

# ECONOMY AND ENVIRONMENT COMMITTEE



**Date: Thursday, 10 January 2019**

**Democratic and Members' Services**  
Fiona McMillan  
Monitoring Officer

**10:00hr**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

**Kreis Viersen Room**  
**Shire Hall, Castle Hill, Cambridge, CB3 0AP**

## **AGENDA**

**Open to Public and Press**

- 1. Apologies for absence and declarations of interest**  
*Guidance on declaring interests is available at*  
<http://tinyurl.com/ccc-conduct-code>
- 2. Minutes 6th December 2018 Economy and Environment Committee 5 - 14**
- 3. Minute Action Log update 15 - 18**
- 4. Petitions and Public Questions**

### **KEY DECISIONS**

- 5. Integrated Transport Block Funding Allocation Proposals 19 - 38**

### **DECISIONS**

<b>6.</b>	<b>Community Transport Membership Eligibility Criteria</b>	<b>39 - 46</b>
<b>7.</b>	<b>Draft Cambridgeshire Statement of Community Involvement</b>	<b>47 - 84</b>
<b>8.</b>	<b>Joint Procurement Professional Services</b>	<b>85 - 90</b>

## **INFORMATION AND MONITORING**

<b>9.</b>	<b>Finance and Performance Report to end of November 2018</b>	<b>91 - 128</b>
<b>10.</b>	<b>Training Plan Economy and Environment Committee</b>	<b>129 - 140</b>
<b>11.</b>	<b>Agenda Plan</b>	<b>141 - 146</b>
<b>12.</b>	<b>Date of Next Meeting - 7th February 2019</b>	

The Economy and Environment Committee comprises the following members:

Councillor Ian Bates (Chairman) Councillor Tim Wotherspoon (Vice-Chairman)

Councillor David Ambrose Smith Councillor Henry Batchelor Councillor David Connor  
Councillor Ryan Fuller Councillor Derek Giles Councillor Noel Kavanagh Councillor Steven  
Tierney Councillor John Williams

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact*

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**ECONOMY AND ENVIRONMENT COMMITTEE: MINUTES**

**Date:** Thursday, 6<sup>th</sup> December 2018

**Time:** 10.00 a.m. to 10.40 a.m.

**Present:** Councillors: D Ambrose-Smith, H Batchelor, I Bates (Chairman), R Fuller, D Giles, N Kavanagh, S Tierney, J Williams and T Wotherspoon (Vice-Chairman)

**Apologies:** Councillors D Connor

**181. DECLARATIONS OF INTEREST**

None

**182. MINUTES**

The minutes of the meeting held on 15<sup>th</sup> November 2018 were agreed as a correct record.

**183. MINUTE ACTION LOG**

As an update on Minute 163 titled 'Waterbeach New Town Spatial Framework and Infrastructure Delivery Plan Supplementary Planning Document Flood Zone Query' it was reported that officers were meeting with the Environment Agency that morning to clarify issues including confirmation of which Flood zone the site fell within.

The Minutes Action Log was noted.

**184. PETITIONS AND PUBLIC QUESTIONS / REQUESTS TO SPEAK**

None received at the relevant deadlines.

**185 INTEGRATED TRANSPORT BLOCK ALLOCATIONS – REPORT WITHDRAWN**

As the report on this agenda was the same as the one received at Highways and Communities Infrastructure (H and CI) Committee, the Chairman had exercised his discretion that the report should be withdrawn in order that this Committee should receive the same updated version of the report at the January meeting as H and CI Committee.

**186. TRANSPORT SCHEME DEVELOPMENT PROGRAMME**

In 2018/19 a budget of £1 million was set aside for transport scheme development as part of the Capital Budget in the Council's Business Plan, with the intention of bringing schemes to the point where they can be submitted for funding and the development

costs reclaimed. This Committee on 8 February 2018, approved a list of transport schemes to be developed in 2018/19 as listed in the report and also approved a process for sifting and prioritising transport schemes from 2019/2020 onwards, to be developed and designed ready to be implemented when funding opportunities arose. The previously agreed criteria was shown in Appendix 1 to the report.

The report provided updates on the work to date on the St Ives junctions and the at the A10 / A142 and Lancaster Way roundabouts around Ely and the plans to dual the A10 between Ely and Cambridge, on a study looking at the stretch of the A142 between Newmarket and Chatteris.

Officers had also reviewed the sifting prioritisation criteria approved in February (shown in Appendix 1 of the report) which currently precluded schemes in Cambridge. The reason for this being that the Future Investment Strategy for Greater Cambridge of the Greater Cambridge Partnership (GCP) would provide funding for schemes in this area. South Cambridgeshire was not excluded on the grounds that there might be schemes, particularly further from Cambridge, that were close to / crossed geographic boundaries, and while not a priority for the GCP or meeting relevant GCP criteria, might be, when considered in a County-wide context.

Officers proposed to bring back a review report on the funding sifting criteria for the March Committee meeting while also suggesting that the current criteria should be amended immediately to incorporate safety objectives, in order for a wider range of schemes to be considered for future year development. Other sifting criteria such as scheme location, (to consider further the issue of Cambridge City), would be considered as part of the March review report.

The following comments from the local member for Ely South were read out at the meeting:

*“Whilst I support the additional piece of work that has been commissioned on the roundabouts on the A142 and A10 at Ely, (and I thank Andy Preston for meeting with me about this and his attention to it since our meeting) I must express my frustration at the time it has taken for this piece of work to report back. Time is now absolutely of the essence with regard to providing a solution, even if short-term, to the problems of these two notorious roundabouts in Ely. Lancaster Way is absolutely critical to the future economic success of the area, and its growth plans are set to provide thousands of high quality jobs for people in the District. We cannot allow that to be stifled, delayed or damaged with any further delays to delivering a solution to the serious traffic flow issues in this location. Funding is at risk of being lost if decisions are not reached in the very near future and implementation begun”.*

In discussion:

- One Member indicated that he was pleased that the sift process was to be further reviewed as he had objected at the time of the original report to the exclusion of Cambridge City and had afterwards written to the then Section 151 Officer raising his concerns regarding what he felt were inconsistencies in the decision made.
- One Member while supporting safety being included, queried whether the definition extended to poor air quality. This was an issue in growth areas and for settlements

near to major roads such as the A14 as a result of pollution from stationary / slow moving traffic. Also referenced was a recent report highlighting that 53% of air pollution in Cambridge City was from buses and coaches (49%) and Taxi cabs (4%). In reply to the question asked, it was explained that the safety criteria proposed was specifically about vehicle safety, but officers were happy to include poor air quality as part of the review. **Action: Karen Kitchener / Matthew Bowles**

It was resolved unanimously to:

- a) Note the scheme development work undertaken to date for the St Ives junctions study and at the A10/A142, Ely.
- b) Note the existing expenditure for the St Ives study for 2018/19.
- c) Approve the recommended review and update the sifting criteria as set out in paragraph 2.8, to be reported back to this Committee in March 2019.

## **187. PROPOSED REVISED KEY PERFORMANCE INDICATORS**

This report provided details of a review of the Key Performance Indicators (KPI's) and Targets for Place and Economy (P&E) undertaken to ensure that they were fit for purpose.

A summary of the review of P&E KPIs for both Place and Economy Service committees and P and E Operational indicators was attached in Appendix A to the report with the proposals and rationale for new and deleted indicators. They had been developed to align with County Council objectives, outcomes and existing longer-term targets, as well as responding to suggestions made from Members.

In discussion:

- One Member asked whether as the Mayor of the Combined Authority (CA) now had responsibility for strategic transport, the new indicators aligned with the CA's own KPI's and believed if not, they should. The Executive Director Place and Economy responded that he was not currently aware that the CA had as yet developed their own KPI set.
- The same Member expressed his concern at the deletion of the specific indicator for the guided busway and also that there was no indicator for park and ride alighting passengers as these were of interest to many people. He highlighted that the number of passengers from the Trumpington Park and Ride site had fallen recently suggesting this was due to the difficulties of parking vehicles on site because contractors at the Biomedical Campus were parking there. He suggested that a separate figure for park and ride bus passengers would be appropriate and should not be lost. It was clarified that although the KPI aggregated all the information about different routes in the report to Committee, the specific route based information would still be collected and be available and therefore officers considered that it was valid to combine passenger statistics. It was highlighted that the Combined Authority was now responsible for subsidising

a small number of bus service routes (10%), with the remainder being commercially operated. In terms of Trumpington Park and Ride Site, there were plans to extend it creating extra parking to deal with the current issue highlighted.

- Regarding that many of the indicators were only produced annually, who decided on their frequency? It was explained that many were nationally set and were based on surveys that were resource intensive and therefore it was not practicable to produce the statistics on a more frequent basis.
- In reply to a follow up to the above regarding whether the data was collected by other authorities at the same or different times, it was confirmed that all authorities worked to the same timetable to ensure meaningful comparisons could be made.
- One Member enquired whether passengers failing to get on buses due to them being overcrowded were counted as passengers in surveys undertaken, suggesting this could be a flaw in the statistics leading to an under-representation of passenger demand and the need for more buses. The reply was there was an expectation that the vast majority of passengers would wait for the next available bus and therefore would be recorded. It was also highlighted as context that to purchase an additional bus cost in the region of £200k and the same again to run it. Therefore commercial bus companies only laid on additional permanent buses when there clearly enough demand to ensure spending this amount of money yielded a profitable return above the running costs.
- The Vice Chairman highlighted that for the Growth in Cycling from a 2004/05 average baseline he had requested to be reviewed at the last Committee meeting (as showing only percentages was meaningless), required revised information to make it understandable (*Note: this should be by not replacing the current percentages with figures as currently suggested in the report, but by showing the numbers and also the percentage changes from the original baseline*) **Action Tom Barden / Louisa Gostling.**

Having commented

It was resolved unanimously:

To approve the proposed revised Key Performance Indicators and targets for Place and Economy as set out in Appendix A (subject to the clarification on one indicator referenced above) and to agree that they should be implemented as soon as practicable within future Finance and Performance Reports.

#### **188. COUNCILLOR APPOINTMENTS TO THE WISBECH ACCESS STRATEGY PROJECT BOARD**

As part of the officer introduction apologies were given for the wrong electoral division details shown for two of the local members on the front page of the report which should have shown Wisbech East for Councillor Hoy and Wisbech West for Councillor Tierney.



Through the Governments Growth Deal, £11.5 million was allocated to the Wisbech Access Strategy by the Greater Cambridge Greater Peterborough Local Enterprise Partnership (LEP) to support the development of a package of measures to support growth and regeneration, improve accessibility and address congestion in and around the town of Wisbech. Government had also agreed to provide up to a further £10.5m for scheme delivery for the Wisbech Access Strategy on condition that the development work resulted in an acceptable and deliverable package of transport measures.

The report highlighted that work on the Wisbech Access Strategy Study had concluded. The Local Enterprise Partnership (LEP) had been subsumed into the Cambridgeshire and Peterborough Combined Authority (CPCA) and the £10.5m of funding was now within the gift of the CPCA Business Board and the CPCA Board. Subject to the release of the monies, delivery of the short term package of measure would commence. *(Post meeting note: The £10.5m of Growth Deal funding was approved by the Combined Authority Business Board and Board on the 26th and 27th November. The funding is subject to the Department for Business, Energy and Industrial strategy (BEIS) future Growth Deal funds Ministerial approval. Following this, the funding should be available).*”

As the project was now moving toward the delivery phase, it was proposed to convert the existing Member Steering Group for the study into a Project Board with the same County Council member representation (Councillors Tierney and Hoy) in order to oversee the delivery of the short term package of measures. It was highlighted that while the Project Board would give general direction, all key decisions would be referred back to this Committee. Appendix 1 of the report set out the draft Terms of Reference to be considered at the first meeting of the Steering Group. Appendix 2 showed the overall governance structure within which the Wisbech Access Strategy Project Board would sit.

It was resolved unanimously:

To approve the conversion of the Wisbech Access Strategy Member Steering Group to the Wisbech Access Strategy Project Board with no changes to the current County Council membership.

## **189. FINANCE AND PERFORMANCE REPORT – OCTOBER 2018**

The Committee received the report in order to comment on the projected financial and performance outturn position as at the end of October 2018. It was explained that there had been little change since the previous month’s report with the same pressures as previously reported.

The main issues highlighted were:

**Revenue:** The Service has started the financial year with two significant pressures for Coroners Services and Waste (both which came under Highways & Community Infrastructure Committee). The P&E service was showing that it will make £356K savings by year-end to bring the budget back into balance, and this would either be through new underspends and additional income, or planned reductions in service if

required at the later stages of the year. As an oral update it was highlighted that the November figures were showing a further reduction in the overspend.

**Performance:** Of the twelve performance indicators, two were currently red, three were amber, and seven were green. The indicator currently showing as red was 'The average journey time per mile during the morning peak on the most congested routes' At year-end, the current forecast was that the above performance indicator would remain as red, five would be amber and six green.

Issues raised included:

- Asking the reasons for the underspend in the Concessionary Fares Budget as detailed in the report. It was explained £110k had been an over-estimate in the 2017/18 accrued costs and the remainder was mainly due to the increase in pensionable age impacting on eligibility.
- One Member querying with regard to the Freedom of Information requests (FOI) showing that only 60.6% were responded to within the target timescale, whether this was due to:
  - a reduction in staff dedicated to enquiries;
  - an increase in the number of requests, or
  - the time spent on unnecessary requests for information made under this statutory procedure.

In response, the Executive Director explained that the Council was obliged to provide the information requested in an FOI and therefore there was no scope for judging whether it was an appropriate request or not. There was often great complexity in the information requests received taking many officer hours to investigate but clarified that there were no systemic issues and there had not been a reduction in the number of officers in the team dealing with such enquiries. Where possible a simple answer was provided including, where appropriate, directing enquirers towards readily available information on the Council website. He highlighted that the most recent performance on responding to FOI requests had generally been good.

Having reviewed and commented on the report, it was unanimously resolved to:

note the report.

## **190. COMMITTEE REVIEW OF THE DRAFT REVENUE AND CAPITAL BUSINESS PLANNING PROPOSALS FOR 2019-20 TO 2023-24**

This report provided the Committee with an overview of the draft Business Plan revenue and capital proposals for the Council and also for services within the remit of Place and Economy.

In October, Committees received information about emerging draft proposals to respond to the budget challenges with at that point the Council having identified 44% of the savings required with the remaining budget gap for 2019/20 identified as being

£21.5m. Additional gaps also existed for the later years of the business plan. The report set out the work undertaken since October.

All of the proposals within the remit of the Committee, including those which are unaltered since October, are described in the business planning tables (Appendix 1) and business cases (Appendix 2). Section 5 of the report provided an overview of the savings and income proposals within the remit of the Committee added to the draft plan since the proposals were presented in October or where the business case had altered materially.

The Committee was asked to comment on the revised proposals, and endorse them to General Purposes Committee (GPC) in December for consideration as part of the Council's development of the Business Plan for the next five years, before GPC recommended the programme in January as part of the overarching Business Plan for Full Council to consider in February.

This Committee's proposals were in respect of the following with the detail of the business cases set out Appendix 2 of the report:

- B/R.6.103 Historic Environment (-10k in 2019-20) involving sharing services with Peterborough City Council to achieve modest savings.
- B/R.6.105 Transformation of the Infrastructure & Growth Service into a profit centre (-79k in 2019-20) – the delivery of major schemes was already almost self-funded from fees charged. The proposal was to remove the service from the revenue budget and expand the commercial activities delivered by the Service to maximise income opportunities through recharge and development related income.

It was highlighted as set out in paragraph 5.12 that – 'B/R 6.101 Passenger Transport – remove discretionary Concessions and Taxi-vouchers (-260k in 2019-20)' – had been removed from the savings proposals following the direction of both this Committee and H and CI Committee at the October cycle of meetings.

The Capital Programme was shown in full in Appendix 1 as part of the finance tables. Since the Capital Programme was presented in October there had been a number of updates to the following schemes as detailed in the report:

- King's Dyke
- Investment in Connecting Cambridgeshire

The following two schemes had been added since the October Committee:

- Replacement of Library Management System
- Libraries – Open access & touchdown facilities

Appendix 3a set out the Place and Economy statutory fees and charges and appendix 3b the proposed non-statutory fees and charges for 2019-20.

In discussion:

- One Member raised the issue of the size of the papers and whether it would have been more appropriate to only have detail of the Committee's own budgets. It was explained that the general budget information set out in sections 2 to 4 of the cover report had been provided for all Committees to provide the appropriate overview context. Section 4 onwards and the appendices set out the Place and Economy Directorate budget details.
- One Member questioned where the £260K savings would be made now that 'B/R 6.101 Passenger Transport – remove discretionary Concessions and Taxi-vouchers (-260k in 2019-20)' had been removed. The Executive Director explained that the savings would fall to the overall savings requirement and not necessarily this Committee as the Council no longer worked on a cash limit basis for individual services.

It was resolved unanimously:

- a) To note the overview and context provided for the 2019/20 to 2023/24 Business Plan revenue proposals for the Service, updated since the last report to the Committee in October.
- b) To endorse the draft revenue savings proposals that are within the remit of the Economy and Environment Infrastructure Committee for 2019/20 to 2023/24, to the General Purposes Committee (GPC) as part of consideration for the Council's overall Business Plan.
- c) To note the changes to the capital programme that are within the remit of the Economy and Environment Committee and endorse them to the General Purposes Committee (GPC) as part of consideration for the Council's overall Business Plan.
- d) To note the fees and charges proposed for 2019-20.

#### **191. ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN**

The report invited the Committee to review its training plan.

The Committee was reminded that the Member Seminar the next day, 7<sup>th</sup> December, included the combined item on the agreement and distribution of Community Infrastructure Levy (CIL) And Section 106 Funding requested at previous meetings of the Committee.

The Training Plan was noted.

#### **192. ECONOMY AND ENVIRONMENT COMMITTEE AGENDA PLAN**

The Committee noted the following changes to the Agenda Plan since the agenda was published.

Additions to the January Committee meeting:

- Revised report on Transport Block Allocations
- Joint Procurement of Professional Service Contract

Addition to March meeting agreed earlier in Meeting:

Transport Scheme Development Programme Sifting Process

**193. DATE AND TIME OF NEXT MEETING 10 A.M. THURSDAY 10<sup>TH</sup> JANUARY 2019**

**Chairman:  
10<sup>th</sup> January 2019**



**ECONOMY AND  
ENVIRONMENT COMMITTEE****Minutes - Action Log**Cambridgeshire  
County Council

This is the updated minutes action log as at 2<sup>nd</sup> January 2019 and captures the actions arising from the most recent Economy and Environment Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

**ACTIONS FROM THE 12<sup>TH</sup> APRIL 2018 COMMITTEE**

MINUTE NO.	REPORT TITLE	ACTION TO BE TAKEN BY	ACTION	COMMENTS	STATUS
105.	ELY SOUTHERN BYPASS – COST AND ADDITIONAL FUNDING REQUIREMENT	Rob Sanderson Democratic Services / Mairead Kelly Internal Audit	a) To inform Internal Audit of the Committee's requirement that it should review the costs of the project and what lessons could be learnt and that their conclusions should be shared with this Committee.	Internal Audit were contacted on 19 <sup>th</sup> April and confirmed on 20 <sup>th</sup> April that they had already agreed (at the March Audit and Accounts Committee) to look at the Ely Bypass project as part of a review of capital budgets overspends and variations. As the intention had been to look at a number of different projects, this would be a high-level review rather than an in-depth review solely looking at the Ely Bypass project. Due to the complexity of the investigation on the Ely Bypass project the high level review has been delayed and no report is expected until a Committee meeting sometime in 2019. No date has been confirmed at the current time.	<b>ACTION ONGOING</b>

<b>ACTIONS FROM THE 16<sup>TH</sup> AUGUST AND 13<sup>TH</sup> SEPTEMBER COMMITTEE MEETINGS 2018</b>					
<b>151.</b>	<b>FINANCE AND PERFORMANCE REPORT – JULY 2018 (SEPTEMBER COMMITTEE) Cycling way uptake</b>	Andy Preston / Sarah Heywood	Whether data from existing traffic counters could monitor the take up on new cycleways as a way of showing their value and as a criteria to measure their success.	At the October meeting it was reported that this data would be challenging to make available on a monthly basis in the F&P Report, but publishing it as an open data set on a 6 monthly basis would be more achievable.  There was a request to confirm which Committee date this data would be reported to. The first 6 months data [July – December 2018] will be published in February 2019.	<b>ACTION ONGOING</b>
<b>SPECIFIC ACTIONS FROM THE OCTOBER COMMITTEE MEETING 2018</b>					
<b>163.</b>	<b>WATERBEACH NEW TOWN SPATIAL FRAMEWORK AND INFRASTRUCTURE DELIVERY PLAN SUPPLEMENTARY PLANNING DOCUMENT (SPD) - FLOOD ZONE QUERY</b>	<b>Action: Juliet Richardson Business Manager, Growth and Development</b>	A Member asked which flood zone (1, 2 or 3) was the site within? As it could not be confirmed at the time, Officers would write to Cllr Connor outside of the Meeting.	See above.  Officers are awaiting formal information from the Environment Agency at which time they will be able to respond definitively to this query.	<b>ACTION ONGOING</b>
<b>SPECIFIC ACTIONS FROM THE 15<sup>TH</sup> NOVEMBER COMMITTEE MEETING 2018</b>					
<b>176.</b>	<b>FINANCE AND PERFORMANCE REPORT – SEPTEMBER 2018</b>				



	<b>Key Indicator on growth in Cycling</b>	<b>Action: Mike Soper / Louisa Gostling</b>	Page 26 – Key indicator on Growth in Cycling - The Vice Chairman commented that as the figures were only percentages in terms of both the base line and the other columns e.g. previous period, target and actual, there was no feel for the real numbers involved. There was a request for the figures to be provided which had been used to calculate the percentage figures shown.	<p>There is a Key Performance Indicators report elsewhere on the agenda.</p> <p>Further to this request from the November meeting a report agreed at the December Committee agreed that the indicator will be changed in future reports to provide actual figures rather than just percentages.</p> <p>As the change was only agreed at the December meeting it was too early to be included in the report on the current agenda.</p>	<b>ACTION ONGOING</b>
<b>SPECIFIC ACTIONS FROM THE 12<sup>th</sup> DECEMBER COMMITTEE MEETING 2018</b>					
<b>186.</b>	<b>TRANSPORT SCHEME DEVELOPMENT PROGRAMME</b>	<b>Karen Kitchener / Matthew Bowles</b>	One Member while supporting safety being included in the sifting process, queried whether the definition could be extended to include poor air quality as part of the further review being undertaken on the sifting process.	Officers proposed to bring back a review report on the funding sifting criteria for the March Committee meeting. This request will be considered as part of this further review.	<b>ACTION ONGOING</b>



**INTEGRATED TRANSPORT BLOCK FUNDING ALLOCATION PROPOSALS**

**To:** Economy and Environment Committee

**Meeting Date:** 10 January 2019

**From:** Graham Hughes - Executive Director, Place and Economy

**Electoral division(s):** All

**Forward Plan ref:** 2019/021 **Key decision:** Yes

**Purpose:** To consider the proposed allocation of the Integrated Transport block funding (ITB) for 2019/20;

To seek Members' comments and support for the proposed projects to receive ITB funding for Delivering Transport Strategy Aims for the rolling 3-year period from 2019/20

**Recommendation:** It is recommended that the Committee:

- a) Support the allocation to the ITB budget categories and
- b) Support the prioritised projects in Appendix 1 for allocation of ITB Delivering Transport Strategy Aims category funding in 2019/20, and earmarked for 2020/21 and 2021/22, subject to the Cambridgeshire and Peterborough Combined Authority's final budget allocation

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## **1. BACKGROUND**

- 1.1 A proposed allocation of Integrated Transport Block (ITB) funding was reported to the Highway and Community Infrastructure (H&CI) Committee on 3 December 2018. Following discussion, the report and the same report planned to be considered by Economy and Environment (E&E) Committee was withdrawn to allow officers time to clarify some points raised around the prioritisation methodology. There is a full explanation of the prioritisation methodology and the criteria used are shown in Section 3 paragraphs 3.4 - 3.8 of this report.
- 1.2 Before the establishment of the Cambridgeshire and Peterborough Combined Authority (CA), funding for Local Transport Plan (LTP) capital grants from the Department for Transport (DfT) was received by the County Council as local transport authority. With devolution, the CA is now responsible for the LTP and the associated funding, including the Integrated Transport Block capital grants.
- 1.3 For the first two years of its establishment, the CA has passported the LTP capital grant funding to the County Council. The 2018/19 Integrated Transport Block funding allocation was approved by Members of the Economy and Environment Committee in December 2017, subject to the CA final budget allocation which was confirmed by the CA Board at its meeting on 30 May 2018.
- 1.4 The LTP capital grants allocations received from the CA for the current year 2018/19 includes:
  - Integrated Transport Block (ITB) £3.190M,
  - Highway Maintenance Block needs element £12.076M,
  - Highway Maintenance Block incentive element £2.535M, and
  - Pothole Action Fund £0.412M
- 1.5 The CA 2019/20 budget is scheduled to be considered by the CA Board in February 2019. Until the CA budget for transport and infrastructure is approved, this report proposes to allocate the ITB funding in accordance with the County Council's priorities, as current practice. Recommendations in this report are subject to the CA's final budget.
- 1.6 An initial version of this report was presented to the recent Highways & Community Infrastructure Committee on 3 December 2018, at which the prioritisation of delivering transport plan aim schemes was questioned. Further changes to the methodology have now taken place, as outlined in section 3.7 below.

## **2. FUNDING ALLOCATION PROPOSALS 2019/20**

- 2.1 The indicative LTP allocation for ITB is £3.19M. This budget was passported by the CA to the County Council for 2017/18 and 2018/19. The allocation of the 2019/20 ITB capital grants by budget category is proposed as follows.

