and reinforcing the sense that you are in a village rather than an urban area.

- The Pitt – land at Waresley Rd and Cinques Road junction (0.15 ha)
- Land at Murfitt Way (0.22 ha)
- Land east of Green Acres, north of Maple Court junction (0.08 ha)
- Land north of Charnocks Close (0.42 ha)
- Land east of Green Acres, north of Maple Court (0.14 ha)
- Land south of Beechside, east of Plane Tree Close (0.16 ha)
- Land south of Chapel field (0.10 ha)
- Land south of Maple Court (0.11 ha)
- Land south of Plane Tree Close (0.29 ha)
- Millbridge Brook Meadows and Lower Field, Station Rd (2.03 ha) including community orchards

¹⁰⁸ See appendix 1.

Designated Local Green Space

- The Log field (Merton Field), off Green Acres – (0.8 ha) –Designated in Local Plan (2018)

Sites of sport, recreation and amenity value

These are sites valued for their open access for Sport, Recreation and Amenity. They are areas where residents can come together both informally and where community events are held.

- The Butts Play Area, off Stocks Lane (0.48 ha) (Children’s equipped Play space-NEAP)
- The Queen Elizabeth 2 Recreation Field, Stocks Lane (3.0 ha) football pitches
- Gamlingay First School playing fields, Green End (0.8 ha) (Asset of Community Value-ACV)
- Gamlingay Primary School site, Station Road (1 ha) (MUGA, Tennis Courts, Fitness Gym, football pitches)

Allotments

- Land west of Green End (0.11 ha)
- Land north of Long Lane (1.61 ha) (including a community orchard)

Cemeteries

- St Marys Field Cemetery, off Church St – open cemetery (1 ha)
- St Marys Churchyard, Church St – closed churchyard (0.2 ha)
- The Baptist Churchyard, Stocks Lane – closed churchyard (0.1 ha)
- Stocks Lane Cemetery, open cemetery (0.5 ha)

Views and vistas

1. Cinques Road between Gamlingay village and Gamlingay Cinques
2. View to Gamlingay Wood from Cinques Road
3. Views from the north eastern settlement edge of Gamlingay village
4. View from eastern approach into Gamlingay
5. View from recreation ground to Potton Wood
6. Views of the western edge of Gamlingay village
7. View to and from Mill Bridge

Appendix 3: Developer contributions

New housing developments of over 10 units already provide financial contributions (per m² developed) towards community benefits: for public open space, children's play, sports facilities, community buildings and informal open space. The contribution expected for improvements for walking, cycling and horse riding should be proportionate to these existing requirements.

Business and Industry (including offices) are not currently required to provide any community benefits. However, all development has the potential to impact negatively on traffic, parking and road safety. Therefore, all developments are expected to mitigate that impact by contributing towards improvements in active travel infrastructure in the local area.

This plan requires a contribution commensurate with housing, which equates approximately to three quarters of the total costs for infrastructure associated with housing. The following calculations allow for the developer to provide for cycling facilities such as cycle parking and storage on site, and provision for showering facilities within the building.

A standardised template legal agreement will be used for individual / small scale property development, similar to the one in use by Huntingdonshire District Council:

<https://www.huntingdonshire.gov.uk/media/1676/unilateral-undertaking-wheeled-bin-contribution.pdf>

Infrastructure requirement

- 1) Gamlingay to Potton-3km
- 2) Gamlingay to Waresley (within boundary) 2km
- 3) Gamlingay to The Cinques 2.5km
- 4) Gamlingay Great Heath to West Road-5km

Total infrastructure required- 12.5km

Infrastructure cost

The cost (2020, to be index linked) of new cycleway is £320,000 per km (excluding land acquisition costs). The total required for 12.5km is £5 million.

Based on an existing housing stock of 1700 dwellings (2018), a proportionate contribution is calculated as:

$$£5 \text{ million} / 1700 = \mathbf{£2,941 \text{ per dwelling at average size of } 100 \text{ m}^2}$$

Assuming that each house is an average 100 m², the cost per square metre is:

$$£2,941 / 100 = \mathbf{£29 \text{ per square metre}}$$

Housing / employment development contribution

The proposed split in infrastructure costs for carbon neutral travel within the parish is set out below. All prices are to be index linked.

Housing cost per m² – £10

Employment cost per m² – £21

Total cost per m² – £31 (to include land acquisition costs)

Appendix 4: Biodiversity projects

Developers are required to deliver measurable, proportionate and appropriate biodiversity net gains, preferably on the application site.

Examples include:

- Nest bricks for house sparrows, starlings and swifts– nationally the swift population has declined by 90%
- Bee bricks
- Bat roosts
- Hedgehog highways
- Green spaces featuring native seed-bearing trees and native wildflowers
- Planting hedgerows with seed bearing trees
- Permeable surfaces
- Rain gardens (sustainable urban drainage systems)

This is in line with South Cambridgeshire District Council's Doubling Nature Strategy:

<https://www.scambs.gov.uk/nature-and-climate-change/doubling-nature/>

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Basic Conditions Check – Made (adopted) Neighbourhood Plan

Gamlingay Neighbourhood Plan – November 2022



GREATER CAMBRIDGE
SHARED PLANNING

Basic Conditions Check

Requirements	Local Planning Authority Comments	Basic Condition met?
<p>The Neighbourhood Plan has regard to national policies and advice contained in guidance issued by the Secretary of State and it is appropriate to make the Neighbourhood Plan.</p>	<p>The Council considers that the Neighbourhood Plan is consistent with national policies and advice in that the core land use planning principles set out in the National Planning Policy Framework (2021) have been embodied in the Neighbourhood Plan. Specifically, the Neighbourhood Plan seeks:</p> <ul style="list-style-type: none"> • to ensure high quality design (Policy GAM1) - see Chapter 12 of NPPF which seeks to achieve well designed places. • to conserve and enhance the historic character of the village (Policy GAM3) - see Chapter 16 of 	<p>Yes</p>

Requirements	Local Planning Authority Comments	Basic Condition met?
	<p>NPPF which seeks to conserve and enhance the historic environment.</p> <ul style="list-style-type: none"> • to support the delivery of new homes and that they meet the needs for the different groups in the community (Policies GAM1 and GAM2) - see chapter 5 of the NPPF which considers the delivery of a sufficient supply of homes. • to provide for a successful economy (Policy GAM4) - see paragraph 84 of NPPF which seeks to enable the growth and expansion of all types of business in rural areas. • to safeguard community uses (Policies GAM5 and GAM6) - see Paragraph 93 in NPPF which seeks to retain and develop accessible local services and community facilities. • to safeguard important natural habitats (Policies GAM9 and GAM10) - see paragraph 174 of NPPF which seeks to protect and enhance biodiversity. 	

Requirements	Local Planning Authority Comments	Basic Condition met?
	<ul style="list-style-type: none"> • to protect and enhance walking and cycling routes (Policies GAM7 and GAM8) - see Chapter 9 of NPPF which seeks to promote sustainable transport. • to promote sustainable transport around the parish (Policies GAM7 and GAM8) - see chapter 9 of NPPF which considers promoting sustainable transport and chapter 8 promoting healthy and safe communities. <p>This conclusion is consistent with the examiner's conclusions that the Neighbourhood Plan has had regard to national planning policies and guidance, in that it sets out a clear vision and suite of policies and proposals for the neighbourhood area. The examiner recommended a series of modifications to provide clarity and precision to the policies to ensure that the Neighbourhood Plan fully accords with national policy and guidance. SCDC and Gamlingay Parish Council agreed each of the</p>	

Requirements	Local Planning Authority Comments	Basic Condition met?
	recommended modifications and the modifications were included in the 'Referendum' version of the Neighbourhood Plan, and are included in the 'Made' version of the Neighbourhood Plan.	
The making of the Neighbourhood Plan contributes to the achievement of sustainable development.	<p>The Council considers that the Neighbourhood Plan contributes to the achievement of sustainable development, specifically by:</p> <ul style="list-style-type: none"> • Contributing to the economic aspects by having policies to meet local housing needs (Policies GAM1 and GAM2) and promotes a successful economy (Policy GAM4). • Contributing to the social aspects by seeking to provide a vibrant community by promoting and safeguarding community uses and spaces (Policies GAM5 and GAM6). • Contributing to the environmental aspect by having a range of policies which include ones which seek to conserve the character of the area (Policy GAM3); safeguard natural habitats (Policy 	Yes

Requirements	Local Planning Authority Comments	Basic Condition met?
	<p>GAM9); ensure high quality design (Policy GAM1); and encourage means of transport other than cars (Policies GAM7 and GAM8).</p> <p>This conclusion is consistent with the examiner's conclusion that the Neighbourhood Plan meets the Basic Conditions including that to achieve sustainable development in the neighbourhood area.</p>	
<p>The Neighbourhood Plan is in general conformity with the strategic policies contained in the development plan for the area.</p>	<p>The development plan for South Cambridgeshire consists of the adopted South Cambridgeshire Local Plan 2011-2031, and a list of strategic policies is included in Appendix E of the Local Plan. The Basic Conditions Statement, submitted by Gamlingay Parish Council, considers whether the Neighbourhood Plan is in general conformity with these strategic policies.</p> <p>The Council considers that the Neighbourhood Plan policies are in general conformity with the strategic</p>	<p>Yes</p>

Requirements	Local Planning Authority Comments	Basic Condition met?
	<p>policies in the adopted South Cambridgeshire Local Plan.</p> <p>This conclusion is consistent with the examiner's conclusion that the Neighbourhood Plan meets the Basic Conditions including that of being in general conformity with the strategic policies in the development plan. He considers the extent to which the policies and proposals are in general conformity in detail in chapter 7 of his report.</p>	
<p>The making of the Neighbourhood Plan does not breach, and is otherwise compatible with, EU obligations.</p> <p>Prescribed conditions are met in relation to the Neighbourhood Plan, including that the making of the neighbourhood plan is not likely to have a significant effect on a European wildlife site or a</p>	<p>The Council considers that the Neighbourhood Plan does not breach and is compatible with EU Obligations.</p> <p>Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA): a SEA screening was undertaken that determined that the Neighbourhood Plan was likely to require an SEA due to the potential impact of an employment policy proposed in the plan. A SEA was produced for the Plan and resulted</p>	Yes

Requirements	Local Planning Authority Comments	Basic Condition met?
<p>European offshore marine site either alone or in combination with other plans or projects.</p>	<p>in changes to the policy. A HRA screening was also undertaken that indicates that the Neighbourhood Plan is not predicted to have significant effects on any European site, either alone or in conjunction with other plans and projects. These conclusions are supported by the responses from the statutory bodies.</p> <p>As the modifications made to the Gamlingay Neighbourhood Plan following its examination do not change the essence of its planning policies, the SEA and HRA screening undertaken on a draft version of the Neighbourhood Plan, the screening determination published in September 2019, and the SEA published in July 2020 remain valid.</p> <p>This conclusion is consistent with the examiner's conclusion that a proportionate process has been undertaken in accordance with the various regulations</p>	

Requirements	Local Planning Authority Comments	Basic Condition met?
	<p>and the Neighbourhood Plan is compatible with European obligations.</p> <p>Human Rights: an assessment has been undertaken to examine the impact of the Neighbourhood Plan policies on persons who have a 'protected characteristic' and the results of this assessment are included in the Basic Conditions Statement. The Council is supportive of the assessment which concludes that the Neighbourhood Plan has regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights and complies with the Human Rights Act 1998. No sectors of the community would be discriminated against, and the policies in the plan would generally have public benefits and encourage the social sustainability of the plan area.</p> <p>This conclusion is consistent with the examiner's conclusion that he is satisfied across the Plan as a</p>	

Requirements	Local Planning Authority Comments	Basic Condition met?
	whole, no sectors of the community are likely to be discriminated against. The policies together would generally have public benefits and encourage the social sustainability of the neighbourhood.	

