

ECONOMY AND ENVIRONMENT COMMITTEE



Date: Thursday, 13 September 2018

Democratic and Members' Services

Fiona McMillan

Deputy 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 16th August 2018 Economy and Environment Committee** 5 - 14
3. **Minute Action Log** 15 - 18

Petitions and Public Questions

DECISIONS

4. **Draft Cambridgeshire Statement of Community Involvement** 19 - 46
5. **Kennett Garden Village Extension - Outline Planning Application** 47 - 68
Consultation Report

6.	Annual Update from Cambridgeshire and Peterborough Trading Standards Shared Service	69 - 86
7.	Councillor Appointments to the A141- Huntingdon and St Ives Area Transport Study Steering Group	87 - 94
8.	Finance and Performance Report to end of July	95 - 122
9.	Training Plan Economy and Environment Committee	123 - 132
10.	Agenda Plan	133 - 138
11.	Date of Next Meeting - 11th October 2018	

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

Clerk Name: Rob Sanderson

Clerk Telephone: 01223 699181

Clerk Email: rob.sanderson@cambridgeshire.gov.uk

<p>The County Council is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the</p>

public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request: <http://tinyurl.com/ccc-film-record>.

Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer no later than 12.00 noon three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution <https://tinyurl.com/ProcedureRules>.

The Council does not guarantee the provision of car parking on the Shire Hall site and you will need to use nearby public car parks <http://tinyurl.com/ccc-carpark> or public transport.

ECONOMY AND ENVIRONMENT COMMITTEE: MINUTES

Date: Thursday, 16th August 2018

Time: 10.00 a.m. to 11.10 a.m.

Present: Councillors: D Ambrose-Smith, I Bates (Chairman), R Fuller, T Sanderson (substituting for D Giles), N Harrison (substituting for Cllr Batchelor). M Howell (substituting for Cllr Connor), N Kavanagh, S Tierney and J Williams.

Apologies: Councillor D Ambrose-Smith, H Batchelor, D Connor, D Giles and T Wotherspoon

134. DECLARATIONS OF INTEREST

None

135. MINUTES

The minutes of the meeting held on 12th July 2018 were agreed as a correct record.

136. MINUTE ACTION LOG

The following update was provided to Members as part of the Committee running order:

Minute 122 from the 12th July Meeting - following the July meeting the Liberal Democrat Group confirmed to Democratic Services that they had appointed Councillor Batchelor to the new Cross Party Group on Poverty being set up by Communities and Partnership Committee for which a Liberal Democrat nomination had been sought.

The Minute Action Log was noted.

137. PETITIONS AND PUBLIC QUESTIONS

No petitions or public questions were received.

138. APPROVAL TO PROCURE CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY (CPCA) TRANSPORT PROJECTS

The CPCA agreed their transport priorities at their Board meeting held on 28 March 2018. The County Council is working on their behalf on a number of major transport projects providing services including:

- Procurement of consultancy services;
- Project and contract management; and
- Technical assurance of consultants work.

This report sought the Committee's approval to procure consultant resource on behalf of the CPCA to undertake development work on three of its transport priorities. In addition, the CPCA and the Business Board were in the process of considering the release of the next phase of the Growth Deal funding allocated to the Wisbech Access Strategy. As a result, the Council might also be asked to commission the next stage of work on two further projects. For each of the projects, the expenditure involved would be over £500,000 and therefore required Committee approval as Key Decisions under the Council's Constitution. The six projects were as listed below with more detail included in the report:

March to Wisbech Transport Corridor Study.

It was intended to run a mini competition through the ESPO framework to ensure value for money.

A505 Corridor Study.

It was intended to run a mini competition through the ESPO framework to ensure value for money.

A47 Dualling

Skanska were undertaking work on the A47 dualling proposals that has been commissioned by the Council on behalf of the CPCA through the Highways Services Contract. *Wisbech Access Strategy.*

Subject to the release of funding, it was intended to award this work to Skanska through the Highways Services Contract.

A10 dualling between Ely and Cambridge
M11 extension to the A47

CPCA officers had indicated that the CPCA may ask the Council to procure consultancy services to further develop these options.

In discussion it was confirmed that expenditure on contracts let on behalf of the CPCA by the Council would be recharged to the CPCA, as would all officer time spent on this work. The Committee was also asked to delegate to the Executive Director for Place and Economy, in consultation with the Chairman and Vice Chairman the agreement of roles and responsibilities in relation to the projects. This would require a project instruction and a legal agreement to be in place between the CPCA and the Council for each project, with the CPCA covering the costs of the Council in respect of all agreed liabilities under the project contracts and instructions.

In discussion issues / questions raised included:

- With respect to the March to Wisbech Transport Corridor Study and the intention to take it to a stage of development equivalent to Network Rail GRIP stage 3 (option selection) one Member sought further explanation of what the latter was.

GRIP was an 8 Stage process and the proposal was to get the project to a detailed business case part of the process. GRIP 3 was the pivotal point at which a railway was achieved and where funding was committed. 6 was commissioning, 7 building and 8 opening. Network Rail currently agreed in principle to the project and currently the project had reached GRIP 2 with an outline business case.

- One Member expressed her deep concern regarding the extent to which the County Council was becoming a junior partner to the CPCA and believed the proposals was a way for the CPCA to avoid having to employ staff directly in order to continue to be able to say it was a lean run organisation, while loading all the risk and potential blame for any failures on the County Council. She highlighted that the Mayor in the past had been a very vocal critic of the performance of the County Council, while demanding extremely ambitious project timescales without full consideration of the risk and cost implications. She made reference to the cost escalation issues that had arisen with both the Ely Bypass and Kings Dyke capital projects. She was particularly critical that unlike the next report on the agenda, the Committee was not being given sight of the proposed legal agreement between the two parties and that there was no evidence of a risk assessment having been undertaken. In response it was clarified that the County Council was a key partner and officers were fully aware of the risks involved and that the legal agreement being drawn up by the legal teams for the two partners, would ensure the risk level was reasonable.
- There was concern from a number of Members regarding the impact on County Officers of having to undertake additional work for the CPCA. It was explained that the in-house expertise was not additional resources but was the resource that would have been available if the County Council was undertaking the project and was being transferred, as the CPCA was now the responsible Transport Authority. It was seen as critical that the projects were taken forward within the timescales. If additional resources were required, they would be paid for by the CPCA and would not be an additional cost to the Council.
- A question was raised on what the time limits were and at what stage would the projects become invalid, if not progressed. It was explained that if after between 4-6 years a project was not progressed, then there would need to be transport remodelling work undertaken to take account of any changed circumstances. In addition at any time environmental regulations might also change, which could have an impact, requiring project re-assessment.
- The Member with particular concerns suggested that the arrangements was more that the County Council was being employed as a commercial consultant rather than a partner, stating that such arrangements with private contractors required there to be professional indemnity insurance in place and asked the position regarding work for the CPCA. In response it was indicated that officers would be working with the Council's insurers to ensure the necessary indemnities were in place, highlighting that while the County Council was being employed on a technical consultancy basis, there was not the same level of commercial risk.

- In response to the suggestion that the Committee should be responsible for agreeing the governance arrangements it was clarified that management and decision making responsibility was with the CPCA.
- On how the proposed arrangements stood in relation to European Union procurement regulations, attention was drawn to paragraph 2.1 of the report detailing that procurement would be through the Eastern Shires Purchasing Organisation's (ESPO) Consultancy Framework or the Highways Services Contract.
- The majority of Members highlighted the importance of supporting the proposals to help deliver much needed schemes to residents of the County.