<b>Budget Category and Proposed 2019/20 allocation</b>		<b>Description and purpose of the budget</b>
Air Quality Monitoring	£23K	Funding to local authority partners (city/district councils) to undertake air quality monitoring work in relation to the road network across the county.
Major Scheme Development	£200K	Resources to support the scheme development work of major schemes to ensure a pipeline of 'shovel ready' schemes are available for assembling funding and delivery. This includes investigative, feasibility and early development work which cannot be funded from individual project budgets.
Strategy Development and Integrated Transport Schemes	£345k	Resources to support the development of local transport policies, strategies and plans across the County, including Long Term Transport Strategy, District Transport Strategies and theme-based strategies. This budget also funds the early scheme development and prioritisation work of local integrated transport schemes.
Local Highway Improvement (LHI)	£607k	The Local Highway Improvement (LHI) initiative delivers schemes on a jointly-funded basis between the County Council and the community applicants. As such, the £607k LHI budget leverages further local contributions. The allocation of funding is through an application process and prioritised by the LHI Member Advisory Panel for each district area. Allocation of funding to schemes is approved by the Highway and Community Infrastructure Committee. See Source Document at the end of this report.
Other Local Infrastructure Improvements for accessibility and Rights of Way	£75k	<p>The Accessibility Fund £15k allows the County Council to implement disabled persons parking places where required, in addition to providing minor accessibility improvements to highways where enhancement could be made to assist those users with impaired mobility.</p> <p>£60k budget is to improve and promote the Public Rights of Way network as an integrated part of the wider transport system which meets the needs of the community.</p>
Road safety schemes	£594k	Investment in road safety engineering work at locations where there is strong evidence of a significantly high risk of injury crashes. The prioritisation and allocation of this funding is based on the accident cluster site scores as well as analysis of accidents trend. Accident sites are shown in the County Council's My Cambridgeshire interactive map, see Source Document at the end of this report.
Delivering Transport Strategy Aims	£1,346k	Supporting the delivery of projects included in Countywide and area transport strategies to improve accessibility, mitigate the impacts of growth, and support sustainable transport improvements. The prioritisation methodology is described in Section 3 below and the proposed projects are listed in Appendix 1.
<b>Total</b>	<b>£3,190k</b>	

### 3. DELIVERING TRANSPORT STRATEGY AIMS

#### 2018/19 schemes progress update

- 3.1 Most of the schemes with approved 2018/19 ITB funding are on track for completion. The two schemes below are experiencing delay and the funding for these delayed schemes will be carried forward. This will not affect the 2019/20 budget allocation.

Delayed schemes	Reason for delay
New cycleway along A1198 between Ermine Street South, Papworth Everard, and A428	<p>This scheme requires match funding from Highways England's Designated Fund. There has been a delay in confirming and drawing down this match funding. Initial design work is underway. Detailed design work will follow. Construction on site is expected in Autumn 2019 and completion in early 2020.</p> <p>The delay in the confirmation of the Highways England funding means that most of the ITB funding will be carried forward to 2019/20.</p>
Ely Broad Street/Back Hill junctions changes and safety improvements	<p>ITB funding for this scheme is over 2 years, 2018/19 and 2019/20, for £250k in total.</p> <p>There has been a delay in this scheme due to the complexity of options development and options appraisal. Most of the 2018/19 funding will need to be carried forward to be utilised with the remaining funding in 2019/20.</p>

- 3.2 It should be noted that proposed funding to schemes are indicative. Through the scheme development process, project scheme costs may change resulting in over-spending or under-spending of budget. Projects with major over-spends will need to seek additional funding including ITB and other sources. Major under-spends will be put back into the ITB funding pot for re-allocation. In the current year 2018/19, no committed scheme is expecting a major over-spend. The scheme below is expecting major under-spend.

**Scheme:** Swaffham Bulbeck - Pedestrian crossing from the Denny to the High Street

**Reason for under-spend:** This scheme, and therefore funding, is no longer needed. Through the scheme development work, an alternative crossing facility has been identified in a nearby location that would provide safe crossing for the area. Therefore the £65,000 under-spend is expected to be available for re-allocation.

#### Committed funds

- 3.3 In view of the small annual budgets and cost of schemes, it has been the practice to commit funding to schemes on a multi-year basis. This is to ensure that some larger schemes which take longer to deliver but potentially have greater benefits are not ruled out from the outset due to limited annual funding availability. Project funding is proposed for the first year and indicative for Years 2 & 3. The two projects listed below have committed funding for 2019/20, giving a total of £167,500 commitment. This leaves £1,178,500 of the £1,346,000 budget available for allocation to prioritised projects.

- The Ely Broad Street/Back Hill junctions changes and safety improvements scheme is a complex scheme that requires multi-year delivery. £122,500 ITB funding was committed for 2018/19 and £127,500 for 2019/20.
- County-wide minor walking, cycling and bus stop improvements are minor ad hoc improvements that are low cost to deliver but high value in benefits. £40,000 ITB funding was committed for 2019/20. Due to the ad hoc nature and low cost, officers allocate funding to schemes throughout the year and report on how the budget was used at year-end.

### **Prioritisation Methodology**

- 3.4 The Delivering Transport Strategy Aims budget is proposed to be allocated to schemes drawn from the Cambridgeshire Transport Investment Plan (TIP). The latest TIP was approved by the Economy and Environment Committee at their October 2018 meeting. Link to the approved TIP is shown in the Source Document section at the end of this report. 'Eligible' schemes are defined as:
- Deliverable within 5 years
  - Local non-major schemes with funding gap up to £500K
  - Not Greater Cambridge Partnership (GCP) specific schemes as they should be funded by GCP and matched by developer contributions.
- 3.5 Eligible schemes are assessed and prioritised, using criteria based on the Department for Transport's Early Assessment and Sifting Tool (EAST). The criteria are based on meeting strategy objectives and on deliverability:
- Strategic Case – Meeting the eight Local Transport Plan challenges
  - Delivery Case – Practical feasibility; Evidence of stakeholder support
  - Economic Case – Scale of impact of the project; Value for money; Added road safety benefit
  - Financial Case – Match/alternative funding; Affordability
- 3.6 Scoring – All criteria are scored on a scale of -3 to +3. The scoring definitions are shown in Appendix 2. The average score of the criteria in each Case are added to give a Total Score for each scheme.
- 3.7 Weighting
- Greater weighting is given to added road safety benefits, as agreed by Members of this Committee in December 2017. Added road safety benefits forms one of the three criteria in the Economic Case.
  - Greater weighting is given to access to services. At the E&E Committee meeting in December 2017 Members suggested that rural isolation and deprivation could be given greater weighting in the prioritisation scoring criteria. Therefore, in this prioritisation scoring, double weighting is given to this criterion within the Strategic Case – *Ensuring people, especially those at risk of social exclusion, can access the services they need within reasonable time, cost and effort wherever they live in the county.*
- 3.8 Schemes with the highest Total Score are proposed for allocation up to the limit of available 2019/20 funding, as shown in Appendix 1. As funding is limited to £1,178,500 (see paragraph 3.3 above), larger high-scoring schemes are proposed to have multi-year funding profile.

- 3.9 Schemes scores are listed from highest to lowest in Appendix 3. Eligible schemes assessed but not proposed for funding allocation in 2019/20 will remain in the Transport Investment Plan to be considered for other appropriate funding sources or for the next round of ITB funding.

#### **4. ALIGNMENT WITH CORPORATE PRIORITIES**

##### **4.1 Developing the local economy for the benefit of all**

The proposed allocation of ITB funding will enable growth and support the local economy. Integrated transport schemes either provide direct improvements to the local road network or look to encourage a shift to sustainable transport modes. Managing congestion through infrastructure investment in this way will enable growth and support the local economy.

##### **4.2 Helping people live healthy and independent lives**

The proposed schemes to deliver Transport Strategy Aims should help improve accessibility and as such help people live healthy and independent lives by improving cycling and pedestrian facilities and sustainable transport information. Local Transport Plan aims are aligned to the Cambridgeshire Health and Wellbeing Strategy in particular the priority to “create a sustainable environment in which communities can flourish”.

##### **4.3 Supporting and protecting vulnerable people**

Road Safety schemes supports and protects vulnerable people, in particular children, and at locations of high risk of injury crashes. Schemes proposed to deliver Transport Strategy Aims should help improve accessibility to services through active, safe, affordable and sustainable means for vulnerable people.

#### **5. SIGNIFICANT IMPLICATIONS**

##### **5.1 Resource Implications**

The following bullet points set out details of significant implications identified by officers:

- LHI applicants are expected to provide match funding, a minimum contribution of 10% of the total cost of their proposed scheme. Table in paragraph 2.1
- The proposed funding allocation to projects is for a rolling 3-year period with indicative allocation for year 2 and Year 3 to enable better forward planning. Paragraph 3.3
- Proposed projects have been assessed and prioritised on deliverability, value for money and match funding, so as to maximise the benefits for the County Council and Cambridgeshire people. Paragraphs 3.4 – 3.7

##### **5.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

There are no significant implications within this category. Individual scheme will undertake procurement in accordance with the Council's procurement regulations.



### **5.3 Statutory, Legal and Risk Implications**

- There is a low risk of the CA not agreeing to the funding allocation or the transfer of the capital grants to the County Council. Officers are in regular discussion with the CA.
- Prioritising schemes on practical feasibility and evidence of stakeholder support will lower the risk of project delivery slippage or abortive work.

### **5.4 Equality and Diversity Implications**

There are no significant implications within this category. The scheme prioritisation process for funding under the various budget elements will assess the equality impact individually through benefits/dis-benefits of safety, accessibility and rural isolation.

### **5.5 Engagement and Communications Implications**

There are no significant implications within this category. Consultation will be undertaken by individual schemes as appropriate. Data on accident clusters are available on the County Council's website through the interactive map. Paragraph 2.1 and Source Document section.

### **5.6 Localism and Local Member Involvement**

The following bullet points set out details of significant implications identified by officers:

- Schemes proposed for funding to deliver transport strategy aims are from local transport strategies, which have had significant local Member involvement and consultation.
- Local Highways Improvement (LHI) Initiative schemes are prioritised by LHI Member Advisory Panels which are made up of local County Councillors. Proposals are from local community groups and organisations.

### **5.7 Public Health Implications**

The following bullet points set out details of significant implications identified by officers:

- Transport strategy development will give due regard to the Cambridgeshire Health and Wellbeing Strategy and the Cambridgeshire Health and Transport Joint Strategic Needs Assessment (JSNA). As outlined in the JSNA, transport policies and programmes have the opportunity to impact on the health and wellbeing of residents through reducing poor air quality, supporting and enabling active travel, reducing road accidents and enabling residents to access jobs and services e.g. health care and social opportunities.
- Although health and wellbeing is not considered explicitly as a criterion in itself, the current scheme scoring methodology does consider road safety, sustainable modes of transport e.g. walking and cycling and accessibility of services as part of its criterion, and air quality is considered

as part of the Economic Case: Scale of impact as part of the social impacts. The Public Health service would be consulted further as individual schemes progress to delivery, where appropriate.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Sarah Heywood
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Name of Officer: Paul White
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	Yes Name of Legal Officer: Debbie Carter-Hughes
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Cathryn Rutangye
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Joanna Shilton
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Andrew Preston
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Stuart Keeble

<b>Source Documents</b>	<b>Location</b>
Transport Investment Plan: Policy document and List of schemes by district 2018	<a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/transport-plans-and-policies/transport-investment-plan/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/transport-plans-and-policies/transport-investment-plan/</a>
Local Highway Improvement (LHI) Initiative	<a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/</a>
Road Safety – Accident clusters interactive map	<a href="http://my.cambridgeshire.gov.uk/?tab=maps">http://my.cambridgeshire.gov.uk/?tab=maps</a>

## Appendix 1 Proposed schemes for Delivering Transport Strategy Aims 2019/20

TIP ID	District and location	Scheme	Scheme cost	Proposed funding			Comments	Total Score
				2019/20	2020/21	2021/22		
472	East Cambs	Ely Broad Street/Back Hill junctions changes and safety improvements	£250,000	£127,500	-	-	<b>Current commitment</b> Funding for this scheme was approved over two years with £122,500 in 2018/19 and £127,500 in 2019/20. This is an accident cluster site and a difficult site to improve.	N/A
N/A	County-wide	Minor walking, cycling and bus stop facility improvements	£40,000	£40,000	£40,000	£40,000	<b>Current commitment</b> Funding is for ad hoc minor improvements to walking, cycling and bus stop facilities that would add value to support sustainable travel. Precise improvements are identified during the year as needs arise.	N/A
815	Huntingdonshire	St Ives Greenway: cycle route from Fenstanton to the Busway	£200,000	£195,000	-	-	This scheme scored high on both Strategy Case and Economic Case. The route is identified in the St Ives to Cambridge Greenway but this section from Fenstanton to the Busway is not funded by the Greater Cambridge Partnership (GCP) as it's outside the GCP area. Local consultation by the Parish shows the scheme is well supported. The Parish Council is contributing £5,000 towards the cost of the scheme.	4.83
237	South Cambs	New footway/cycleway linking Dry Drayton to the new non-motorised users (NMU) path towards Cambridge	£180,000	£175,000	-	-	This scheme scored high on the Delivery Case and has strong local support. Linking the village to the new NMU path to Cambridge adds value to the cycleway network. (The new NMU route is delivered by the A14 Improvement Scheme.)	4.63
484	East Cambs	A142 Stuntney to Ely cycleway/footway - part of the wider scheme Cycle Route Soham to Ely (via Stuntney)	£175,000	£175,000	-	-	The Stuntney to Ely scheme is part of the wider Soham-Stuntney-Ely Cycle Route scheme. This scheme scored high on the Delivery Case and has local support.	4.17
702	Huntingdonshire	St Neots Eaton Ford, Great North Road, Cycle Route 4 - Widen footway between Lowry Road & Queens Gardens	£450,000	£200,000	£250,000	-	This scheme scored well on Delivery Case and on Economic Case. Delivery is expected to require more than a year. Funding is recommended for 2019/20 and 2020/21.	4.00
791	East Cambs	A142 Witcham Toll to Sutton - Upgrade existing footway to dual use	£500,000	£250,000	£250,000	-	This scheme scored well on Delivery Case and has local support. The section from Witcham Toll to Ely has already been completed. Delivering this section from Witcham Toll to Sutton will complete the Ely to Sutton route and add value to the network.	4.00
253	South Cambs	Rampton to Willingham new cycle route alongside Rampton Road	£100,000	£100,000	-	-	Scheme cost has been reduced to reflect a more affordable option of improving a quiet road (The Irlams) and adding signage, rather than having to build a shared use path over a major distance between the two villages.	3.88
143	South Cambs	Improve existing footpath link to cycleway, between Long Road and Main Street, Hardwick	£400,000	£83,500	£158,250	£158,250	This scheme scored well on Strategy Case. Full scheme cost is high but can be delivered in phases. Therefore funding is proposed over 3 years.	3.54
TOTAL				£1,346,000	£698,250	£198,250		



## DELIVERABILITY CRITERIA

Score	<b>Delivery Case: Practical feasibility</b> - is the project technically capable of being delivered, e.g. are there land ownership issues	<b>Delivery Case: Evidence of stakeholder support</b> - is there evidence of support for the project from e.g. Members, the public, District Council, Parish Council	<b>Economic Case: Added Road Safety Benefit</b> - the level of benefit that may be achieved with regard to reducing risk to highway users, particularly more vulnerable users such as pedestrians and cyclists and the location is a current accident cluster site.	<b>Economic Case: Scale of impact</b> - what is the scale of (a) economic, (b) environmental and (c) social impacts of the project in relation to development(s), e.g. how many people will it benefit, local/countywide/strategic area covered, noise, air quality, safety, accessibility/severance	<b>Economic Case: Value for money</b> - what level of benefits will the project deliver assessed against cost; either in Benefit Cost Ratio (BCR) or qualitative assessment	<b>Financial Case: Match/Alternative funding</b> - are there other funding sources available for the project, either in whole or in part	<b>Financial Case: Affordability</b> - the extent to which the level of expenditure and financial risk involved in a project can be taken on, given other requests for funding
3	Can be delivered with no issues, potentially in conjunction with other works	Formal consultation carried out evidencing support	Existing accident cluster site and likely to deliver significant benefits	Major/cross-district positive impact	High or very high value for money or BCR over 2	>50%	Entirely funded by third party or specific funding stream
2	Feasible with added value	Supported multiple (eg public & members)	Not an existing accident cluster site, but likely to deliver significant benefits that will reduce risk to road users	Mid-large scale positive impact	Medium value for money or BCR between 1.5 and 2	25-50%	Can be delivered without impacting other projects, part funded as per +3
1	Feasible	Support indicated (eg public or members)	Some benefits and not an existing cluster site.	Small scale/localised positive impact	Low value for money or BCR between 1 and 1.5	<25%	Can be delivered without impacting other projects, low risk of costs increasing
0	Feasible but minor issues	No evidence	Not expected to benefit road safety	No impact or +/- balance	Very low value for money or BCR below 1 or No impact	None	Affordable
-1	Feasible but highway land not sufficient/multiple issues	Minor opposition indicated		Small scale/localised negative impact			Affordable with impact, risk of costs increasing
-2	Feasible but more significant issues with land, services, etc.	Multiple opposition indicated		Mid-large scale negative impact			Unaffordable without Third Party contribution
-3	Not possible without major additional works	Formal consultation shows large opposition		Major/cross-district negative impact			Unaffordable without significant Third Party contribution

## OBJECTIVES CRITERIA - Local Transport Plan objectives

Score	<b>Improving the reliability of journey times by managing demand for road space, where appropriate and maximising the capacity and efficiency of the existing network</b>	<b>Reducing the length of the commute and the need to travel by private car</b>	<b>Making sustainable modes of transport a viable and attractive alternative to the private car</b>	<b>Future-proofing our maintenance strategy and new transport infrastructure to cope with the effects of climate change</b>	<b>Double Weighting applies</b> Ensuring people – especially those at risk of social exclusion – can access the services they need within reasonable time, cost and effort wherever they live in the county	<b>Addressing the main causes of road accidents in Cambridgeshire</b>	<b>Protecting and enhancing the natural environment by minimising the environmental impact of transport</b>	<b>Influencing national and local decisions on land-use and transport planning that impact on routes through Cambridgeshire</b>
3	Significant improvement to the reliability of journey times	Significant reduction	Significant positive impact	Significant positive impact	Significant positive impact	Significant impact on addressing the main causes	Significant impact on protecting and enhancing the natural environment	Significant positive impact
2	Some improvement to the reliability of journey times	Some reduction	Some positive impact	Some positive impact	Some positive impact	Some impact to address the main causes	Some impact on protecting and enhancing the natural environment	Some positive impact
1	Minor improvement to the reliability of journey times	Minor reduction	Minor positive impact	Minor positive impact	Minor positive impact	Minor impact to address the main causes	Minor positive impact on protecting and enhancing the natural environment	Minor positive impact
0	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
-1	Minor negative impact on the reliability of journey times	Minor increase	Minor negative impact	Minor negative impact	Minor negative impact	Minor negative impact on addressing the main causes	Minor negative impact in terms of protecting and enhancing the natural environment	Minor negative impact
-2	Some negative impact on the reliability of journey times	Some increase	Some negative impact	Some negative impact	Some negative impact	Some negative impact on addressing the main causes	Some negative impact in terms of protecting and enhancing the natural environment	Some negative impact
-3	Significant negative impact on the reliability of journey times	Significant increase	Significant negative impact	Significant negative	Significant negative	Significant negative impact on addressing the main causes	Significant negative impact in terms of protecting and enhancing the natural environment	Significant negative



# Appendix 3 Prioritised Scheme Score

TIP ID	District	Location	Description	Weighted Score
815	City / South Cambs / Huntingdonshire	St Ives Greenway: Cambridge to St Ives via the Busway	Greenway cycling and walking route improvements	4.83
237	City / South Cambs	Dry Drayton link to new NMU path towards Cambridge	New footway / cycleway	4.63
484	East Cambs	Cycle route: Soham to Ely (via Stuntney)	New cycle route link in with Soham Town cycle routes (TSEC E-39) and also to Soham to Wicken Fen cycle route (TSEC E-42)	4.17
85	City / South Cambs	Four Lamps Roundabout, junction of Victoria Avenue with Maids Causeway  <i>ITB funding has already been approved for 2017/18 for improvement to one arm of this roundabout, which is being delivered. Joint funding is expected from the City Council to improve the remaining parts of the roundabout in a wider scheme. Therefore there is potentially no funding gap.</i>	Pedestrian and cycle crossing improvement	4.08
702	Huntingdonshire	St Neots Eaton Ford, Great North Road, Cycle Route 4	Widen footway between Lowry Road & Queens Gardens	4.00
791	East Cambs	A142 Witcham Toll to Sutton	Upgrade existing footway to dual use	4.00
253	City / South Cambs	Rampton to Willingham cycle route alongside Rampton Road.	New Cycleway	3.88
143	City / South Cambs	Existing footpath link, between Long Road and Main Street, Hardwick	New Cycleway	3.54
171	City / South Cambs	Whittlesford to Whittlesford Parkway Railway Station via Duxford Road / Station Road West	Footway / Cycleway improvement	3.54
828	Fenland	Wisbech - Parson Drove to Sealey's Lane	Extension of part constructed footway	3.42
364	Fenland	Wimblington, B1101 March Road / Doddington Rd, between Honeymead Rd and B1093 Old Station Way	Cycleway improvement	3.38
424	Fenland	Whittlesey, footway next to A605	Footway / Cycleway improvement	3.29
129	City / South Cambs	Junction of Barton Road with Grantchester Street / Driftway	Pedestrian crossing improvement	3.29
189	City / South Cambs	B1049 Histon Road, Cottenham: between High Street and Appletree Close	New Cycleway	3.25
418	Fenland	Whittlesey, Cemetery Road / Blunts Lane / A605 roundabout	Footway / Cycle Crossing Improvement	3.25
123	City / South Cambs	Along old A428 corridor, between A428 Madingley Mulch roundabout and Cambourne	Cycleway Improvement	3.25
256	City / South Cambs	1.96km new bridleway links from Northstowe to Willingham, mostly upgrading of existing tracks. Cost	Cycleway Improvement	3.08
257	City / South Cambs	2.31km new bridleway link avoiding road from Longstanton to Swavesey. Connecting footpath linking to Ramper Road to be raised to bridleway status. Route generally follows boundaries to avoid creating cross-field route.	New cycleway	3.08
641	City / South Cambs	Between Crafts Way (Bar Hill Perimeter Road), Bar Hill and Oakington Road, Dry Drayton, following edge of the Golf Course	New Cycle path	3.08
306	Huntingdonshire	The Stukeleys to Stukeley Meadows	Cycleway provision	3.04
286	Huntingdonshire	St Neots, public footpath 32	Cycling and Walking	3.04

### Appendix 3 Prioritised Scheme Score

TIP ID	District	Location	Description	Weighted Score
500	East Cambs	Little Thetford - Speeding Issues on A10	Review of 50mph limit	3.04
371	Fenland	March, A141, Peas Hill roundabout to Hostmoor Avenue (east side), Hostmoor Avenue to petrol station (south)	Cycleway improvement	3.00
29	City / South Cambs	Link, between Darwin Green and Histon Road via Cambridge Squash Club access	Footway / Cycleway improvement & new crossing	3.00
603	City / South Cambs	Girton: Girton Road, southbound, south of junction with Wellbrook Way	Bus Stop Improvement	2.96
267	Huntingdonshire	St. Ives key bus stop locations	Bus Stop improvement	2.92
640	City / South Cambs	Ickleton Road, between Hexcel site access, Duxford and Ickleton	New cycle path	2.92
727	Huntingdonshire	Eynesbury - Town Centre	To include improved tactile paving, guard railing, new signs and maintenance where appropriate. To include St Mary's Street, Berkley Street and Barford Road.	2.92
516	East Cambs	Swaffham Bulbeck - Walking improvement	Investigate feasibility for permissive pedestrian paths around the village	2.92
447	Fenland	Chatteris, Park Street/ East Park Street junction	Pedestrian Crossing Improvement	2.88
249	City / South Cambs	Oakington crossroads (Longstanton Rd / Water Ln / Cambridge Rd / Dry Drayton Rd) signal upgrade and slight widening of junction to improve capacity.	Junction Improvement	2.88
430	Fenland	Whittlesea, Rail Station, vicinity	Public Transport Scheme - improve access, signage to the station	2.83
517	East Cambs	Swaffham Bulbeck- cycle route from Lode/Swaffham Bulbeck to Swaffham Prior	continuation of off-road route into Swaffham Prior	2.79
370	Fenland	March, B1099, Wisbech Road, Peas Hill roundabout to Marylebone Road	Cycleway improvement	2.75
376	Fenland	March, NCN Route 63 between Whitemoor Prison and Twenty Foot Road	Cycleway improvement	2.75
377	Fenland	March, NCN Route 63 between Twenty Foot Rd and Long Drove	Cycleway improvement	2.75
716	Huntingdonshire	St Neots, Longsands Road	Footway improvements	2.75
478	East Cambs	Littleport - circular pedestrian route to the north, south and east of Littleport	Creation of new circular pedestrian route to improve access	2.75
403	Fenland	Wisbech, near schools	Local Highways Improvements	2.75
421	Fenland	Whittlesey, Hereward Way and Nene Way and around the Brick Pits and Kings Dyke areas and to Coates	Footway / Cycleway improvement	2.71
312	Huntingdonshire	Godmanchester to Town Centre	Cycling and Walking	2.67
665	Fenland	Whittlesey, Eastrea Road	Public Transport Improvement Provision of a bus stop/improvements at Eastrea Road at east end of Whittlesey	2.67
719	Huntingdonshire	Great North Road (Little Paxton)	Widen footway/create shared use facility	2.67



### Appendix 3 Prioritised Scheme Score

TIP ID	District	Location	Description	Weighted Score
354	Fenland	March, 'Old Railway Path', across Stow Fen	Footway improvements	2.67
513	East Cambs	Sutton - Road Safety- installation of Pelican crossing near school and the Brook	Signalised control crossing	2.63
429	Fenland	Whittlesea Railway Station	Improve facilities at railway station	2.58
361	Fenland	March, Town Centre	Footway improvements	2.58
375	Fenland	Throughout March	Cycle signage	2.58
427	Fenland	Whittlesey, key locations in Whittlesey	Cycle Parking	2.58
713	Huntingdonshire	St Neots, Station Road	Improve pedestrian crossing facilities	2.54
723	Huntingdonshire	Cycle Route 12 near St Neots	Footway / Cycleway improvement	2.54
797	East Cambs	Ely city centre	Investigate implementation of 20mph zones where appropriate	2.54
416	Fenland	Whittlesey, Hallcroft Road and West End	Footway / Cycle Crossing Improvement and Urban Realm Improvement	2.54
426	Fenland	Whittlesey, Orchard Street/Gracious Street junction	Footway / Cycleway improvement	2.54
477	East Cambs	Littleport town centre streetscape improvements - Main Street, Granby Street, Hitches Street, Globe Lane, Crown Lane	Improvements could include Signage, Street Lighting, Kerb level, Information panels, Benches	2.50
336	Huntingdonshire	Ramsey - install RTPI at bus stops around Ramsey	Installation of RTPI display screens	2.46
385	Fenland	March, Railway Station	Public Transport Infrastructure	2.42
515	East Cambs	Swaffham Bulbeck - Traffic calming through village	Traffic calming	2.42
705	Huntingdonshire	St Neots, Huntingdon Street	Pedestrian improvements	2.42
707	Huntingdonshire	St Neots, Huntingdon Road	Pedestrian improvements	2.42
708	Huntingdonshire	St Neots, Crosshall Road	Pedestrian improvements	2.42
714	Huntingdonshire	St Neots, Hawkesden Road	Footway improvements	2.42
717	Huntingdonshire	St Neots, Cromwell Road	Footway improvements	2.42
718	Huntingdonshire	St Neots, Cambridge Road	Pedestrian improvements	2.42
843	City / South Cambs	Cowley Road Footway between access into industrial estate and Cambridge North site	New 2m wide footway	2.42
328	Huntingdonshire	Main approaches to the ring road Huntingdon	Introduce a Variable Message Signing system to distribute traffic to car parks in Huntingdon	2.42