CONCLUSION: South Cambridgeshire District Council has confirmed that the 'Made' version of the Gamlingay Neighbourhood Plan meets the Basic Conditions.

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REPORT TO: Council

24 November 2022

LEAD OFFICER: Head of HR, Transformation and Corporate Services

Report of the Independent Remuneration Panel – Scheme of Members’ Allowances 2022/23

Executive Summary

1. The purpose of this report is to consider the recommendations of the Independent Remuneration Panel (IRP) in respect of the Scheme of Members’ Allowances 2022/23.

Recommendations

2. It is recommended that Council:
 - (a) Agree a revised Scheme of Members’ Allowances for 2022/23 (see Appendix A) and, if adopting the recommendations of the Independent Remuneration Panel, to approve the implementation of:-
 - (a) The increase in the Basic Allowance to £5,351 (equivalent to a 1.4% increase) retrospectively with effect from 1 April 2022; and
 - (b) The increase to all the Special Responsibility Allowances of 1.4%, retrospectively with effect from 1 April 2022.
 - (b) Authorise the Head of HR, Transformation and Corporate Services to implement and advertise the new scheme and make any consequential amendments required to the Scheme of Members’ Allowances in Part 6 of the Constitution.

Reasons for Recommendations

3. Article 2.05 of the Constitution provides for Council to adopt a Scheme of Members’ Allowances. The Council is required, by virtue of Regulation 19 of The Local Authorities (Members’ Allowances) (England) Regulations 2003, to have regard to the recommendations of its Independent Remuneration Panel before making or amending its Scheme of Members’ Allowances. The recommendations of the Independent Remuneration Panel in respect of the Scheme of Members’ Allowances 2022/23 are set out at Appendix A to this report.

Details

4. The Council, at its meeting held on 26 September 2019, agreed that the basic allowance shall be increased annually in line with the Council's staff pay award to the end of the 2021/22 financial year and that special responsibility allowances shall also be increased annually in line with increases to the basic allowance to the end of that financial year.
5. The staff pay award of £1,925 to all staff at Grade 1 and above equates to an overall increase in the budget of approximately 5.5%, but a range of increases across the pay grades from grade 1 to grade 13 (the range being 11% for Grade 2 to 1% for Grade 13).
6. The average basic allowance for the rural District authorities in Cambridgeshire works out as £5,351.
7. The IRP met on Wednesday 19 October and reviewed the Members' Allowances Scheme for 2022/23.
8. Opinion was divided on how much the basic allowance should be increased by. One member of the Panel recommended that the basic allowance be increased by 5.5% in line with that awarded to staff. This would mean an increase in the allowance from £5,277 to £5,567. The other two members of the Panel who were present put forward an alternative view and recommended that the basic allowance be increased by 1.4% to £5,351, which was the average allowance paid to rural authorities in Cambridgeshire.
9. The Panel noted that an allowance was not paid for membership of the Housing, Transport, Skills and Employment Committees of the Cambridgeshire and Peterborough Combined Authority committees. The Panel further noted that some partner authorities did not pay any allowances to their members on these Committees. The Panel decided that an in-depth study of this issue should be carried out for the review of the 2023/34 Allowances Scheme.
10. The Panel discussed whether family members should be paid for caring for their dependants. They agreed to carry out a comprehensive review of the Dependants' Carers' allowance scheme next year.
11. The Panel reviewed the travel allowances and, whilst acknowledging the increases in the cost of fuel, they agreed that it would not be appropriate to recommend any deviation from the current HMRC rates.
12. The IRP recommended that its proposals for increasing the Basic Allowance and Special Responsibility Allowances should apply with effect from the 2022/2023 financial year (ie: retrospectively from 1 April 2022).
13. The IRP plan a comprehensive review of the 2023/24 Members' Allowances Scheme in the New Year.

Options

14. Council must have regard to the recommendations made to it by the Independent Remuneration Panel. However, it is not bound to accept those recommendations.

The options are to:

- (a) Accept in full the Panel's recommendations;
- (b) Reject the Panel's recommendations;
- (c) Make variations to specific elements of the recommendations;
- (d) Seek further information or request the Panel to undertake additional work if required.

Implications

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

Financial

16. The Panel is recommending an increase in Basic Allowance from £5,277 to £5,351 in 2022/23. This will increase the total cost of Basic Allowances from £237,465 to £240,795. The 1.4% increase in Special Responsibility Allowances is more difficult to estimate as positions become vacant and no councillor can claim more than two SRAs. The Council is projected to pay £122,807 in SRAs this year. A 1.4% increase on this figure would be £124,526.

Legal

17. The Council, in setting its Members' Allowances levels, is obliged, by virtue of Regulation 19 of the The Local Authorities (Members' Allowances) (England) Regulations 2003, to have regard to the recommendations of an Independent Remuneration Panel established for this purpose.

Risks/Opportunities

18. There is a risk that low allowance levels could act as a disincentive to potential new councillors through loss of earning opportunities.

Equality and Diversity

19. Members' Allowances levels should reflect the public service element associated with the role of a District Councillor, but should not discourage candidates from any sector of society from standing as councillors because of unmitigated financial loss. Schemes should also not present barriers to becoming a councillor, for example, by ensuring that allowances are in place to cover the costs of care for dependents.

Consultation responses

20. Councillors were sent a copy of the current Members' Allowances Scheme on 22 July 2022 and invited to raise any specific matters that they wished the IRP to consider. These comments were collated and sent to the Panel.

21. As required by the relevant regulations, a notice of the receipt of the report from the Panel will be placed in the local press.

Effect on Council Priority Areas

A modern and caring Council

22. The Council should seek to have in place an allowances scheme which both reflects the voluntary public service element of the councillors' role and prevents low allowance levels from acting as a disincentive to potential new councillors through loss of earning opportunities. In achieving this balance, the Council will encourage the continuing recruitment and retention of councillors of sufficient calibre to ensure all its strategic aims are achieved.

Background Papers

None

Appendices

Appendix A: Draft Members' Allowances Scheme 2022/23.

Report Author:

Patrick Adams – Senior Democratic Services Officer
Telephone: (01954) 713408

Members' Allowances Scheme ~~2021/22~~2022/23

1. Introduction

- 1.1 ~~The Council, at its meeting held on 26 September 2019, agreed that the basic allowance shall be increased annually in line with the Council's staff pay award to the end of the 2021/22 financial year and that special responsibility allowances shall also be increased annually in line with increases to the basic allowance to the end of that financial year.~~ The Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) [and Amendment] Regulations 2003, hereby makes the following scheme:
- 1.2 This scheme may be cited as the South Cambridgeshire District Council Members' Allowances Scheme and shall have effect from 1 April ~~2021~~2022.

2. Definitions

- 2.1 In this scheme,
- (a) "councillor" means an elected member of the South Cambridgeshire District Council;
 - (b) "year" means the 12 months ending on 31 March ~~2022~~2023.

3. Basic Allowance

- 3.1 Subject to paragraph 6, for each year a basic allowance of £5, ~~276,763~~51 shall be paid to each councillor, which includes ~~£729,739~~ towards expenses. This is intended to cover time spent in attendance at meetings and with constituents, parish council meetings and the cost of telephone / internet calls from home. It is assumed that some elements of the work of councillors are undertaken on a voluntary basis.

4. Special Responsibility Allowances

- 4.1 Each year, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority as specified in schedule 1 to this Scheme.
- 4.2 No councillor may normally receive more than two special responsibility allowances.
- 4.3 Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in schedule 1 to this Scheme.

5. Renunciation

- 5.1 A councillor may, by notice in writing given to the Chief Executive, elect to forgo any part of their entitlement to an allowance under this scheme.
- 5.2 A councillor not wishing to receive their allowances may nominate a charity to which they may be paid.

6. Part-year Entitlements

- 6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances or a member to co-optees' allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable, or the member's appointment begins or ends.
- 6.2 If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance or adds or deletes entitlement to a special responsibility allowance then, in relation to the period following the amendment, the entitlement to such an allowance shall be in the same proportion as that period bears to the relevant municipal year.
- 6.3 Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be in the same proportion as the term of office bears to the relevant municipal year.
- 6.4 Where a councillor has during part of, but not throughout, a year such special responsibilities as entitles them to a special responsibility allowance, that

councillor's entitlement shall be in the same proportion as the period of special responsibility bears to the relevant municipal year.

- 6.5 Where the appointment of a member (a person not an elected member of the authority but a member of a committee or sub-committee of the authority) begins or ends otherwise than at the beginning or end of a year, the entitlement of that member to a co-optees' allowance shall be in the same proportion as the term of office as member bears to the relevant municipal year.

7. Dependants' Carers' allowance

- 7.1 A carers' allowance may be claimed by a councillor where additional expenditure is incurred on childcare or care for a sick or dependent relative to facilitate fulfilment of approved Council duties. Payments will cover the period of the qualifying duty and the travelling time to and from the councillor's home and the location of the duty.
- 7.2 Meetings or activities that qualify for the allowance will be those specified on the list of approved duties attached at schedule 2 to this Scheme; attended as of right or by invitation.
- 7.3 Reimbursement of expenditure will be restricted:
- (a) in the case of childcare to children up to their fourteenth birthday who normally reside with the councillor.
 - (b) in the case of a sick or dependent relative to care which would otherwise be carried out by the councillor.
 - (c) normally, to payments made to persons providing care other than a close relation or a person normally resident at the councillor's home.
- 7.4 It is the responsibility of the councillor employing the carer to ensure that they are suitably qualified to provide the care required.
- 7.5 Payments will reimburse actual expenditure up to a maximum hourly rate set by the Council. The maximum hourly rate set by the Council for the period up until to 31 March ~~2021~~2022 is ~~£15.98~~£16.20.