On the recommendations being put to the vote, it was resolved by seven in favour with two abstentions to:

- a) Approve procurement on behalf of and fully funded by the Cambridgeshire and Peterborough Combined Authority, of consultancy services in relation to:
 - the March to Wisbech Transport Corridor Study,
 - the A505 Corridor Study,
 - the A47 dualling from Peterborough to Wisbech,
 - the Wisbech Access Strategy phase 1,
 - the A10 dualling from Ely to Cambridge, and
 - the M11 extension to the A47
- b) Delegate to the Director of Place and Economy in consultation with the Chairman and Vice Chairman of the Committee, the agreement of:
 - A project instruction for each project, and
 - A legal agreement between Combined Authority and the Council for each project.

139. CONNECTING CAMBRIDGESHIRE PROGRAMME EXPANSION

The purpose of this report was to update Members on additional funding for the Connecting Cambridgeshire Programme and to seek approval for the proposed partnership working agreement with the Cambridgeshire and Peterborough Combined Authority.

In March 2017 this Committee approved the use of up to £5m "clawback" funding from the Superfast Broadband gap funding contract to support new extended targets to deliver Superfast Broadband coverage to more than 99% of Cambridgeshire and Peterborough homes and businesses by the end of 2020. This was anticipated to be supplemented by further European Union and Central Government funding. As an update it was explained that the Superfast Broadband (SFBB) rollout being delivered in multiple phases, remained on track, with just over 96% coverage at present, targeting 97% by the end 2019 and more than 99% by the end of 2020. As a verbal update, the presenting officer in response to a question, indicated that to achieve the 100% would

always be extremely problematic as this represented isolated dwellings or small groups of dwellings in rural settings for which the costs of providing the cabling and required energy sources was commercially prohibitive, as there was not the necessary economies of scale.

As part of the wider targets, a successful funding bid of £4m had been received from Central Government's Local Full Fibre Networks (LFFFN) programme to assist in providing a more extensive fibre infrastructure across Cambridgeshire. In addition, in March of this year the Cambridgeshire and Peterborough Combined Authority (C&PCA) approved recommendations to provide an additional £5.6m funding to support the broader digital infrastructure programme for Cambridgeshire and Peterborough. As the major funding partner, the Connecting Cambridgeshire Programme would act as the delivery unit for all additional work streams, including those to be funded by the CP&CA and included further full fibre rollout, public access Wi-Fi provision for market towns, improved mobile coverage and support for early deployment of "next generation" 5G mobile services. The partnership agreement was intended to facilitate joint working by setting out the governance and funding arrangements.

As an update to the published report it was orally reported that in addition to the funding referred to above, the County Council had been successful in bidding for an additional £4m from DEFRA to support rural schemes.

In discussion;

- The same Member who had been very critical of the last report suggested that the wording in the proposed partnership agreement was muddled regarding the relationship between the Cambridgeshire and Peterborough Combined Authority (CPCA) and the County Council and where accountability and power lay, questioning the use of the wording "...CPCA agreeing to fully co-operate ..". suggesting that this could not be enforced, and as such, was not a partnership arrangement. She had concerns due to the complex nature of the work to be undertaken, the risks involved and what protection would be afforded to officers and the public. As a response another Member suggested that the said Member should not be too concerned about the word "co-operation" as it did not always have to mean agreeing on all things and that partnership working involved an element of trust and from a residents point of view, they wished to see programmes delivered, rather than being concerned with who delivered them.
- Several Members highlighted that the report was a good news story on the very significant progress that the County Council had made in rolling out superfast broadband, the Council having made a substantial investment at the time of the Cabinet system for what had been an extremely ambitious project, and this had been recognised as such, by Central Government.
- On whether the referred to Board included elected Members, it was clarified that it was an officer board, but that any key decisions would be referred for Member decision. An example being the funding decisions made recently by the CPCA. This allowed the necessary flexibility from a programme delivery perspective.

- A Member expressed concern regarding recommendation (c) of the report to the Combined Authority on 28th March 2018 reading “authorise the Chief Executive, in consultation with the Mayor, to approve the business case and draw-down of funds in accordance with approved business case relating to improvements to mobile coverage and the full fibre footprint for Cambridgeshire and Peterborough” suggesting that this gave the Mayor the power to make decisions rather than the Combined Authority, which was not referred to. In response the Chairman explained that this was standard delegation wording and was used in most cabinet run local authorities where decision-making powers were delegated to the relevant portfolio holder.

On the recommendations being put to the vote, it was resolved by seven in favour with two abstentions to:

- a) Note the proposed expansion of the Connecting Cambridgeshire Programme, incorporating additional funding sources, through to 2022.
- b) Approve the Statement of Partnership Working between Cambridgeshire County Council and the Cambridgeshire and Peterborough Combined Authority for the delivery of the expanded Connecting Cambridgeshire Programme
- c) Delegate to the Executive Director for Place and Economy, in consultation with the Chairman and Vice-Chairman of the Committee, minor modifications to the final wording and signature of the Statement of Partnership Working document.

140. FINANCE AND PERFORMANCE REPORT – JUNE 2018

The Committee received the Finance and Performance report for Place and Economy Services (P&E) in order to comment on the projected financial and performance outturn position, as at the end of June 2018 with it highlighted that there had been little change since the previous month’s report.

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 H&CI Committee). The P&E service was showing that it was now requiring to make £911K savings by year-end to bring the budget back into balance, and this would be either be through new underspends and additional income, or planned reductions in service if required at the later stages of the year.

Capital: The design stage of King’s Dyke was nearing completion and the land purchase was in process. The estimated project costs were now expected to significantly exceed the figure previously presented to Committee (£16.9m). It had been decided to leave the budget at £13.8m until the final costs were known.

Performance: It was highlighted that at this early stage in the year, some indicators were still being reported on pre-2018/19 information. Of these twelve performance indicators, one was currently red, four are amber, and seven were green. The indicator

that was 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 for none of the performance indicators would be red, five would be amber and seven green.

In discussion the following issues were raised /comments made:

- An opposition Member suggested that as there was already an estimated overspend of nearly £1m she suggested the Budget was not working. The same Member asked why there was no detail on the Kings Dyke overspend. In response it was highlighted, as stated in the report, that a detailed report on King's Dyke was at the time of the meeting scheduled to come forward to the September Committee which would be the appropriate time to discuss the issue rather than the present meeting. Although scheduled for September, this report could slip to a later cycle if the final figures could not be finalised.
- On the Guided Busway a Member highlighted that there had been significant recent press coverage regarding the fact that the current passenger usage was significantly less than had been originally estimated in the consultant's report. It was suggested that it would be useful to have more detail on the assumptions that had been used by the consultants for their passenger number projections. In discussion it was noted that the delay to the building of Northstowe would have been a contributory factor, but as other projected schemes, such as Trumpington Meadows, may have also been included in the estimates, **there was a request for more detail to be provided by officers outside of the meeting. Action Andy Preston**
- On the information on paragraph 2.6 on page 66 of the agenda suggesting that there would be no red indicators by the end of the year, a question was raised on how confident officers were that the performance indicator reading 'The average journey time per mile during the morning peak on the most congested routes' really would become green or amber and show a low measure (*Note: this would be a reduction from 4 minutes 45 seconds to 4 minutes*) and whether this was achievable. He highlighted the pressures in and around Cambridge of increased development that could make this more difficult to achieve e.g. the bio-medical campus. Another Member suggested she did not believe it would be achievable under any circumstances in the current year or foreseeable future and suggested it should be removed as an unrealistic target if it could not be validated on a monthly basis. She made the point that she believed it was more relevant as a long term goal. In discussion officers agreed to review the indicator as things could change during a year, and it was also always necessary to review performance indicators to ensure they were still appropriate. The Chairman supported such a review and said if required, detail should be provided of initiatives being undertaken to support its achievement if it was still deemed appropriate to be included in the current year's Performance Indicators suite. **Action: For officers to review the rating and explanation for the PI 'the average journey time per mile during the morning peak on the most congested routes'. Jeremy Smith / Andy Preston**

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

note the report.