### Appendix 3 Prioritised Scheme Score

TIP ID	District	Location	Description	Weighted Score
709	Huntingdonshire	St Neots, Mill Hill Road	Cycle / pedestrian improvement	2.38
417	Fenland	Whittlesey, A605 roundabout at Broad Street/ Orchard Street/ Whitmore Street	Footway / Cycle Crossing Improvement	2.38
138	City / South Cambs	Saint Neots Road, between junction with existing footpath that links to A1198 (Elsworth FP 17) and Cambourne Road, Cambourne	New shared use footway / cycleway	2.33
378	Fenland	March, Whole of the strategy area	Cycle Parking	2.33
184	City / South Cambs	Footbridge alongside Rampton Road, between Rampton and Cottenham	New footbridge	2.29
309	Huntingdonshire	Oxmoor to Town Centre	Cycleway improvement	2.29
341	Huntingdonshire	Maltings, to the High Street, Ramsey	Walking and Cycling schemes	2.29
715	Huntingdonshire	St Neots, Kimbolton Road	Parapet upgrade	2.29
284	Huntingdonshire	St Neots - bus stops on Cambridge Road	New Real Time Passenger Information Displays	2.25
481	East Cambs	Soham - Improvements to town centre bus shelters; Service 12, 117	Stop opposite Brook Dam Lane; Stop near the Birches	2.25
145	City / South Cambs	B1046, between Comberton Village College and Hardwick Road, Toft	Cycleway improvement	2.25
311	Huntingdonshire	Godmanchester to Town Centre: Post Street, Causeway, NCN51, Cambridge Road	Traffic Calming; Cycling and Walking improvements	2.25
43	City / South Cambs	Cycle crossing and off-road cycleway on western side of Girton Road, to enable cyclists to access the existing toucan crossing on Huntingdon Road to the west of the junction with Girton Road	Cycle improvement	2.25
486	East Cambs	Cycle route: Soham to Wicken Fen	Options Off Rd route connecting to NCN 11 links to Soham to Ely Scheme. Consider routing via Upware	2.25
498	East Cambs	Little Downham - Cycle improvement to Ely	Improve bridleway to create cycle route from Little Downham to Ely (investigate opportunities for improvements to NCN 11) or upgrade existing footway alongside B1211 to shared use.	2.25
420	Fenland	Whittlesey, A605, Bellman's Road and Victory Avenue	Footway / Cycleway improvement	2.25
313	Huntingdonshire	Brampton to Town Centre	Cycling and Walking	2.21
701	Huntingdonshire	High Street (St Neots)	Pedestrian improvements	2.21
724	Huntingdonshire	St Neots, Keys Walk	Footway / Cycleway improvement	2.21
502	East Cambs	Little Thetford - Foot/cycle path extensions - In the Wyches from the cemetery to A10 and between Little Thetford and Stretham	Required in the Wyches from the cemetery to A10 (may require land take) and between Little Thetford and Stretham	2.13
410	Fenland	Wisbech, key areas in Wisbech	New Cycle Parking	2.08

### Appendix 3 Prioritised Scheme Score

TIP ID	District	Location	Description	Weighted Score
703	Huntingdonshire	St Neots, Cambridge Street	Pedestrian crossing and access improvements	2.04
278	Huntingdonshire	St Ives, A1123 Crossing - access to/from Compass Point Business Park	Improved pedestrian and cycle crossing	2.00
779	Fenland	March, Burrowmoor Rd, outside Primary School	Road safety measures	2.00
285	Huntingdonshire	St Neots, St Neots Road, route 3 and route 2	Cycling and Walking	1.96
668	Fenland	Chatteris, key locations in the town centre	New Cycle Stands	1.96
711	Huntingdonshire	St Neots, Priory Hill Road	Slope stabilisation and edge protection, plus pedestrian improvements	1.96
379	Fenland	March, cycle routes in and around March	Cycle map and brochure	1.96
419	Fenland	Whittlesey, strategy area	Walking and Cycling Map	1.96
452	Fenland	Chatteris, strategy area	New Cycle Map	1.96
356	Fenland	March, Shepperon's Bridge	Footway / Cycleway improvement	1.92
251	City / South Cambs	Rampton to Cottenham widening of existing path alongside Church End-Rampton Road	Cycleway Improvement	1.92
501	East Cambs	Little Thetford - Traffic calming measures at the village junction with the A10	Junction Improvement	1.92
704	Huntingdonshire	St Neots, New Street	Speed reduction measures	1.92
743	East Cambs	Ely - Prince of Wales Hospital	Bus Shelter Installation	1.88
369	Fenland	March, St Peter's Road B1099, to the west of junction with Eastwood Avenue and Elwyn Road	Pedestrian and Cycle Crossing	1.88
250	City / South Cambs	Cambridge Rd / New Rd (south of Oakington) roundabout with cycle crossings.	Junction Improvement	1.88
729	Huntingdonshire	Eaton Socon footpath improvements	Extend westbound footway towards A1 (Bushmead Road), upgrade crossing facilities and reduce vehicle parking on Nelson Road and new kerbing and tactile paving and fence on Barford Road pocket park	1.83
780	Fenland	Whittlesey, key routes around Whittlesey	Public Transport Schemes - information, signs, timetables	1.83
782	Fenland	Chatteris, key locations in the town centre	Public Transport Promotion	1.83
829	City / South Cambs	Foot and cycle link to Abbey - Chesterton Bridge from Fen Road, Chesterton	Foot and cycle link	1.79
192	City / South Cambs	B1049 Cambridge Road, Impington: at the junction with Cambridge Road or by the Coppice Path	Pedestrian and cycle crossing improvement	1.79
355	Fenland	March, River paths, east of March	Footway improvements	1.79

### Appendix 3 Prioritised Scheme Score

TIP ID	District	Location	Description	Weighted Score
802	City / South Cambs	Haslingfield to Grantchester Non-Motorised User (NMU) bridleway link	Upgrade to existing public footpath to bridleway with improvements to surface.	1.75
518	East Cambs	Upware - Cycle route to Wicken and along the river to Waterbeach	Cycle improvement	1.75
520	East Cambs	Wicken - cycle route between Wicken and Soham via Downfields and Drury Lane	Cycle improvement	1.75
846	City / South Cambs	Science Park Milton Road junction improvements	Two lanes southbound and removal of right turn into Cowley Road. To improve pedestrian and cycle and increase capacity at the junction	1.71
381	Fenland	March, B1099 Upwell Rd, in vicinity of junction with Cavalry Drive	Road safety measures	1.71
271	Huntingdonshire	St Ives; Burstellers and The Pound	Traffic Management Scheme	1.67
88	City / South Cambs	Bridge Street, between Round Church Street and Jesus Lane	Corridor Improvement	1.63
68	City / South Cambs	Mill Road, junction with Coleridge Road	Pedestrian crossing improvement	1.63
352	Fenland	March, Station Road, in vicinity of County Road	Pedestrian crossing	1.63
706	Huntingdonshire	St Neots, Huntingdon Road	Relocate pedestrian crossing	1.63
433	Fenland	Whittlesea, Rail Station	Public Transport Scheme - explore proposals for a parkway station for Peterborough at Whittlesea Station	1.58
428	Fenland	Whittlesey, key locations in Whittlesey	Cycle infrastructure improvement	1.58
722	Huntingdonshire	St Neots, Hen Brook	Improvements to paths/cycle routes	1.54
431	Fenland	Whittlesea, Rail Station	Public Transport Scheme - bridge over platforms	1.50
712	Huntingdonshire	St Neots, Station Road	Convert cycle track from segregated to unsegregated	1.50
276	Huntingdonshire	St Ives bus station and key locations within St Ives	New Cycle Parking Facilities	1.46
359	Fenland	March, Gault Bank	Footway improvements	1.46
351	Fenland	March, Nightall Drive to Marwick Road	Footway improvements	1.42
710	Huntingdonshire	St Neots, Montagu Street	Raised table at existing crossing point	1.42
693	City / South Cambs	Vicinity of Duxford Primary School	Installation of flashing warning signs	1.33
694	City / South Cambs	Each entrance to the village of Duxford on Hunts Rd, Ickleton Rd and Moorfield Rd	Installation of flashing warning signs	1.25
358	Fenland	March, Nene North Bank Gap	Footway improvements	1.17

### Appendix 3 Prioritised Scheme Score

TIP ID	District	Location	Description	Weighted Score
423	Fenland	Whittlesey, McCain site	Cycleway Improvement	1.17
864	Huntingdonshire	Ramsey Road, Houghton Road, St Audrey Lane St Ives.	Pedestrian Island widening and signal timing review and MOVA at the junction. Requires a new design of the junction.	1.13
346	Huntingdonshire	Key locations around Ramsey town centre	New Cycle Map	1.13
832	City / South Cambs	High Street Melbourn opposite vicarage Close	Real Time Passenger Information	1.13
720	Huntingdonshire	St Neots, Riverside Park	Improvements to paths/cycle routes	1.04
725	Huntingdonshire	FP 56 (St Neots Road to Peppercorn Lane - "Back Path")	Footway / Cycleway improvement	1.04
357	Fenland	West of March, Burrowmoor Road loop	Footway improvements	1.04
432	Fenland	Whittlesea, Rail Station	Public Transport Scheme - lengthen platforms	0.96
401	Fenland	Wisbech, Waterlees Ward: Bath Rad/ St Michaels Avenue/ Ollard Avenue	Local Highways Improvements	0.79
210	City / South Cambs	Steps from Long Road Bridge to COB cycle route	Pedestrian Improvement	0.67
310	Huntingdonshire	Wyton to Hartford to Town Centre	Cycleway Improvement	0.58
759	East Cambs	Lode - over the river on Lodes Way	Investigate options to improve cyclist accessibility over the river on Lodes Way	0.38
362	Fenland	March, Creek Road level crossing	Footway improvements	0.29
450	Fenland	Chatteris, Prospect Way - provide a continuous footway including Dock Road and Short Nightlayer's Drove	Footway improvements	0.17
584	City / South Cambs	Shepreth Road, Foxton	RTPI Displays	0.00
586	City / South Cambs	Shepreth Road, Foxton	Traffic Regulation Order to extend the 30mph speed limit on Shepreth Road	-0.04
778	Fenland	March, Town Centre, High St, City Rd, George St, Market Place, Broad St, Grays Lane, Station Rd, Dartford Rd, Darthill Rd, Robin Goodfellows Lane	Cycleway improvement	-0.13
666	Fenland	Whittlesey, Stonald Road	Public Transport Improvement Provision of a bus stop/improvements at Stonald Road if a service is provided	-0.79



**COMMUNITY TRANSPORT MEMBERSHIP ELIGIBILITY CRITERIA**

**To:** Economy and Environment Committee

**Meeting Date:** 10 January 2019

**From:** Graham Hughes - Executive Director, Place and Economy

**Electoral division(s):** All

**Forward Plan ref:** Not applicable      **Key decision:** No

**Purpose:** To consider the membership eligibility criteria for community transport schemes grant funded by Cambridgeshire County Council.

**Recommendation:** The Committee is recommended to:

- a) Agree the membership eligibility criteria, eligibility checking process and acceptable proof documents contained in this report, for inclusion in the Community Transport Grant Agreement.
- b) Delegate to the Executive Director (Place and Economy) in consultation with the Chairman and Vice Chairman of the Committee the authority to make minor changes to the eligibility criteria.

<b><i>Officer contact:</i></b>	<b><i>Member contact:</i></b>
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## **1. BACKGROUND**

- 1.1 There has been a major review of Community Transport in Cambridgeshire, culminating in a special meeting of the Audit & Accounts Meeting on July 31 2018. A twelve-page Action Plan, presented by the Chief Executive, was reviewed in detail. Additional actions were agreed during the meeting, and these have been added to a final full action plan.
- 1.2 The Action Plan which went to Committee on 31 July stated as an action (section 43):
- “Include in the revised Grant Agreement more detail around the expected checks of eligibility that recipients must undertake on new members. This should include some form of checking to independent documentary evidence to verify e.g. age, proof of address or other relevant documentation relating to the criteria under which membership is sought.”
- 1.3 The issue of eligibility criteria and the checks to be done was further discussed by the Audit & Accounts Committee on 31 October 2018. It was resolved at the meeting:
- “That full checks should be required for all new members retaining documentary proof of said checks, along with spot checks being undertaken on members to ensure continued compliance.”
- 1.4 This report proposes membership criteria to be used by community transport operators, a process by which to check this eligibility and evidence that should be used by them to assess applicants against this criteria.

## **2. MAIN ISSUES**

- 2.1 The current eligibility criteria used by community transport operators in Cambridgeshire is inconsistent, both between schemes and against the requirements of the grant agreements. The current criteria are attached as Appendix 1.
- 2.2 In addition, the schemes have checking processes to ensure that members meet the criteria, which are not as rigorous as required by the Community Transport Action Plan. No documentary evidence is currently provided to any of the schemes.
- 2.3 In developing a proposal for a consistent set of membership eligibility criteria for all schemes, officers have reviewed eligibility criteria for a sample of other schemes elsewhere and sought to put forward a best practice model. It is therefore proposed that criteria for eligibility is standardised and restricted to the following:
- a) Must live within the area covered by the respective Dial-a-Ride scheme.
  - b) There is no public transport available (limited or no transport).
  - c) Although public transport is available, it does not run at times suitable (limited or no transport)
  - d) Difficulty using public transport due to disability.
  - e) Difficulty using public transport due to other reasons (including short term)
- 2.4 Although the current eligibility checks carried out by the schemes, usually by telephone, are consistent with many other schemes throughout the country this is not necessarily best practice. A proposed process for checking the eligibility of applicants against the above criteria is shown under Appendix 2. Officers have assessed the eligibility checks carried out by schemes in London, Hertfordshire and Richmond and propose the



evidence listed in Appendix 3 as proof required by members under the category of 'difficulty using public transport due to disability'.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

Dial-a-ride services are a vital way of allowing communities where there are limited alternative forms of transport, to access services they need and as such, is important for the overall health of the county.

#### **3.2 Helping people live healthy and independent lives**

Dial-a-ride services offer a convenient way of accessing businesses and public services; hence allowing people to live independently. This role is illustrated by the fact that journeys made are undertaken by residents with mobility difficulties.

#### **3.3 Supporting and protecting vulnerable people**

Dial-a-ride (DaR) services offer a convenient way of accessing businesses and public services; hence allowing people to live independently. This role is illustrated by the fact that journeys made are undertaken by residents with mobility difficulties.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

There are no significant implications within this category.

#### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

There are no significant implications within this category.

#### **4.3 Statutory, Legal and Risk Implications**

There is a risk that some Community Transport operators may refuse to introduce these new eligibility criteria, particularly where Cambridgeshire County Council is not the majority funder for the scheme.

There is also a risk that the change in eligibility criteria will cause an adverse reaction from some existing users of the DaR schemes.

#### **4.4 Equality and Diversity Implications**

The report above sets out details of significant implications in paragraphs 2.1, 2.3, 2.4 and Appendix 2.

#### **4.5 Engagement and Communications Implications**

There are no significant implications within this category.

#### 4.6 Localism and Local Member Involvement

There has been some early engagement with transport providers about these proposals.

#### 4.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Sarah Heywood – yes
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	Paul White – yes
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Fiona McMillan – yes
Have the equality and diversity implications been cleared by your Service Contact?	Elsa Evans – yes
Have any engagement and communication implications been cleared by Communications?	Jo Shilton – yes
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Christine May – yes
Have any Public Health implications been cleared by Public Health	Stuart Keeble – yes

Source Documents	Location
Audit and Accounts Committee, 31 July: Community Transport	<a href="https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/975/Committee/9/Default.aspx">https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/975/Committee/9/Default.aspx</a>

## **Appendix 1: Current Eligibility Criteria by Scheme (taken from the schemes' websites and application forms)**

### **1 FACT**

- 1.1 Must not have access to your own car during the day and can say YES to at least ONE of the following:-
- 1.2 There is no public transport available
- 1.3 Although public transport is available, it does not run at times suitable
- 1.4 Difficulty using public transport due to disability or frailty.

### **2. HACT**

- 2.1 Must not have access to your own car during the day and can say YES to at least ONE of the following:
- 2.2 Live in a rural location with limited or no access to public transport
- 2.3 Have to rely on family and friends to take you places
- 2.4 Have difficulty using local transport due to age or disability

### **3 Cambridge Dial a Ride**

- 3.1 Have any condition (other than age) which makes mobility difficult for you

### **4. Newmarket Voluntary Network**

- 4.1 The eligibility criteria for all services is "for those who find it difficult to use public transport"

The Voluntary Network no longer has paper application forms, assessment is made over the phone and recorded in their database. The other schemes currently have an application form to be completed by applicants.

## Appendix 2: Proposed eligibility criteria and process for checking eligibility.

Criteria	Process
Must live within the area covered by the respective DaR scheme	Recent (within 6 months) official letter which may be a utility bill or bank statement or may be one of the proofs in Appendix 3 where the address is given
There is no public transport available (limited or no transport)	Link to CCC website to check timetables <a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/buses/bus-timetables/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/buses/bus-timetables/</a>
Although public transport is available, it does not run at times suitable (limited or no transport)	Link to CCC website to check timetables <a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/buses/bus-timetables/">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/buses/bus-timetables/</a>  Discretion is required to decide if the reason for travel could realistically be at a time that the needs could be met by public transport
Difficulty using public transport due to disability	Appendix 3, automatic eligibility
Difficulty using public transport due to other reasons (including short term)	Appendix 3, non-automatic eligibility

### Appendix 3: Acceptable proof of disability eligibility documents

Automatic Eligibility	Non Automatic Eligibility
a photocopy of one of the following would be required to support the application	
Higher Rate Mobility Component of Disability Living Allowance: Photocopy of the certificate of entitlement, or entitlement notice clearly showing name and address	Any documents related to the medical condition/history which support the application. For example a copy of a prescription for medication
Enhanced or Standard Mobility Rate for the Personal Independence Payment (PIP): Photocopy of your Letter of award PIP 0501 clearly showing name and address	Confirmation of the medical condition by a health or social care professional. For example: GP*, district nurse, occupational therapist, physiotherapist, consultant, social worker, care manager
Registered blind or partially sighted: Photocopy of evidence of registration with the local authority, a photocopy of the BD 8 or CV1, or membership of an appropriate organisation clearly showing name and address	Photocopies confirming any benefits received in relation to the disability
Higher Rate Attendance: Photocopy of certificate of entitlement, or entitlement notice clearly show name and address	
War Pension Mobility Supplement: Photocopy of official letter of award clearly showing name and address	

\*G.Ps may charge for this type of proof and it is recommended that the scheme's application form makes it clear that the applicant will have to meet these costs



**DRAFT CAMBRIDGESHIRE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

*To:* **Economy and Environment Committee**

*Meeting Date:* **10 January 2019**

*From:* **Graham Hughes - Executive Director Place & Economy**

*Electoral division(s):* **All**

*Forward Plan ref:* **Not applicable**      *Key decision:* **No**

*Purpose:* **To consider the revisions to the Cambridgeshire Statement of Community Involvement, which have arisen from representations received during six weeks of public consultation on the draft Cambridgeshire Statement of Community Involvement document.**

*Recommendation:* **Members are asked to:**

- a) Approve the Cambridgeshire Statement of Community Involvement (Appendix 2 of this report).**
- b) Delegate to the Executive Director, Place and Economy in consultation with the Chairman and Vice Chairman of the Committee, the authority to make any minor non-consequential amendments to the document attached, prior to publication.**

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
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## **1. BACKGROUND**

- 1.1 The County Council is required to have a Statement of Community Involvement (SCI) which sets out how stakeholders, including the local community, district and parish councils, and statutory consultees, can participate in the land use planning processes which are undertaken by the County Council in its role as the Mineral and Waste, and County Planning Authority.
- 1.2 The SCI covers the following land use planning activities:
- The preparation of mineral and waste planning policy (local plan and supplementary planning documents);
  - The preparation of the Local Enforcement Plan; and
  - The determination of the planning applications for mineral and waste management development; and the County Council's own development proposals.
- 1.3 The SCI sets out how we will consult on the above activities, and who will be consulted. It also tells people how they can engage with Councillors, and the democratic processes of the Council. This includes how to find their local Councillor, attendance at meetings, and the right to speak e.g. Planning Committee, and petitions.
- 1.3 This Council's current SCI was approved in 2014 and has to be reviewed no less than every 5 years, as required by The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017. To comply with the Regulations a review of the SCI commenced in autumn 2018.

## **2. MAIN ISSUES**

- 2.1 On 13 September 2018 Economy and Environment Committee considered a draft SCI and approved it for the purposes of public consultation. This took place between 1 October and 12 November 2018. A wide range of consultees were notified of the public consultation including all statutory consultees, and all district and parish councils in and adjoining Cambridgeshire. Consultation also included a wide range of stakeholders such as the mineral and waste management industry, and interest groups such as the RSPB, and wildlife groups. Parties who had responded to, or had previously been consulted on, the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan were also consulted. Members of the public were also able to comment. Where correspondence was by email the draft SCI was attached; and information on the draft SCI and how to respond to the consultation was also hosted on the Council's webpage.
- 2.2 In total 22 stakeholders responded to the consultation, 10 of which confirmed that they had considered the draft SCI but had no comment. The remaining respondents raised 42 detailed points. These representations are set out in Appendix 1, together with the proposed response and any consequential changes to the SCI.
- 2.3 Of the responses received some are noted and / or answered, but they result in no further changes to the SCI. Others go toward providing greater clarification of matters addressed in the SCI; or the provision of additional helpful information. None of the representations have raised points which require significant change to the SCI.



- 2.4 The revised SCI, which takes into account the representations received is set out in Appendix 2. Where additions are proposed to the SCI these are underlined and in italics, and any deletions are shown with a line through the text, ~~as shown here~~.
- 2.5 Once approved the SCI will set the minimum level of community involvement which will take place in respect to the preparation of planning policy and the Local Enforcement Plan; as well as that related to the determination of planning applications. It will be reviewed again in approximately five years time.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

When approved the SCI will set out how robust consultation will take place in land use planning processes, including local plans which make provision for the future supply of mineral and waste management facilities; and in the determination of development proposals, which in turn will benefit the local economy.

#### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

#### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The approved SCI will commit the Council to continue undertaking community involvement which will require funding. The majority of the activities outlined in the SCI are required by legislation or regulations and the costs are already reflected in the existing budgets.

#### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

There are no significant implications for this priority.

#### **4.3 Statutory, Legal and Risk Implications**

The approved SCI will assist in ensuring that land use planning processes are undertaken in line with statutory requirements and that related decisions are legally robust. This will reduce the risk of legal challenge.

#### **4.4 Equality and Diversity Implications**

The County Council has a statutory duty to undertake consultation, which includes consulting with bodies which represent different racial, ethnic, disabled, religious bodies etc. (See Appendix 1 of the SCI).

#### 4.5 Engagement and Communications Implications

The approved SCI will set out proposals for public consultation in respect of activities undertaken by the Council in its role as County, Minerals and Waste Planning Authority. The draft SCI has itself been subject to 6 weeks public consultation; the results of which have been taken into account when preparing this final version of the SCI.

#### 4.6 Localism and Local Member Involvement

The proposed SCI sets out how the local community can engage with County Councillors and the democratic decision making process of the Council (see Section 1 Part 5 of the SCI).