8. Travelling Allowances

- 8.1 Travelling allowances may be claimed by councillors or independent members (with the meaning as in paragraph 10.1) for necessary travel from home to undertake approved duties as contained in the list at schedule 2 of this Scheme.

8.2 Details of rates and other provisions are listed in schedule 1 to this Scheme.

9. Subsistence Allowances

9.1 Subsistence allowances may be claimed by councillors or independent members (with the meaning in paragraph 10.1) where carrying out an approved duty involves an absence from home of more than 4 hours, including specified hours.

9.2 Details of rates and other provisions are listed in schedule 1 to this Scheme.

10. Allowances for Independent Members

10.1 Each year an allowance shall be paid to the Independent and Deputy Independent Members of Council, who have been appointed to help oversee that Council's Code of Conduct.

10.2 Subject to paragraph 6, the allowances for the year shall be:

Independent Member	£1, 132416
Deputy Independent Member	£ 566558

11. Pensions

Following a change in the law, councillors are no longer entitled to join the Local Government Pension Scheme.

12. Claims and Payments

12.1 Payments shall be made in respect of basic, special responsibility and co-optees' allowances, subject to sub-paragraph 12.2, in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month, except that co-optees may select an alternative means of payment;

12.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 6, they are entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which they are entitled.

12.3 Claims for dependants' carers' and travel and subsistence allowances under this Scheme will need to be submitted in writing no later than the 14th of the month in which they are to be paid and shall be submitted by one month of the end of the relevant financial year to which the claim applies. Claims for carers' allowance shall be accompanied by a receipt signed by the carer. Claims for travel and subsistence allowance shall be accompanied by relevant VAT receipts.

12.4 Claims may not be made from two bodies for the same meeting nor travel expenses claimed for the same journey from two or more bodies where different meetings are attended on the same day. Claims shall be accompanied by a statement that the councillor has not made and will not make any such other claim.

13. **Publicity**

[13.1](#) As soon as practicable after the end of each year, arrangements will be made for the publication within the area of South Cambridgeshire of the total sum paid in that year under this Scheme to each member in respect of each of the following, namely, basic allowance, special responsibility allowance, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance.

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14. **Annual Review**

14.1 Annual adjustments may be indexed for up to four years, subject to an annual review by an independent remuneration panel of any changes in responsibilities.

~~14.2 The Council, at its meeting held on 26 September 2019, agreed that the basic allowance shall be increased annually in line with the Council's staff pay award to the end of the 2021/22 financial year and that special responsibility allowances shall also be increased annually in line with increases to the basic allowance to the end of that financial year.~~

Schedule of Allowances

The following rates apply until 31 March 2022:

1. Basic Allowance

£4, ~~612547.76~~ plus expenses of £~~739729~~ (£5, ~~351276.76~~ total) towards the cost of purchase of office sundries other than those provided by the Council, telephone calls etc.

2. Special Responsibility Allowances

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

Position with Special Responsibility Allowance	£	£
Leader of the Council	11, 848983	-
Deputy Leader (Statutory)	8, 732854	-
Cabinet Member	8, 059172	-
Major Opposition Group Leader	4, 003059	-

-	Chair	Vice-Chair
Council		
Allowances for Chair of Council	44664,529	2,233264
Committees		
Scrutiny & Overview Committee	4,740806	2,344377
Planning Committee	6,699793	3,350397
Audit and Corporate Governance Committee	2,232263	-
Licensing Committee	1,446132	-
Civic Affairs Committee	1,446132	-
Employment and Staffing Committee	1,446132	-
Grants Advisory Committee	1,446132	-
Climate Change & Environment Advisory Committee	1,446132	-
Committee Members		
Planning	527	-
Scrutiny & Overview	263	-
Licensing*	263	-
Grants Advisory	432534	-
	267	-
	267	-
	134	-
Cambridgeshire and Peterborough Combined Authority		
Executive Board	5,277351	-
Overview & Scrutiny	1,320338	-
Audit and Governance	528535	-
Greater Cambridge Partnership		
Executive Board Chair	2,638676	-
Executive Board Member	2,638676	-
Assembly Member	794802	-
Joint Development Control Committee (when SCDC holds Chair)	2,638676	-
Independent Members' Allowances	-	-
Independent Member	1,446132	-
Deputy Independent Member	558566	-

*Must attend 4 or more panels per year to receive allowance

3. Dependants' Carers' Allowances

Reimbursement of actual cost up to a maximum hourly rate of £~~16.20~~ ~~15.98~~. This allowance may be claimed for attendance as a district councillor at a parish council meeting.

4. Travel Allowances

4.1 Private transport rates

Motor Vehicles	cc of vehicle	rate per mile	without VAT receipt
-	All vehicles	45.0p	43.49p
Motorcycles	All vehicles	24.0p	22.64p
Bicycles	-	20.0p	20.0p

4.2 A supplement of not more than 5p per mile may be added for each passenger, payable to a maximum of four.

4.3 The Council will normally pay mileage for the most direct route between relevant points.

5. Public and other Transport

5.1 Travel by public transport will be reimbursed at the ordinary or any available cheap fare rate and tickets shall be attached to the claim form.

5.2 The cost of travel by taxi may be reimbursed in exceptional circumstances (e.g.: where there is no other useable alternative) and the Chief Executive or their nominee shall be advised (where practicable) in advance of the journey. Should prior approval not be practicable, actual reasonable costs may be met on the production of receipts but only with the approval of the Chief Executive (or their nominee).

6. Subsistence Allowances

6.1 Councillors may claim the actual amount spent up to the following sums:

Breakfast:£6.88

(more than 4 hours away from normal place of residence before 11am)

Lunch: £9.50

(more than 4 hours away from normal place of residence including the period 12 noon to 2pm)

Tea: £3.76

(more than 4 hours away from normal place of residence including the period 3pm to 6pm)

Evening meal: £11.77

(more than 4 hours away from normal place of residence ending after 7pm)

(Rates equivalent to the prevailing National Joint Council for local government employees)

- 6.2 Receipts are required in support of claims.
- 6.3 Where breakfast, lunch or evening meal is necessarily taken on a train and the other qualifying conditions are fulfilled, reimbursement may be made in full.
- 6.4 Refreshments may be purchased from the staff room. Where there is entitlement to reimbursement as above, the refreshments shall be ordered through an appropriate officer, in which case the Council will bear the cost directly.
- 6.5 Any claim will be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or other body during the same period as the claim covers.

7. Overnight Subsistence

- 7.1 Where the total period of absence from home on approved duties, exceeds 24 hours, and the Council has booked or paid for the accommodation on behalf of the councillor, actual expenditure on bed and breakfast accommodation will be reimbursed, up to a maximum of £130 per night.
- 7.2 The maximum allowance is increased to £150 for an overnight stay in London.

7.3 An out-of-pocket allowance of £4 per night may be claimed in addition.

7.4 Subsistence for other meals may be claimed in accordance with the provisions for meal subsistence allowances above.

Schedule 2: Approved Duties

Members are eligible to claim travelling and subsistence allowances for all duties carried out for the purposes of, or in connection with, the discharge of the functions of the Council, the Cabinet or any of its committees or sub-committees and other duties as authorised by any two of the Chair of Council, the Chief Executive, Chief Finance Officer or Leader.

For guidance, claims will automatically be allowed for:

1. Attendance at all internal meetings, including seminars
2. Attendance as an authorised representative of the Council at meetings of outside bodies (except where that body pays expenses to representatives)
3. Attendance at meetings authorised by the Council
4. Attendance as the Council's representative at joint meetings of local authorities, government bodies or a local authority association
5. Attendance at approved conferences and training sessions
6. Authorised duties on behalf of the Council in relation to the inspection of premises
7. Duties carried out by Cabinet members and chairs and vice-chairs for the necessary exercise of the functions of the post
8. Duties carried out as a Ward member at the request of Council or one of its constituent parts
9. The Dependents' Carers' Allowance may be claimed for attendance as a district councillor at a parish council meeting.

The Council will not pay allowances for:

1. Attendance at meetings of a single political group
2. Attendance at the Chair's Reception and similar functions
3. Attendance at parish council meetings.

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**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Combined Authority Board Meeting: Decision Statement

Meeting: Wednesday 19 October 2022

Decision Statement published: Friday 21 October 2022

Decision review deadline for Decision Statement: Friday 28 October 2022

Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note below on call in], except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor A Bailey, substituted by Councillor J Schumann and Jan Thomas, representing the Integrated Care Partnership.

Councillor C Boden declared an interest in Item 4.1: Emerging Bus Strategy, as a Cambridgeshire County Council appointed Trustee of FACT. Councillor Boden did not speak in the debate on any matter relating to FACT and did not take part in the vote.

Mayor Dr Nik Johnson declared a disclosable pecuniary interest in Item 9.1: Independent Remuneration Panel Report. The Mayor left the meeting room for the duration of the discussion and the vote.

1.2 Combined Authority Board and Committee Membership Update

It was resolved to:

- a) Note the appointment by Cambridge City Council of Councillor Anna Smith as its substitute member on the Combined Authority Board for the remainder of the municipal year 2022/2023.
- b) Note the appointment by Cambridgeshire County Council of Councillor Piers Coutts as the substitute member for the Audit and Governance Committee for the remainder of the municipal year 2022/23.

1.3 Minutes – 27 July 2022

The revised minutes of the meeting on 27 July 2022 were approved as an accurate record and signed by the Mayor.

1.4 Minutes – 31 August 2022 and Action Log

The minutes of the meeting on 31 August 2022 were deferred to the next meeting for approval.

The Action Log was noted.

1.5 Public Questions

A public question was received from Dr Dorothy Ball, a local resident. A copy of the question and response (when available) can be viewed [here](#).

1.6 Petitions

One petition was received, titled ‘Save the 904 Bus Service’. It did not contain the 500 signatures required to be presented at the meeting, but it had been circulated to Board members for information.