141. ECONOMY AND ENVIRONMENT COMMITTEE AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIP LIAISON AND ADVISORY GROUPS

This report invited the Committee to review its agenda plan and training plan, and to appoint a replacement Member to Fenland Association for Community Transport (FACT) Board and Huntingdon Association for Community Transport (HACT) Board following the resignation of Councillor McGuire.

The following updates were orally provided to the agenda plan at the meeting:

Amendments to the Business Planning title for both 11th October and 15th November Committee meetings so that they now read as:

Review of Draft Revenue and Capital Business Planning Proposals for 2019-20 To 2023-24.

It was resolved:

- a) To note the agenda Plan as updated.
- b) To note the Training Plan.
- c) To appoint Councillor Boden to replace Councillor McGuire on both the Fenland Association for Community Transport (FACT) Board and Huntingdon Association for Community Transport (HACT) Board.

142. DATE AND TIME OF NEXT MEETING 10 A.M. THURSDAY 13TH SEPTEMBER 2018

**Chairman:
13th September
2018**

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

This is the updated minutes action log as at 5th September 2018 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 8th FEBRUARY 2018 COMMITTEE

MINUTE NO.	REPORT TITLE	ACTION TO BE TAKEN BY	ACTION	COMMENTS	STATUS
88.	TRANSPORT SCHEME DEVELOPMENT a) Review of Sift Process	Action: Karen Kitchener Principal Transport & Infrastructure Officer / Chris Poultney	a) That the process proposed would be further reviewed after a period of operation to see whether any changes were required.	The process is due to be reviewed this Autumn and is currently ongoing.	ACTION ONGOING
	b) Local member involvement on the A141 schemes listed	Karen Kitchener Principal Transport & Infrastructure Officer / Tom Fisher Transport and Infrastructure Officer	b) Councillor Connor requested that he be kept informed regarding progress on the A141 schemes listed. He expressed an interest to serve on the proposed Steering Group.	A report is included on the current agenda seeking Councillor Appointments to the A141 Huntingdon and St Ives Transport Study Steering Group.	ACTION TO BE DETERMINED AT CURRENT MEETING

ACTIONS FROM THE 12TH 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.	<p>Internal Audit were contacted on 19th April. The response from the Audit and Risk Manager on 20th April confirmed that Internal Audit 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.</p> <p>The report from Internal Audit to the Audit and Accounts Committee had now been rescheduled to their November Committee meeting.</p>	ACTION ONGOING

ACTIONS FROM THE 12TH JULY 2018 COMMITTEE

MINUTE NO.	REPORT TITLE	ACTION TO BE TAKEN BY	ACTION	COMMENTS	STATUS
130.	FINANCE AND PERFORMANCE REPORT - Performance indicator titled 'Guided Busway passengers for the month'	Andy Preston	On the downward direction of travel arrow, as there was no comparator figure for the previous month and no explanation provided, Members had no way of knowing the reasons for		

			the fall. The Officers agreed to look to redraw the chart in future to provide better explanation of fluctuations.	This was still under review.	ACTION ONGOING
<u>ACTIONS FROM THE 16TH AUGUST 2018 COMMITTEE</u>					
140.	FINANCE AND PERFORMANCE REPORT – JUNE 2018 a) Guided Busway passenger Numbers projections clarification	Andy Preston	Following the recent adverse local press coverage. Officers to investigate and provide a comprehensive answer on all the development projected data for the guided busway that would have been used in the original consultant passenger number projections.	At the time of producing this Minute Action Log this was still being progressed.	ACTION ONGOING
	b) Review of key performance Indicator for continued relevance	Jeremy Smith / Andy Preston	For officers to review the rating and explanation for the PI 'the average journey time per mile during the morning peak on the most congested routes'.	At the time of producing this Minute Action Log this was still being progressed.	ACTION ONGOING

DRAFT CAMBRIDGESHIRE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

To: **Economy and Environment Committee**

Meeting Date: **13 September 2018**

From: **Executive Director Place & Economy**

Electoral division(s): **All**

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

Purpose: **To consider the draft Cambridgeshire Statement of Community Involvement 2018 which sets out how the community can be involved in mineral and waste land use planning activities undertaken by the County Council in its role as the Mineral and Waste Planning Authority.**

Recommendation: **Members are asked to:**

- Approve the draft Cambridgeshire Statement of Community Involvement (Appendix 1 of this report) for the purpose of public consultation commencing in autumn 2018.**
- Delegate to the Executive Director, Place and Economy in consultation with the Chair and Vice Chair of the Committee, the authority to make any minor non-consequential amendments to the consultation document attached, prior to consultation.**

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Ann Barnes	Names:	Cllr. Bates and Cllr. Wotherspoon
Post:	Principal Planning Officer	Post:	Chair/Vice-Chair
Email:	ann.barnes@cambridgeshire.gov.uk	Email:	ian.bates@cambridgeshire.gov.uk / tim.wotherspoon@cambridgeshire.gov.uk
Tel:	01223 715526	Tel:	01223 706398

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 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. This review will ensure that a new SCI is in place by 2019, and that the Regulations have been complied with.

2. MAIN ISSUES

- 2.1 The draft SCI covers the following land use planning activities:
 - The preparation of mineral and waste planning policy (local plan, 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.
- 2.2 The draft SCI sets out who, and how, we will consult on the above activities. It also tells people how they can engage with Members, and the democratic processes of the Council. This includes how to find their local Member, attendance at meetings, and the right to speak e.g. Planning Committee, and petitions.
- 2.3 Land use planning processes are a statutory function, and as such are undertaken in accordance with the relevant legislation and regulations. The draft SCI reflects these requirements which govern who must be consulted, for how long, and by what means. For example, the community involvement that must take place when the Council is preparing new planning policy or determining planning applications. However, it also includes additional consultation measures; and does not preclude the Council undertaking further additional community involvement (above that set out in the SCI), if it is appropriate. In proposing the level of community involvement set out in the draft SCI regard has also been had to nature of the work being undertaken; and to the level of resources (including staff) available.
- 2.4 The current SCI sets out how the community will be involved in the preparation of a new SCI (this document), and as an approved policy of its Council which reflects statutory requirements, this process has to be followed. Therefore the draft SCI must be subject to six weeks public consultation, and all general and specific consultees (which are defined in legislation and also outlined in Appendix 1 of the draft SCI) must be consulted. This will include all statutory consultees, and all district and parish councils in and adjoining Cambridgeshire. It will also include a wide range of stakeholders such as the mineral and waste management industry, and interest groups such as the RSPB, and wildlife groups. Members of the public are also able to comment. If agreed, consultation will take place in autumn / winter 2018.
- 2.5 Following public consultation on the draft SCI, representations will be considered, and

reported together with a final proposed SCI; which will have been amended as necessary to take account of the representations made during the public consultation. It is anticipated that this revised final proposed SCI and a statement of representations will be considered by the Economy and Environment Committee in early 2019.

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 draft SCI).

4.5 Engagement and Communications Implications

This document sets out proposals for public consultation in respect of activities undertaken by the Council in its role as County, Minerals and Waste Planning Authority. This SCI will itself be subject to 6 weeks public consultation; the results of which will be reported to, and taken into account by, this Committee when considering the final version of the SCI.