#### 4.7 Public Health Implications

The proposed SCI will ensure that public health bodies will be consulted as appropriate on land use planning activities. (See Appendix 1 of the SCI)

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heyward
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes/No Name of Officer: Joanna Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Emma Fitch
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

Source Documents	Location
Draft Cambridgeshire Statement of Community Involvement 2018	<a href="https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/emerging-cambridgeshire-statement-of-community-involvement/">https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/emerging-cambridgeshire-statement-of-community-involvement/</a>

**APPENDIX 1: Schedule of representations made on the Draft Cambridgeshire Statement of Community Involvement (SCI) and proposed responses, including proposed changes to the SCI.**

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
01/1	Para 5.4	For consistency and to make it clearer to the general public amend the following: Amend Involving your Councillor as your Local Member to Involving your Local Councillor and amend 'local member' to 'local councillor' in the second sentence.	Agreed, Para 5.4 has been amended accordingly.
01/2	Para 5.6	Penultimate paragraph amend the following: Amend (d) 'The local member(s)' to 'The local Councillor(s)'.	Agreed, Para 5.6 has been amended accordingly.
01/3	Section 1	The terms, you, your and yourself are used throughout Section 1 when referring to a member of the public except in the following paragraphs: Public question time at Council meetings (excluding Planning Committee) Public speaking at Committees and Sub-Committees (excluding Planning Committee). I believe that in a statement of this nature, which is not addressed to individuals, you, your and yourself should be avoided.	Noted. However, the document is addressing and giving advice to the reader; and the style adopted is intended to be user friendly. (No change is proposed to the SCI).
05/4	Para 3.3	Parish councils and NHS England should explicitly named as stakeholders	In Para 3.3 NHS England has been added as a Strategic Stakeholder. Parish Councils have been included as a statutory consultee in respect of planning policy documents; and it is explained that they are also notified in respect to planning applications and have the opportunity to respond to planning application consultations. (The status of Parish Councils as consultees is defined in planning legislation and can vary in respect of consultation on planning applications, depending on the circumstance. However, they are always notified if a proposal falls within their area).
05/5	General	There is considerable mention of placing documents on the web. It needs to be appreciated that people, including parish councils, may not be aware that particular documents have been published on the web. Stakeholders need to be informed that such publication has taken place.	Noted. When consultations takes place consultees, including parish councils when appropriate, are contacted by email and/or letter and advised that documents have been published on the web site and where they can be found. A contact number / officer details are also provided so alternative means of accessing information can be arranged if necessary

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
			e.g. arranging to view hard copies of the documentation. (No change is proposed to the SCI).
06/6	Para 3.3 & Appendix 1	Who are the stakeholders and interest groups?	Examples of the consultees and stakeholders are given at Paragraph 3.3 and in Appendix 1 (in respect to planning policy documents). (No change is proposed to the SCI).
06/7	General	A key aim should be to reduce waste and increase recycling including plastics	Agreed, this falls within the scope of the planning policy documents including the Minerals and Waste Local Plan where a strategic aim will be to manage waste in accordance with the Waste Hierarchy, which seeks to reduce and increase recycling of all types of waste. (No change is proposed to the SCI).
06/8	Section 2	Local Enforcement Plan for Minerals and Waste Management – The widespread use of retrospective planning permission used by operators, coupled with perceived poor enforcement, can lead to a lack of public faith in enforcement.	Noted. It is understood that public perception may vary, and that in some cases public expectation as to what should happen may be different from the enforcement action that is taken. Each enforcement case is unique and can be very complicated. Every case is considered on its own merits and the County Council will take proportionate action, having regard to the policy in its Local Enforcement Plan (which covers matters such as retrospective planning permission), and relevant legislation. (No change is proposed to the SCI).
06/9	Section 2	Minerals and Waste Local Plan - It is vital that the on line portal for making representations is easy to use and is reliable.	Agreed. The on-line portal is used in respect to consultation on the Minerals and Waste Local Plan. This plan is being prepared jointly with Peterborough City Council, and the on-line portal is hosted and operated by Peterborough City Council on behalf of both Councils. The Objective software package is widely used for consultation on local plans; and in the event that consultees do not wish to use it replies can be received by post or via an email address. (No change is proposed to the SCI).
06/10	Para 5.6	Explain the method of creating and submitting petition more fully.	Further information about petitions has been provided under paragraph 5.6.
06/11	Section 2	Minerals and Waste Local Plan – this is comprehensive but proposed timing must be promoted (and updated when required), and the website should be user friendly and clear.	Consultation on the Minerals and Waste Local Plan involves a wide range on consultees, and as the Plan progresses the database of those who wish to be consulted expands. A web page for the emerging Local

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
			Plan is maintained at all times (and consultees have been provided with a url to this page). The page already hosts the timetable for the preparation of the Local Plan, and if the timetable were to change this page would be updated. The advice on the page is clear and user friendly. (No change is proposed to the SCI).
06/12	Section 2	Supplementary Planning Documents - How are interested parties kept informed?	When a Supplementary Planning Document (SPD) is prepared a web page would be created and clear advice and updates in respect to the progress on the SPD would be provided. As with the Minerals and Waste Local Plan Consultees will also be contacted by means of email and letters. When consultation takes place contact details / officer details are always provided and the Team preparing the SPD can thereby be reached even when consultation is not occurring. (No change is proposed to the SCI).
06/13	Section 3	Planning Applications – high level requirements need to be adhered to.	Agreed. (No change is proposed to the SCI).
09/14	General	We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. We regret we are unable to comment, in detail.	Noted. (No change is proposed to the SCI).
12/15	Para 3.3	Please could you include Historic England in the example list of statutory consultees at 3.3.	Agreed, Historic England has been added to the examples of Statutory Consultees.
12/16	Section 2	Local Enforcement Plan for Minerals and Waste Management - does this cover all quarries – e.g. Borrow Pits on NSIPs? (e.g. A14, A428, OX-CAM Expressway and Greater Cambs Partnership infrastructure schemes). If not, this should be made clear. Is it only when a scheme becomes a county matter planning application and the County Council is the planning authority that enforcement action can be taken?	Enforcement can only be taken in respect of planning applications which have been determined by the County Council as Mineral, Waste and county Planning Authority. However, exceptionally, the Authority may undertake monitoring of borrowpits for NSIP schemes, where this is agreed with Highways England (No change is proposed to the SCI).
12/17	Section 3	Planning Applications - Is it relevant to include a sentence that explains that the county council has in-	A sentence has been added in the Planning Applications section to advise that 'Pre-application

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
		house advisers covering historic and natural environment matters who will also be consulted on applications prior to external community engagement?	advice, which is chargeable, is available from a range of County Council Teams including advice on land use planning, flood and water, transport and historic and natural environment matters. Details for each can be found on the County Council's web page'.
14/18	Para 3, Appendix 1	Throughout the paper there is no mention of consultation with District, Town or Parish Councils. We would have expected to see this in Para 3 of the main paper and in the Appendix 1. It seems to suggest that our only conduit to the County Council is through our County Councillor. The only alternative is for a trawl through the CCC website. We are concerned that this does not give parish councils sufficient access. We believe that the CCC should have an obligation to seek the views of the public through their representative bodies.	Parish Councils have been included in Para 3, and already appear in Appendix 1 listed under Specific Consultation bodies (bullet point 9). Parish Councils are a statutory consultee in respect of planning policy documents; and they are also notified in respect to planning applications and have the opportunity to respond to planning application consultations. (The status of Parish Councils as consultees is defined in planning legislation and can vary in respect of consultation on planning applications, depending on circumstance. However, they are always notified if a proposal falls within their area).
17/19	Appendix 1	We welcome the acknowledgement of Historic England as a statutory consultee under duty to co-operate at Appendix A p18 as a specific consultation body with respect to Local Plans at Appendix A p17. Reference should also be made to the role of Historic England as a statutory consultee with regard to planning applications.	Noted. Historic England has been added as a Statutory Consultee under Paragraph 3.3 which covers plans and planning applications.
17/20	Appendix 1	Please delete the reference to English Heritage in Appendix 1 and leave the reference to Historic England	Agreed, reference to English Heritage has been deleted, and that to Historic England is retained.
17/21	Section 2	Neighbourhood Plans - With regards to neighbourhood planning on p11, we would welcome notification of proposed neighbourhood planning areas as well as consultation on draft plans, although we note this is primarily a matter for the district councils	Noted. However the County Council has no specific legislative duties in relation to Neighbourhood Plans, although it may assist by providing information on occasions. Any notification in respect to the preparation of Neighbourhood Plans would come from the relevant District Council. (No change is proposed to the SCI).
17/22	General	We would welcome consultation at an informal level, in addition to the requirements of the legislation, where issues may benefit from our early involvement.	Noted and agreed. The SCI sets out the minimum level of consultation that will take place. It does not preclude additional consultation if appropriate. (No change is proposed to the SCI).
18/23	Appendix 1	Cambridgeshire Local Access Forum should be in the list of consultees as a statutory consultee.	Statutory consultees are defined by legislation. Whilst Local Access Forums may be a statutory consultee on

<u>Representor / Point</u>	<u>SCI Reference</u>	<u>Representation</u>	<u>Proposed Response</u>
			planning policy documents (by virtue of being a General Consultation Body) they are not a statutory consultee on planning applications (although they may be consulted in practice). It is therefore not appropriate to include Local Access Forums as an example body of a statutory consultee at Para 3.3 of the SCI. However, Local Access Forums have been added as an example of a Strategic Stakeholder.
18/24	Section 2	Planning Applications & Minerals and Waste Local Plan – putting notices in local papers was not cost effective (as it did not reach people who don't get a newspaper). However, applications can be missed and individuals are often not aware of applications until they are well down the planning process. There is a need to continue to put notices on lamp-posts and perhaps this needs a specific mention in the document (otherwise the staff time for this might disappear). The Council has said for the Minerals and Waste Plan that they will attend parish / town council meetings (on request and if this is possible) and LAF thinks it is important that they are given the man power to do these visits as this can in the long term save further time and money as there can be direct instant feedback on issues from a knowledgeable resource.	<p>Planning Applications - the County Council has a statutory duty to post site notices and these, as referred to, may be placed on lamp posts. As this is a statutory duty it must be undertaken and therefore will continue. (No change is proposed to the SCI).</p> <p>Mineral and Waste Plan – the County Council recognises the value of talking direct to the local community and therefore will continue as the SCI proposes to attend parish / town council meetings where a request is received, and where this is possible. However, the SCI recognises that staff resource and staff availability cannot be guaranteed. (No change is proposed to the SCI).</p>
18/25	Section 2	Planning Applications – LAF are unhappy about the move for planning applications to be solely on line resources, with the only alternative being trying to get through to a Council Officer on the phone, and asks whether there are officers with time for this or whether there is still a budget for sending out at least a summary document and map to the person enquiring? Web pages have a large number of documents which are not always titled to indicate their content and files are often too large (sometimes caused by non-essential high quality photos) so take time to download and consume masses of printer ink.	Planning Applications – The SCI states that planning applications will be available for inspection, including via the website. If stakeholders cannot view an application on line arrangements can be made to view a hard copy. Planning application documents are re-named when they go on the website and will, wherever possible, state what the document relates to. There is not the resource to produce a summary statement / map for planning applications received. In any event, each planning application must include a location plan which will be available as part of the planning application documentation; and normally includes a Supporting Planning Statement which includes a summary of the proposed development. (No change is



<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
			proposed to the SCI).
18/26	General	LAF members expressed the view that the Ramblers, British Horse Society and Cycling Groups should be included as consultees so that they can comment on how development affects access.	These groups have been added in para 3.3 as Strategic Stakeholders. When appropriate they are / will be consulted on planning policy and planning applications.
18/27	Section 2	Planning Applications – For extraction sites it is also important that any planning permission includes a legally binding requirement as to how the land is to be reinstated after extraction and for what purpose, as there are instances where the original intention to restore the land to agriculture or public amenity has been completely changed during the process.	Noted. Planning applications for mineral extraction must, when submitted, include proposals for the restoration of the site. When approved these restoration proposals become the approved restoration plan. If an operator subsequently decides to amend the restoration scheme a new planning application would be required, and this would be subject to consultation in accordance with the SCI, as any new application would be. (No change is proposed to the SCI).
19/28	General	Clarification of the role of the Middle Level Commission has been provided.	Noted. (No change is proposed to the SCI).
19/29	Section 2	Planning Applications – the Commissioners and relevant Internal Drainage Boards continue to review and comment on strategic planning documents and, in this respect, wish to continue to be consulted on such public consultations. However, we have stood back from providing bespoke responses to your Council on planning applications unless requested by the Board concerned and / or applicant as part of our Pre-/Post-Application process. However, the Commissioners and associated Boards, together with other IDBs within Cambridgeshire, are currently partaking in a pilot scheme on how LFA and IDBs can work together more closely in the future to align the process of responding to planning applications. I have recently referred that this could also be extended to your authority's planning team.	Noted, more detailed responses in relation to individual planning applications would be welcomed. (No change is proposed to the SCI).
19/30	Pages 2-3	A comment often made is that the complainant, as a member of the public, states that they were not aware of the public consultation in respect of the items concerned. Therefore, every effort needs to be taken, as is reasonably and economically possible to publicise these matters particularly in this 'age of	Noted. The SCI sets out the minimum that will be undertaken by way of community involvement, and it does not preclude other methods of public consultation from being used – which may include social media. However, there is not the resource available to use this on every occasion (and it may not be appropriate to do

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
		communication'. Are social media outlets such as Facebook and Twitter appropriate means of involvement? Would it be feasible for posters to be issued to relevant stakeholders such as ourselves, the Environment Agency etc. for noticeboards within our offices and /or relevant 'news items' for inclusion on our websites? However, it is appreciated that people are generally not interested in Strategic matters until it affects them directly which is often too late.	so); nor is there the resource to provide posters for stakeholders. However, opportunities are taken where possible, and for example, information is provided (in respect to planning policy documents) to the parish councils through Cambridgeshire Matters. (No change is proposed to the SCI).
19/31	Page 5	Public speaking at Planning Committee – A comment made at a recent District Council Planning Committee meeting is that Statutory Consultees do not attend Planning Committees particularly when they are opposing the application. This may be because it is not viable for them to sacrifice an afternoon simply to have their five minutes. Whilst it is appreciated that there may be certain guidelines to follow, would it be possible to 'attend' by using modern communication methods, Skype etc.?	The facility to attend Planning Committee using Skype is not offered. However, exceptionally, if a representor has difficulty in attending it is possible for their views to be read out to Committee thus ensuring that they are taken into account. (No change is proposed to the SCI).
19/32	Section 2	Minerals and Waste Local Plan – Reference is made in the last sub-section of the table on page 8, and also on page 10, to minerals and waste forums. Is there a reference to these elsewhere detailing what they are and how they function? If not should there be? Having discussed the matter with a contemporary at the Environment Agency she is also unaware of these forums. Give the potential flood alleviation and environmental benefits of worked out quarries throughout Cambridgeshire but, particularly in view of the long term aims and aspirations of the Block Fen / Langwood Fen Masterplan, which appears to be evolving without including two major stakeholders, it is respectfully considered that it would be beneficial for us to also be involved in these forums.	Local Liaison Forums can be formed at major mineral and/or waste management sites. The membership and remit of the forums varies according to the nature of the site, but generally they meet to discuss matters arising in respect to the site including operational matters which may affect the local community, and may include future proposals. Membership varies but can comprise the operator, members of the local community (e.g. close residents), member(s) of the Parish Council, the Environment Agency, and an Officer from the County Planning, Minerals and Waste Team. They are normally chaired by the local county councillor, and can meet on a regular basis, or as / when required. They are not formed for all sites. A footnote regarding Local Liaison Forums has been included in Section 2 Minerals and Waste Local Plan, and other references are crossed referred to this where they occur in the SCI.  With respect to future involvement at Block Fen /

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
			Langwood Fen, Mepal, a Liaison Forum does not exist for this site. However, the Middle Level Commissioners will (and have been) consulted, and will have the opportunity to respond in respect to the emerging Minerals and Waste Local Plan, as well as planning applications in this area. (No change is proposed to the SCI).
19/33	Page 9	Local Enforcement Plan (EP) for Minerals and Waste Management – Whilst it is appreciated that the EP is a planning document and refers to enforcement in respect of the Town & Country Planning Act, it may be beneficial if other stakeholders are aware of it and its contents, particularly if enforcement requires a ‘joint’ approach with other stakeholders.	The Enforcement and Monitoring Team work closely with other regulatory bodies when appropriate, particularly the Environment Agency and local District Councils to ensure that if enforcement action is necessary it is coordinated. This approach is reiterated in the Local Enforcement Plan. When the Local Enforcement Plan is prepared / reviewed a range of stakeholders are consulted, as set out in the SCI. This includes district and parish councils. (No change is proposed to the SCI).
19/34	Para 2 (page 12)	Planning Applications – This mentions the Planning Committee and the Joint Development Control Committee. Is there reference to these elsewhere detailing what they are and how they function? If not should there be?	A sentence has been added to explain that further details of these Committees, including membership, remit, agendas, and minutes, are available on the County Council’s and Cambridge City Council’s web pages respectively.
19/35	Pages 12-13	Planning Applications Category A high Level Involvement – Does this include surface water flooding?	Yes, all applications that would potentially give rise to significant environmental effects, or which are contrary to the development plan, are ‘high level’. This would include applications which could potentially give rise to significant surface water flooding, and to provide the clarification sought this point has been added to the list.
19/36	Pages 13-16	Planning Applications – Like your Council the Commissioners and associated Boards promote pre-application consultation as best practice and, therefore, encourage its use. Item 3.2.8 (page 15) of the Flood and Water SPD provides guidance on development proposals that are of interest and where pre-application consultation is likely to be beneficial to us. Development affecting our navigation system and/or having	Noted. (No change is proposed to the SCI).

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
		environmental impacts on the waterborne environment are also of interest.	
20/37	General	We are pleased that the County Council is aware that 'Many groups are already involved with planning in Cambridgeshire, but the Council is keen to encourage other stakeholders to participate'.	Noted. (No change is proposed to the SCI).
20/38	General	CPRE as a national body with a long history of engagement with the countryside, thriving rural communities and the establishment and protection of greenbelts, is very willing to contribute its expertise as a 'Strategic Stakeholder'.	Noted, and welcomed. (No change is proposed to the SCI).
20/39	General	CPRE welcomes the County Council's intention to engage with 'hard to reach' groups of all types, particularly those living in areas of deprivation / remote rural areas.	Noted. (No change is proposed to the SCI).
20/40	Para 4.2	CPRE will be pleased to participate positively in the planning process whenever and wherever it can be of assistance at each of the stages expressed.	Noted, and welcomed. (No change is proposed to the SCI).
20/41	Section 2	Local Enforcement Plan – CPRE would recommend broadening and strengthening the scope of the Local Enforcement Plan to include working hours; traffic routing agreements; on and off site cleanliness, noise nuisance and light nuisance. It should also mention when necessary the Council will work with other statutory bodies such as the Environment Agency and the Health & Safety Executive to ensure good working practice.	Enforcement action may be taken where development has taken place without the benefit of planning permission, or where a planning condition imposed on a planning permission has not been implemented, or has not been implemented in its entirety. This includes planning conditions in respect to the majority of matters raised in this response, where such planning conditions have been applied. (Off site cleanliness is usually a matter for the police). The Enforcement and Monitoring Team work closely with other regulatory bodies when appropriate, particularly the Environment Agency to ensure that if enforcement action is necessary, it is coordinated. These matters are already set out in the Local Enforcement Plan. (No change is proposed to the SCI).
21/42	General	Throughout the paper there is no mention of consultation with the District, Town or Parish Councils. We would have expected to see this in Para 3 and Appendix 1. It seems to suggest that our only conduit to the County Council is through our local County	Parish Councils have been included in Para 3, and already appear in Appendix 1 listed under Specific Consultation bodies (bullet point 9). Parish Councils are a statutory consultee in respect of planning policy documents; and they are also notified in respect to

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
		Councillor. The only alternative is for a trawl through the CCC website. We are concerned that this does not give parish councils sufficient access. We believe that the County Council should have an obligation to seek the views of the public through their representative bodies.	planning applications and have the opportunity to respond to planning application consultations. (The status of Parish Councils as consultees is defined in planning legislation and can vary in respect of consultation on planning applications, depending on circumstance. However, they are always notified if a proposal falls within their area).

**Representors:**

01 Member of the Public  
02 Warwickshire County Council – no comment  
03 Central Bedfordshire and Bedford Borough Council – no comment  
04 Mepal Parish Council – no comment  
05 Harston Parish Council  
06 Cambridgeshire County Councillor  
07 Surrey County Council – no comment  
08 Northumberland County Council – no comment  
09 Natural England  
10 Witcham Parish Council – no comment  
11 Earith Parish Council – no comment  
12 CCC Archaeology Team

13 Bar Hill Parish Council  
14 Buckden Parish Council  
15 Environment Agency – no comment  
16 Peterborough City Council – no comment  
17 Historic England  
18 Cambridgeshire Local Access Forum  
19 Middle Level Commissioners  
20 CPRE Cambridgeshire and Peterborough Branch  
21 Buckden Parish Council  
22 Waterbeach Parish Council – no comment

## **Cambridgeshire Statement of Community Involvement**

Cambridgeshire County Council  
January 2019

## **CAMBRIDGESHIRE STATEMENT OF COMMUNITY INVOLVEMENT (FIRST REVIEW)**

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## **SECTION 1: COMMUNITY INVOLVEMENT**

### **1.0 INTRODUCTION**

- 1.1 This is the second review of the Cambridgeshire Statement of Community Involvement (SCI). Planning legislation requires that each planning authority prepare an SCI which must show how local communities, business (including industry) and other stakeholders (e.g. district/parish councils, Environment Agency, and interest groups) can expect to be actively, meaningfully and continuously involved in the planning processes carried out by the County Council.
- 1.2 In due course it is intended that this SCI will be approved by the County Council as its policy on community involvement in land use planning matters. However, prior to that it will be subject to public consultation in autumn / winter 2018, and the response received will shape it further. The response to the public consultation will then be considered, and approval is anticipated in early 2019.
- 1.3 As a minimum an SCI must include details of what will be undertaken in respect to:
- the preparation, alteration and review of mineral and waste planning policy documents;
  - significant development management decisions on planning applications for mineral extraction and facilities for waste disposal; and
  - significant development control decisions on planning applications related to the services that the County Council provides such as schools, libraries and roads.
- 1.4 This document sets out the minimum level of community involvement that the County Council proposes will be undertaken on the work included in this SCI. This level has been determined bearing in mind the nature of the work; statutory requirements; and level of resources available. There may be occasions when projects or issues arise that warrant going beyond the level of community involvement set out in this SCI, and this document does not preclude that from happening. The approved SCI will be made available on the County Council's website.

### **2.0 WHAT WE DO**

- 2.1 The activities covered by this SCI include the preparation of plans and strategies, as follows:
- Minerals and Waste Local Plan;
  - Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire;
  - Supplementary Planning Documents; and
  - Neighbourhood Planning.

In addition to the delivery of projects and proposals on the ground:

- Planning applications for mineral, waste management and the County Council's own development, such as schools and roads.

### **3.0 WHO MAKES UP OUR COMMUNITY?**

- 3.1 Stakeholders have important local knowledge, expertise, and perspectives which collectively can help us make better plans, strategies and decisions on planning



applications. However, harnessing this wealth of knowledge and experience can be challenging. Many groups are already involved with planning in Cambridgeshire, but the County Council is keen to encourage other stakeholders to participate.

- 3.2 Different stakeholders may benefit from different methods of engagement. Similarly, different documents and proposals will generate different levels of interest. Community engagement is often greatest once it can be seen how proposals relate to communities in a specific way i.e. on the ground in a local area.
- 3.3 The main categories of stakeholders, although some may appear in more than one, are:

**Statutory consultees:** Statutory consultees are bodies which the County Council must consult in order to comply with requirements set out in legislation. This can be on plans and strategies, planning applications and projects, and includes bodies such as government agencies and other local authorities, including those which border Cambridgeshire. For example, district councils, Environment Agency, Highways England, *Historic England*, and Natural England. *Parish Councils are statutory consultees for planning policy documents; and are also notified of, and have opportunity to respond to, planning application consultations.*

**Strategic stakeholders:** This group can be defined as people who represent organisations with particular interests, whether at a national or local level, or who have particular information or expertise to offer. Examples include trade bodies and interest groups such as the Royal Society for the Protection of Birds, Friends of the Earth, *NHS England*, *Ramblers*, *British Horse Society*, *cycling groups*, *Local Access Forums*, and The Wildlife Trust.

**Community stakeholders:** This group includes individuals or organisations that are interested because they live in the community the development will affect, for example interested individuals, local businesses and operators, developers, agents and landowners, and local action groups. These community stakeholders can be the most challenging to engage. Some individuals and groups may have no interest in proposals until they are directly affected by them, but their engagement is often crucial to the success of a strategy or project.

- 3.4 We also need to involve 'hard to reach' groups. This may include the elderly, the young, ethnic groups, people with disabilities, or those living in areas of deprivation / remote rural areas. Such groups of people may historically have been under represented and less participative. To help engage these groups the County Council may make (on request) documents and any other related literature available in a variety of formats e.g. Braille, large print, audio cassette and languages other than English.

#### **4.0 HOW WE WILL WORK WITH OUR COMMUNITY**

- 4.1 **Community involvement in land use planning** - the main techniques for community involvement have been reviewed and can involve people at three different levels:

Informing people – keeping people up to date with the current position at each stage of the process. It is up to the individual / group to make a representation or to

become further involved

Consulting people – finding out what individuals / groups think about particular approaches that are being taken. This is normally a formal period of time when representations will be invited from all parties e.g. on a draft version of a document or planning application

Involving people (Participation) – active involvement from individuals/groups in order to further the discussion around a particular issue. Parties should bring something to the table in a positive way, rather than reacting to a particular issue or document.

- 4.2 There are many models of community involvement. At its most simple level, a community involvement process should ensure that people:
- have access to information;
  - can put forward their own ideas and feel confident that there is a process for considering ideas;
  - can take an active part in developing proposals and options;
  - can comment on formal proposals; and
  - can get feedback and are informed about progress and outcomes.
- 4.3 Different types of techniques have different benefits, therefore a range of community involvement techniques will be used, depending on the nature of the project that is subject to consultation, regulatory requirements, and the target audience. The SCI sets out how the County Council proposes to involve the community in the land use planning work it undertakes.
- 4.4 The majority of the UK population is online. They have high expectations for what makes a good digital service. Cambridgeshire County Council recognises the growing trend by residents to access service information through online resources. This SCI takes this strategy on board and information will normally be available online via the County Council's web site [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk).
- 4.5 If you want to find out about planning applications (current and those already decided) you can also do this online. You can search by application number or geographical area, and see the planning application page. It will allow you to view the documents that have been submitted, and see the status of the application. Each application has a case officer and they are also available to assist should someone need more information or help.
- 4.6 Non-digital communication - not everyone is able to use digital communications, information and services independently, and the needs of people who are not online still need to be considered. If stakeholders cannot or do not wish to be involved through a digital means the County Council will provide contact number / officer they can call. Officers will assist to ensure that everyone can still feed into the consultations.

## **5.0 HOW TO ENGAGE WITH YOUR COUNTY COUNCILLOR AND AT COUNCIL MEETINGS**

- 5.1 As a starting point it is recommended that you respond to the consultation, preferably by the method being used e.g. questionnaire; representation form; online. There will be mechanisms in place to consider all representations made, and the majority of consultations will lead to a decision being made by the Council through its democratic processes e.g. committees.
- 5.2 However, if you feel that you wish to go beyond this, you can consider approaching your local councillor to represent you and / or represent yourself in the decision making process of the Council. Details of how the Council makes its decisions are set out below.
- 5.3 **How the Council makes decisions**  
Committees are responsible for most major decisions. The majority comprise up to ten Councillors. When major decisions are to be discussed or made, these are published in the Council's Forward Plan insofar as they can be anticipated. If these major decisions are to be discussed with Council officers at a meeting of a Committee this will generally be open for the public to attend, except where personal or confidential matters are being discussed. The Committees have to make decisions which are in line with the Council's overall policies and budget. If they wish to make a decision which is outside the approved budget or policy framework (other than decisions undertaken by Planning Committee) this must be referred to the Council as a whole to decide.
- 5.4 **Involving your Local Councillor ~~as your Local Member~~**  
Information about how to find out who represents you is on the County Council's website (under the Council Tab). Your local ~~member~~ councillor is kept informed about developments in your area and is able to represent you at Council meetings; alternatively you may wish to become directly involved yourself (see below).
- 5.5 **Being involved in Council decisions and meetings**  
If you wish to become involved in the decision making processes of the County Council, advice on how to do this is below.
- 5.6 Full advice regarding the following is available on the County Council's website, including the County Council's Constitution. **Please check the website or contact the County Council's Democratic Services Team to ensure that you have the latest advice.**

### Petitions Scheme

Petitioning is one way that individuals, community groups and organisations can participate in the democratic process. A petition can raise issues of public concern with the County Council, thereby allowing Councillors to consider the need for change either within the County or on a wider scale. The County Council welcomes petitions and recognises that petitions are one way in which people can let it know their concerns.

A petition relating to speaking at Council or a Committee Meeting (excluding Planning Committee or Joint Development Control Committee) must be signed by at least 50 local people who have an interest in the subject of the petition (addresses of the signatories must be provided). The petition must also relate to the powers and duties of that Committee / body, and must be submitted no later than 9.00 am, 5 working days prior to the meeting. It must be accepted by the Chairman/woman of the Committee for presentation at the meeting. The petition organiser will normally be asked to make their representation at the beginning of the relevant committee item. (Full details of the petition process are in the County Council's Constitution, Part 4 Rules of Procedure, which can be found on the County Council's website. There are also exceptions to this Scheme which are set out in Part 4.1 of the Constitution.

Petition instructions in respect of the Joint Development Control Committee can be found on Cambridge City Council's website).

#### ePetitions

In addition to paper petitions, the County Council offers an online petitioning service so you can publish and collect signatures on your petition via the link on the website. This means that the petition can be made available to a potentially much wider audience giving you the opportunity to gather names in support.

#### Public question time at Council meetings (excluding Planning Committee)

Up to four members of the public can ask questions of the Leader of the Council or of the Chairman/woman of any committee at each ordinary meeting of the full Council.