Part 2 – Improvement

2.1 Interim Chief Executive’s Diagnosis: Improvement Framework

It was resolved to:

- a) Accept the contents of the Interim Chief Executive’s assessment as set out in Appendix 1.
- b) Agree the key areas of focus over the next three months set out in paragraph 4.4.
- c) Agree the proposed Improvement Plan as set out in Section 5 and Appendix 2.
- d) Agree the establishment of an Independent Improvement Board.
- e) Note and comment on the associated terms of reference and membership as set out in Section 6 and Appendix 3 and delegate to the Independent Improvement Board the decision to agree the final terms of reference.
- f) Request that updates from the Independent Improvement Board on progress against the agreed plan be given to future meetings of this Board as a standing item.

2.2 Senior Management Re-structure

It was resolved to:

- a) Note the new senior management structure contained at Appendix 1 of this report.
- b) Approve the commencement of a recruitment campaign leading to the appointment of the permanent Chief Executive

and Executive Directors into the new structure.

- c) Approve that the CEO is authorised to make financial settlement in cases of redundancy.

Part 3 – Finance Reports

3.1 Budget Monitoring Report

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the increase in budget for the A1260 in line with ODN 366-2022.
- c) Note the correction of the ZEBRA capital budget, increasing it by £270k.

Part 4 – Combined Authority Decisions

4.1 Emerging Bus Strategy (KD2022/065 – Special Urgency)

It was resolved to:

- a) Recognise Mayoral Decision Notice MDN39-2022 (attached at Appendix 6) that asked officers to commence a procurement exercise to seek to replace some or all those services due to be withdrawn (as outlined by Stagecoach on 15th September).
- b) Agree the outcomes from the procurement process and authorise officers to continue to investigate any gaps in service provision.

- c) Agree that Combined Authority officers work with the operators of the services outlined in Paragraph 2.33 to ensure those services can continue in the short term, in order that decisions about on-going support are taken at the same time as decisions on other routes.
- d) To note the proposed outline programmes for the preparation of the Bus Strategy, the review of the Bus Franchising business cases and refreshed Bus Service Improvement Plan programme and the additional resources being used to accelerate this work.

Part 4 – Combined Authority Decisions

4.2 Kings Dyke: Request to Draw Down Subject to Approval Funding (KD2022/025)

It was resolved to:

Approve the drawdown of £1m of subject to approval funding for Kings Dyke levelling crossing closure from the Medium-Term Financial Plan.

4.3 Active Travel Grant Funding (KD2022/040)

It was resolved to:

- a) Approve the drawdown of £635,000 of Active Travel Capital Funding Grant allocated by the Department for Transport for two active travel measures in Peterborough, £625,000 for Thorpe Wood Cycle Way and £10,000 for School Streets.
- b) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer, to conclude a Grant Funding Agreement with Peterborough City Council to enable work to progress.

4.4 March Area Transport Scheme: Drawdown on funds for Active Travel (KD2022/046)

It was resolved to:

- a) Note progress towards the MATS Full Business Case (FBC).
- b) Approve the drawdown of £662,000 to complete the MATS FBC2.
- c) Note the change in construction cost of MATS Broad Street to £4,148,387.
- d) Reallocate £200,000 of the underspend from the March Quick Wins to cover extra C4 utility costs.
- e) Note the progress on the Pedestrian and Cycling Strategy for the March Area Transport Study.
- f) Approve the drawdown of £562,800 to continue work on the Pedestrian and Cycling Strategy.
- g) Delegate authority to the Interim Head of Transport and Chief Finance Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

4.5 Fengate Phase 1 (KD2022/045)

It was resolved to:

- a) Note progress towards the Fengate Phase 1 Full Business Case.
- b) Approve the drawdown of £550,424 to accelerate the active travel element of the scheme.
- c) Approve the drawdown of £315,000 to accelerate utility C4 costs ahead of construction.
- d) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Peterborough City Council.

4.6 Peterborough Junction 3 (KD2022/044)

It was resolved to:

- a) Note progress towards the A1260 Junction 32/3 Full Business Case (FBC).
- b) Approve the drawdown of £518,988 to accelerate the active travel element of the scheme.
- c) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Peterborough City Council.
- d) Reprofile the project's remaining Subject to Approval Budget from 2022/23 to 2023/24 reflecting the revised delivery timescales.

4.7 Capability and Ambition Fund (KD2022/060 – General Exception)

It was resolved to:

- a) Note the contents of the submitted Capability and Ambition Fund bid.
- b) Approve the drawdown of Capability and Ambition funding, subject to Active Travel England (ATE) approving the bid.
- c) Subject to ATE approving the bid, approve the delegation of authority to the Interim Head of Transport to enter into a Grant Funding Agreement with Peterborough City Council and Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

4.8 E-Scooter Update and Next Steps

It was resolved to:

- a) Note the outcome of the e-scooter report and,

- b) Approve the extension to the e-scooter trial in Cambridge to 31st May 2024.

4.9 Climate Commission (KD2022/033)

It was resolved to:

Approve £50k per annum from the Climate Commission subject to approval line in the medium-term financial plan (MTFP) in FY22/23 and FY23/24 to support the work of the Independent Commission on Climate.

4.10 Market Towns Programme Financial Update September 2022

With the agreement of the Board, this report was withdrawn.

Part 5 - Skills Committee Recommendations to the Combined Authority

5.1 Addressing Further Education 'Cold-Spots' in East Cambridgeshire and St Neots (KD2022/047)

It was resolved to:

- a) Approve the creation of a new budget line in the Medium-Term Financial Plan (MTFP) for the FE Cold Spots programme, allocating £225,000 for 2022/23, as per the allocated budget profile, shown in Table A in this report.
- b) Delegate authority to the Interim Associate Director of Skills in consultation with the Chief Finance Officer and Monitoring Officer to procure, enter into and sign contracts with suitable consultants to produce business cases for the two projects.

Part 6 – Housing and Communities Committee Recommendations to the Combined Authority

6.1 Winding Up Angle Holdings and Angle Developments (East) (via H&CC)

It was resolved to:

To instruct officers to undertake the actions required to wind up Angle Holdings Ltd and Angle Developments (East) Ltd and for the appointment of a senior member of the CPCA finance team as a Director of both companies in order to oversee and support the orderly closure of both companies.

6.2 Devolved funding to Support Community Housing Initiatives

It was resolved to:

To allocate further funding of £100,000 to support community led housing initiatives across Cambridgeshire and Peterborough.

Part 7 – Business Board Recommendations to the Combined Authority

7.1 Recycled Local Growth Fund (LGF) Project Proposals – Category 2 Call: Produce Hub (KD2022/022)

It was resolved to:

- a) Approve the full grant request of £1,158,525 from the Recycled Local Growth Fund for the Ramsey Food Hub Project.
- b) Reject the change request submitted for a revised grant award of £1,321,100 for the MedTech Mega Factory project.

7.2 Enterprise Zones - Cambourne Business Park Boundary Change & Programme Update

It was resolved to:

Agree the boundary change and redesignation of Enterprise Zone status for Parcel A at Cambourne Business Park.

Part 8 – Mayoral Decision

8.1 Mayoral Decision Notice MDN40-2022 Adult Education Budget Contract Awards 2022-23

It was resolved to:

Note Mayoral Decision Notice MDN40-2022 – Contract Awards for 2022-23 academic year to Independent Training Providers.

Part 9 – Governance Reports

9.1 Independent Remuneration Panel Report

It was resolved to agree the following recommendations of the Independent Remuneration Panel:

- a) Recommendation 1: That the level of Mayoral Allowance at Cambridgeshire and Peterborough Combined Authority be set at £86,121 from the start of the 2022/23 municipal year.
- b) Recommendation 2: That the level of Mayoral Allowance at Cambridgeshire and Peterborough Combined Authority be indexed against the National Joint Council cost of living increase each year rather than the Consumer Price Index.
- c) Recommendation 3: That the indexation set out in recommendation b be applied at the start of each municipal year from May 2023 onwards.

- d) Recommendation 4: The Mayoral allowances are next reviewed in early 2025 to be applicable from the beginning of the Mayoral term in May 2025.
- e) Recommendation 5: That no changes be made to the Mayoral expenses scheme.

9.2 Appointment of Directors to PropCo 1, PropCo2 and Growth Co - Companies wholly owned by the Combined Authority

It was resolved to:

- a) Appoint Fliss Miller, Associate Director, Skills, CPCA as a director of Peterborough Higher Education Property Company Ltd (PROPCo1);
- b) Appoint Adrian Chapman, Executive Director for Place and Economy, Peterborough City Council as a director of Peterborough R & D Property Company Ltd (PropCo2) ;
- c) Appoint Mark Parkinson, Interim Director, Corporate Services, CPCA as a director of Cambridgeshire and Peterborough Business Growth Company Ltd (GrowthCo);
- d) Approve that these three Directors represent CPCA in its role as a member of the companies at general meetings of the companies.

9.3 Forward Plan October 2022

It was resolved to approve the Forward Plan for October 2022.

Part 10 – Exempt Matters

It was resolved that the press and public be excluded from the meeting on the grounds that the report contains exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. That is, information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in its publication.

10.1 Exempt minutes of the Extraordinary meeting of the Combined Authority Board 20 May 2022

The meeting was not quorate. This item will be considered at the next meeting.

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, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information contact: Richenda Greenhill at Richenda.Greenhill@cambridgeshire.gov.uk or on 01223 699171.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
30 June and 29 July 2022
Councillor Geoff Harvey

Overview and Scrutiny Committee
25 July 2022
Councillor Aidan Van de Weyer
Councillor Geoff Harvey

Combined Authority Board
27 July and 31 August 2022
Councillor Bridget Smith

The above meetings have taken place in June, July, and August 2022.

Audit and Governance Committee – 30th June 2022 and 29 July 2022

The Audit and Governance Committee met on 30th June 2022 and 29th July 2022; the decision summaries are attached as Appendices 1 and 2.

Overview and Scrutiny Committee – 25th July 2022

The Overview and Scrutiny Committee met on 25th July 2022; the decision summary is attached as Appendix 3.

Combined Authority Board – 27th July and 31st August 2022

The Combined Authority Board met on 27th July and 31st August 2022; the decision summaries are attached as Appendices 4 and 5.

The agendas and minutes of the meetings are on the Combined Authority's website – Link in the appendices.