4.6 Localism and Local Member Involvement

This 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 draft SCI).

4.7 Public Health Implications

The SCI will ensure that public health bodies will be consulted as appropriate on land use planning activities. (See Appendix 1 of the draft 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: Debbie Carter-Hughes
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham

Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Joanne Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

SOURCE DOCUMENTS GUIDANCE

Source Documents	Location
None	

Draft Cambridgeshire Statement of Community Involvement

September 2018

CAMBRIDGESHIRE STATEMENT OF COMMUNITY INVOLVEMENT (FIRST REVIEW)

CONTENTS:

<u>Section 1: Community Involvement</u>	Page
Introduction	1
What We Do	1
Who Makes Up Our Community?	1
How We Will Work With Our Community	2
How to Engage with your County Councillor and at Council Meetings	3
 <u>Section 2: Working with our Community on Plans and Strategies</u>	
The Minerals and Waste Local Plan	6
Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire	9
Supplementary Planning Documents	10
Neighbourhood Plans	11
 <u>Section 3: Working with our Community on the Delivery of Projects and Proposals on the Ground</u>	
Planning Applications for Mineral, Waste Management, and the County Council's Own Development	12
 <u>Appendices:</u>	
Appendix 1: Statutory Consultees for the Minerals and Waste Plan and Supplementary Planning Documents	17
Appendix 2: Cambridgeshire Quality Panel	19

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 and Natural England.

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 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.
- 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 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 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.

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 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.

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

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

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

* See Appendix 1

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.

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

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

* See Appendix 1

4. Neighbourhood Plans

The Localism Act 2011 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.

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.

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;
 - 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
Planning Applications – High Level Pre Application	<p><u>To reflect best practice, applicants should undertake the following actions:</u></p> <ul style="list-style-type: none"> • 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] • Pre application discussion with statutory

	<p>and non statutory consultees (including District, City, and parish/town councils). Attendance on request at open Council meetings [Applicant]</p> <ul style="list-style-type: none"> • Pre-application discussions with community [Applicant] • 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] • 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] • Leaflets / posters in the local area, advertising the public exhibition(s) and providing a 'plain English' explanation of the proposed development [Applicant] • Media coverage (press releases/parish newsletters/local newspapers) [Applicant] • Liaison groups (where existing) for minerals and waste development [Applicant]
Application/Decision Stage	<p>The following actions are to be undertaken by the County Council:</p> <ul style="list-style-type: none"> • Site notices [Council] • Neighbour notification [Council] • Letter to respondents [Council] • Applications available for inspection including website [Council] • Notification to local County Councillor(s) [Council] • Consultation with statutory and non statutory consultees (including District, City, and parish/town Councils) [Council] • Media (statutory notices, press releases, parish newsletters (where appropriate)) [Council] • One-to-one meetings/group meetings (where appropriate) [Council] • Liaison groups (where existing) for mineral and waste development [Council] • Letter to respondents & consultees

	inviting them to speak at Committee [Council] <ul style="list-style-type: none"> • Committee report available for inspection including on website [Council]
Post Decision Stage	<ul style="list-style-type: none"> • Decision Notice to applicant [Council] • Letter to applicant, district/city council(s), parish council, community groups and respondents advising of decision [Council] • Committee Report and decision notice available for inspection including the website [Council] • Advertising any decisions made under Environmental Impact Assessment Regulations 2017 [Council] •

Project	Community Involvement
Planning Applications – Standard Level Pre-application	<u>To reflect best practice, applicants should undertake the following actions:</u> <ul style="list-style-type: none"> • Pre-application discussions with County Council [Applicant] • Liaison groups (where existing) [Applicant]
Application/Decision Stage	The following actions are to be undertaken by the County Council: <ul style="list-style-type: none"> • Site notices [Council] • Neighbour notification [Council] • Notification to local County Councillor(s) [Council] • Applications available for inspection including website [Council] • Media (statutory notices where required by legislation) [Council] • Written consultation with statutory consultees (including link to documentation) [Council] • Liaison groups (where existing) [Council] • Letter to respondents & consultees inviting them to speak at Committee [Council] • Committee report available for inspection including on website [Council]

Post Decision Stage	<ul style="list-style-type: none"> • Letter to district/city council(s), parish council, community groups and respondents [Council] • Committee Report and decision notice available for inspection including the website [Council]
---------------------	---

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

KENNETT GARDEN VILLAGE EXTENSION – OUTLINE PLANNING APPLICATION CONSULTATION RESPONSE

To: Economy and Environment Committee

Meeting Date: 13th September 2018

From: Graham Hughes, Executive Director (Place and Economy)

Electoral division(s): Burwell

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

Purpose: To consider the Council's response to an outline planning application for up to 500 new dwellings at Kennett.

Recommendation: Committee is asked to consider and endorse the response previously submitted to the Local Planning Authority.

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Juliet Richardson	Names:	Councillors Bates and Wotherspoon
Post:	Growth & Development Business Manager	Post:	Chair/Vice-Chair
Email:	Juliet.richardson@cambridgeshire.gov.uk	Email:	Ian.bates@cambridgeshire.gov.uk timothy.wotherspoon@cambridgeshire.gov.uk
Tel:	01223 699868	Tel:	01223 706398

1.0 BACKGROUND

1.1 Proposals for an extension to Kennett village (current population around 340) to construct up to 500 new homes have been submitted to East Cambridgeshire District Council (ECDC) as an outline planning application (OPA). The site, to the west of Station Road, Kennett, is identified in the emerging Local Plan as Policy Ken.M1 and the OPA proposes :-

- 30% affordable housing (with priority to those with a local connection);
- a new primary school;
- new village centre including provision for shops, café and healthcare;
- green space;
- employment space;
- improved car parking for the adjacent railway station; and
- highway and transport improvements.

1.2 Pre-application discussions have been held with County Council officers, as well as public consultation events, to ascertain the requirements for the development. The OPA is planned to go before the Cambridgeshire Quality Panel in early September 2018.