#### Public speaking at Committees and Sub-Committees (excluding Planning Committee)

Any member of the public can speak once in any debate at a Committee and Sub-Committee meeting. Members of the public wishing to speak need to make a request in writing no later than 12.00 noon three working days before the meeting.

#### Public speaking at the Planning Committee

Meetings of the Council's Planning Committee are open to the public. In addition, if you have previously submitted written representations about a planning application (either for or against), you may speak to the Committee, provided that you have given advance notice of your wish to do so.

The following parties may take part in public speaking at Planning Committee:

- (a) Public bodies (district / city / town / parish council, Environment Agency, Natural England, Sport England etc.)
- (b) Supporters of the proposals (applicant and / or agent; other supporters)
- (c) Objectors to the proposals

(d) The local Councillor member(s)

Guidance on this matter, including a form to register for speaking at Planning Committee, is also on the Council's website.

## **SECTION 2: WORKING WITH OUR COMMUNITY ON PLANS AND STRATEGIES**

### **1. The Minerals and Waste Local Plan**

The County Council is a Mineral and Waste Planning Authority and has the duty to prepare a plan to guide mineral and waste management development, by setting out policies against which planning applications for such development will be assessed and determined.

The minerals and waste plan will also be used by developers when putting forward proposals and by the County Council and other stakeholders when considering planning applications.

The process of preparing a Minerals and Waste Plan is governed by planning legislation which sets out what stages a plan must go through, and the minimum consultation which must be undertaken. The following table takes into account the statutory requirements and outlines the community involvement that the County Council will undertake when it prepares such a plan. The community involvement set out below goes beyond the minimum required by planning regulations.

The Localism Act 2011 introduced the Duty to Cooperate which requires land use planning authorities to cooperate on matters which are cross boundary and on strategic priorities identified by the Government (which includes mineral and waste management development). Involvement is required to be active, constructive and on an ongoing basis. The County Council has a separate Statement which sets out how as Mineral and Waste Planning Authority it will meet its Duty to Cooperate, and the community involvement proposals outlined below will contribute towards this.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<b>Minerals and Waste Local Plan</b>  Initial Consultation	<ul style="list-style-type: none"><li>• Consult / inform statutory* consultees and other relevant parties;</li><li>• Place documents and response form on website (the response form will also be available in hard copy on request);</li><li>• Place documents at specified office(s) ;</li><li>• Six week consultation period;</li><li>• Meeting with stakeholders (as appropriate following the receipt of representations);</li><li>• Press release / media interviews (as appropriate);</li><li>• Attend parish / town council meetings (on request, and if this is possible); and</li></ul>

Plan / Strategy	Community Involvement
	<ul style="list-style-type: none"> <li>Advise minerals and waste liaison forums<sup>**</sup> (as meetings allow).</li> </ul>
Draft Plan Consultation	<ul style="list-style-type: none"> <li>Consult / inform statutory* consultees and other relevant parties;</li> <li>Place documents and response form on website (the response form will also be available in hard copy on request);</li> <li>Place documents at a specified office(s);</li> <li>Six week consultation period;</li> <li>Meeting with stakeholders (as appropriate and following receipt of representations);</li> <li>Press release / media interviews (as appropriate);</li> <li>Attend parish / town council meetings (on request, and if this is possible); and</li> <li>Advise minerals and waste liaison forums<sup>**</sup> (as meetings allow).</li> </ul>
Submission Plan Consultation	<ul style="list-style-type: none"> <li>Six week consultation period;</li> <li>Consult 'statutory' consultees and other relevant parties, including those who have requested to be informed;</li> <li>Place documents on website (the response form will also be available in hard copy on request);</li> <li>Place documents at a specified office(s);</li> <li>Press release / media interviews (as appropriate);</li> <li>Attend parish / town council meetings (on request, and if this is possible);</li> <li>Advise minerals and waste liaison forums<sup>**</sup> (as meetings allow); and</li> <li>Submit required documents / evidence to Secretary of State (SoS), and inform those who have requested confirmation of submission.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>inform statutory consultees and other relevant parties, of the Examination arrangements and the person appointed to carry out the Examination; and</li> <li>place details of the Examination arrangements &amp; appointed Inspector on website, and at specified office(s).</li> </ul>

Plan / Strategy	Community Involvement
Post Examination	<ul style="list-style-type: none"> <li>• Publish Inspector's Report on the website;</li> <li>• Make Inspector's Report available to view at specified office(s); and</li> <li>• Give notice to those who have requested notification.</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>• Inform statutory consultees and other relevant parties of adoption, including to those who have requested notification;</li> <li>• Place Plan and adoption statement on website;</li> <li>• Place documents and adoption statement at a specified office(s);</li> <li>• Publish Plan and accompanying documents on website; and</li> <li>• Inform minerals and waste liaison forums** (as meetings allow).</li> </ul>

\* See Appendix 1

\*\* Local Liaison Forums can be formed at major mineral and/or waste management sites. The membership and remit of the forums varies according to the nature of the site, but generally they meet to discuss matters arising in respect to the site including operational matters which may affect the local community, and / or future proposals. Membership varies but can comprise the operator, members of the local community (e.g. close residents), member(s) of the Parish Council, the Environment Agency, the District Council, and an Officer from the County Planning, Minerals and Waste Team. They are normally chaired by the local county councillor, and can meet on a regular basis, or 'as and when' required.



## **2. Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire (EP)**

Once planning permission is granted monitoring visits are undertaken to ensure compliance with planning conditions and obligations in legal agreements. Action is also taken to ensure that unauthorised development is addressed and to encourage good working practice. Where appropriate, enforcement action is taken against breaches of planning control in order to bring unauthorised activity under control, and to reverse or reduce any adverse effects of such development.

The Government suggests (through its National Planning Policy Framework) that local authorities prepare an Enforcement Plan (EP) to manage enforcement proactively and in a way which is appropriate to their area. The EP sets out the County Council's approach to achieving planning compliance at mineral and waste management sites within Cambridgeshire through both proactive monitoring of sites and also investigating and pursuing alleged breaches of planning control. Whilst the process of preparing an EP is not governed by legislation, the County Council will involve the community in preparing / reviewing its EP.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<b>Local Enforcement Plan (EP) for Minerals and Waste Development in Cambridgeshire</b>  Consultation Draft	<ul style="list-style-type: none"><li>• draft copy of the EP and explanatory letter to be e-mailed to the following organisations:<ul style="list-style-type: none"><li>• principal mineral and waste companies which operate in Cambridgeshire;</li><li>• adjoining mineral and waste planning authorities; and</li><li>• district and parish councils in Cambridgeshire.</li></ul></li><li>• consultation period of 6 weeks, responses to be provided in written form; and</li><li>• consultation responses to be published on the Council's website. Each to be considered, and where appropriate the EP amended to address the issues or comments raised.</li></ul>
Approved Plan	<ul style="list-style-type: none"><li>• approved EP to be placed on the Council's website (approval by Planning Committee).</li></ul>

### 3. Supplementary Planning Documents

A planning authority may prepare Supplementary Planning Documents (SPDs) to provide greater detail on the policies of its development plan documents, i.e. the Council's adopted Minerals and Waste Plan. The preparation process of an SPD is subject to planning legislation, both the stages it goes through and the minimum community involvement that must be undertaken, but this is less onerous than preparing a local plan and consultation can be targeted at a certain audience if necessary. SPDs must be consistent with the overarching development plan.

Plan / Strategy	Community Involvement
<b>Minerals and Waste Supplementary Planning Documents</b>  Evidence	<ul style="list-style-type: none"> <li>Information gathering / evidence base.</li> </ul>
Draft SPD	<ul style="list-style-type: none"> <li>Consult statutory* consultees and other relevant parties, setting out arrangements for viewing documents and making representations;</li> <li>Place proposals on website (forms available in hard copy on request);</li> <li>Place documents at a specified office(s);</li> <li>Six week consultation period;</li> <li>Meeting with stakeholders (on request and following receipt of representations);</li> <li>Press releases / media interviews e.g. local radio (on request);</li> <li>Attend parish / town council meetings (on request and if possible); and</li> <li>Advise minerals and waste liaison forums** (as meetings allow).</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>Inform statutory consultees and other relevant parties, including those who have requested notification;</li> <li>Place documents and notice of adoption on website;</li> <li>Press releases / media interviews e.g. local radio (on request); and</li> <li>Inform minerals and waste liaison forums** (as meetings allow).</li> </ul>

\* See Appendix 1

\*\* see footnote on page 8

#### **4. Neighbourhood Plans**

The Localism Act 2001 gave the right for local communities to prepare neighbourhood plans; and this is undertaken at the local level e.g. normally led by the parish and / or district council.

The County Council has no specific legislative duties in relation to Neighbourhood Planning, nor any specific resource (including officer time) set aside to assist any area undertaking Neighbourhood Planning. However, on request, the County Council may be able to accommodate any reasonable request for assistance, such as providing statistical information which the County Council may hold for a specific area.

### **SECTION 3: WORKING WITH OUR COMMUNITY ON THE DELIVERY OF PROJECTS AND PROPOSALS ON THE GROUND**

#### **1. Planning applications for mineral, waste management and the County Council's own development such as schools, libraries, social services buildings, and transport infrastructure**

The County Council determines planning applications for minerals and waste and related development including mineral extraction; aggregates railheads / wharves; mineral processing; waste management facilities. We also process applications for County Council development for example school related development, roads and cycle paths. Planning applications are considered against the National Planning Policy Framework, the Development Plan, the Planning Practice Guidance and other relevant factors known as material considerations. The Development Plan consists both of the County Council's planning policies, and District or City Council planning policies.

The majority of planning applications can be decided by planning officers in accordance with planning policy using delegated powers, with the approval of the Chairman of the Planning Committee and Local County Councillor(s). The most significant controversial planning applications are normally determined by the County Council's Planning Committee or the Joint Development Control Committee depending on the area and nature of the project. Planning officers make recommendations to the relevant Committee based on planning policy to guide the Committee's decision making. Further details of these Committees, including membership, remit, agendas, and minutes, are available on the County Council's and Cambridge City Council's web pages respectively. Applicants are advised to ensure that they understand the Committee processes for the respective Committee that their proposal will go to, as this may vary slightly.

The nature of the planning application will determine what level of community involvement is undertaken. There are two categories - one for 'high level' community engagement. This includes applications which are accompanied by an Environmental Statement or which are likely to raise significant land use planning considerations. The second is 'standard level' which is for applications which are not likely to raise any major land use planning matters.

Pre-application advice, which is chargeable, is available from a range of County Council Teams including advice on land use planning, flood and water, transport and historic and natural environment matters. Details for each can be found on the County Council's web page.

##### i. Category A: "High Level" Community Involvement

These are applications involving potentially significant environmental effects or are contrary to the development plan. This will include developments that are:

- accompanied by an Environmental Statement; and/or
- a major departure from the development plan; and

- applications which are broadly consistent with the development plan but which raise potential site specific issues that will significantly:
  - affect nearby sensitive receptors (people or sensitive biodiversity such as a SSSI) by causing noise, smell, vibration, pollution to the water environment, dust or fugitive emissions to air;
  - raise health concerns;
  - affect floodplains *and / or give rise to significant surface water flooding*;
  - attract heavy traffic into a generally quiet residential area;
  - cause activity and noise during unsociable hours;
  - introduce any significant change to an area, for example, particularly large / tall buildings or structures;
  - affect an ancient monument, conservation area, listed building or archaeological site or the setting of those heritage sites;
  - affect trees subject to Tree Preservation Orders;
  - physically affect a public right of way.

Some of the planning applications the County Council makes as a developer are for major transport infrastructure projects which promote economic growth at a regional and local level, as well as enabling the movement of traffic on the road network, helping the County Council to meet its aim of keeping Cambridgeshire moving and open for business. The County Council's Major Infrastructure Team commission the preparation of these planning applications, sometimes in partnership with the Greater Cambridge Partnership (GCP), and seek planning permission on behalf of the Council. Major transport infrastructure projects include:

- Bypasses and roundabouts;
- Busways;
- Passenger Transport interchanges (e.g. road / rail);
- Bridges;
- Bus priority measures and bus lanes;
- Major road maintenance projects;
- Cycleway projects; and
- Enhancements to the Busway and Park & Ride sites.

All of these projects fall into the 'high level'

ii. Category B: “Standard Level” Community Involvement

All other development proposals that are not triggered by Category A above.

The community involvement associated with each of these categories is set out below.

Project	Community Involvement
<p><b>Planning Applications – High Level</b></p> <p>Pre Application</p>	<p><b><u>To reflect best practice, applicants should undertake the following actions:</u></b></p> <ul style="list-style-type: none"> <li>• Pre-application discussions with County Council (prior to undertaking the following requirements); and to determine if the proposal needs to be referred to the Cambridgeshire Quality Panel, and if this needs to be prior to the applicants pre-submission consultation with the public (see Appendix 3 for referral criteria) [Applicant]</li> <li>• Pre application discussion with statutory and non statutory consultees (including District, City, and parish/town councils). Attendance on request at open Council meetings [Applicant]</li> <li>• Pre-application discussions with community [Applicant]</li> <li>• Present proposals (if requested) to at least one meeting with County Council / Joint Development Control Committee members and officers, and if appropriate provide a guided site visit [Applicant]</li> <li>• One or more manned public exhibitions (to be agreed with CCC). These must be well publicised, including in a local newspaper (minimum two weeks in advance, paid for by the developer). They must be held in a local venue and must include an afternoon and evening. All material to be in ‘plain English’ including a summary of main documents. Provide an opportunity for the local community to provide feedback in oral, written, or electronic form [Applicant]</li> <li>• Leaflets / posters in the local area, advertising the public exhibition(s) and providing a ‘plain English’ explanation of the proposed development [Applicant]</li> <li>• Media coverage (press releases/parish newsletters/local newspapers) [Applicant]</li> </ul>

	<ul style="list-style-type: none"> <li>Liaison groups** (where existing) for minerals and waste development [Applicant]</li> </ul>
Application/Decision Stage	<p><b>The following actions are to be undertaken by the County Council:</b></p> <ul style="list-style-type: none"> <li>Site notices [Council]</li> <li>Neighbour notification [Council]</li> <li>Letter to respondents [Council]</li> <li>Applications available for inspection including <i>via the</i> website [Council]</li> <li>Notification to local County Councillor(s) [Council]</li> <li>Consultation with statutory and non statutory consultees (including District, City, and parish/town Councils) [Council]</li> <li>Media (statutory notices, press releases, parish newsletters (where appropriate)) [Council]</li> <li>One-to-one meetings/group meetings (where appropriate) [Council]</li> <li>Liaison groups (where existing) for mineral and waste development [Council]</li> <li>Letter to respondents &amp; consultees inviting them to speak at Committee [Council]</li> <li>Committee report available for inspection including on website [Council]</li> </ul>
Post Decision Stage	<ul style="list-style-type: none"> <li>Decision Notice to applicant [Council]</li> <li>Letter to applicant, district/city council(s), parish council, community groups and respondents advising of decision [Council]</li> <li>Committee Report and decision notice available for inspection including the website [Council]</li> <li>Advertising any decisions made under Environmental Impact Assessment Regulations 2017 [Council]</li> <li></li> </ul>

Project	Community Involvement
<p><b>Planning Applications – Standard Level</b></p> <p>Pre-application</p>	<p><b><u>To reflect best practice, applicants should undertake the following actions:</u></b></p> <ul style="list-style-type: none"> <li>Pre-application discussions with County Council [Applicant]</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaison groups (where existing) [Applicant]</li> </ul>
Application/Decision Stage	<p><b>The following actions are to be undertaken by the County Council:</b></p> <ul style="list-style-type: none"> <li>• Site notices [Council]</li> <li>• Neighbour notification [Council]</li> <li>• Notification to local County Councillor(s) [Council]</li> <li>• Applications available for inspection including website [Council]</li> <li>• Media (statutory notices where required by legislation) [Council]</li> <li>• Written consultation with statutory consultees (including link to documentation) [Council]</li> <li>• Liaison groups** (where existing) [Council]</li> <li>• Letter to respondents &amp; consultees inviting them to speak at Committee [Council]</li> <li>• Committee report available for inspection including on website [Council]</li> </ul>
Post Decision Stage	<ul style="list-style-type: none"> <li>• Letter to district/city council(s), parish council, community groups and respondents [Council]</li> <li>• Committee Report and decision notice available for inspection including the website [Council]</li> </ul>

\*\* see footnote on page 8



## **Appendix 1: Statutory Consultees for the Minerals and Waste Local Plan and Supplementary Planning Documents**

Statutory consultees for planning policy work (Local Plans and Supplementary Planning Documents) are identified in the Town and Country Planning (Local Planning) (England) Regulations 2012. The County Council as Mineral and Waste Planning Authority is required to consult:

- (a) each of the **specific** consultation bodies to the extent that the local planning authority thinks that the proposed subject matter of the development document affects the body; and
- (b) such of the **general** consultation bodies as the local planning authority consider appropriate
- (c) bodies prescribed under the **Duty to Cooperate** (which may overlap with (a) and (b))

The Minerals and Waste Planning Authority will decide 'the extent' to which proposals affect a specific or general consultation body. Please note these lists are not exhaustive and successor bodies will be consulted when organisational changes occur.

### **A. Specific Consultation Bodies**

- Coal Authority;
- The Environment Agency;
- Historic England;
- ~~English Heritage;~~
- Marine Management Organisation;
- Natural England;
- Network Rail Infrastructure Limited;
- Highways England;
- a relevant authority any part of whose area is in or adjoins the local planning authority's area i.e. Parish, Town, District and Neighbouring County / Unitary Authorities;
- any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, (ii) any person who owns or controls electronic communications apparatus situated in any part of the local planning authority's area;
- any body exercising the following functions in any part of the local planning authority's area:
  - a Primary Care Trust\* established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
  - a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
  - a person to whom a licence has been granted under section 7(2) of the Gas Act 1986
- sewerage undertakers;
- water undertakers;
- Homes England (formerly Homes and Communities Agency); and

- Police Authority.

#### **B. General Consultation Bodies in the Authority's Area**

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area;
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- bodies which represent the interests of different religious groups in the local planning authority's area;
- bodies which represent the interests of disabled persons in the local planning authority's area; and
- bodies which represent the interests of persons carrying on business in the local planning authority's area.

#### **C. Duty to Cooperate Bodies**

- The Environment Agency;
- Historic England;
- Natural England;
- Mayor of London;
- Civil Aviation Authority;
- Homes England (formerly Homes and Communities Agency);
- each Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section\*;
- Public Health England;
- Office of Rail Regulation;
- Transport for London;
- Integrated Transport Authority;
- each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority);
- Marine Management Organisation; and
- The Combined Authority (which includes the former Local Enterprise Partnership).

\*Advisory footnote: The Health and Social Care Act 2012 set the framework for establishing Clinical Commissioning Groups which have taken over core work previously undertaken by Primary Care Trusts (PCTs). Equally NHS England now also undertakes functions previously undertaken by the PCTs. When consulting on a proposal which may have health impacts careful consideration should be given to ensuring that the correct bodies are consulted.

## **Appendix 2: Cambridgeshire Quality Panel**

The Cambridgeshire local authorities have high aspirations for the quality of the new developments that are being brought forward in the County, as outlined in the Cambridgeshire Quality Charter for Growth. The Cambridgeshire Quality Panel provides independent advice to the local authorities after assessing schemes against all four 'C's of the Quality Charter: community, connectivity, climate and character, within the context of the adopted planning policy framework.

This Appendix sets out the County Council's criteria for referring planning applications, made by the County Council, to the Quality Panel. Only these planning applications will be referred.

### **Criteria for referral to the Quality Panel:**

**Infrastructure projects** – stations, transport interchanges, road bridges etc.

**All new schools** (including replacement schools where an existing school is demolished and replaced)

**Extension to schools** – where they give rise to significant effects on the locality e.g. through affecting to a significant degree an important street scene; important views; a conservation area; listed building(s); scheduled monuments or their setting

**Large public buildings** – which are likely to establish, or need to fit in with an already established form of high architectural quality e.g. in a major development / redevelopment area

**Other buildings / infrastructure proposals** – which may not be large, but which are out of the ordinary due to their size; setting; scale; form; materials or surroundings which need detailed design consideration



**Joint Procurement of Professional Services**

*To:* **Economy and Environment Committee**

*Meeting Date:* **10 January 2019**

*From:* **Graham Hughes, Executive Director – Place and Economy**

*Electoral divisions:* **N/A**

*Forward Plan ref:* **N/A** *Key decision:* **No**

*Purpose:* **To consider the procurement of a Professional Services Contract/Framework for use by Cambridgeshire County Council, the Greater Cambridge Partnership and the Cambridgeshire and Peterborough Combined Authority, to support transport infrastructure delivery.**

*Recommendation:* **Committee are asked to:**

**Approve commencement of procurement of a joint Professional Services Contract/Framework, to support transport infrastructure delivery, for use by the County Council, Greater Cambridge Partnership and Cambridgeshire and Peterborough Combined Authority.**

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Evangelos Giannoudis	Names:	Councillor Ian Bates / Councillor Tim Wotherspoon
Post:	Team Leader – Contracts	Post:	Chair/Vice-Chair
Email:	<a href="mailto:Evangelos.Giannoudis@cambridgeshire.gov.uk">Evangelos.Giannoudis@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:ian.bates@cambridgeshire.gov.uk">ian.bates@cambridgeshire.gov.uk</a> <a href="mailto:tim.wotherspoon@cambridgeshire.gov.uk">tim.wotherspoon@cambridgeshire.gov.uk</a>
Tel:	01223 743856	Tel:	01223 706398

## **1. BACKGROUND**

- 1.1 Cambridgeshire has experienced significant economic growth in recent years and the area makes an increasingly important contribution to the nation's economy. This economic growth, and attendant population growth, has placed an increased demand on infrastructure.
- 1.2 Significant levels of funding have been secured from a number of sources to invest in infrastructure and thereby ensure the continued economic success.
- 1.3 This funding has been made available through the Greater Cambridge Partnership (GCP) and Cambridgeshire and Peterborough Combined Authority (CPCA).
- 1.4 The GCP is responsible for the delivery of up £1bn worth of investment over 15 years to improve infrastructure and support the creation of new jobs, apprenticeships and houses.
- 1.5 The Cambridgeshire and Peterborough Combined Authority (CPCA), also incorporating the Greater Cambridge and Greater Peterborough Local Enterprise Partnership, is now the Transport Authority for Cambridgeshire and Peterborough. Under the Devolution deal, the combined eight local authorities in the area have powers to address strategic issues that span the Cambridgeshire and Peterborough region. The funds available to the CPCA are likely to be several billion pounds.
- 1.6 The various funding streams identified above aim to deliver a significant number of transport projects to transform transport infrastructure. In order to deliver these projects and thereby ensure continued economic success, access to a wide range of professional and technical services will be required. The services required cover the whole lifecycle of project delivery from inception through to construction and putting the completed projects into operation.

## **2. MAIN ISSUES**

- 2.1 The projects to upgrade infrastructure in the area will be varied and include multi-modal solutions comprising highways, rail, cycle ways and emerging forms of transportation, such as autonomous vehicles and technology-based solutions. Consequently, the projects may often:
  - Be of high value
  - Be technically complex, innovative and challenging
  - Involve multiple stakeholders
  - Impact on high value and environmentally sensitive environments
  - Involve complex governance arrangements
- 2.2 It is therefore essential that the professional services to which the three organisations have access:
  - are comprehensive and wide-ranging
  - are of high quality and capable of delivering effective solutions
  - have sufficient capacity to deal with high volumes of work
  - are efficient and deliver value for money

- 2.3 Whilst the County Council has access to highways and transportation professional services through the recently procured Highway Services Contract, the primary function of this contract is focussed on the provision of highways services rather than transport consultancy services. It is not therefore able to provide the capacity necessary to support the scale of transport infrastructure coming forward.
- 2.4 Other national frameworks exist for the adhoc procurement of these services, however, this is not an efficient mechanism, does not necessarily deliver value for money and limits the development of longer term relationships necessary to support delivery of the programme of transport infrastructure.
- 2.5 Following discussions with the CPCA and the GCP, it is proposed to jointly procure a transport consultancy professional services contract/framework, which all three parties are able to draw on to support local delivery.
- 2.6 The expertise to carry out this procurement will be provided by the County Council via LGSS Procurement, Legal and officers, as well as its contract management once mobilised. This will be formally agreed between the three parties through a legal agreement.
- 2.7 The procurement is estimated to cost £300k-400k and the majority of these costs will be funded by the GCP and CPCA, based on the proportion of expected future use. The County Council will contribute up to £10k to the procurement, through the provision of resources that are covered within existing overheads. There will therefore be no revenue budget implications on the County Council with regard to this procurement.
- 2.8 The timescale for this procurement, incorporating a 3 month mobilisation period, is estimated to be 15 – 18 months.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

The proposed procurement will facilitate effective delivery of schemes that enable growth and support the local economy. Transport schemes either provide direct improvements to the local road network or look to encourage a shift to sustainable transport modes. Managing congestion through infrastructure investment in this way will enable growth and support the local economy.

#### **3.2 Helping people live healthy and independent lives**

The proposed procurement will contribute to the delivery of transport infrastructure that should help improve accessibility and as such help people live healthy and independent lives by improving cycling and pedestrian facilities and sustainable transport.

#### **3.3 Supporting and protecting vulnerable people**

Transport infrastructure should help improve accessibility to services through active, safe, affordable and sustainable means for vulnerable people

## **4. SIGNIFICANT IMPLICATIONS**

### **4.1 Resource Implications**

The procurement will be carried out by LGSS Procurement, in conjunction with officers from the County Council. External support from a consultant will also be procured, to provide expertise and resource to ensure the procurement is completed as efficiently and effectively as possible, whilst minimising resource pressures on the County Council. The costs of the procurement will be shared between CCC, GCP and CPCA in accordance with 2.7 above.

### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

The Professional Service Contract/Framework will be procured in accordance with OJEU and Cambridgeshire County Council contract procedure rules and managed by LGSS Procurement.

### **4.3 Statutory, Legal and Risk Implications**

The procurement will be supported by LGSS Law.

### **4.4 Equality and Diversity Implications**

There are no significant implications within this category.

### **4.5 Engagement and Communications Implications**

There are no significant implications within this category.

### **4.6 Localism and Local Member Involvement**

There are no significant implications within this category.

### **4.7 Public Health Implications**

There are no significant implications within this category.