Audit and Governance Committee Decision Summary

Meeting: 30 June 2022

Agenda/Minutes: [Audit and Governance Committee – 30 June 2022](#)

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	Apologies and Declarations of Interests	Apologies were received from Cllr Harvey, substituted by Cllr Atkins. No disclosable interests were declared.
2	Election of Vice- Chair	RESOLVED: That Cllr Wilson be elected Vice-Chair of the Audit and Governance Committee for the municipal year 2022-23.
3	Chair's Announcements	Councillors Ali, Corney, Harvey and Smith were welcomed as the new members of the Committee. The Chair announced that he had cleared the agenda for today's meeting to focus on the response to the Ernst and Young (EY) letter. The Chair of Overview and Scrutiny had been invited to attend the meeting and listen to the debate as the two committees would have to work in harmony over the next year in overseeing the CPCA's response to the External auditors' letter and DHULC involvement.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The Chair had had a very constructive online meeting with the newly appointed interim Chief Executive, Gordon Mitchell, and was reassured that Mr Mitchell had the necessary experience to deal with the issues facing the CPCA.</p> <p>The Committee's Annual Report had been successfully reported to the Board at their meeting on Monday 27 June.</p>
4	Minutes of the Previous Meeting and Action Notes	<p>RESOLVED:</p> <p>a) That the minutes of the meeting of 11 March 2022 be approved.</p> <p>b) That the actions from the previous meeting be noted.</p>
6	Engagement with Department for Levelling Up, Housing and Communities (DLUHC) on Auditors' value for money (VFM) risk letter	<p>Jon Alsop, Head of Finance, introduced the report which provided the Committee with an update of the CA's engagement with DLUHC following the letter that the external auditors, EY, had written to the Chair of the Audit and Governance Committee, reporting that they had identified a significant weakness in the authorities' governance.</p> <p>RESOLVED:</p> <p>It was unanimously agreed that the Committee make the following recommendations to the Combined Authority (CA) Board:</p> <ol style="list-style-type: none"> 1. That the CA Board seek external advice in formulating an action plan to address the significant areas of concern identified by the external auditor. 2. That the CA Board, as a priority, considers its own ways of working. The Committee found it difficult to see how the required changes in culture, governance, leadership and capacity could be identified and delivered without the Combined Authority Board demonstrating collective leadership, acting as

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>a board.</p> <p>3. That the Interim Chief Executive:</p> <ul style="list-style-type: none"> i. obtains appropriate external advice, support and facilitation to drive the required culture change at the Combined Authority, recognising the need for a consensus of ownership by the Board ii. reconsiders the terms of reference for the Improvement Panel, which were currently not fit for purpose iii. commits to rapidly building the Senior Management Team capacity of the organisation. iv. attends A&G Committee in July to report on progress. <p>4. That the CPCA consult the Internal/External Auditors to help develop a baseline of where the CA needs to be in regard to the proposed action plan.</p>
7	Member Officer Protocol	<p>Jodie Townsend, Interim Head of Governance introduced the report outlining the proposed new member officer Protocol.</p> <p>RESOLVED:</p> <p>The Committee</p> <ul style="list-style-type: none"> a) Agreed the content for inclusion in a Member Officer Protocol for recommendation to the Combined Authority Board b) Requested that the Combined Authority Board consider the Member Officer Protocol at the earliest opportunity, for adoption into the Constitution in support of relevant Codes of Conduct c) Asked Officers to develop a social media protocol for Members and Officers at the earliest opportunity.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
10	Date of next meeting	The Committee would next meet on Friday, 29 July 2022 at 10:00 at Pathfinder House, Huntingdon.

Audit and Governance Committee Decision Summary

Meeting: 29 July 2022

Agenda/Minutes: [Audit and Governance Committee – 29 July 2022](#)

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	Apologies and Declarations of Interests	Apologies were received from Cllr Ali, Cllr Corney and Cllr Wilson. Cllr Coutts attended as a substitute for Cllr Wilson No disclosable interests were declared.
2	Minutes of the Previous Meeting and Action Notes	RESOLVED: i. That the minutes of the meeting of 30 June 2022 be approved subject to the following addition: <i>Members asked for officers' feedback on how capacity shortfalls had affected delivery.</i>
3	Improvement Framework including Review of Governance	Gordon Mitchell, Interim Chief Executive introduced the report which provided an update on the development of an Improvement Plan and associated next steps for the Combined Authority, following consideration of an Improvement Framework report by the Board on 27 July 2022.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>RESOLVED:</p> <p>That the Improvement Framework Report, including the Review of Governance, and the CA Board's response to it, be noted.</p>
4	Corporate Risk Register	<p>Chris Bolton, Head of Programme Management Office introduced the report which asked the Committee to review the revised risk register.</p> <p>RESOLVED:</p> <p>That the Review of Corporate Risk Register and Risk Management Strategy report be noted.</p>
5	Internal Audit Progress Report	<p>RESOLVED:</p> <p>That the Internal Audit progress report for 2020/21 be noted.</p>
6	Internal Audit Annual Report	<p>RESOLVED:</p> <p>That the draft Internal Audit Annual Report for 2021/22 be noted</p>
7	Internal Audit Plan 2022-23	<p>RESOLVED:</p> <p>That the Committee:</p> <ul style="list-style-type: none"> i. Approves the topics of the reviews proposed in the CA Audit Plan for 2022/23 ii. Recommends that officers adopt a flexible approach and give priority to work that helps the improvement journey.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>That RSM will:</p> <p>iii. Forewarn the Committee of any potential issues it has, or foresees, with delivery against the Plan.</p>
8	Draft Narrative Report and Annual Governance Statement 2021/22	<p>RESOLVED:</p> <p>That the Committee:</p> <p>Note the draft narrative report 2021/22 and the draft Annual Governance Statement and recommend that a post end of year comment detailing latest developments be included in the final report.</p>
9	CPCA Local Authority Trading Companies	<p>RESOLVED:</p> <p>That the update on the Combined Authority Trading Companies be noted.</p>
10	Work Programme	<p>RESOLVED:</p> <p>That the work programme be noted.</p>

Overview and Scrutiny Committee Decision Summary

Meeting: 25 July 2022

Agenda/Minutes: [Overview and Scrutiny Committee – 25 July 2022](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies & Declarations of Interest	Cllr R Robertson, Cambridge City Council substituted by Cllr S Smith Cllr A Van de Weyer, South Cambridgeshire District Council, substituted by Cllr Fane Cllr M Goldsack, Cambridgeshire County Council. There were no declarations of interest.
2.	Public Questions	There were no public questions.
3.	Minutes of the Previous Meeting and Action Log	The minutes of the meeting held on the 28 March 2022 were approved as a correct record. The Chair asked that outstanding Transport Update item noted in the Action Log and the Climate Change item be further discussed under the work programming agenda item.
4.	Improvement Framework	Gordon Mitchell, Interim Chief Executive introduced the report outlining the recommendations that would be made to the Board at their meeting on Wednesday. RESOLVED:

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee noted the report and gave their support to the recommendations to the Board outlined in the report.
5.	Business & Skills Update	<p>The Committee received a report which updated members of the Committee on the strategic direction and performance of existing contracts within Business and Skills at the Combined Authority.</p> <p>RESOLVED That the Committee note the Business and Skills Update Report.</p>
6.	Budget Setting Process	<p>Jodie Townsend, Interim Head of Governance, introduced the report the purpose of which was to set out a proposal for consideration that would allow the Committee more involvement in the budget setting process moving forward.</p> <p>RESOLVED That:</p> <ul style="list-style-type: none"> a. The Committee agree the budget scrutiny process for 2022/23 as set out in paragraph 3.3 of the report. b. Cllr Sharp be appointed the Lead Member for Finance and Budgetary issues. c. The 26 August reserve meeting date be used, in part, to receive an early report on the budget and in preparation for further discussion on the budget at the Committee's September meeting.
7.	Combined Authority Forward Plan	<p>RESOLVED:</p> <p>The Committee noted the Forward Plan</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	Overview and Scrutiny Work Programme	<p>RESOLVED:</p> <p>That:</p> <ol style="list-style-type: none"> 1. The reserve meeting date of 26 August be confirmed, and the following items added to the agenda: <ul style="list-style-type: none"> • Preparatory Budget Report • The Improvement Framework • Update on Warm Homes and The Local Authority Delivery Scheme (LAD2) • Update on the Bus Review, including the 905 Service and the DRT service 2. The scoping document for the review of the Governance of the CPCA's Housing Programme be noted and that it be added to the Work Programme.
9.	Date and Time of Next Meeting	The next meeting would be on Friday 26 August 2022 at 11:00. The venue would be Pathfinder House, Huntingdon.

Combined Authority Board Decision Summary

Meeting: 27 July 2022

Agenda/Minutes: Combined Authority Board - 27 July 2022

Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting

Combined Authority Board Annual Meeting: Decision Statement

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor B Smith, substituted by Councillor J Williams and Police and Crime Commissioner D Preston, substituted by Deputy Police and Crime Commissioner J Peach.

Councillor C Boden declared an interest in Item 2.1: Budget Monitor Report July 2022 as a Trustee of FACT, which provided the No.68 bus route in Wisbech on a non-profit basis.

Professor A Neely declared an interest in relation to Item 5.1: Active Travel Cambridgeshire, in that he is a member of the Greater Cambridge Partnership Board. Professor Neely took part in the debate of the report, but did not vote.

1.2 Minutes of the Extraordinary meeting of the Combined Authority Board 20 May 2022, Minutes of the Combined Authority Annual Meeting 8 June 2022 and Action Log

The minutes of the Extraordinary meeting on 20 May 2022 were deferred to 31 August 2022 for approval.

The minutes of the annual meeting on 8 June 2022 were approved as an accurate record and signed by the Mayor.

The Action Log was noted.

1.3 Petitions

No petitions were received.

1.4 Public Questions

One public question was received from CamCycle from Roxanne De Beaux, Executive Director of Camcycle. A copy of the question and response (when published) can be viewed on the [meeting webpage](#).

1.5 Membership of Combined Authority 2022-23

It was resolved to:

- a) Note the appointment by South Cambridgeshire District Council of Councillor John Williams as its substitute member on the Combined Authority Board for the remainder of the municipal year 2022/2023, replacing Councillor Brian Milnes.
- b) Appoint Councillor Edna Murphy as a co-opted member of the Combined Authority Board for 2022/23 representing the Cambridgeshire and Peterborough Fire Authority and Councillor Mohammed Jamil as substitute member.
- c) Appoint Alex Plant as the Business Board member of the Combined Authority Board for 2022/23, and Professor Andy Neely as the substitute member.
- d) Approve the appointment of Councillor Bridget Smith of South Cambridgeshire District Council as the nominated substitute member for the Mayor and Lead Member for Economic Growth for the Business Board
- e) Note and agree the Mayor's nomination to Lead Member responsibilities for Lead Member for Governance as set out in paragraph 2.9 of this report

Part 2 – Finance

2.1 Budget Monitor Report July 2022 2021-22 Outturn

It was resolved to:

- a) Note the outturn position of the Combined Authority for the 2021- 22 financial year, including £2m of single pot revenue savings and £1.8m capital savings.
- b) Approve the updated requested slippage of unspent project budgets on the approved capital programme of £51.3m and on the revenue budget of £8.4m.