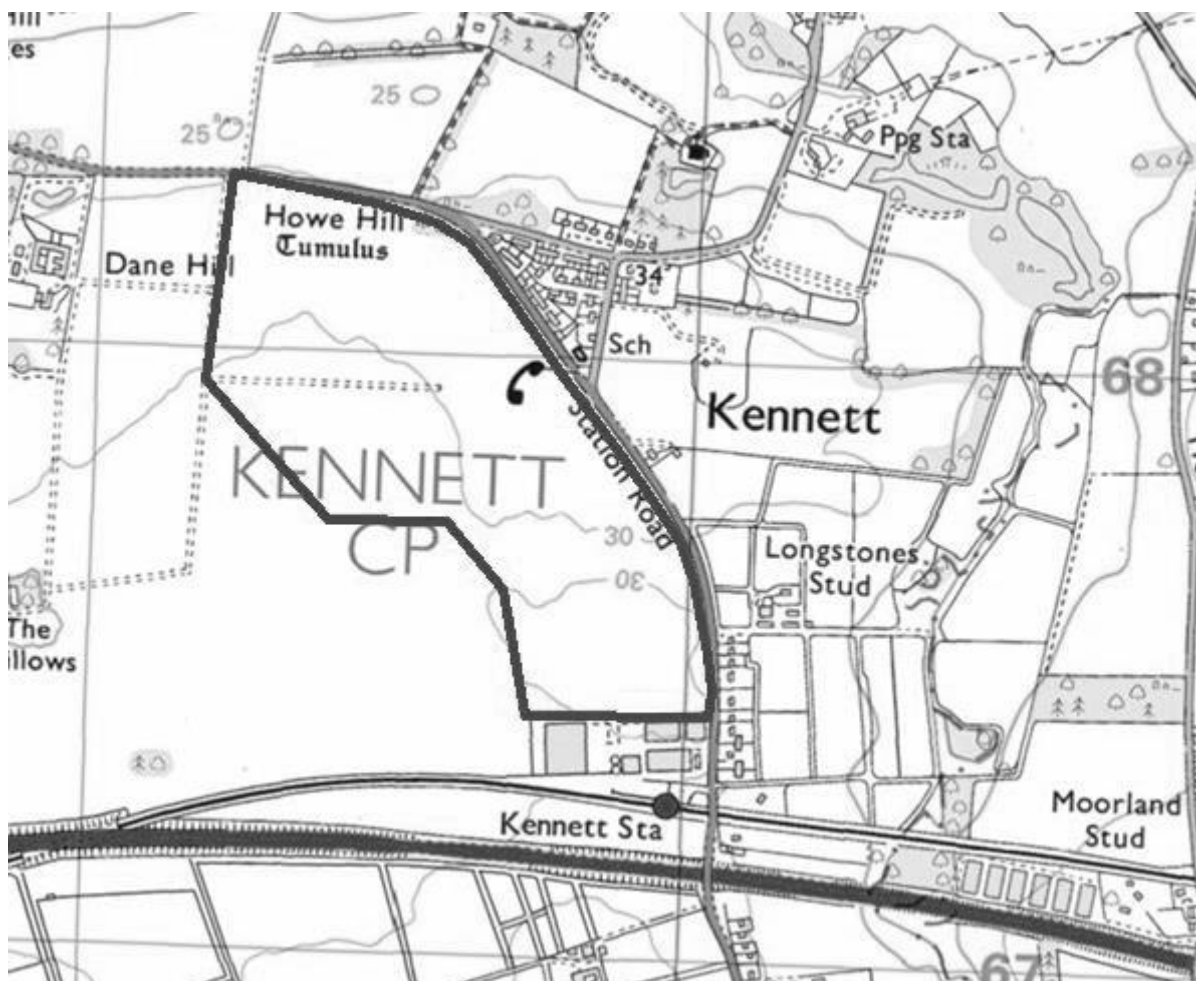


Diagram 1: Location plan for proposed development



Diagram 2: Masterplan drawing of proposed development

- 1.3 The 40 hectare site is currently in agricultural use and is being promoted by Palace Green Homes (the trading name for East Cambs Trading Company) in partnership with Kennett Community Land Trust and the Tilbrook family. The site lies wholly within the administrative area of East Cambridgeshire, although the County border with Suffolk is approximately 1km away to the south and east of the site. In this regard, County officers have liaised with Suffolk County Council officers on strategic matters, such as education infrastructure, to ensure a joined up approach to mitigation. Newmarket is approximately 4km (2.5 miles) south-west of the site, Bury St Edmunds is approximately 20km (13 miles) due east of the site and Cambridge 32km (20 miles) away to the west.
- 1.4 The development, if approved, will contribute significantly to the growth agenda for East Cambridgeshire but must be subject to agreeing the below comments; securing planning obligations through a section 106 agreement/CIL, planning conditions and/or any other legal agreement necessary to make the development acceptable in planning terms.

2.0 MAIN ISSUES

- 2.1 Prior to submission of the planning application, pre-application discussions were held with Council officers to determine the main issues for the development site, which included traffic movements through the site and education provisions – particularly the relationship with, and impacts on Suffolk infrastructure due to the close proximity to the county

boundary.

- 2.2 There has been extensive public consultation by the applicant to ensure there has been an opportunity for everyone to express their views.
- 2.3 It has been provisionally agreed that the existing primary school in Kennett will relocate to the heart of the new development site, subject to planning permission, with good links to the existing settlement. This will provide for the new children from the development as well as those from existing Kennett homes. The primary school site is large enough to allow for expansion, should there be a need to do so in future years. Officers have liaised with Suffolk County Council officers to ensure any impacts on Suffolk education infrastructure can be planned, with many children currently accommodated at Kennett primary school from Suffolk catchments.
- 2.4 Transport officers have raised concerns in relation to the main road through the development site, which is not considered to be demonstrated as designed to a scale and need proportionate to the impact of the site and other information provided is not considered sufficient to be able to fully determine the transport impact. Officers are working with the applicant's consultants to resolve these matters.
- 2.5 A holding objection is also raised against potential flood impacts, but is subject to removal once further evidence is reviewed and deemed acceptable.
- 2.6 Appendix 1 contains the officer response made to the outline planning application response, which has already been submitted in order to meet the local planning authority deadline. Appendix 2 contains the detailed transport response made. Any comments Members have will be passed to the local authority for their consideration.
- 2.7 Officers will work with the applicant and local authority to progress the Heads of Terms for a S106 Agreement and agree suitable planning conditions. This will secure the necessary infrastructure to make this development acceptable in planning terms. There have been no viability discussions raised to date.
- 2.8 Table 1 below sets out the main S106 contributions sought by the Council and officers will present a further report to Committee for agree the final S106 requirements.

Table 1: Draft S106 Heads of Terms (County Council Only)

Contribution Infrastructure	Development Contribution Amount (apportioned where appropriate with Indexation Date)).	Project details and delivery
Primary School (with early years provision)	To be confirmed	1 FE Primary School with Early Years provision on a 2.3 hectare site at total project cost of circa £6,135,000(3Q20)
Secondary school	To be confirmed	Off-site provision
Library	To be confirmed	Mobile stop and provision towards SPINE
Public Health	To be confirmed	
Transport	To be confirmed	To be agreed

2.9 There are no objections in principle to this development.

3.0 ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

The development will provide employment opportunities during the construction phases and subsequent delivery of the schools and local centre as well as 10,000m² of employment space to develop the local economy for residents

3.2 Helping people live healthy and independent lives

The applicant has assessed the health impacts of the development through undertaking a Health Impact Assessment (HIA) which suggests measures to encourage healthy lifestyles such as a Travel Plan to support walking, cycling and sustainable transport modes. The development is proposing a retirement/care living facility.

3.3 Supporting and protecting vulnerable people

This has been assessed through the HIA.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

There are no further significant resource implications at this stage.

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 are no significant implications within this category other than the need to settle the terms of an agreement under s106 of the Town and country Planning Act 1990 with the developers and Cambridge City Council

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

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	N/A 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: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Joanna Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Iain Green

Source Documents	Location
Outline Planning Application (18/00752/ESO)	<p>Click on link in source documents.</p> <p>Room 304, Shire Hall, Cambridge</p>

APPENDIX 1: OFFICER RESPONSE TO OUTLINE PLANNING APPLICATION FOR KENNETT VILLAGE EXTENSION

Cambridgeshire County Council Officer Comments on Kennett Garden Village 18/00752/ESO

Set out below are comments from Council officers in relation to a planning application consultation for a proposed sustainable 'Garden Village' extension to Kennett, comprising of a residential-led development of up to 500 new dwellings with associated employment and community uses (including care home and/or sheltered housing) and a new primary school with a pre-school (nursery) facilities, supporting infrastructure and open space/landscaping.

These comments have not been endorsed by Members (due to the consultation period being too short to allow for a committee cycle) but will be at a future committee.