<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Sarah Heywood
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Name of Officer: Paul White
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	Yes Name of Legal Officer: Fiona McMillan
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Elsa Evans
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Jo Shilton
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Andrew Preston
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Stuart Keeble

<b>Source Documents</b>	<b>Location</b>
None	



**FINANCE AND PERFORMANCE REPORT – November 2018**

*To:* **Economy and Environment Committee**

*Meeting Date:* **10 January 2019**

*From:* **Graham Hughes - Executive Director, Place & Economy  
Chris Malyon – Chief Finance Officer**

*Electoral division(s):* **All**

*Forward Plan ref:* **Not applicable**      *Key decision:* **No**

*Purpose:* **To present to Economy and Environment Committee the November 2018 Finance and Performance report for Place & Economy Services.**

**The report is presented to provide Committee with an opportunity to comment on the projected financial and performance outturn position, as at the end of November 2018.**

*Recommendations:* **The Committee is asked to:-  
  
review, note and comment upon the report**

<b><i>Officer contact:</i></b>	
Name:	Sarah Heywood
Post:	Strategic Finance Manager
Email:	<a href="mailto:Sarah.Heywood@Cambridgeshire.gov.uk">Sarah.Heywood@Cambridgeshire.gov.uk</a>
Tel:	01223 699714

## 1. BACKGROUND

- 1.1 The appendix attached provides the financial position for the whole of Place & Economy Services, and as such, not all of the budgets contained within it are the responsibility of this Committee. To aid Member reading of the report, budget lines that relate to the Economy and Environment Committee have been shaded. Members are requested to restrict their questions to the lines for which this Committee is responsible.
- 1.2 The report only contains performance information in relation to indicators that this Committee has responsibility for.

## 2. MAIN ISSUES

- 2.1 The report attached as Appendix A is the Place & Economy Service's (P&E) Finance and Performance report for October 2018.
- 2.2 **Revenue:** The Service started the financial year with two significant pressures for Coroners Services and Waste. The Coroners pressure of £284K is due to ongoing pressures and the requirement to address a backlog of cases and the waste pressure of £708K is the net impact of a delay in reaching agreement over £900K of savings offset by less waste going to landfill than previously assumed. Offsetting these pressures is a £411K underspend on concessionary fares and as an over-achievement of income in Highways Development Management of £505K. The P and E service is forecasting an underspend of £59K at the bottom line.
- 2.3 **Capital:** The contract for Abbey-Chesterton Bridge, one of the Cycling Schemes, has been let but there will be slippage of £1m as the expenditure will now occur in 2019/20 rather than 2018/19.
- 2.4 **Performance:** This F&PR provides performance information for the suite of key Place & Economy (P&E) indicators for 2018/19.
- 2.5 Of these twelve performance indicators, one is currently red, four are amber, and seven are green. The indicators that are currently red are:
  - The average journey time per mile during the morning peak on the most congested routes
- 2.6 At year-end, the current forecast is that the average journey time will remain red, five will be amber and six green.

## 3. ALIGNMENT WITH CORPORATE PRIORITIES

### 3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

### 3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

### 3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

#### 4. SIGNIFICANT IMPLICATIONS

- Resource Implications –The resource implications are contained within the main body of this report.
- Statutory, Legal and Risk – There are no significant implications within this category.
- Equality and Diversity – There are no significant implications within this category.
- Engagement and Communications – There are no significant implications within this category.
- Localism and Local Member Involvement – There are no significant implications within this category.
- Public Health – There are no significant implications within this category.

Source Documents	Location
None	



## Appendix A

### Place & Economy Services

#### Finance and Performance Report (F&PR) for Economy & Environment Committee - November 2018

### SUMMARY

#### 1.1 Finance

Previous Status	Category	Target	Current Status	Section Ref.
Green	Income and Expenditure	Balanced year end position	Green	2
Green	Capital Programme	Remain within overall resources	Green	3

#### Performance Indicators – Predicted status at year-end: (see section 4)

Monthly Indicators	Red	Amber	Green	Total
Current status this month	1	4	7	12
Year-end prediction (for 2018/19)	1	5	6	12

## 2. INCOME AND EXPENDITURE

### Overall Position

Forecast Variance - Outturn (Previous Month) £000	Directorate	Budget 2018/19 £000	Actual £000	Forecast Variance - Outturn (November) £000	Forecast Variance - Outturn (November) %
+21	Executive Director	374	447	+24	+6
-108	Highways	19,567	11,815	-177	-1
-69	Cultural & Community Services	11,431	6,881	-49	0
+878	Environmental & Commercial Services	37,690	18,735	+648	+2
-365	Infrastructure & Growth	1,887	546	-505	-27
0	External Grants	-15,593	-3,278	0	0
-356	Savings to be found within service			0	
<b>0</b>	<b>Total</b>	<b>55,356</b>	<b>35,146</b>	<b>-59</b>	<b>0</b>

The service level budgetary control report for November 2018 can be found in [appendix 1](#).

Further analysis of the results can be found in [appendix 2](#).

To ensure financial information is presented in a consistent way to all Committees a standardised format has now been applied to the summary tables and service level budgetary control reports included in each F&PR. The same format is also applied to the Integrated Resources and Performance Report (IRPR) presented to General Purposes Committee (GPC). The data shown provides the key information required to assess the financial position of the service and provide comparison to the previous month.

## **Significant Issues**

### Waste Private Finance Initiative (PFI) Contract

Contract changes that deliver full year savings totalling £1.3m have been identified however delays to reaching formal agreement with the contractor that will allow contract changes will result in a shortfall in delivered savings. £400,000 savings per year have been achieved but agreement to allow the remainder of the savings to commence has been delayed and it is unlikely this will be possible until December at the earliest (previously reported as November) resulting in a savings shortfall of approximately £900,000 this financial year.

Until agreement is reached with the contractor on the contract changes the variable nature of the Mechanical and Biological Treatment (MBT) creates uncertainty in the forecast and actual performance could improve, resulting in a reduced overspend, or worsen, resulting in an increased overspend. Less Waste has been landfilled to date than originally predicted (and therefore savings on landfill tax paid) reducing the overall overspend to £708,000.

### Coroners

The Coroners Service is projecting an overspend of £284k for Cambridgeshire, which is caused by a mixture of on-going workload pressure i.e. the number of cases and the complexity of cases increasing, and a need to reduce the backlog of cases built up over previous years.

### Concessionary Fares

Concessionary fares are projected to underspend based on the final adjustment to spend in the last financial year and currently the initial indications are that this level of underspend will be achieved this year. This underspend will be used to help cover other pressures within Place & Economy.

### Highways Development Management

Section 106 and section 38 fees have come in higher than expected for new developments and is expected to lead to an overachievement of income. However, this is an unpredictable income stream and the forecast outturn is updated regularly.

## **2.3 Additional Income and Grant Budgeted this Period (De minimis reporting limit = £30,000)**

There were no items above the de minimis reporting limit recorded in November 2018.

A full list of additional grant income can be found in [appendix 3](#).



**2.4 Virements and Transfers to / from Reserves (including Operational Savings Reserve)**  
**(De minimis reporting limit = £30,000)**

There are no items above the de minimis reporting limit recorded in November 2018.

A full list of virements made in the year to date can be found in [appendix 4](#).

### **3. BALANCE SHEET**

#### **3.1 Reserves**

A schedule of the Service's reserves can be found in [appendix 5](#).

#### **3.2 Capital Expenditure and Funding**

##### Expenditure

##### **Cycling Schemes**

##### **Abbey-Chesterton Bridge**

The construction contract has now been let to Tarmac and it is forecast that the outturn spend will be £1,000,000 less than originally profiled, due to delays in finalising land deals, and will be carried forward into 2019/20.

The Tarmac contract includes the new bridge as well as Phase 1 of The Chisholm Trail, with completion planned for mid-2020.

##### **Delivering the Transport Strategy Aims**

Papworth to Cambourne - Highways England have now secured some funding from their central 'Designated Funds'. Their consultants will undertake the detailed design of this scheme. As a result there will be considerably less spend on this project for this financial year, with funding carried forward into 2019/20.

##### Funding

Further grants have been awarded from the Department for Transport since the published business plan, these being Pothole grant funding 18/19 (£1.608m), a second tranche of Pothole grant funding (£0.807m) and further Safer Roads funding (£0.128m).

Following the October budget announcement, Cambridgeshire County Council has received an additional £6.653m of Local Highways Maintenance funding. This money is to be spent by 31 March 2019 on local highway maintenance including potholes, bridges and other minor highway maintenance works. In accordance with the Department for Transport (DfT) criteria, the use of this money will be published on the County Council website by the end of March 2019 with a copy sent to the DfT.

All other schemes are funded as presented in the 2018/19 Business Plan.

A detailed explanation of the position can be found in [appendix 6](#).

## 4. **PERFORMANCE**

### 4.1 **Introduction**

This report provides performance information for the suite of key Place & Economy (P&E) indicators for 2018/19. At this stage in the year, we are still reporting pre-2018/19 information for some indicators.

New information for red, amber and green indicators is shown by Committee in Sections 4.2 to 4.4 below, with contextual indicators reported in Section 4.5. Further information is contained in Appendix 7.

A new set of indicators has been prepared that will replace this set and this is the subject of a separate report to Committee in November.

Members have requested tree data and this is shown at the end of this report. It is more detailed than the high level KPI data we usually present in the F&PR. When Members review the KPI's in December they can advise if they want the high level summary data presented within the F&PR and/or they prefer the detailed data circulated separately. In addition, the Local Highways Initiatives programme update is attached.

### 4.2 **Red Indicators (new information)**

This section covers indicators where 2018/19 targets are not expected to be achieved.

#### **Economy & Environment**

No new information this month.

#### **P&E Operational Indicators**

No new information this month.

### 4.3 **Amber indicators (new information)**

This section covers indicators where there is some uncertainty at this stage as to whether or not year-end targets will be achieved.

#### **Economy & Environment**

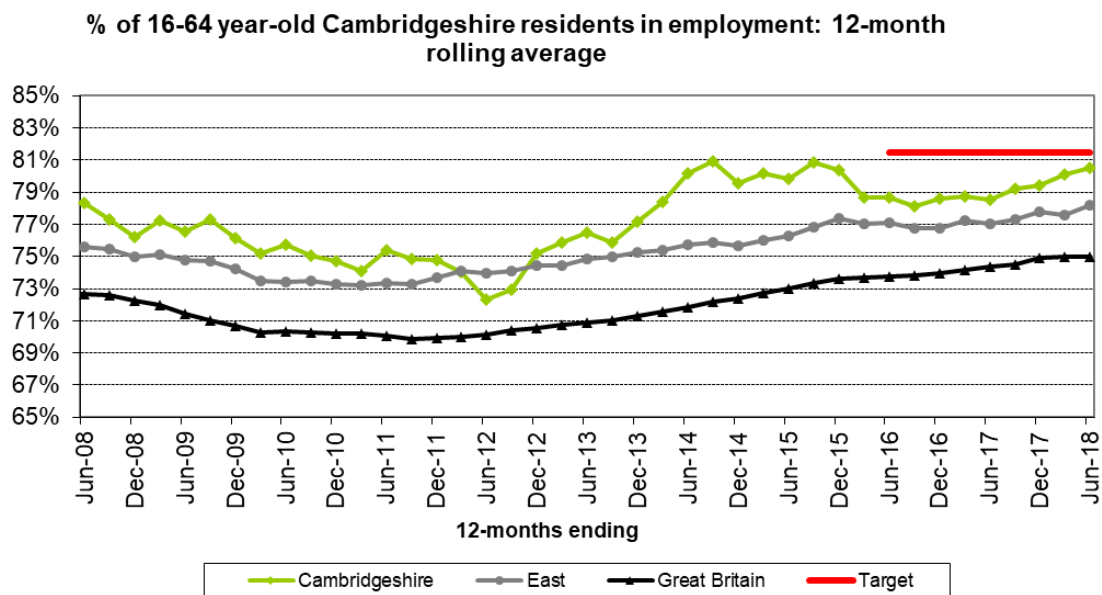
##### **Economic Development**

The percentage of 16-64 year-old Cambridgeshire residents in employment: 12-month rolling average (to June 2018)

The latest figures for Cambridgeshire have recently been published by the Office for National Statistics (ONS).

The 12-month rolling average is 80.5%, which is an increase of 0.4 percentage points since the last reported quarterly rolling average figure of 80.1% as at the end of March 2018 and close to the target range of 80.9% to 81.5%. It is above both the national figure of 75% and the Eastern regional figure of 78.2%.

77.0% are employed full time and 23.0% are employed part time.



## P&E Operational Indicators

No new information this month

### 4.4 Green Indicators (new information)

The following indicators are currently on-course to achieve year-end targets.

## Economy & Environment

No new information this month

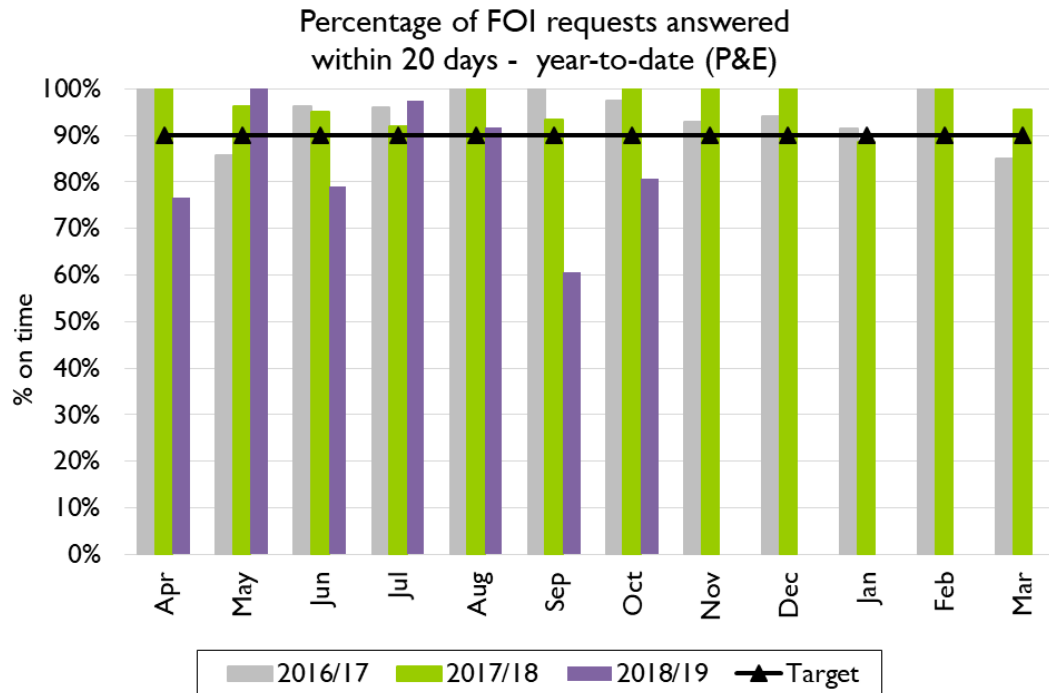
## P&E Operational Indicators

### Freedom of Information (FOI) requests

FOI requests - % responded to within 20 days (September 2018)

26 Freedom of Information requests were received during October 2018. Provisional figures show that 21 (80.8%) of these were responded to on time. This is a significant improvement in performance from last month's figure but remains 9.2 percentage points below target.

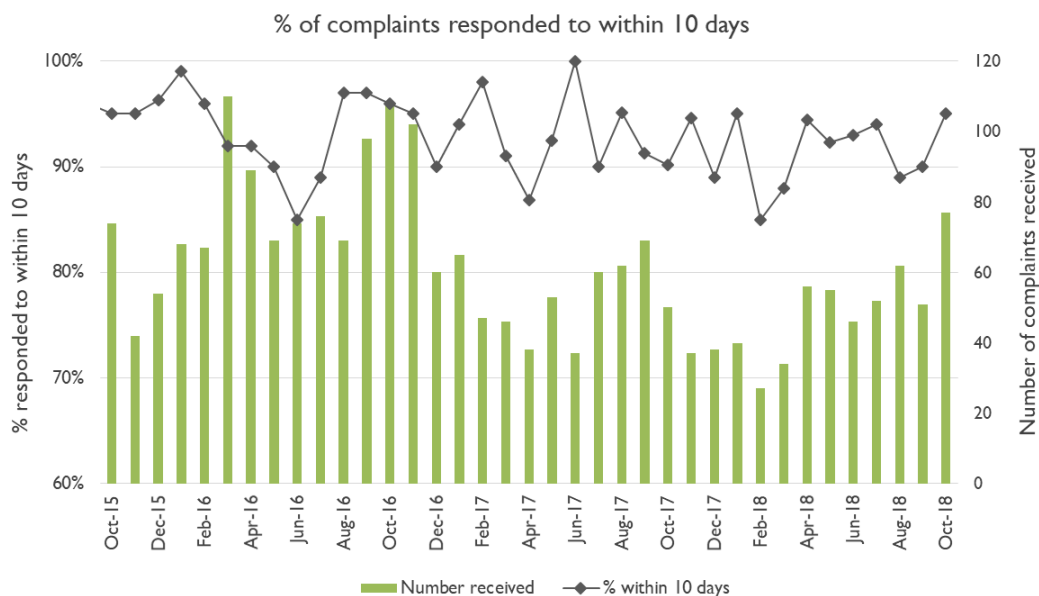
185 Freedom of Information requests have been received since April 2018 and 82.7% of these have been responded to on-time. This compares with 96.7% (out of 147) and 96.4% (out of 185) for the same period last year and the year before.



### Complaints and representations – response rate

#### Percentage of complaints responded to within 10 days (October 2018)

77 complaints were received in October 2018. 2 of these are outstanding and 71 (95% of completed complaints) of these were responded to within 10 working days. This is above our target of 90% and the year-to-date figure is currently 93% which remains above target.



## 4.5 Contextual indicators (new information)

### Economy & Environment

#### Passenger Transport

##### Guided Busway passenger numbers (October 2018)

The Guided Busway carried 383,635 passengers in October 2018. This figure is 24,404 more than in the previous month. There is a drop on last year's October figure. This is due to Stagecoach using the whole week's passenger data for 30/10/17 (Monday) to 5/11/17 in October 2017 figures which is why we had a 20.3% increase in October 2017 and only a 0.4% increase in the November 2017 figures.

The 12-month rolling total of 4.19 million this month is higher than the figure for the same period last year of 3.97 million.

There have now been over 25.5 million passengers since the Busway opened in August 2011.



## APPENDIX 1 – Service Level Budgetary Control Report

### Place & Economy Service Level Finance & Performance Report

#### Finance & Performance Report for P&E - Nov 2018

Forecast Outturn Variance (Oct)		Budget 2018/19	Actual Nov 2018	Forecast Outturn Variance	
£000's		£000's	£000's	£000's	%
<b>Executive Director</b>					
28	Executive Director	204	333	27	13%
-7	Business Support	170	114	-3	-2%
<b>21</b>	<b>Executive Director Total</b>	<b>374</b>	<b>447</b>	<b>24</b>	<b>7%</b>
<b>Highways</b>					
-6	Asst Dir - Highways	138	78	-6	-4%
0	Local Infrastructure Maintenance and Improvement	6,351	4,523	1	0%
-33	Traffic Management	-135	557	-18	-14%
-5	Road Safety	506	433	-24	-5%
-121	Street Lighting	9,771	5,418	-142	-1%
56	Highways Asset Management	570	612	41	7%
0	Parking Enforcement	0	-1,475	0	0%
0	Winter Maintenance	2,048	1,314	0	0%
0	Bus Operations including Park & Ride	319	355	-29	-9%
<b>-108</b>	<b>Highways Total</b>	<b>19,567</b>	<b>11,815</b>	<b>-177</b>	<b>-1%</b>
<b>Cultural &amp; Community Services</b>					
-0	Asst Dir - Cultural & Community Services	140	87	0	0%
50	Public Library Services	3,306	2,145	50	2%
0	Cultural Services	104	-41	0	0%
0	Archives	354	215	-0	0%
-0	Registration & Citizenship Services	-541	-186	-0	0%
284	Coroners	903	766	284	31%
6	Community Transport	2,448	1,540	28	1%
-409	Concessionary Fares	4,716	2,355	-411	-9%
<b>-69</b>	<b>Cultural &amp; Community Services Total</b>	<b>11,431</b>	<b>6,881</b>	<b>-49</b>	<b>0%</b>
<b>Environmental &amp; Commercial Services</b>					
0	Asst Dir - Environment & Commercial Services	120	29	0	0%
-40	County Planning, Minerals & Waste	418	43	-40	-9%
0	Historic Environment	56	85	-1	-2%
0	Trading Standards	694	725	0	0%
5	Flood Risk Management	411	273	-10	-2%
4	Energy	72	56	-10	-14%
909	Waste Management	35,920	17,523	708	2%
<b>878</b>	<b>Environmental &amp; Commercial Services Total</b>	<b>37,690</b>	<b>18,735</b>	<b>648</b>	<b>2%</b>
<b>Infrastructure &amp; Growth</b>					
-0	Asst Dir - Infrastructure & Growth	137	90	0	0%
0	Major Infrastructure Delivery	1,100	1,262	0	0%
0	Transport Strategy and Policy	103	176	0	0%
0	Growth & Development	547	388	0	0%
-365	Highways Development Management	0	-1,370	-505	0%
<b>-365</b>	<b>Infrastructure &amp; Growth Total</b>	<b>1,887</b>	<b>546</b>	<b>-505</b>	<b>-27%</b>
<b>356 Total</b>		<b>70,949</b>	<b>38,424</b>	<b>-59</b>	<b>0%</b>
-356	Savings to be found within service			0	
<b>Grant Funding</b>					
0	Non Baselined Grants	-15,593	-3,278	0	0%
<b>0</b>	<b>Grant Funding Total</b>	<b>-15,593</b>	<b>-3,278</b>	<b>0</b>	<b>0%</b>
<b>0 Overall Total</b>		<b>55,356</b>	<b>35,146</b>	<b>-59</b>	<b>0%</b>

## APPENDIX 2 – Commentary on Forecast Outturn Position

Number of budgets measured at service level that have an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater.

Service	Current Budget for 2018/19 £'000	Actual £'000	Outturn Forecast	
			£'000	%
<b>Public Library Services</b>	3,306	2,145	+50	+2
A savings target of £50k relating to the Icon (self-service payment) system roll out within Libraries will not be achieved; this was a savings target set retrospectively as part of overall Council savings targets for automation.				
<b>Coroners</b>	903	766	+284	+31
The Coroners Service is projecting an overspend of £284k for Cambridgeshire, which is caused by a mixture of on-going workload pressure i.e. the number of cases and the complexity of cases increasing, and a need to reduce the backlog of cases built up over previous years.				
<b>Community Transport</b>	2,448	1,540	+28	+1
Community Transport has pressures of £295k, which is due to the cost of former commercial routes now being subsidised; this can be covered in the short-term from earmarked reserves. It had already been agreed that £84k would be used from the community transport earmarked reserve for the former commercial routes. The Economy & Environment Committee has now agreed to continue to subsidise 19 routes until the end of the 2018/19 financial year, to be fully covered from reserves. In addition the Combined Authority has agreed to fund the continuation of the number 46 service and three further recently de-registered services to the end of the financial year, and has undertaken to provide further funding should additional de-registrations arise this financial year.				
<b>Concessionary Fares</b>	4,716	2,355	-411	-9
The projected underspend is based on the final adjusted spend in the last financial year and currently the initial indications are that this level of underspend will be achieved this year. This underspend will be used to help cover other pressures within Place & Economy.				
<b>Waste Management</b>	35,820	17,523	708	+2
Contract changes that deliver full year savings totalling £1.3m have been identified however delays to reaching formal agreement with the contractor that will allow contract changes will result in a shortfall in delivered savings. £400,000 savings per year have been achieved but agreement to allow the remainder of the savings to commence has been delayed and it is unlikely this will be possible until December at the earliest (previously reported as November) resulting in a savings shortfall of approximately £909,000 this financial year.				



Until agreement is reached with the contractor on the contract changes the variable nature of the Mechanical and Biological Treatment (MBT) creates uncertainty in the forecast and actual performance could improve, resulting in a reduced overspend, or worsen, resulting in an increased overspend. Less Waste has been landfilled to date than originally predicted (and therefore savings on landfill tax paid) reducing the overall overspend to £708,000.

**Highways Development  
Management**

0

-1,370

-505

0

Section 106 and section 38 fees have come in higher than expected for new developments and is expected to lead to an overachievement of income. However, this is an unpredictable income stream and the forecast outturn is updated regularly.

### APPENDIX 3 – Grant Income Analysis

The table below outlines the additional grant income, which is not built into base budgets.