Part 3 – Mayoral Decisions

3.1 Recycled Local Growth Fund (LGF) Project Funding Awards: MDN 38-2022

It was resolved to note Mayoral Decision Notice MDN38-2022: Recycled Local Growth Fund (LGF) Category 2 funding approval.

Part 4 - Combined Authority Decisions

4.1 Improvement Framework

It was resolved to:

- a) Note the recommendations of the Audit & Governance Committee set out in paragraph 2.7 to 2.12 of this report and provide a response as requested.
- b) Delegate authority to the Interim Chief Executive for the recruitment and appointment of additional resources, including interim Chief Officers and interim Statutory Officers (as defined within the constitution) as set out in paragraph 3.5 to 3.15 of this report.

- c) Delegate authority to the Interim Chief Executive to finalise the senior management structure of the Authority as set out in paragraph 3.16 to 3.18 of this report.
- d) Acknowledge the scope and scale of the intended self-assessment exercise set out in this report and recognition of the scale of the current issues facing the Combined Authority.
- e) Support the self-assessment exercise set out in this report and provide comment on its content, noting the intention to conclude this work and report back to Board at its scheduled meeting on 21 September 2022.
- f) Allocate the use of up to £750,000 from the CPCA Response Fund to enable that money to be utilised on scoping, developing and delivering work relating to CPCA Improvement Activity, and delegate authority to spend to the Interim Chief Executive.
- g) Note the review of governance and ways of working attached at Appendix A.
- h) Request that the Board, and the Chairs of Audit & Governance Committee and the Overview & Scrutiny Committee, receive regular updates on all improvement action.

4.2 Climate and Strategy Business Cases July 2022

It was resolved to:

- a) Approve the Business Case for the Huntingdon Biodiversity For All project and approve £1.2m CPCA capital investment and £150,000 revenue from subject to approval line in the MTFP.
- b) Approve the Business Case for the Fenland Soil project and approve drawdown of £100,000 from the subject to approval line in the MTFP for Climate Commission.
- c) Note the progress of the Waterbeach Renewable Energy Network project.

4.3 Shared Prosperity Fund Investment Plan

It was resolved to:

- a) Approve the final draft Cambridgeshire and Peterborough Local Investment Plan.
- b) Delegate authority to the Chief Executive Officer in consultation with the Chief Finance Officer and Monitoring Officer to make minor final refinements to the Local Investment Plan and to submit that final version to the Department for Levelling Up, Housing and Communities before the 1 August 2022 deadline.
- c) Delegate authority to Chief Executive Officer in consultation with the Chief Finance Officer and Monitoring Officer to make amendments to the Local Investment plan based on any feedback from the Department for Levelling Up, Housing and Communities and after consultation with the Cambridgeshire Public Service Board.

4.4 North Cambridgeshire Training Centre Infrastructure Funding

It was resolved to:

- a) Approve the Business Case for North Cambridgeshire Training Centre additional Infrastructure works and approve £347,000 Grant from the Transforming Cities Fund.
- b) Note formal commitment by project Lead to increase outputs by at least 10% across all learners using the centre per year until 2030 secured by a revised grant funding agreement.
- c) Seek a financial contribution from Metalcraft towards the infrastructure costs.

4.5 Cambridgeshire Peterborough Growth Company Limited (Growth Co) Allotment of New Shares to the Combined Authority

It was resolved to:

Give approval to the Cambridgeshire Peterborough Business Growth Company Limited (Growth Co) to issue 400,000 additional £1.00 shares to the Combined Authority in return for investment of the £400,000 of Recycled Local Growth Fund.

Part 5 - Transport and Infrastructure Committee recommendations to the Combined Authority

5.1 Active Travel (Cambridgeshire)

It was resolved to:

- a) Approve the drawdown of the relevant share of the £753,000 of Active Travel Funding from the Medium-Term Financial Plan to complete a programme of active travel improvements in Cambridgeshire, as delivered by Cambridgeshire County Council.
- b) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer, to conclude a Grant Funding Agreement with Cambridgeshire County Council to enable work to progress.

5.2 Transport Model Replacement

It was resolved to:

- a) Agree the change in delivery for a new transport model with Cambridgeshire County Council being commissioned to lead the delivery of the model on behalf of all partners;

- b) Agree the changes to the spending objectives for the initial transport model budget. Previously approved budget will now be committed to modelling activities of:
 - i. Collection of data to populate current and future transport models; and
 - ii. Preparation of a full business case for the design and build of a new transport model.
 - iii. Retention of residual to be put towards model development (together with additional funding identified within the 2022/23 MTFP).
- c) Note the future arrangements for the review of the model, full business case, and sign-off of medium term financial plan (MTFP) funds (subject to approval) at a future date.

5.3 Peterborough Electric Bus Depot

It was resolved to:

- a) Note the current position in relation to the Peterborough Bus Depot Relocation.
- b) Support the proposal to investigate alternative options for the provision of a bus depot in Peterborough.
- c) Agree a £40,000 drawdown from the £150,000 in the STA revenue budget, to progress this project in a timely manner.

5.4 A141 St Ives Outline Business Case

It was resolved to:

- a) Approve the release of £6m funding for the delivery of the Outline Business Case.
- b) Delegate authority to the Interim Head of Transport and Chief Finance Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

5.5 East Anglian Alternative Fuels Strategy (EAAFS)

It was resolved to approve a six week public consultation on the EAAFS.

Part 6 - Business Board recommendations to the Combined Authority

6.1 Growth Works Management Review July 2022

It was resolved to note the Growth Works programme performance up to 31 May 2022 (Q6 is April 2022 to 30th June 2022).

Part 7 - Governance Reports

7.1 Member Officer Protocol

It was resolved to:

- a) Agree the Member Officer Protocol attached at Appendix A for adoption into the Constitution.
- b) Note the intention to review the Protocol within 6 months.
- c) Note the intention to develop a Social Media Protocol to support the Member Officer Protocol.

7.2 OneCAM Ltd Audit Report

It was resolved to:

- a) Note the One CAM Audit Report.
- b) Note the key findings and actions in the report.

7.3 Performance Report

It was resolved to note the latest performance report.

7.4 Annotated Forward Plan

It was resolved to approve the Annotated Forward Plan.

Combined Authority Board Decision Summary

Meeting: 31 August 2022

Agenda/Minutes: [Combined Authority Board - 31 August 2022](#)

Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting

Combined Authority Board Annual Meeting: Decision Statement

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor S Conboy, substituted by Councillor T Sanderson.

Councillor C Boden declared an interest in Item 1.4: Public Questions, as a Cambridgeshire County Council appointed Trustee of FACT, which provides the No.68 bus route in Wisbech.

1.2 Minutes – 27 July 2022 and Action Log

The minutes of the meeting on 27 July 2022 were deferred to 21 September 2022 for approval.

The Action Log was noted.

1.3 Petitions

No petitions were received.

1.4 Public Questions

Three public questions were received from Councillor S Hoy, Cambridgeshire County Councillor, Fenland District Councillor and Leader of Wisbech Town Council; Councillor B Hunt, East Cambridgeshire District Council; and G James, local resident. A copy of the questions and responses (when published) can be viewed on the [meeting webpage](#).

Part 2 – Combined Authority Decisions

Key Decision added under Special Urgency Arrangements

Multiply – The Approach to Programme Delivery (KD2022/052)

It was resolved to:

- a) Accept the Multiply grant funding of £3,999,186 from the Department for Education and approve the creation of a new budget line in the Medium-Term Financial Plan (MTFP) for 2022/23, 2023/24 and 2024/25 financial years as per Table A in Appendix 1 to this report, subject to receipt of the grant funding offer letter from the DfE.
- b) Delegate authority to the Interim Associate Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer, to commission, enter into and sign grant funding agreements and contracts for services to the providers listed in Tables D and E in Appendix 1 to this report for ‘on-menu’ delivery and further allocations for ‘off-menu’, subject to receipt of the grant funding agreement.
- c) Approve the funding allocations to Further Education colleges, local authority Institutes of Adult Learning and procured Independent Training Providers (ITPs), subject to receipt of grant funding from the DfE.
- d) Approve the approach to programme management of Multiply and note the analysis of numeracy levels in the sub-region.

2.1 Green Home Grant LAD2 (KD2022/039)

It was resolved to:

- a) Note the ongoing work with BEIS to manage the recovery plan for the Green Homes Grant (LAD2 programme) and the revised forecast covering the scheme extension by an additional three months to complete installations by 30 September 2022.
- b) Approve the return of additional underspend to BEIS of £33.35m that is detailed in an MOU variation attached as Appendix 1.
- c) Delegate authority to the Interim Chief Executive, the Monitoring Officer and the S73 Officer to return any remaining unspent capital funds at scheme end in line with the revised MOU and scheme conditions.

2.2 Sustainable Warmth Budget (KD2022/049)

It was resolved to:

- a) Note the ongoing challenges and work to manage the recovery plan for the Sustainable Warmth project and the revised forecast covering the scheme to complete installations by 31 March 2023.
- b) Approve the return of underspend to BEIS of £62,619,025 that is detailed in an MOU variation attached as Appendix 1.
- c) Delegate authority to the Interim Chief Executive and Monitoring Officer to return any remaining unspent capital funds at scheme end in line with the original MOU and scheme conditions.
- d) Approve the establishment of a Sustainable Warmth (Retrofit) project board, based on the outline structure in this paper and delegate authority to the Interim Chief Executive, in consultation with the Lead Member for the Environment and Climate Change, Chief Finance Officer and Monitoring Officer, to agree terms of reference.

2.3 Changing Futures

It was resolved to:

Approve the allocation of funds from the corporate response fund of £60,000 per annum for three years (2022-2025, total £180,000) in support of the collaborative Changing Futures project to Cambridgeshire County Council - the accountable body.

Part 3 – Governance Reports

3.1 Forward Plan

It was resolved to approve the Forward Plan for August 2022.

Part 4 – Exempt Matters

It was resolved that the press and public be excluded from the meeting on the grounds that the report contains exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. That is, information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in its publication.

4.1 EXEMPT Minutes of the Extraordinary meeting of the Combined Authority Board 20 May 2022

The minutes of the meeting on 20 May 2022 were deferred to 21 September 2022 for approval.

4.2 EXEMPT Employment Matters Part 1

It was resolved to:

1. In relation to Paul Raynes, Director of Delivery and Strategy:

a) Approve Recommendation 1a.