BACKGROUND

- i County Council Officers have undertaken pre-application discussions with the applicant mainly in respect of the transport and education requirements for the proposed development and these have been generally addressed in the submitted outline planning application.
- ii It is acknowledged that the proposed site is allocated in the emerging local plan for East Cambridgeshire and given the sites close proximity to Suffolk there will be cross boundary impacts that will need to be considered.
- iii Set out below are the comments from various service areas of the Council but this response may not represent the complete view of Council officers who may make representations under separate cover.

1.0 EDUCATION

- 1.1 The County Council supports the provision of an on-site 1 form of entry primary school (with early years provision) providing 210 places for existing Kennett children, new children from the development and any other out-of-catchment children in accordance with parental preference choices. The size of the proposed primary school site, at 2.3 hectares, is sufficient for this provision and its' shape must accord with the County Council site specification requirements to allow for the school building(s), access and suitable playing field requirements. The site must not be fettered by unreasonable constraints. Based on the masterplan submissions and subject to future dialogue with the applicant to confirm this, then in principle, the location of the primary school at the heart of the development and adjacent to the local centre is acceptable.
- 1.2 The applicant has set out that based on an indicative mix, the above level of provision is sufficient. Whilst there is no certainty that the indicative mix will be the actual mix that is built out, there is a very low risk that the primary school would not be sufficient to accommodate existing pupils and a different mix of housing (giving rise to a higher than expected number of pupils). Based on the County Council's general multipliers (40 primary school aged children per 100 dwellings) that would give rise to 200 pupils ($500 \times 0.4 = 200$) + existing 25 pupils = 225 pupils. There would be space to expand the school if necessary.

- 1.3 The parameter plans identify the primary school as being no more than 2 storeys in height (up to 12.5m ridge height) which is acceptable to the Council. Surrounding properties will be no higher than this constraint and therefore unlikely to give rise to over-looking/safeguarding concerns. It is expected that the developer will provide and transfer the primary school site to the County Council at nil cost and that a proportionate financial contribution be made by the development towards the construction cost of the primary school (with the remaining cost covered by the County Council).
- 1.4 The applicant is proposing that the primary school will be transferred/delivered in phase 1 of the development and the County Council is in agreement with this to ensure the timely provision of this important community infrastructure.
- 1.5 Any nursery provision, outside of the early year's requirement, is to be provided elsewhere on the development or locally and would be brought forward on a commercial basis.
- 1.6 Mitigation of secondary school impacts would be provided for under the ECDC CIL.

2.0 PUBLIC HEALTH

- 2.1 The application, in particular the Health Impact Assessment (HIA), has been compared to the New Housing Developments and the Built Environment Joint Strategic Needs Assessment (JSNA) for Cambridgeshire¹.
- 2.2 The JSNA contains an evidence review of the built environment's impact on health and has distilled the evidence into the following themes:
- Generic evidence supporting the built environment's impact on health
 - Green space
 - Developing sustainable communities
 - Community design (to prevent injuries, crime, and to accommodate people with disabilities)
 - Connectivity and land use mix.
 - Communities that support healthy ageing
 - House design and space
 - Access to unhealthy/"Fast Food"
 - Health inequality and the built environment
- 2.3 The application has therefore been reviewed against these themes to ensure the application and assessments have identified relevant impacts on health and specific mitigation measures to address the impact the development can have on human health have been included.
- 2.4 Overall, the HIA is a thorough assessment of the potential health impacts from the development at this outline stage of the application. The assessment has adequately assessed the potential positive and/or negative health impacts of the development on planned new communities and the adjacent existing communities in the development area. It has highlighted potential differential distribution effects of health impacts among groups

¹ <http://cambridgeshireinsight.org.uk/joint-strategic-needs-assessment/current-jsna-reports/new-housing-developments-and-built-environment>

within the population but has not sufficiently suggested actions/mitigations to minimise any potential negative health impacts and maximise potential positive health impacts, referencing where possible the most affected vulnerable group(s), this can be addressed through the CEMP and through reserved matters applications.

2.5 For ease of reference the comments below follow the layout forward in the HIA by the applicant i.e.:

- Construction
- Housing
- Active Travel and Connectivity
- Access to Public Services and Infrastructure
- Open and Green Spaces
- Healthy Foods
- Community Safety
- Equality and Social Cohesion
- Employment and Economy
- Climate Change

Construction

2.6 The health impacts associated with the construction phase have been identified, the commitment to address these through suitable mitigation measures within the CEMP is supported and therefore it is recommended that the provision of a CEMP should be required through an appropriate planning condition and that said CEMP should be approved by the relevant local authority (East Cambridgeshire District Council) prior to commencement of works on site.

Housing

2.7 The provision of quality housing of a mix of types and tenures which help meet peoples' changing needs over a lifetime is supported, but at this stage the full health impacts cannot be assessed. There is no commitment to build a proportion of homes to Approved Document M – or an indication of the percentages of each category (M4(1) Category 1: Visitable dwellings, M4(2) Category 2: Accessible and adaptable dwellings, and M4(2) Category 3: Wheelchair user dwellings) within the HIA – this may be located with other supporting documents to the application in which case it should have been referenced within the HIA and any health impacts assessed.

2.8 There is no specific statement that all or any dwellings provided will meet minimum acceptable living space standards, suitable for their occupancy – this may be located with other supporting documents to the application in which case it should have been referenced within the HIA and any health impacts assessed.

Active Travel and Connectivity

2.9 The HIA has identified the health impacts that could be caused by transport planning and the positive benefits of increasing active travel, The HIA should have assessed the health impacts of the principles of connectivity and permeability.

- 2.10 The design of the overall road and street network provides a logical hierarchy of connections, providing sufficient space and public realm to ensure a comfortable walking experience away from conflict from motor traffic or parked vehicles, however the locations of both the Skate Park and the Allotments need to be specifically assessed for the possibility of creating road safety issues in that access to both require the crossing on the new perimeter road which is likely to contain a higher percentage of HGVs which are bypassing the village of Kennett, the indicative parameter plans show crossing points, the type of crossing points should be agreed with the County Council with a view to creating the safest crossing points for pedestrians, or alternative locations for both the skate park and the allotments should be considered to eliminate the need to cross the perimeter road. Ideally allotments should be located in easily accessible locations on the application Site, accessible to those who do not drive and close to a mixed tenure of housing.
- 2.11 There are discrepancies in the parameter plans showing the cycle/pedestrian lanes. The parameter plan on page 115 shows paths through centre of development which are not shown in the plan on page 103 indicating that the centre of the development is not well served by cycle/pedestrian access.
- 2.12 There is no mention of dedicated cycle parking facilities within the HIA, or the provision of electric charging points – this may be located with other supporting documents to the application in which case it should have been referenced within the HIA and any health impacts assessed.
- 2.13 The provision of cycling infrastructure to the railway station is strongly supported and should be conditioned as part of any consent, if granted.

Access to Public Services and Infrastructure

- 2.14 Some of the health impacts have been identified such as the effect on local services but they are not explained in any detail. The assessment should have considered which vulnerable groups may be adversely affected by the location of services i.e. there may be a need to locate the “care home” facility closer to facilities. The assessment of health needs is supported and the approach of consulting NHS England and the Local Clinical Commissioning Groups early is welcomed.

Open and Green Spaces

- 2.15 The HIA has identified the health impacts associated with open space. The commitment to the standards of provision is vague, although the ethos behind the garden village concept should ensure adequate provision of quality open and green space. The HIA needs to consider each area of open space in relation to proximity and access to/from residential areas to ascertain the potential health impacts, in particular and difference which may affect vulnerable group.
- 2.16 The development should contain the infrastructure necessary to help support people being active outdoors, this could include drinking fountains, seating, park cafes and outdoor Wi-Fi.
- 2.17 The development should include active building principles incorporated in new community buildings, schools this includes space for cycle parking, shower and making stairs rather

than lifts the most obvious way of moving between floors, ensure all buildings have their main entrance from the pedestrian routes not the car park and allow areas for pushchair parking.