Grant	Awarding Body	Expected Amount £'000
<b>Grants as per Business Plan</b>	Various	29,108
Adjustment re Combined Authority levy		-13,615
Non-material grants (+/- £30k)		0
<b>Total Grants 2018/19</b>		<b>15,493</b>

## APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
<b>Budget as per Business Plan</b>	41,428	
Funding of former commercial bus routes from earmarked reserve	+84	Agreed in 2017/18
Further funding of former commercial bus routes from earmarked reserve	+211	Agreed in 2018/19
Transfer unspent Combined Authority contribution budget to CCC Finance Office budget to cover cost of Community Transport Audit investigation	-43	
Transfer of income budget for rent of Grand Arcade shop from Libraries to Property services.	+50	
Adjustment re Combined Authority levy	+13,615	Levy only due on transport functions
Non-material virements (+/- £30k)	+12	
<b>Current Budget 2018/19</b>	<b>55,356</b>	

## APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2018 £'000	Movement within Year £'000	Balance at 30th November 2018 £'000	Yearend Forecast Balance £'000	Notes
<b>Equipment Reserves</b>					
Libraries - Vehicle replacement Fund	30	(30)	0	0	
<b>Sub total</b>	<b>30</b>	<b>(30)</b>	<b>0</b>	<b>0</b>	
<b>Other Earmarked Funds</b>					
Deflectograph Consortium	55	0	55	55	Partnership accounts, not solely CCC
Highways Searches	55	0	55	0	
On Street Parking	2,812	0	2,812	1,700	
Streetworks Permit scheme	117	0	117	0	
Highways Commuted Sums	700	114	814	700	
Streetlighting - LED replacement	184	0	184	0	
Community Transport	444	-295	149	149	This is being used to meet legal costs if required.
Guided Busway Liquidated Damages	(35)	0	(35)	0	
Waste and Minerals Local Development Fra	59	(59)	0	59	
Flood Risk funding	20	0	20	0	
Proceeds of Crime	356	0	356	356	
Waste - Recycle for Cambridge & Peterborough (RECAP)	203	0	203	200	Partnership accounts, not solely CCC
Travel to Work	172	0	172	172	Partnership accounts, not solely CCC
Steer- Travel Plan+	54	0	54	54	
Northstowe Trust	101	0	101	101	
Archives Service Development	234	0	234	234	
Other earmarked reserves under £30k	(150)	(1)	(151)	0	
<b>Sub total</b>	<b>5,382</b>	<b>(241)</b>	<b>5,140</b>	<b>3,780</b>	
<b>Short Term Provision</b>					
Mobilising Local Energy Investment (MLEI)	55	0	55	0	
<b>Sub total</b>	<b>55</b>	<b>0</b>	<b>55</b>	<b>0</b>	
<b>Capital Reserves</b>					
Government Grants - Local Transport Plan	3,897	0	3,897	0	Account used for all of P&E
Other Government Grants	1,579	(4,428)	(2,849)	0	
Other Capital Funding	4,724	(829)	3,895	1,000	
<b>Sub total</b>	<b>10,200</b>	<b>(5,257)</b>	<b>4,943</b>	<b>1,000</b>	
<b>TOTAL</b>	<b>15,667</b>	<b>(5,528)</b>	<b>10,139</b>	<b>4,780</b>	

## APPENDIX 6 – Capital Expenditure and Funding

### Capital Expenditure

2018/19						TOTAL SCHEME	
Original 2018/19 Budget as per BP	Scheme	Revised Budget for 2018/19	Actual Spend (November)	Forecast Spend - Outturn (November)	Forecast Variance - Outturn (November)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	<b>Integrated Transport</b>						
200	- Major Scheme Development & Delivery	514	57	513	-1	513	0
682	- Local Infrastructure Improvements	736	416	758	22	682	0
594	- Safety Schemes	594	378	594	0	594	0
345	- Strategy and Scheme Development work	345	342	345	0	345	0
1,346	- Delivering the Transport Strategy Aims	3,342	1,148	3,089	-253	3,313	0
23	- Air Quality Monitoring	35	1	35	0	35	0
14,591	<b>Operating the Network</b>	16,262	7,695	16,262	0	16,004	0
	<b>Highway Services</b>						
4,300	- £90m Highways Maintenance schemes	5,062	3,087	6,443	1,381	83,200	0
0	- Pothole grant funding	2,415	1,200	2,415	0	2,415	0
0	- National Productivity Fund	692	796	800	108	2,890	0
0	- Challenge Fund	4,171	2,623	4,171	0	6,250	0
0	- Safer Roads Fund	1,302	1,070	1,302	0	1,302	0
	<b>Environment &amp; Commercial Services</b>						
395	- Waste Infrastructure	300	61	300	0	5,120	0
250	- Energy Efficiency Fund	374	0	374	0	1,000	0
0	- Other Schemes	0	0	0	0	214	0
	<b>Cultural &amp; Community Services</b>						
2,611	- Cambridgeshire Archives	2,862	873	2,463	-399	5,180	0
1,321	- Libraries	2,835	-149	1,598	-1,237	3,695	0
	<b>Infrastructure &amp; Growth Services</b>						
3,129	- Cycling Schemes	3,273	782	2,230	-1,043	17,650	0
0	- Huntingdon - West of Town Centre Link Road	957	3	222	-735	9,116	0
1,077	- Ely Crossing	13,109	11,657	14,200	1,091	49,000	0
500	- Guided Busway	500	21	500	0	148,886	0
6,663	- King's Dyke	6,000	4,844	6,002	2	13,580	0
0	- Scheme Development for Highways Initiatives	388	69	388	0	1,000	0
0	- A14	146	113	146	0	25,200	0
0	- Soham Station	0	0	0	0	6,700	0
0	- Other schemes	22	24	22	0	1,000	0
0	Combined Authority Schemes	4,437	2,949	4,462	25	4,422	0
	<b>Other Schemes</b>						
6,000	- Connecting Cambridgeshire	6,000	0	1,000	-5,000	36,290	0
<b>44,027</b>		<b>76,673</b>	<b>40,060</b>	<b>70,634</b>	<b>-6,039</b>	<b>445,596</b>	<b>0</b>
	Capitalisation of Interest	707	0	707	0		
-8,071	Capital Programme variations	-14,931	0	-8,892	6,039		
<b>35,956</b>	<b>Total including Capital Programme variations</b>	<b>62,449</b>	<b>40,060</b>	<b>62,449</b>	<b>0</b>		

The increase between the original and revised budget is partly due to the carry forward of funding from 2017/18, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2017/18 financial year. The phasing of a number of schemes have been reviewed since the published business plan. This still needs to be agreed by GPC.

Additional grants have been awarded since the published business plan, these being 2 tranches of Pothole grant funding and further Safer Roads funding.

Following the October budget announcement, Cambridgeshire County Council has received an additional £6.653m of Local Highways Maintenance funding. This money is to be spent by 31 March 2019 on local highway maintenance including potholes, bridges and other minor highway maintenance works. In accordance with the Department for Transport (DfT)

criteria, the use of this money will be published on the County Council website by the end of March 2019 with a copy sent to the DfT.

The Capital Programme Board have recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeds this budget. The allocations for these negative budget adjustments have been calculated and shown against the slippage forecast to date.

### **£90m Highways Maintenance schemes**

The £90million funds the highway capital maintenance programme and underpins a three-year rolling programme that is reviewed and approved by members annually. The schemes in this programme are delivered through the highway service contract with Skanska and using the Eastern Highway Alliance framework. During the course of the year it is not uncommon to see changes to the list of projects to be delivered. This is due to a mixture of other more appropriate funding sources becoming available, issues arising from detailed design that require longer to resolve, opportunities to deliver greater efficiencies and value for money through increased coordination, resource availability and innovation.

For the last 4 years the annual budget allocated from the £90m has been £6m and the programme of work to be delivered in year has been put together within this funding envelope. However the £6m budget for 2018/19 was reduced by £1.7m as part of the business planning process to account for expected savings from the Highways contract, leaving a works programme that exceeds the amount of money available. Whilst historically there is normally an underspend against the prudential borrowing programme, the reduced starting budget is resulting in the currently forecast overspend of £1.4m. Given some of the schemes are yet to complete the detailed design and construction stages, the expectation is that the forecast outturn will change further in the coming months, and as a result, this programme will be brought back into balance.

### **Cambridgeshire Archives**

The revised spend figure in 2018/19 is based on a revised cashflow from the contractor. The scheme is still expected to spend to the total budget allocated.

### **Libraries**

Library schemes funded by developer contributions will not commence until 2019/20, these include Cambourne Library and a new library at Darwin Green.

### **Community Hub – Sawston**

Due to ongoing negotiations with the freeholder, this scheme has been delayed. The scheme is now projected to be completed in 2019-20.

### **Huntingdon West of Town Centre Link Road**

Land cost claims which were not resolved as anticipated in 2017/18 (only £553,000 of that

year's £1,510,000 budget was spent) are now expected to be resolved in 2018/19 or beyond. Land values are still under discussion between agents and no payments can be made until an agreement is reached, hence timescales for payment are uncertain.

### **Ely Crossing**

The Ely Southern Bypass road was opened to traffic on 31<sup>st</sup> October 2018. The final part of the scheme, the Viaduct Walkway and removal of temporary works is currently programmed for completion in December 2018. The estimated outturn cost of the scheme remains at £49m and the expenditure for the current financial year is forecast at £14.2m (i.e. £34.8m was spent prior to the 2018/19 financial year).

### **King's Dyke**

The Business Plan budget is £13.5m. Following detailed design and further site and ground investigation the revised estimate based on the contractor's design is £29.98m. This includes risk and optimism bias allowances and finalised land costs.

The Cambridgeshire and Peterborough Combined Authority (CPCA) has now become the strategic transport authority and has now approved funding of the shortfall. Confirmation of funding has allowed the sale of land to be completed and the land is now in the ownership of Cambridgeshire County Council. Arrangements for advanced work on the site such as utility diversions are now in hand and scheduled to commence in early December 2018. Archaeological surveys are also being undertaken, prior to the main construction activity which is due to commence in February / March 2019, with completion expected in late 2020.

### **S106 funded Cycling projects**

Detailed design is underway on the UK's first Dutch style roundabout at Fendon Road/Queen Edith's Way. There will be a number of public exhibitions held in the autumn ahead of work starting on site early in 2019, with scheme completion planned for June/July 2019. £550,000 of DfT Cycle Safety funding has been secured to give an overall lifetime project budget of £800,000. To date there is not much spend as costs for detailed design have not been billed as yet.

There will be further consultation in early 2019 on proposals for Queen Edith's Way and Cherry Hinton Road.

### **Abbey-Chesterton Bridge**

The construction contract has now been let to Tarmac and it is forecast that the outturn spend will be £1,000,000 less than originally profiled, due to delays in finalising land deals, and will be carried forward into 2019/20.

The Tarmac contract includes the new bridge as well as Phase 1 of The Chisholm Trail, with completion planned for mid-2020.

### **Delivering the Transport Strategy Aims**

Papworth to Cambourne - Highways England have now secured some funding from their central 'Designated Funds'. Their consultants will undertake the detailed design of this

scheme. As a result there will be considerably less spend on this project for this financial year, with funding carried forward into 2019/20.

## Connecting Cambridgeshire

Due to the nature of the contract with BT, the majority of the costs are back ended and expenditure will not be incurred until 2019/20 and 2020/21. The total scheme cost is still £36.29m.

### Capital Funding

2018/19				
Original 2018/19 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2018/19 £'000	Forecast Spend - Outturn (November) £'000	Forecast Funding Variance - Outturn (November) £'000
17,781	Local Transport Plan	17,801	17,801	0
373	Other DfT Grant funding	6,870	6,870	0
1,287	Other Grants	5,708	5,709	1
5,475	Developer Contributions	7,548	5,515	-2,033
8,170	Prudential Borrowing	24,912	20,856	-4,056
10,941	Other Contributions	13,834	13,883	49
<b>44,027</b>		<b>76,673</b>	<b>70,634</b>	<b>-6,039</b>
<b>-8,071</b>	Capital Programme variations	-14,931	-14,931	0
<b>35,956</b>	<b>Total including Capital Programme variations</b>	<b>61,742</b>	<b>55,703</b>	<b>-6,039</b>

The increase between the original and revised budget is partly due to the carry forward of funding from 2017/18, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2017/18 financial year. The phasing of a number of schemes have been reviewed since the published business plan. Additional grants have been awarded since the published business plan, these being 2 tranches of Pothole grant funding and further Safer Roads funding.




Funding	Amount (£m)	Reason for Change
Revised Phasing (Specific Grant)	4.4	Rephasing of grant funding for King's Dyke (£4.4m) from 2017/18, costs to be incurred in 2018/19.
Additional Funding (Section 106 & CIL)	2.0	Additional developer contributions to be used for a number of schemes (£0.7m). Roll forward of CIL funding for Hunts Link Road for outstanding land compensation costs (£1.0m).
Revised Phasing (Other Contributions)	-2.7	Revised phasing of King's Dyke spend.





Additional Funding / Revised Phasing (DfT Grant)	6.5	Roll forward and additional Grant funding – National Productivity Fund (£0.7m), Challenge Fund (£1.1m), Safer Roads Fund (£1.3m), Cycle City Ambition Grant (£1.4m) and Pothole Action Fund (£2.4m).
Additional Funding / Revised Phasing (Prudential borrowing)	16.4	Additional funding required for increased costs for Ely Crossing (£9.2m). Rephasing of spend for Highways maintenance (£2.5m), Challenge Fund (£2.2m) and Sawston Community Hub (£1.4m)

Economy and Environment

Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Connecting Cambridgeshire									
% of take-up in the intervention area as part of the superfast broadband rollout programme	Quarterly	54.3%	N/A	56.7%	30 September 18	↑	Contextual	Contextual	Figures to the end of September 2018 show that the average take-up in the intervention area has increased by 2.4 percentage points since the last quarterly figure of 54.3% at the end of June 2018. The figure reported at the end of September last year was 48.5%.
% of premises in Cambridgeshire with access to at least superfast broadband	Annual	96.2%	95.2% by June 2017	96.6%	30 Sept 18	↑	On target (Green)	On target (Green)	This figure has risen very slightly to 96.6% as at the end of September 2018 since the last quarterly figure of 94.9% at the end of June 2018. The figure reported at the end of September last year was 95.4%.
Economic Development									
% of 16-64 year-old Cambridgeshire residents in employment: 12-month rolling average	Quarterly	80.1%	80.9% to 81.5%	80.5%	June 18	↑  High is good	Within 10% (Amber)	Within 10% (Amber)	<p>The latest figures for Cambridgeshire have recently been published by the Office for National Statistics (ONS).</p> <p>The 12-month rolling average is 80.5%, which is an increase of 0.4 percentage points since the last reported quarterly rolling average figure of 80.1% as at the end of March 2018 and close to the target range of 80.9% to 81.5%. It is above both the national figure of 75% and the Eastern regional figure of 78.2%.</p> <p>77.0% are employed full time and 23.0% are employed part time.</p>
‘Out of work’ benefits claimants – narrowing the gap between the most deprived areas (top 10%) and others	Quarterly	11.0%:4.9%  Ratio of most deprived areas (Top 10%) to all other areas  Gap of 6.1 percentage points	Gap of <=6.0 percentage points  Most deprived areas (Top 10%) Actual <=11.5%	10.8%:4.8%  Ratio of most deprived areas (Top 10%) to all other areas  Gap of 6.0 percentage points	Nov 16	↑  Low is good	On target (Green)	Within 10% (Amber)	<p>Please note the DWP has discontinued the dataset this information is sourced from and we are currently looking at other options to measure this or something similar.</p> <p>The 2016/17 target of &lt;=11.5% is for the most deprived areas (top 10%).</p> <p>Latest figures published by the Department for Work and Pensions show that, in August 2016, 10.8% of people aged 16-64 in the most deprived areas of the County were in receipt of out-of-work benefits, compared with 4.8% of those living elsewhere in Cambridgeshire.</p> <p>The gap of 6.0 percentage points is lower than the last quarter and is currently achieving the target of &lt;=6.5 percentage points.</p>
Additional jobs created	Annual	+10,800 (Revised)	+3,500	+6,800 (provisional)	30 Sept 17	↓  High is good	On target (Green)	On target (Green)	<p>The latest provisional figures from the Business Register and Employment Survey (BRES) show that 6,800 additional jobs were created between September 2016 and September 2017 compared with an increase of 10,800 for the same period in the previous year. This means that the 2017/18 target of +3,500 additional jobs has been achieved.</p> <p>This information is usually published late September/early October each year, for the previous year, by the Office for National Statistics (ONS) as part of the BRES Survey.</p>
Passenger Transport									
Guided Busway passengers per month	Monthly	359,231	N/A	383,635	31 October 18	↑  High is good	Contextual	Contextual	<p>The Guided Busway carried 383,635 passengers in October 2018. This figure is 24,404 more than in the previous month. There is a drop on last year’s October figure. This is due to Stagecoach using the whole week’s passenger data for 30/10/17 (Monday) to 5/11/17 in October 2017 figures which is why we had a 20.3% increase in October 2017 and only a 0.4% increase in the November 2017 figures.</p> <p>The 12-month rolling total of 4.19 million this month is higher than the figure for the same period last year of 3.97 million.</p> <p>There have now been over 25.5 million passengers since the Busway opened in August 2011.</p>

Outcome: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Local bus passenger journeys originating in the authority area	Annual	Approx. 18.5 million	19 million	Approx. 18.7 million	2016/17	 High is good	Within 10% (Amber)	Within 10% (Amber)	There were over 18.7 million bus passenger journeys originating in Cambridgeshire in 2016-7. This represents an increase of almost 2% from 2015-6; this growth can probably be attributed to the continued increase in passenger journeys on the guided busway. As predicted last year the target of 19 million bus passenger journeys was not achieved, but it still is anticipated that there is a chance of growth in the future through the City Deal and if so, this will take place in 2017-8 at the earliest.
Planning applications									
The percentage of County Matter planning applications determined within 13 weeks or within a longer time period if agreed with the applicant	Monthly	100%	100%	100%	30 September 18	 High is good	On target (Green)	On target (Green)	8 County Matter planning applications have been received and determined on time since the beginning of the 2018/19 financial year.  There were 3 other applications excluded from the County Matter figures. These were applications that required minor amendments or Environmental Impact Assessments (a process by which the anticipated effects on the environment of a proposed development is measured). 100% of these were determined on time.
Traffic and Travel									
The average journey time per mile during the morning peak on the most congested routes	Annual	4 minutes 52 seconds	4 minutes	4 minutes 45 seconds	September 2016 to August 2017	 Low is good	Off target (Red)	Off target (Red)	At 4.45 minutes per mile, the latest figure for the average morning peak journey time per mile on key routes into urban areas in Cambridgeshire is better than the previous year's figure of 4.52 minutes.  The figure for Cambridge city is 5.29 minutes compared to the previous year's figure of 5.44 minutes.  The target for 2017/18 is to reduce this to 4 minutes per mile.

Outcome: People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Traffic and Travel									
Growth in cycling from a 2004/05 average baseline	Annual	59% increase	70% increase	74% increase	2017	 High is good	On target (Green)	On target (Green)	<p>There was a 10% increase in cycle trips in 2017* compared with 2016*. Overall growth from the 2004-05 average baseline is 74%, which is better than the Council's target.</p> <p>Cycling growth is measured by the overall increase across a number of automatic and manual count points located throughout Cambridgeshire, giving a large, robust sample.</p> <p>2016 and 2017 data does not include data from the counties cycle ATCs as there is not complete data for these time periods due to a fault with the traffic counters in some of the locations. Work to fix and/or replace the faulty traffic counters is ongoing.</p>
% of adults who walk or cycle at least once a month – narrowing the gap between Fenland and others	Annual	Fenland = 81.1% Other excluding Cambridge = 89.4%	Fenland = 86.3%	Fenland = 73.7% Other excluding Cambridge = 80.6%	October 16	 High is good	Within 10% (Amber)	Within 10% (Amber)	<p>Latest figures published by the Department for Transport show that in 2015/16, 73.7% of Fenland residents walked or cycled at least once a month. This a reduction compared with 2014/2015 (81.1%).</p> <p>It is worth noting that because the indicator is based on a sample survey, the figure can vary from one survey period to the next, and the change since 2013/14 is not statistically significant. For instance the sample size for Fenland was 360 people and the sample size for the whole of Cambridgeshire was 2,323.</p> <p>Excluding Cambridge, the latest figure for the rest of the County is approximately 80.6%. The gap of 7.0 percentage points is less than the 204/15 gap of 8.3 percentage points. The 2012/13 baseline gap was 8.7 percentage points.</p>

Place and Economy Operational Indicators

Outcome: Ensuring the majority of customers are informed, engaged and get what they need the first time they contact us									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Place and Economy Operational Indicators									
% of Freedom of Information requests answered within 20 days	Monthly	60.6%	90%	80.8%	31 October 18	<div>↑</div> <div>High is good</div>	Within 10% (Amber)	Within 10% (Amber)	<div>26 Freedom of Information requests were received during October 2018. Provisional figures show that 21 (80.8%) of these were responded to on time. This is a significant improvement in performance from last month's figure but remains 9.2 percentage points below target.</div> <div>185 Freedom of Information requests have been received since April 2018 and 82.7% of these have been responded to on-time. This compares with 96.7% (out of 147) and 96.4% (out of 185) for the same period last year and the year before.</div>
% of complaints responded to within 10 days	Monthly	90%	90%	95%	31 October 18	<div>↑</div> <div>High is good</div>	On target (Green)	On target (Green)	<div>77 complaints were received in October 2018. 2 of these are outstanding and 71 (95% of completed complaints) of these were responded to within 10 working days. This is above our target of 90% and the year-to-date figure is currently 93% which remains above target.</div>

Outcome: Having Councillors and officers who are equipped for the future									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Place and Economy Operational Indicators									
Staff Sickness - Days per full-time equivalent (f.t.e.) - 12-month rolling total. A breakdown of long-term and short-term sickness will also be provided.	Monthly	3.4 days per f.t.e.	6 days per f.t.e	3.6 days per f.t.e.	31 March 2018	<div>↓</div> <div>Low is good</div>	On target (Green)	On target (Green)	<div>The 12-month rolling average has increased slightly to at 3.6 days per full time equivalent (f.t.e.) and is still below (better than) the 6 day target.</div> <div>During March the total number of absence days within Place and Economy was 207 days based on 500 staff (f.t.e) working within the Service. The breakdown of absence shows that 137 days were short-term sickness and 70 days were long-term sickness.</div> <div>The launch of the new ERP Gold system has caused a delay in reports from this new data which means there is currently no data for the current financial year while new reports are written and tested.</div>

**CAMBRIDGE CITY WORKS PROGRAMME**

Project Number	Parish/Town	Street	Works	RAG STATUS (Red, Amber, Green) (Progress measured against 31/03/19)	Project Update and any Issues or Variance Explanation
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Carried Forward from 2016/17

Total LHI Schemes Total Completed		22			
Total Outstanding		21			
		1			
15644	Cherry Hinton	Rosemary Ln & Church End	Speed control measures	R	Meeting with Cllr and residents held 03/09/18 - location agreedfor point closure take this forward for wider consultation

Carried Forward from 2017/18

Total LHI Schemes Total Completed		39			
Total Outstanding		34			
		5			
16161 - 30CPX01629	Romsey	Hobart Rd/ Suez Rd	Improve footway access and environmentbetween the two roads	G	WORKS COMPLETE
16141	Petersfield	Lyndewode Rd	Installation of Bollards	G	WORKS COMPLETE
16147 - 30CPX01643	Queen Edith	Queen Edith Way	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
16168	Abbey	Newmarket Rd/ BarnwellRd roundabout	Improve safety for cyclists	G	Comments from cycling team received. Gone for Road Safety Audit and Target Cost.
16137 - 30CPX01653	Chesterton	High Street, Arbury Rd, Victoria Rd	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
16170 - 30CPX01620	King's Hedges	Campkin Rd	Parking restrictions	G	WORKS COMPLETE
16158 - 30CPX01632	Chesterton	High Street/Green EndRd/ Water Ln	Village entry gateway	G	WORKS COMPLETE
16150 - 30CPX01640	Queen Edith	Cavendish Avenue	Parking restrictions to improve access	G	Works on site
16172 - 30CPX01618	King's Hedges	Woodhouse Way	Additional new street lighting	G	WORKS COMPLETE
16169	Romsey	Coldhams Ln	Feasibility study to improve capacity atNewmarket Rd junction approach	G	WORKS COMPLETE
16166 - 30CPX01624	Arbury	Hurrell Rd		G	Scheme no longer going ahead at Cllr request
16138 - 30CPX01652	Various	Multiple Roads	Street lights replacements	G	Works on site - some columns replaced, connections to be done.

Current Year Schemes 2018/19
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Total LHI Schemes		Total Completed	27		
		Total Outstanding	2		
			25		
30CPX02275	Arbury	Carlton Way	School KEEP CLEAR marking	G	Sent of TC, to be sent for formal consultation by 3/8/18. Consultation finished no objections
30CPX02274	Petersfield	Mill Road	Extend TRO operation	G	In design phase
30CPX02276	Chesterton	Chesterton Road/Holme Croft	Increase Cycle Reservoir	G	In design phase
30CPX02277	Coleridge	Coleridge Road	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02278	Queen Ediths	Hills Road	Cycle Racks and hardstanding	G	Scheme now with City Council and to be delivered by them.
30CPX02279	Castle	Mnt Pleasant/Shelly Row/Albion Row	20 mph zone	G	Scheme now with City Council and to be delivered by them.
30CPX02280	Arbury	Metcalfe Road/Carlton Way	Street Light	G	Ordered through Balfour Beatty.
30CPX02281	West Chesterton	Gilbert Road	Replace damaged slabs - place to place	G	Awaiting update from Cllr.
30CPX02282	Newtown	Newtown/Glisson Road	Temp TRO for road closures to determine if a suitable locations for a permanent closure can be found	G	GCP to fund additional ANPR surveys - projects to arrange in conjunction with Paul Ansty in October. First Steering Group meeting undertaken. Awaiting report from RA

30CPX02283	Chesterton	Ward Wide	Improved shared/segregated cycleway signs	G	In design phase
30CPX02284	Castle	Victoria Road/Histon Road	Install bollards and repair damaged fencing	G	Order raised with Skanska
30CPX02285	Cherry Hinton	Church End	Point closure to prevent through traffic	G	Site meeting held with Cllr Crawford on 8th May. Determining if survey data is required
30CPX02286	Romsey	Mamora Road	Double Yellow Lines	G	Sent of TC, to be sent for formal consultation by 3/8/18. Consultation finished objections received, going to November CJAC
30CPX02287	Arbury	Arbury/Kings hedges	Remove barriers at various location and replace with bollards	G	Sent for Target Cost
30CPX02288	Arbury	Erasmus Close/Darwin Drive	Double Yellow Lines	G	Sent for Target Cost
30CPX02289	Chesterton	Logans Way	Double Yellow Lines	G	Sent for Target Cost, to be sent for formal consultation by 3/8/18. Consultation finished no objections
30CPX02290	Abbey	Rawlyn Road	Bus Layby markings	G	Sent for Target Cost, to be sent for formal consultation by 3/8/18
30CPX02291	Petersfield	Devonshire Road	HGV restriction to TRO and relevant signs	G	Awaiting feedback from local residents association regarding what they want to push through.
30CPX02292	Kings Hedges	Cambury Court	Dropped crossing	G	Needs TTRO for Cycle lane maybe Q4 due Xmas
30CPX02293	Kings Hedges	Jolley Way	Street light		WORKS COMPLETE
30CPX02294	Kings Hedges	Woodhead Drive	Double Yellow Lines	G	Sent for Target Cost, to be sent for formal consultation by 3/8/18. Consultation finished no objections
30CPX02295	Cherry Hinton	Gunhild Close	Double Yellow Lines	G	Sent for Target Cost, to be sent for formal consultation by 3/8/18. Consultation finished objections received, going to November CJAC
30CPX02296	Petersfield	Great Northern Road	Zebra crossing	A	Sent for Road Safety Audit (Stage 1) - feasibility problems have contacted cllrs
30CPX02297	Chesterton	Fen Road	KEEP CLEAR marking	G	Awaiting feedback from City Cllr
30CPX02298	Market	Unitarian Church/Victoria St	Double Yellow Lines	A	Objection to new residents parking bay/existing bay. To be reviewed
30CPX02299	Petersfield	Broad St/Flower St	No through road signs		WORKS COMPLETE
	West Chesterton	Hurst Park	Dropped crossing	G	Awaiting Target Cost from contractor



## **SOUTH CAMBRIDGESHIRE WORKS PROGRAMME**

Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
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### **Carried Forward from 2017/18**

<b>Total LHI Schemes Total</b>		<b>29</b>			
<b>Completed</b>		<b>26</b>			
<b>Total Outstanding</b>		<b>3</b>			
16226 - 30CPX01564	Willingham	Thodays Cl	Parking restrictions to manage safety outside school	G	P+R to be updated for TRO. Sent for Target Cost.
16238 - 30CPX01552	Orchard Park	Ring Fort Rd	School keep clear and signange		WORKS COMPLETE
16239 - 30CPX01551	Gamlingay	Everton Rd, The Heath	New footway provision	R	PC unable to fund their percentage of the scheme. Scheme likely to be abandoned, liaison with PC still ongoing.
16236 - 30CPX01554	Whittlesford	Duxford Rd	Priority give way features		WORKS COMPLETE
16246 - 30CPX01545	Stapleford	Various	Introduction of 20mph speed limit		WORKS COMPLETE
15709 - 30CPX01088	Great Shelford	Woollards Lane	Safer crossing point		WORKS COMPLETE
16249 - 30CPX01542	Thriplow	A505/ Gravel Pit Hill junction	Improved junction signage		To be delivered by road safety team. All confirmed and arranged.
16233 - 30CPX01557	Histon and	TBC	Improvements to surfaces of the footpaths to make them more accessible		WORKS COMPLETE
16251 - 30CPX01540	Babraham	High St/ A1307 junction	Improve safety at junction and access to bus stops	G	To be delivered as part of GCP scheme - PC updated and aware

### **Current Year Schemes 2018/19**

<b>Total LHI Schemes</b>		<b>25*</b>			
<b>Total Completed</b>		<b>2</b>			
<b>Total Outstanding</b>		<b>23</b>			
30CPX02364	Balsham	High Street	Zebra	R	Awaiting S278 to be completed. Solagen to survey wigwag locations. Road Safety Audit to be completed soon. May have to be carried over to next year, PC aware.
30CPX02357	Bassingbourn cum Kneesworth	High Street	GW feature	G	Sent for Target Cost - waiting on site meeting with contractor.
30CPX02351	Bourn	High Street	Footpath widening	G	Sent for Target Cost.
30CPX02365	Cambourne	School Lane	Zebra	G	Sent to Balfour Beatty for Lighting Design. Sent for Road Safety Audit.
30CPX02361	Castle Camps	Village Entrances	Buffer Zone + Wig-Wags	G	Sent to P&R for TRO. Solagen quote and survey complete
30CPX02366	Caxton	Village Entrances	Buffer Zones/lining works/MVAS	G	Formal consultation began 17/10/18
30CPX02368	Coton	High Street/Cambridge Road	Lining adjustments/parking restrictions	G	Objection at formal consultation, to be sent to delegated decision
30CPX02362	Duxford	St Peter's St	HGV signs		WORKS COMPLETE
30CPX02353	Elsworth	Brockley Road	GW feature	A	Scheme scope to be confirmed.
30CPX02354	Eltisley	Village Entrances	Lining at entry points to village/improve 30 limit	G	No objections during consultation. Sent for Target Cost.
30CPX02358	Fulbourn	Station Road	Kerb lifting/footpath improvements	G	Works on site. Expected finish end of October.
30CPX02367	Grantchester	Village wide	20 limit/traffic calming/village gateways/DYLs	G	Site meeting carried out, designing. Trial for DYLs carried out 25/05.
A14 community fund	Graveley	High Street	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02352	Haslingfield	Barton Road	Cushions/GW features - also MVAS via 3rd party		WORKS COMPLETE

30CPX02363	Hauxton	Church Road	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
A14 community fund	Histon/Impington	Station Road	Village centre improvements	G	Sent for Target Cost.
30CPX02370	Litlington	Royston Road	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02369	Longstanton/Oakington	High Street	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
A14 community fund	Milton	Winship Road	Cycle Improvements	G	Designed. Sent for Road Safety Audit.
30CPX02360	Newton	Whittlesford Road/Cambridge Road/Fowlmere	Speed cushions/lining adjustments	G	Designed. Sent for Road Safety Audit and Parish Comments.
30CPX02356	Rampton	King Street	Street light	G	Site meeting held on 08/08/18 to discuss new location of street light.
30CPX02350	Steeple Morden	Station Road	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
A14 community fund	Swavesey	Middle Watch	Footway widening	R	To be tied in with Gibraltar lane drainage scheme. Target Cost received - overbudget, scope reduced. Response form A14 community fund awaited for additional funding.
30CPX02355	Toft	Comberton Road/High Street	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02359	Whittlesford	North Road	GW Feature	G	Waiting for Target Cost - to be tied in with 17/18 Whittlesford scheme.