2. In relation to interim arrangements:

a) To note the proposals set out in this report regarding cover arrangements for Director Delivery & Strategy (6.1.2).

4.2 EXEMPT Employment Matters Part 2

It was resolved to:

1. In relation to Robert Parkin, Chief Legal Officer (Monitoring Officer):

a) Approve recommendation 1a.

2. In relation to interim arrangements:

a) To note the proposals set out in this report regarding cover arrangements for Chief Legal Officer (Monitoring Officer) (6.1.2).

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Agenda Item 15



Agenda Item No: 6

Feedback from the Joint Assembly Meeting 8th September 2022

Report to: Greater Cambridge Partnership Executive Board

Date: 28th September 2022

Lead: Councillor Tim Bick, Joint Assembly Chair

1. Background

- 1.1 This report is to provide the Executive Board with a summary of the discussion at the Greater Cambridge Partnership (GCP) Joint Assembly meeting held on Thursday 8th September 2022. The Executive Board is invited to take this information into account in its decision making.
- 1.2 Twenty one questions were received. There were ten questions on Public Transport and City Access Strategy; seven on Better Public Transport: Cambourne to Cambridge Project; two on Better Public Transport: Eastern Access Project; and two on Greater Cambridge Greenways. At the Chairperson's discretion representatives from partner bodies addressed the meeting.
- 1.3 Five reports were considered and a summary of the main points emerging from the Joint Assembly discussion is set out below.

2. Public Transport and City Access Strategy

- 2.1 The Joint Assembly had a wide ranging extensive discussion on this item. There was a near unanimous consensus that the proposed package of measures that had been designed in draft form, was a logical progression from earlier technical work and wide ranging public engagement and consultation on how to significantly improve public transport and active travel and to tackle congestion, greenhouse gas emissions and pollution in Greater Cambridge.
- 2.2 Much of the debate focussed on the consultation process and highlighted concerns, aspirations and the various things it would need to capture if it was going to be seen as valid by those that participated in it. It was suggested that officers should reflect on the breadth of opinions expressed and seek to communicate the proposals and structure the consultation to enable this. This included reference to:
 - the importance of acknowledging current problems and specifying how the proposed package of measures would impact them. This should be set alongside an explanation of the potential consequences of doing nothing.

- The importance of engaging with disadvantaged and marginalised groups as well as encouraging responses from those living outside the proposed charge zone.
- The need to be clear about the scale and scope of the planned improvement to the bus network and its deliverability. It was critical that responses were set in the context of planned, not current service levels.
- With that in mind, it was suggested that the consultation should allow people to look at their personal journeys and match that information against the offer being made through the public transport improvement plan. This would be key to getting focussed feedback. Plans to develop a personalised journey planner were welcomed.
- Noting the range of views being expressed about including the Addenbrookes site in the proposed charge zone, it was suggested the consultation should convey the rationale for the zone's proposed boundary and enable feedback on it.

2.3 It was suggested that the Board should be presented with more detail on the process and the substance of the consultation proposals in order to inform its decision.

2.4 It was concluded that the logical next step was to hear what people had to say and accept that the future of this scheme would depend on what they told us. This could lead to changes to the proposed package or ultimately a decision not to proceed at all.

3. Better Public Transport: Cambourne to Cambridge Project

3.1 The Joint Assembly noted the response to the Equality Impact Assessment (EIA) consultation and the non-technical summary of the Environmental Statement in relation to the Cambourne to Cambridge project. It was noted that this was a long debated project and there was support for it to progress to the next stage, which involved the submission of a Transport and Works Act Order application to secure the necessary planning and other consents for the scheme.

3.2 The four changes made in response to the EIA consultation were noted and welcomed. It was suggested that when presented to the Executive Board, the report should also include a list of the other issues arising from the EIA consultation that did not match the threshold of significance to generate change.

3.3 Arising from a discussion around Biodiversity Net Gain and questions about the extent to which an EIA informed the design process, it was suggested that a separate paper be brought back to the Executive Board on this general issue, which was not specific to this project.

4. Better Public Transport: Cambridge Eastern Access Project

4.1 The Joint Assembly unanimously supported the proposed Outline Business Case for Newmarket Road Phase A and noted the scheme designs which would be subject to further development in addition to further planned consultation on both the Newmarket Road Phase A and Park & Ride proposals.

4.2 Commenting on the preference for option P1 for Park & Ride, subject to the production of an Outline Business Case and associated consultation, it was suggested that it was

important that this did not close down other options for potential Park & Ride sites, including on the north side of the A14.

- 4.3 Members acknowledged concerns expressed by the Coldhams Lane Residents Association about traffic on Coldhams Lane and asked for an assurance that these would be through Making Connections and the Network Hierarchy Review.

5. Greater Cambridge Greenways

- 5.1 The Joint Assembly welcomed the report setting out progress with the Greenways, including the proposed outline delivery plan and Wayfinding Strategy. However there was a considerable degree of frustration about the speed of progress and the length of time taken to get to this point. It was acknowledged that the proposals were a step in the right direction, but the faster this could be achieved the better.
- 5.2 Members highlighted the importance of making sure that sufficient resources were in place to deliver these proposals and suggested the Executive Board should satisfy itself that this was the case. It was also suggested that when the Outline Business Cases for each Greenway were reported back, they should include a detailed time line, ideally in the form of a Gantt Chart.
- 5.3 There was particular concern about the need to review the Waterbeach Greenway proposals and it was suggested the Executive Board should look at the scope to accelerate delivery of the project after this was done.

6. Quarterly Progress Report

- 6.1 The Joint Assembly noted the Quarterly Progress report, which set out progress across the whole GCP programme.
- 6.2 Members welcomed the continued success of the Skills Workstream, suggesting more should be done to increase awareness of this. They were unanimously supportive of plans to increase service provision, but asked that this should not place an additional burden on teachers.
- 6.3 Commenting on the Housing Workstream, it was asked that the GCP work closely with the Local Planning Authority to ensure that opportunities for Rural Sites to come forward were not missed.

Background Papers

Source Documents	Location
None	N/A

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Greater Cambridge Partnership Executive Board

Wednesday 28th September 2022
2:00 p.m. – 5:35 p.m.

Set out below is a summary of the decisions taken at the meeting. The wording used does not necessarily reflect the actual wording that will appear in the formal minutes of the meeting.

1. Apologies for Absence

Apologies for absence were received from Councillor Bridget Smith (substituted by Councillor Brian Milnes).

2. Declarations of Interest

Andy Neely declared a non-statutory disclosable interest in relation to the Greater Cambridge Greenways item (agenda item 10), as a resident near to Waterbeach.

Councillor Dave Baigent declared a general non-statutory disclosable interest as a member of the Cambridge Cycling Campaign (Camcycle).

3. Minutes

The minutes of the previous Executive Board meeting, held on 30th June 2022, were agreed as a correct record, and were signed by the Chairperson.

4. Membership

The Executive Board resolved to:

- (a) Confirm the appointment of Andy Williams as the Business Board representative on the Executive Board;
- (b) Confirm the appointment of Alex Plant as the Business Board substitute member;
- (c) Confirm the appointment of Andy Neely as the University of Cambridge representative on the Executive Board; and
- (d) Confirm the appointment of Kamal Munir as the University of Cambridge substitute member.

5. Public Questions

Fifteen public questions had been accepted by the Chairperson, who had agreed that the questions would be received at the start of the relevant agenda item.

6. Feedback from the Joint Assembly

The Executive Board received a report from the Chairperson of the Greater Cambridge Partnership Joint Assembly, Councillor Tim Bick, which summarised the discussions from the Joint Assembly meeting held on 8th September 2022.

7. Public Transport and City Access Strategy

The Executive Board resolved to:

- (a) Note the feedback from the 2021 Making Connections consultation, the focus groups and workshop with Citizens' Assembly members; and
- (b) Agree a public consultation on a proposed package of measures to improve public transport services and active travel and introduce a Sustainable Travel Zone comprising a road user charging scheme, as set out in section 7 of the report.

8. Better Public Transport: Cambourne to Cambridge Project

The Executive Board resolved to:

- (a) Note the outcome of the Environmental Impact Assessment consultation, and a non-technical summary of the Environmental Statement and its contents;
- (b) Note that the report will recommend a Preferred Route which differs slightly from that approved at Outline Business Case stage and to approve four more specific changes which reflect stakeholder concerns:
 - The alignment has been amended to avoid the Waterworks site as a result of a stakeholder request regarding the ecological value of the site and surrounding trees. This has been accommodated into the design.
 - The alignment through Hardwick has been amended to an on-road solution to reflect local concerns with regards to the loss of trees between St Neots Road and the A428. The solution proposed would use a bus gate just to the west of Long Road to prevent through traffic on St Neots Road and thereby ensuring that buses have a high level of priority. The Greater Cambridge Partnership (GCP) will continue to explore modifications to the bus gate operation to minimise the impact upon the local community. The GCP has already committed to a noise barrier along the A428 and will work to enhance the area of trees no longer required for the route alignment.
 - There is an existing, but poorly used, Bridleway along the east side of the M11 where Cambourne to Cambridge (C2C) would cross. In order to improve connectivity to that Bridleway, which provides linkage to the Comberton Greenway, it will be diverted to a junction with the C2C where

the Non-Motorised User (NMU) route along the service road can be accessed.

- During previous consultations a request was made by Dry Drayton Parish Council that GCP should provide an NMU connection from the Scotland Farm Park and Ride site to Dry Drayton. GCP noted this request and prepared a scheme which was presented at the recent public consultation. There was opposition to this scheme from local stakeholders who prefer a solution which takes more private land and has a greater impact on the village. The solution preferred locally would be difficult to justify under the Transport and Works Order for the C2C scheme which only provides Compulsory Purchase Order powers off the main route in order to mitigate environmental impacts or to provide facilities such as drainage for the main route. As such it is recommended that the Dry Drayton link is developed further in consultation with the Parish Council with a view to inclusion in a future programme; and
- (c) Approve a formal request to Cambridgeshire County Council to approve submission of a Transport and Works Order with the GCP working closely with Cambridgeshire County Council as the highways authority.

9. Better Public Transport: Cambridge Eastern Access Project

The Executive Board resolved to:

- (a) Approve the Outline Business Case for Newmarket Road Phase A;
- (b) Note the preference for option P1 for the Park and Ride site, subject to production of an Outline Business Case and associated consultation; and
- (c) Note scheme designs which will be subject to further development and future planned consultation on both the Newmarket Road Phase A and the Park & Ride proposals.