- 2.18 The development could support community gardening schemes, allowing allotments to be used by community groups as well as individual residents. Community gardening can serve as a mechanism for combating social isolation and promoting social cohesion by contributing to the development of social networks. It also brings about positive health benefits which include improved access to food and increased physical activity.

Healthy Foods

- 2.19 There needs to be an overall approach to the provision of fresh food which encompasses both the purchase of healthy food in retail outlets through to the ability “growth your own” through the provision of allotments and/or sufficient garden space. The Design and Access Statement (DAS) contains parameter plans showing allotments but there is no mention of allotments within the HIA, and therefore the positive health benefits of providing allotments has not been assessed within the HIA.

Community Safety

- 2.20 The HIA has adequately assessed the possible impacts relating to community safety.

Equality and Social Cohesion

- 2.21 The HIA has adequately assessed the possible impacts relating to Equality and Social Cohesion.

Employment and Economy

- 2.22 The HIA has adequately assessed the possible impacts relating to Employment and Economy.

Climate Change

- 2.23 The HIA has identified health impacts associated with flooding but has not assessed impacts associated with climate change such as infectious diseases and therefore any associated impacts on vulnerable groups.

Summary

- 2.24 In summary, the HIA is a good assessment of the potential health impacts with only a few minor omissions. The main area for concern is the location of the Skate Park and allotments with the resulting need to cross the main perimeter road which could bring pedestrians in conflict with moving vehicles, particularly younger people accessing the skate park.
- 2.25 In addition, the HIA would benefit from the inclusion of a table of proposed mitigation measures along with the level of commitment to deliver these measures.

3.0 ARCHAEOLOGY

- 3.1 The site is located in an area of high archaeological potential. The nationally important Bronze Age Barrow monument Howe Hill (Scheduled Monument Number 1015011) is located within the application and further undesignated barrow monuments are recorded in the vicinity (HER MCB10863, MCB9546).
- 3.2 The site has been subject to an archaeological evaluation (HER ECB, the results of which indicate that the barrows were located within a largely open landscape. A substantial landscape boundary is likely to be contemporary with the barrows.
- 3.3 Sparse activity of Iron Age date was also identified.
- 3.4 The Environmental Statement includes proposals to mitigate the development impact on undesignated heritage assets of archaeological interest through a programme of excavation, recording and publication of the results. Officers confirm agreement to this approach and recommend that this is secured by condition of planning permission and recommend the following:

Archaeology

- 3.5 No demolition/development shall take place until an archaeological written scheme of investigation (WSI) has been submitted to and approved by the local planning authority in writing. For land that is included within the WSI, no demolition/development shall take place other than in accordance with the agreed WSI which shall include:
- A. the statement of significance and research objectives;
 - B. The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works
 - C. The programme for post-excavation assessment and subsequent analysis, publication & dissemination, and deposition of resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI.

4.0 FLOODS AND WATER

- 4.1 Officers have reviewed the following document:
- Flood Risk Assessment & Drainage Strategy prepared by MLM Group (ref: 617803-MLM-ZZ-XX-RP-C-0001) dated 11th May 2018.
- 4.2 A **holding objection** to the grant of planning permission is recommended for the following reason:
1. The applicant proposes to discharge surface water via infiltration; however no on-site infiltration testing has been undertaken to support this. In order for us to support infiltration for this development we require site specific test results and any testing should be in accordance with BRE DG 365. If the applicant is not able to undertake such testing at this stage, a feasible alternative strategy should also be proposed as a fall-back option.

4.2 If the applicant provides the above details, officers will look to review this objection.

5.0 LIBRARY

5.1 Kennett is situated approximately 5 miles from a library in Newmarket, Suffolk. Some of the users of the library will be Cambridgeshire residents and some Suffolk residents, so it is recommended that all cross-border options such as the existing Shared Partnership in the East (SPINE) be utilised. The partnership allows both library services to be used where Cambridgeshire residents can borrow Suffolk books and vice versa. In addition, a new mobile stop to serve this development, at a cost of £28.92 per increased head of population for of an estimated population of 1,250 residents is requested, to allow residents who are unable to access a static library in the usual way.

6.0 TRANSPORT

6.1 Comments to follow, under separate cover, from Andrew Connolly (CCC Principal Transport Officer).

7.0 PLANNING, MINERALS AND WASTE

7.1 The northern part of the proposed site falls within Minerals Consultation Area M9J Kennett and Waste Consultation Area W8BB Kennett Landfill as depicted on map 28 and map 63 of the Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Plan 2012 (SSP). The indicative phasing of the development indicates that the areas affected by the consultation areas are likely to commence 2022. It also falls within the sand and gravel Minerals Safeguarding Area as depicted on those maps.

7.2 Policy CS26 of the Cambridgeshire and Peterborough Minerals and Waste Core Strategy 2011 (CS) requires minerals to be assessed and where viable be extracted. The Environmental Statement (ES) addresses the topic of minerals and the viability, or the lack thereof in this case, between paragraphs 11.4.35 and 11.4.42; and the MWPA is satisfied that this meets the requirements of Policy CS26 of the Core Strategy.

7.3 Policies CS30 of the Core Strategy and SSP-W8 of Site Specific Proposals Document safeguard Kennett Landfill / Plantation Farm, Kennett / Red Lodge Transfer Station through a Waste Consultation Area and states that development will only be permitted where it is demonstrated that this will not prejudice existing or future waste management operations. The proposed phasing of the development is shown on page 125 of the Design and Access Statement. This indicates that the site will be developed from the south, moving northwards. Phase 3 and phase 4, which are closest to the landfill are planned for between 2024-27 and 2026-28 respectively. It is currently expected that the area of Kennett Landfill closest to Dane Hill Road will be worked and restored by the end of 2021. Consequently, it is unlikely that the proposed development will prejudice the identified waste management operations. However, if an extension of time is sought for works at the landfill site, this will matter will need to be considered further. The applicant is therefore advised to check the current position in respect to the landfill site, and if necessary to address this matter when it comes to the detailed planning application stage.

7.4 Policy CS28 (Waste Minimisation, Re-use, and Resource Recovery) of the Core Strategy seeks to encourage waste minimisation, re-use and resource recovery by requiring, inter

alia, waste management audits and strategies to be prepared and implemented for all developments over the value of £300,000 and the submission of RECAP Waste Management Design Guide Toolkit Assessment. The topic of waste management is address within the application in section 3.4 of the Environmental Statement. In this section under paragraph 3.4.3 it is stated that further information on waste management will be provided as part of the detailed design. It is, therefore requested that this matter be subject to the following pre-commencement condition:

Detailed Waste Management and Minimisation Plan

- 7.5 Prior to the commencement of development, or the commencement of any phase of the development for which this condition has not been met, a Detailed Waste Management and Minimisation Plan (DWMMP) shall be submitted to and approved in writing by the local planning authority. The DWMMP shall include details of:
- i) Construction waste infrastructure including a construction material recycling facility to be in place during all phases of construction;*
 - ii) anticipated nature and volumes of waste and measures to ensure the maximisation of the reuse of waste;*
 - iii) Measures and protocols to ensure effective segregation of waste at source including waste sorting, storage, recovery and recycling facilities to ensure the maximisation of waste materials both for use within and outside the site;*
 - iv) Any other steps to ensure the minimisation of waste during construction;*
 - v) The location and timing of provision of facilities pursuant to criteria i) to iv).*
 - vi) proposed monitoring and timing of submission of monitoring reports;*
 - vii) the proposed timing of submission of a Waste Management Closure Report to demonstrate the effective implementation, management and monitoring of construction waste during the construction lifetime of the development;*
 - viii) a RECAP Waste Management Guide toolkit shall be completed, with supporting reference material;*
 - ix) proposals for the management of municipal waste generated during occupation phase of the development, to include the design and provision of permanent facilities e.g. internal and external segregation and storage of recyclables, non-recyclables and compostable material; access to storage and collection points by users and waste collection vehicles;*
- 7.6 The Detailed Waste Management and Minimisation Plan shall be implemented in accordance with the agreed details.