**HUNTINGDONSHIRE WORKS PROGRAMME**

Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
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**Carried Forward from 2017/18**

Total LHI Schemes		24			
Total Completed		23			
Total Outstanding		1			
16216 - 30CPX01574	St Neots	Loves farm	Managed parking control scheme for the whole estate	G	Formal consultation taking place 7th-30th November. Submitted for Target Cost.
16210 - 30CPX01580	Earith	A1123 High Street	Speed reduction Buffer Zone and central island		WORKS COMPLETE
16219 - 30CPX01571	Woodwalton	Bridge Street to Ravely Road	Gateways, dragons teeth & MVAS		WORKS COMPLETE
Current Year Schemes 2018/19					

Total LHI Schemes Total Completed Total Outstanding		23*	*includes 1 x A14 community funded schemes		
		4			
		19			
30CPX02336	Old Hurst	Church Street	Double yellow lines on the bend	G	Formal consultation to finish 31/10/18. About to submit for Target Cost.
30CPX02342	Alconbury	Great North Road	Unsuitable for HGV's' sign and additional weight limit signs	G	To be submitted for Target Cost soon.
30CPX02335	Little Paxton	Mill Lane	Zebra crossing	A	Awiting confirmation from Kier that we can take power feed through planted area. Submitted for Target Cost.
30CPX02346	Yaxley	Daimler Avenue	Double yellow lines and single yellow lines	G	Formal consultation to finish 08/11/18. Sent for Target Cost.
30CPX02338	St Neots	Longsands Road	Wig-wag devices with temp 20mph limit		WORKS COMPLETE
30CPX02344	Yelling	Village area	MVAS		WORKS COMPLETE
30CPX02328	Huntingdon	California Road	Speed table	G	Sent to P&R - to be advertised starting 31st Oct. Awaiting confirmation from Road Safety Audit on final design changes.
30CPX02341	Elton	Village area	Replace and renovate existing conservation street lighting	G	Works underway on site. Being managed by Parish Council.
30CPX02331	Great Gransden	Crow Tree Street / Meadow Road	Level footway and install 40mph buffer zone	G	WORKS COMPLETE
30CPX02329	Huntingdon	Various Streets	Various parking restrictions	G	Informal Complete. Final Design and awaiting go ahead from TC. Police informed. Orders yet to be advertised.
30CPX02348	Glatton	Glatton Ways / Infield Rd / Sawtry Rd / High Haden Rd	Gateway features on entrances to village	G	Gateways on order, to arrive end of Octover. Designs complete.
30CPX02330	Huntingdon	Sapley Road	Replace give way feature with speed table, install pair of speed cushions	G	Sent for Target Cost. Formal consltation starting 31st Oct.
30CPX02337	St Neots	Nelson Road / Bushmead Road	Junction widening and improvements	A	Trial holes complete. Need to serve notice on utility companies as they are at incorrect depths. Detailed design almost complete.
30CPX02347	Tilbrook	High Street / Station Road	MVAS and 20mph limit (Station Rd)	G	Formal consultation completion 07/11/18. MVAS being delivered as part of larger bulk order across County to reduce costs - Order to arrive early November 2018.
30CPX02332	Ramsey Heights	Uggmere Court Road	MVAS, gateways and improved signing/lining	G	Submitted for Target Cost.
30CPX02327	St Ives	Marley Road	Improve warning signs/lines	G	Submitted for Target Cost.
30CPX02339	Earith	Cooks Drove	New footway	G	Submitted for Target Cost.
30CPX02334	Brampton	Village area	20mph limit around village	G	Formal consultation complete, objections to scheme. Delegated decision recently undertaken. Target cost to be submitted soon.
	Godmanchester	West St / Cambridge St / Post St	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.

30CPX02345	Abbots Ripton	B1090 / Station Rd / Huntingdon Rd	MVAS and 40mph buffer zones on each village approach	G	Finalising Design. Informal with Police complete. Target Cost submitted.
30CPX02333	Upwood and The R	Huntingdon Road	MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02343	Alconbury Weston	North Road / Highfield Avenue	Improve drainage	G	COMPLETE - New grips cut in the area have solved the problem. PC have accepted this as a good solution.
A14 Community Fund	Buckden	Mill Road / Church Street	Zebra crossing	G	Sent for Target Cost. Sent to P&R for notice of intent/consultation.

# FENLAND WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
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## Carried Forward from 2017/18

<b>Total LHI Schemes</b>		<b>13</b>			
<b>Total Completed</b>		<b>11</b>			
<b>Total Outstanding</b>		<b>2</b>			
16200 - 30CPX01590	March	City Road	Footway Extension	G	Legal agreement obtained, however second land owner identified. TC received and revision asked for.
16189 - 30CPX01601	Wisbech	South Brink	Traffic Calming (2 build outs)		WORKS COMPLETE
16198 - 30CPX01592	Parson Drove	Sealeys Lane	Footway Extension	G	Design to be amendment, request to be send to drainage board
16197 - 30CPX01593	Christchurch	Tipps End B1100	Speed Limit		WORKS COMPLETE

## Current Year Schemes 2018/19

<b>Total LHI Schemes</b>		<b>13</b>			
<b>Total Completed</b>		<b>1</b>			
<b>Total Outstanding</b>		<b>12</b>			
30CPX02321	Wisbech St Mary	Leverington Common	Lining/ coloured surfacing at Bellamy's Bridge	G	Amended Design sent to PC for approval
30CPX02317	Whittlesey	Coates/ Eastrea	Provide MVAS/ SID	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02319	Benwick	Doddington Road	Gateway feature and 40mph buffer zone	G	Target Cost approved by Parish. Order raised 23/10 along with TRO
30CPX02313	Wisbech	Ramnoth Rd, Money Bank, QE Drive, Copperfields, Mansell	Extend existing DYL	G	Submitted for Target Cost.
30CPX02323	Christchurch	Upwell Road	Gateway feature at Upwell Road & upgrade existing cross road warning sign	G	Submitted for Target Cost.
30CPX02316	Wisbech St Mary	High Road	Reduced localised speed limit with 40mph buffer & traffic calming	G	Design complete and sent to Parish for approval, Police said they do not support however will not object.
30CPX02325	March	FP between Suffolk Way & Eastwood Avenue	Install bollards/ kissing gate	G	No contact from LHO. Proceeding with design.
30CPX02324	Newton	High Road	Culvert drain and widen adjacent footway	A	Waiting for costs from drainage board for piping.
30CPX02315	Tydd St Giles	Kirkgate	Provide MVAS/ SID	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02320	Gorefield	High Road	Gateway feature on east & west approach	G	Submitted for Target Cost.
30CPX02318	Wimblington	Village approaches	Gateway on 3 approaches and kerb re- alignment	G	Submitted for Target Cost.
	Whittlesey	West Delph - Yarwells Headlands	Kerb realignment and footway extension		WORKS COMPLETE
30CPX02314	Wisbech	Colville Road/ Trafford Road	Build out inc. cushion	G	Sent to Cllr for comments

## **EAST WORKS PROGRAMME**

Project Number	Parish/Town	Street	Works	RAG (Red Green Amber) STATUS (Progress measured against 31/03/19)	Project Update and any Issues or Variance Explanation
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### **Carried Forward from 2017/18**

<b>Total LHI Schemes Total Completed</b>		<b>13</b>			
<b>Total Outstanding</b>		<b>9</b>			
		<b>4</b>			
16181 - 30CPX01609	Witchford	Main Street	Footway Widening	G	Scheme to be split into separate works to prevent further hold up. Awaiting the two Target Cost's
16183 - 30CPX01607	Burwell	Ness Road	Safer crossing point and speed reduction / calming	G	PC approved costing, works order (Skanska & Balfour Beattys). Awaiting approval from Street Works for Road Closure
16186 - 30CPX01604	Brinkley	Weston Colville Road	Two Pairs Roshill Cushions (Calming)	G	Order raised for works.
16180 - 30CPX01610	Fordham	Isleham Road	40mph speed limit from Barrowfield Farm. Raised Zebra crossing outside the	G	Target Cost received. Waiting for amended surfacing costs.

### **Current Year Schemes 2018/19**

<b>Total LHI Schemes Total Completed</b>		<b>12</b>			
<b>Total Outstanding</b>		<b>1</b>			
		<b>11</b>			
30CPX02302	Soham	Ten Bell Lane	Install DYL at junction		WORKS COMPLETE
30CPX02307	Pymoor	Various	Change core to 30, keep 40 approaches. Remove VAS & install	G	Submitted for Target Cost.
30CPX01609	Witchford	Main Street	Raised table	G	Scheme to be split into separate works to prevent further hold up. Awaiting the two Target Cost's
30CPX02308	Sutton	High Street	Junction re-prioritisation	A	Sent alternative design to PC for review- cushions on Church Lane and unsuitable for HGV signs

30CPX02303	Wicken	Butt Lane, Pond Green & Chapel Lane	Install DYL	G	Initial plans sent to Parish. Awaiting responses. Target cost to be sent end October.
30CPX02306	Coveney	The Green/ Jerusalem Drove	Enhance existing playground signs, move SL	G	Submitted for Target Cost.
30CPX02310	Ely - Queen Adelaide	Ely Road, Mile End Road, Puntney Hill Road	Buffer zones and gateway features	G	Design taking place.
30CPX02304	Fordham	Mildenhall Road, Church Street junction	Improve sign and lining at junction	G	Designed, awaiting Target Cost, being paired with LHI from 17/18
30CPX02305	Woodditton	Village entrances	40mph buffer to the north & 3 gateway features	G	Submitted for Target Cost.
30CPX02311	Ely	Forehill	Shallow table at bottom of Forehill	G	To be discussed with Ely City Council - currently investigating speed cushions.
30CPX02309	Lode	Quy Road	Supply & install MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.
30CPX02301	Isleham	Fordham Road	Speed watch equipment & MVAS	G	Being delivered as part of larger bulk order MVAS scheme across County to reduce costs - Order to arrive early November 2018.

## Detailed Tree Data

District	Reason for removal																											
	Damaged				Diseased / Dead				Subsidence				Obstruction				Natural Disasters				Area Total	Planted						
	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018	Jan to End of June 2017	July - End of Dec 2017	Jan to End of June 2018	July - Sept 2018		Jan to End of June 2017	July - End of Dec 2017	July - End of Dec 2017	July - Sept 2018			
Cambridge	0	0	0	0	0	0	0	0	6	0	0	0	0	1	3	0	0	0	0	0	10	3	0	0	0			
South Cambs	0	0	1	0	14	5	5	0	0	0	0	1	0	1	0	1	2	0	0	0	30	0	0	0	1			
Huntingdonshire	0	0	0	0	12	8	3	0	4	1	1	0	0	0	1	0	2	1	2	0	35	0	0	0	0			
East Cambs	0	0	0	0	3	0	0	2	0	0	0	0	0	0	0	0	0	0	1	0	6	0	0	3	0			
Fenland	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	4	0	0	0	0			
Total	0	0	1	0	30	14	9	2	10	1	1	1	0	2	4	1	4	1	4	0	85	3	0	3	1			
													January to end of June 2017 - Total Removed				44											
													July - End of December 2017 - Total Removed				18											
													January to end of June 2018 - Total Removed				19											
													July to end of Sept 2018 - Total Removed				4											
Note: 1 tree removed from Highway land in East Cambs December 2017 - this was for a Christmas Tree and will be replaced by Soham Rotary Club																Total Planted				7								



## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (now only item 17) – Note all Friday Member seminars are now open to District Councillors

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
1.	The Budget and ETE Business Planning Process	To provide an understanding of the process	Amanda Askham	Wednesday 9 <sup>th</sup> August 2017 10-12 noon	KV Room	Seminar	E and E Ctte and Subs	6 (no individual details provided)	10% of full Council Membership
2.	Introduction to Major Infrastructure Delivery	To provide an understanding of the subject	Stuart Walmsley	28th November 2017	KV Room	Seminar	All	<b>David Ambrose Smith</b> Henry Bachelor <b>Ian Bates</b> Anna Bradnam Kevin Cuffley John Gowing Anne Hay Joan Whitehead <b>Donald Adey</b> Bill Hunt Nichola Harrison Josh Schumann <b>Tim Wotherspoon</b> Lorna Dupre Anna Bailey Matthew Shuter	26% of full Council Membership  <b>40% of main E and E Committee membership</b>

## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

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Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
3.	Ely Bypass Site Visit	To view the site to help gain a better understanding of the issues	Brian Stinton/ Stuart Walmsley	Friday 25 <sup>th</sup> August 2017 10 a.m. - 1.p.m.	On site	Site Visit	E and E Ctte and Subs	<b>David Ambrose Smith</b> Ian Bates Henry Batchelor Lorna Dupre Ian Gardener Bill Hunt Tom Sanderson <b>Tim Wotherspoon</b>	24% of full Council membership  <b>30% of main E and E Committee membership</b>
4.	Waterbeach Waste Management Park site visit [Organised by H&CI Committee]	To help provide a better understanding of the subject	Adam Smith	Mon 12th Feb 2018 11am – 2pm	On site	Site Visit	H and C Ctte – invitation also extended to E and E Committee	<b>Ian Bates</b> Henry Batchelor <b>David Connor</b> Sebastian Kindersley	7% of full Council membership  <b>20% of main E and E Committee membership</b>

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Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
5.	Connecting Cambridgeshire – Digital Connectivity	To update Members on Progress and to help provide a better understanding	Noelle Godfrey	Mon 4th Sep 2017 2-3pm	KV Room	Seminar	All	<b>David Ambrose Smith,</b> <b>Ian Bates,</b> Adela Costello, Lorna Dupre, Lis Every, Mark Howell, David Jenkins, <b>Noel Kavanagh,</b> <b>John Williams,</b> <b>Tim Wotherspoon,</b>	16% of Council membership  <b>50% of main E and E Committee membership</b>
6.	County's role in Growth and Development	To update Members on progress and to help provide a better understanding	Sass Pledger, Juliet Richardson	Mon 2 <sup>nd</sup> Oct 2017 2-4pm	KV Room	Seminar	All	<b>Donald Adey</b> <b>David Ambrose Smith</b> <b>Ian Bates</b> Anna Bradnam Steve Criswell Lis Every	20% of Council membership  <b>40% of main E and E</b>

## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

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Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
								Lynda Harford Anne Hay Linda Jones Lina Joseph <b>Noel Kavanagh</b> Joshua Schumann	<b>Committee membership</b>
7.	Flood Risk Management Strategy and work	To help provide a better understanding of the subject	Sass Pledger, Julia Beeden	Wed Oct 25 <sup>th</sup> 2017 2-4pm	KV Room	Seminar	All	<b>Ian Bates</b> Anna Bradnam John Gowing Mark Howell Tom Sanderson Joan Whitehead <b>John Williams</b> <b>Tim Wotherspoon</b>	13% of Council membership <b>30% of main E and E Committee membership</b>
8.	Energy Strategy and Work	To help provide a better understanding of the subject and	Sass Pledger, Sheryl French	Mon 13 <sup>th</sup> Nov 2017 10am-12pm	KV Room	Seminar	All	<b>Ian Bates</b> Anna Bradnam John Gowing Mark Howell Joshua	10% of full Council membership

## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

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Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
		provide a progress update						Schumann Terry Rogers	<b>10% of main E and E Committee membership</b>
9.	County Planning Minerals and Waste	To help provide a better understanding of the subject and provide a progress update	Sass Pledger, Emma Fitch	Wed 29 <sup>th</sup> Nov 2017 2-4pm	KV Room	Seminar	All	<b>David Connor</b> Anna Bradnam Ian Gardener John Gowing Lynda Harford Terry Rogers Joan Whitehead <b>John Williams</b>	13% of full Council membership  <b>20% of main E and E Committee membership</b>
10.	Major railway projects	To help provide a better understanding of the subject and provide a	Jeremy Smith	Mon 18 <sup>th</sup> Dec 2017 2-4pm	KV Room	Seminar	All	<b>Donald Adey</b> <b>David Ambrose Smith</b> Anna Bradnam John Gowing <b>Ian Bates</b>	16% of full Council membership  <b>40% of main</b>

## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (now only item 17) – Note all Friday Member seminars are now open to District Councillors

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
		progress update						Lis Every Bill Hunt Terry Rogers Joan Whitehead <b>John Williams</b>	<b>E and E Committee membership</b>
11.	Bus Bill	<b>Review of supported bus services explaining the economies and constraints of running a commercial bus service.</b>	<b>Paul Nelson</b>	<b>2<sup>nd</sup> February</b>	KV Room	Taken as part of the Member Monthly Seminar	All	Anna Bailey Anna Bradnam Adela Costello Steve Count Steve Criswell Kevin Cuffley Lorna Dupre Lis Every John Gowing Anne Hay Roger Hickford Mark Howell Peter Hudson Bill Hunt Linda Jones <b>Noel Kavanagh</b> Ian Manning Mac McGuire Lucy Nethsingha	39% total Council Membership  <b>20% of main E and E Committee membership</b>

## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (now only item 17) – Note all Friday Member seminars are now open to District Councillors

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
								Terry Rogers Mike Shellens Mandy Smith Joan Whitehead <b>John Williams</b>	
12.	A14 site visit (Limited to 12 places)	To see the progress on the construction and to be given more details on site	Stuart Walmsley / Highways England	2 p.m. 10 <sup>th</sup> April 2018	On site Swavesey	Site Visit	E and E Cttee but opened up to all County Councillors	<b>Bates</b> Batchelor Criswell Dupre Hunt Jenkins <b>Wotherspoon</b>	12% of full Council membership  <b>20% of main E and E Committee membership</b>
13.	Further Ely Bypass Site Visit	To view the site and construction progress	Brian Stinton/ Stuart Walmsley	9 <sup>th</sup> May 2018	On site	Site Visit	E and E Cttee and Subs	<b>Connor</b> Hunt	3% of Full Council membership <b>10% of Committee membership but 30%</b>

## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

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Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
									attended an earlier site visit
14.	The Combined Authority	To provide an understanding of the Authority and its relationship to the County Council and other partners	Martin Whiteley Combined Authority	10.30am Friday 15 <sup>th</sup> June 2018 one hour plus slot	KV Room	Topic Monthly Member Seminar	All	A Bradnam A Costello S Count P Downes J French J Gowing L Harford N Harrison A Hay R Hickford M Howell P Hudson L Jones S King <b>S Tierney</b> J Whitehead <b>T Wotherspoon</b>	28% of Council membership  <b>20% of main E and E Committee membership</b>



## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (now only item 17) – Note all Friday Member seminars are now open to District Councillors

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
15.	Section 106 and CIL Process  Approach to the Agreement and Inclusion of Community Infrastructure Levy and Section 106 Funding	To explain the Section 106 process as it applies to the County Council	Juliet Richardson	7 <sup>th</sup> December 2018		To provide more information on the detail	All	<b>D Ambrose-Smith</b> A Bailey C Boden A Bradnam S Bywater S Count S Criswell P Downes M Goldsack J Gowing P Hudson B Hunt T Sanderson M Shellens J Whitehead	25.5% of Council membership  <b>10% of main E and E Committee membership</b>
16.	New Developments	To include information on <ul style="list-style-type: none"> <li>future proofing new homes to take account of the</li> </ul>	Juliet Richardson	7 <sup>th</sup> December 2018		To provide more information on specific issues requested	See above	See above	See above

## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (now only item 17) – Note all Friday Member seminars are now open to District Councillors

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
		demands of a rising elderly population, • builders installing solar panels • landscaping tree planting programmes • Provision and barriers to providing electric charging points in new homes.				by Members as listed,			
17.	Cambridgeshire and Peterborough Minerals and Waste Local	To hold a future Member seminar to extend invitations to	Ann Barnes	15 <sup>th</sup> March 2019 Seminar	KV Room Shire Hall	To provide more information on the detail			

## ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (now only item 17) – Note all Friday Member seminars are now open to District Councillors

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
	<b>Plan</b>	<b>District Councillors</b>							
18.	Approach to the Agreement and Inclusion of Community Infrastructure Levy and Section 106 Funding	To hold a future Member seminar to extend invitations to District Councillors	Juliet Richardson	The proposal agreed at the November E and E Committee was to combine this with item 15 the seminar slot on 7 <sup>th</sup> December	KV Room Shire Hall	To provide more information on the detail	See 15 above	See 15 above	See 15 above



# ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published on 2nd January 2019  
Further updates 2<sup>nd</sup> January 2019

**AGENDA ITEM: 11**

## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

\* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>10/01/19</b>	Revised Report - Integrated Transport Block (ITB) Funding Allocations	Elsa Evans	2019/021	<b>21/12/18</b>	<b>31/12/18</b>
	Community Transport Membership Eligibility Criteria	Paul Nelson	Not applicable		
	Approval of the Cambridgeshire Statement of Community Involvement	Ann Barnes	Not applicable		
	Joint Procurement of Professional Service Contract.	Evangelos Giannouidis/ Andy Preston	Not applicable		
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Agenda Plan	Democratic Services	Not applicable		
<b>07/02/19</b>	Bourn Airfield Outline Planning Application	Stuart Clarke	2019/005	<b>24/01/19</b>	<b>29/01/19</b>
	Royal London Waterbeach Planning Application	Juliet Richardson	2019/007		
	Highways Response to West Cambridge Master Planning Report	David Allatt	2018/040		
	Kennett Village Garden Outline Planning Application	Juliet Richardson	Not applicable		
	Non Statutory Consultation East West Rail	Jeremy Smith	Not applicable		
	Cambridgeshire and Peterborough Minerals and Waste Further Draft Local Plan	Ann Barnes	Not applicable		
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
<b>14/03/19</b>	Non Statutory consultation East-West Rail	Jeremy Smith / Andy Preston	Not applicable	<b>01/03/19</b>	<b>05/03/19</b>
	Cambridge Capacity Study	Jeremy Smith / Andy Preston	Not applicable		
	Transport Scheme Development Programme Review of Sifting Process	Karen Kitchener	Not applicable		
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Agenda Plan	Democratic Services	Not applicable		
<b>11/04/19</b> (Reserve date)	Cambridge Northern Fringe East Area Action Plan	David Carford	Not applicable	<b>28/03/19</b>	<b>02/05/19</b>
<b>23/05/19</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	<b>10/05/19</b>	<b>14/05/19</b>
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
<b>20/06/19</b> <b>Reserve date)</b>	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable	<b>07/06/19</b>	<b>11/06/19</b>
	Agenda Plan	Democratic Services	Not applicable		
<b>11/07/19</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	<b>28/06/19</b>	<b>02/07/19</b>
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
<b>15/08/19</b> <b>Reserve Date)</b>	Finance and Performance Report	Finance and Performance Report	Not applicable	<b>02/08/19</b>	<b>06/08/19</b>
<b>19/09/19</b>	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable	<b>06/09/19</b>	<b>10/09/19</b>
<b>17/10/19</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	<b>04/10/19</b>	<b>08/10/19</b>
	Agenda Plan	Democratic Services	Not applicable		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>14/11/19</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	<b>01/11/19</b>	<b>05/11/19</b>
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
<b>05/12/19</b>	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable	<b>22/11/19</b>	<b>26/11/19</b>
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
<b>16/01/20</b>	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable	<b>03/01/20</b>	<b>07/01/20</b>
	Agenda Plan	Democratic Services	Not applicable		
<b>06/02/20 (reserve date)</b>				<b>24/01/20</b>	<b>28/01/20</b>
<b>05/03/20</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	<b>21/02/20</b>	<b>25/02/20</b>
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
<b>23/04/20</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	<b>08/04/20</b>	<b>14/04/20</b>
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		



<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Agenda Plan	Democratic Services	Not applicable		
<b>28/05/20</b>	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		