10. Greater Cambridge Greenways

The Executive Board resolved to:

- (a) Approve the Greenways Programme Outline Business Case;
- (b) Approve the Greenways Wayfinding Strategy, including approval to undertake a public poll on the two potential concept designs;
- (c) Approve the Outline Delivery Plan, including the identified early works in 2022 – 2023; and
- (d) Approve the next steps on the Waterbeach Greenway.

11. Quarterly Progress Report

The Executive Board resolved to:

- (a) Endorse the proposal to increase the GCP's Skills Service provision by £290k, across the next three years (detail in Appendix 2 of the report); and
- (b) Note the updated Cambridge Biomedical Campus Transport Needs Study.

12. Date of Future Meetings

The Executive Board noted that the next meeting was scheduled to be held on Thursday 15th December 2022.

Agenda Item 16



**South
Cambridgeshire**
District Council

Report to:	Council	24 November 2022
Lead Cabinet Member:	Cllr Bridget Smith, Leader of the Council	
Lead Officer:	Liz Watts, Chief Executive	

Oxford-Cambridge Arc - Update

Executive Summary

1. This is the regular update on the work of the Oxford-Cambridge Arc.

Recommendations

2. That Council notes the report.

Reasons for Recommendations

3. To ensure that Council is sighted on the work of the Arc as it transitions into the proposed pan-regional partnership.

Details

4. At its Plenary on 28 October the Arc Leadership Group considered a revised proposition to support the creation of a pan-regional proposition. The Plenary was agreed to dissolve the Arc Leadership Group and to establish a pan regional partnership approach for submission and formal agreement by Government (Department for Levelling Up, Housing and Communities - DLUHC).
5. A new Oxford to Cambridge Pan-regional Partnership Board will be established to oversee the work and operations of the partnership and will include:
 - An Independent Chair as selected by the Board;
 - One Chair from each of the member Growth Boards or equivalent (including an additional Co-Chair from the Central Area Growth Board)
 - One Chair representing each of the Programme Sub-Groups (Economy and Environment)
 - One Chair each from the main constituent stakeholder groups: LEPs, Arc Universities Group, England's Economic Heartland
 - Independent Stakeholders as selected by the Board (non-Executive)
 - Senior Government representatives (non-Executive).

6. This Board's prime function will be to oversee the delivery of the partnership's work programme, as agreed by the membership. Detailed terms of reference will be developed for the Board. It is anticipated the Board will meet quarterly, with an annual conference where the activity of the region will be promoted, and all partners will meet as a plenary to consider future work priorities and progress.
7. The Board will select an independent Chair through a locally led formal recruitment process with the support and agreement of the Secretary of State for DLUHC. The current Arc Leadership Group Chair will continue as the Oxford to Cambridge Pan Regional Partnership (OCPRP) Chair effective 31 October 2022 whilst the partnership is in shadow form and until a new Chair has been selected (no later than 31 March 2023).
8. To support programme delivery, two further Sub-Groups will be established (Economy and Environment). These will be comprised of relevant stakeholders and local partner representatives. The Sub-Groups will select their Chair who will also represent the Sub-Group on the OCPRP Board. The Partnership Board will oversee the Communications programme directly as this underpins all activity.
9. A draft outline work programme for the remainder of 2022/23 will include work on international investment, a data hub for the region, environment initiatives building on the Environment Principles and development of a communications plan which will set out the goals and aspirations of the pan regional partnership. A programme for 2023/24 will be developed and agreed by the Board in consultation with the whole partnership and presented to Government for agreement in Spring 2023.
10. Government have indicated funding of up to £500,000 in 2022/23, provided in two tranches. This is obviously subject to any changes announced by the Government on 17 November, and if there are any, these will be reported verbally at the meeting.
11. Local partners will be asked to contribute £4,000, which is a requirement of unlocking the second tranche of funding.
12. Representing South Cambridgeshire District Council, the Leader's position has always been clear that we should seek to secure the benefits from working regionally, and also to ensure that we are in a position to influence decisions. Work in the area of the Environment is key to the Council's continued support, and this is recognised in the draft work programme (above).

Options

13. To note the report.

Alignment with Council Priority Areas

14. The pan regional partnership should contribute to two of the Council's priority areas, through growing the local economy and ensuring that the Arc is a Green

Arc and meets the aspirational environmental standards set out in the Environment Principles.

Appendix A: Letter to Secretary of State seeking endorsement for the Pan Regional Partnership

Appendix B: Response from DLUHC confirming interim capacity funding

Report Author:

Liz Watts – Chief Executive
Telephone: (01954) 712926

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Rt Hon Michael Gove
Secretary of State for Levelling up,
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Bodicote
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OX15 4AA

www.cherwell.gov.uk

Please ask for: Cllr Barry Wood

Direct Dial: 01295 221525

Email: Barry.wood@cherwell-dc.gov.uk

31 October 2022

Dear Secretary of State

Congratulations on your reappointment as Secretary of State. I am writing to you in my capacity as Chair of the Oxford-Cambridge Arc Leadership Group and on behalf of its members to submit our proposal to formally establish a locally led pan-regional partnership for the Oxford to Cambridge region. You will recall our membership includes the vast majority of local authorities and local enterprise partnerships from across the region whilst our Board also includes the Chairs of the Arc Universities Group and our sub-national transport body England's Economic Heartland.

Following our steer from Government, which began in your previous term in office, we have agreed to work collaboratively across the region as a pan-regional partnership in pursuit of our shared economic and environmental ambitions. We have developed this partnership with support from your officials, wider stakeholders and other Government departments, and are now confirming our intention to close down the Arc Leadership Group and establish a pan-regional partnership with your support. The proposal, as set out in the papers attached, builds on our existing cross-boundary collaboration and provides a new formal partnership model with the capacity and capability to pursue environmentally sustainable, innovative and inclusive growth across the Oxford to Cambridge region.

The Oxford to Cambridge Pan-regional Partnership will bring together around twenty local partners including councils, Local Enterprise Partnerships and the Arc Universities Group. We will with your agreement progress a programme that actively supports and promotes innovation and entrepreneurial activity, including leveraging the great science and technology capabilities we have here to bring forward international investment into the UK. We will also continue the important work in delivering commitments made in our shared Environmental Principles. This includes continuing to work with Defra to further deliver against the Government's Environment Bill so that our planned growth is sustainable and brings benefits to our existing as well as future communities and environment.

Today, we seek your endorsement and support for our partnership. We have already secured a funding allocation through your department which has helped us to progress our proposal. With this submission, we seek to unlock further previously committed government funding for our region of £250,000 for this financial year and a funding commitment for the remainder of this Spending Review Period. This longer-term government investment will unlock local finance and resources from the partnership and the private sector.

There is also great opportunity for our Pan-regional Partnership to work cooperatively with England's Economic Heartland, as well as with neighbouring regions and other partnerships, including London, Western Gateway and Midlands Engine, to deliver benefits for the UK as a whole.

Thank you for your time and consideration of our proposal and I look forward to your continued support and agreement as soon as possible so that we can keep delivering against our shared objectives.

Yours sincerely



Cllr Barry Wood
Leader of the Council



Department for Levelling Up,
Housing & Communities

Pete Northover, Deputy Director
Oxford to Cambridge Arc and East Anglia
Team,
Cities and Local Growth Unit

Via Email

***Department for Levelling Up,
Housing and Communities***

Fry Building
2 Marsham Street
London SW1P 4DF

www.gov.uk/dluhc

Tel: 07909 932286

Email: peter.northover@beis.gov.uk

Our ref: Arc Leadership Group Interim
Funding [No31/6337].

3 November 2022

Dear Cllr Wood

Arc Leadership Group: Interim Capacity Funding

I am pleased to confirm that the Arc Leadership Group (ALG) has been allocated £250k interim funding to progress projects already in train and support your work considering the establishment of a pan-regional partnership (PRP) for the Oxford to Cambridge region.

This payment will be made on date 8 November to Cherwell District Council as the Accountable Body for the ALG. Enclosed is a copy of the relevant grant determination.

I have attached the work programme being supported by this grant funding at Annex A and look forward to finalising milestones and monitoring arrangements with your officials by 25 November 2022.

As we have previously discussed, the department is prepared to support an Oxford to Cambridge PRP with a further £250k for the remainder of this financial year.

Please note that receipt of the further sum of £250K is subject to:

- (i) a mid-year review, to be held this calendar year. During this review, The Department will need to be satisfied that good and sufficient progress is being demonstrated on delivering the work programme supported by this interim funding; and
- (ii) Ministers agreeing plans to establish a PRP by the end of this financial year, with formal plans for transition to be agreed with the Department at official level.

I am copying this letter to Yvonne Rees, Lead CEO ALG and Michael Furness S151 officer Cherwell District Council

Regards

Peter Northover, Deputy Director

Oxford to Cambridge Arc and East Anglia Team
Cities and Local Growth Unit

Annex A: Work Programme

Proposed Work Programme	Programme Description
<p>International Investment Prospectus and Atlas</p>	<p>Build on the recommendations of the Arc Trade & Investment Plan to develop more detailed and specific propositions focussed on increased inward international trade and investment to the region.</p> <p>To drill into more locational, cluster and thematic areas/ideas for direct investment working very closely with DIT, the LEPs and promoters of such propositions developing a unique Arc HPO investment portfolio - as well as further develop advocacy material to support international liaison and trade missions (e.g. MIPIM 2023)</p>
<p>Pan-Regional Data Observatory and Innovation Hub</p>	<p>Through wide engagement with partners, this project will scope out a framework and brief for setting up a regional data and innovation hub. This hub will have the capability to hold and access a wide array of regional data to support economic, environmental, innovation and social projects as well as the capability to collect, analyse and monitor data and develop bespoke data solutions for partners over time as well as develop proposals for further external funding. The aim is for this hub to be self-financing within 5 years. It will be mindful of and work with those who already hold data in the area and agree an approach across the area.</p>
<p>Green Arc Initiatives</p>	<p>Building on the Arc wide Natural Capital valuation work and the behaviour changes that this has sparked across the Arc to go greener faster we can promote demonstration of how we can invest in the benefits that our natural assets provide to people and society across boundaries. We will support the second phase of work led by DEFRA around nature recovery, to develop a natural capital investment plan for the Arc as well as next phase work on the Integrated Water Management Framework. We will explore the application of Green Finance investment in Arc projects.</p>

Pan-Regional Partnership Communications

Developing a brand identity for the pan-regional partnership. Building a clear communications and engagement plan to include: launch of the pan-regional partnership with a clear narrative as to its purpose and priorities; develop dedicated communications network and channels for PRP work programme and engagement activity, develop assets and promotional material supporting the internationalisation work as well as set up the first OxCam Conference in Spring/Summer 2023.

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