Reason: In the interests of maximising waste re-use and recycling opportunities; and to comply with policy CS28 of the Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011) and the Recycling in Cambridgeshire and Peterborough (RECAP) Waste Design Guide 2012; and to comply with the National Planning Policy for Waste October 2014; and Guidance for Local Planning Authorities on Implementing Planning Requirements of the European Union Waste Framework Directive (2008/98/EC), Department for Communities and Local Government, December 2012.

8.0 GENERIC S106 MATTERS

Indexation

- 8.1 Whilst the detail of the s106 agreement will be a matter for further discussion and negotiation, should there be a resolution to grant outline planning permission, it is stated herewith that the Council requires all financial contributions to be index linked from the date of project cost, as given, to the date of payment in accordance with the BCIS or RPI (whichever is appropriate) Index.

Security

- 8.2 The Council will require that large financial contributions be protected by means of Parent Company Guarantee or Bond – mostly likely a bond for this development, with the threshold for coverage to be set at an appropriate level to be agreed between the Council and applicant.

APPENDIX 2: TRANSPORT ASSESSMENT COMMENTS

Background

The document reviewed is the transport assessment dated 25 May 2018 for a proposed development of 500 dwellings.

Transport Assessment Review

2.3

Access

Currently there is no access to the site from Station Road or Dane Hill Road.

2.4

Local Highway Network

The review of the surrounding highway network and existing speed limits is acceptable.

2.5

Existing Traffic Flows

Manual classified counts were undertaken on the 20th October 2016 at the following junctions –

A11 Red Lodge Interchange Roundabout Junctions (SCC)

B1085/A11 interchange junctions – T-Junction off-slip & Roundabout on-slip (CCC & HE)

B1085 Station Road railway overbridge signals (CCC)

B1085 Station Road/Moulton Road/B1506 Bury Road Crossroads (SCC & CCC)

Merge/diverges at J38 of the A14 from to/from A11 (HE)

Merge/diverges at B1085/A11 interchange (HE)

Automatic traffic counts were undertaken on Station Road and Dane Hill Road between 2nd July and 8th July 2016.

2.5.2

B1085 Station Road

Footway over running has been observed at the Station Road / Bury Road / Moulton Road junction by HGV's.

2.6

Personal Injury Accidents

The latest 60 months accident data has been provided and there are no accident clusters within the study area.

4.1

Local Facilities

It is noted that current local facilities are poor within Kennett.

4.2

Walking and Cycling

It is noted that there are very limited walking facilities within Kennett and no cycle facilities.

4.3

Buses

It is noted that the only formal bus stop with shelter is in Church Lane, but when I visited site there was no timetable at the stop.

Point 4.3 states –

There are timetabled bus stops located on Station Road adjacent to the railway station

It then goes on to say

There are no bus stop facilities at the railway station

Clarification needs to be provided on the two bus stops on Station Road by the train station, what facilities are provided on the ground?

The existing bus service is infrequent and irregular and not suitable to serve a new development of 500 dwellings.

4.4

Trains

It is noted that there is an existing train station at Kennett, to the south of the proposed development. The station currently has limited vehicular parking facilities and cycle parking which is not covered. Trains stopping at the station currently have a frequency of one every 2 hours, this is not sufficient to serve a new development of 500 dwellings.

4.5

Summary

I disagree with the summary, the existing facilities in Kennett are not sufficient to support a new development of 500 dwellings. There is a poor bus and train service, which means new residents will have no option but to use the private motor vehicle.

5.1

The Development

It is proposed to construct a perimeter road with the first phase of 100 dwellings.

There are no significant capacity or safety issues in Kennett, nor would a development of this size require a new perimeter road as proposed. Detailed justification needs to be provided as to why the perimeter road is required and how it meets the CIL tests in highway terms. The proposed route appears to duplicate the existing fit-for-purpose highway provision on Station Road, and also introduces new concerns about vehicle speeds.

5.2

Proposed Assess Arrangements

It is proposed as part of the planning application to alter the speed limit on Station Road and Dane Hill Road. A traffic regulation order is needed to change a speed limit and this is a completely separate process to the planning application process and is open to a public consultation. Therefore a speed limit change cannot be conditioned as part of a planning permission.

5.3

Other Off-site Highway Improvements

- i) There does not appear to be any highway boundary information included, therefore it is unclear if the proposed new footway/cycleway to the train station can be provided. Confirmation of highway boundary needs to be provided from Cambridgeshire County Council, this then needs to be overlaid on the proposed footway plan.
- ii) It is proposed to provide new traffic islands and central hatching on Station Road from A14 overbridge to Bell Inn Junction for proposed 30mph speed limit.
- iii) It is proposed to provide junction alterations at the junction of Station Road / Bury Road / Moulton Road. The flow diagrams provided suggest that the development will not have any impact at this junction. Detailed justification needs to be provided as to why improvements are proposed at this junction and how they meet the CIL tests in highways terms. Note that CCC have concerns about the aforementioned flow assumptions relating to this junction (see comments re 7.4).

5.5

Public Transport Improvements

Increasing the train service at Kennett from two hourly to once hourly is welcome. A detailed plan needs to be provided showing the improvements to the existing train station forecourt so that this can be effectively conditioned on any approval given, the improvements should include a cover for the existing cycle parking. It is noted that a new 50 space car park for the train station will be provided within the proposed new development.

A development of 500 dwellings is not acceptable without improvements to bus stops and bus services. Full details of improvements need to be provided as part of the planning application so that they can be conditioned on any approval given. Confirmation needs to be provided from the bus company that a diversion of the existing service through the site is acceptable. New bus stops within the site need to be provided with, but not be limited to, shelters, flag, pole, timetable, real time passenger information (RTPI) and bus cage, a detailed plan needs to be provided showing the improvements to the two bus stops on Station Road by the train station. An exact route needs to be shown on a plan and details of what will happen with the existing bus stop and shelter on Church Lane.

Bus shelters are managed and maintained by the parish council, therefore written agreement needs to be provided from the parish that they will take on ownership of the shelters.

5.6

Parking

It is noted that parking on the proposed site will be in accordance with ECDC policy.

6.1

The Development Trip Generation

The use of TRICS to determine trip generation is acceptable, the TRICS outputs in appendix 14 are not of readable quality. Better quality TRICS outputs need to be provided for review.

Network peaks have been identified as 07.30-08.30 and 17.00-18.00, this is acceptable.

A proposed by-pass and linked trip reduction of 80% is not acceptable unless robust evidence is submitted to justify this level of discounting i.e. information from similar sites or current

guidance/case studies. A development of 500 dwellings is not enough to almost fully support a coffee shop, food store and pub/restaurant.

The proposed modal split is not acceptable. Total person trip rates should be calculated using TRICS and then split using census 2011 data to determine trips rates per mode. The mid layer for Kennett should be used to determine travel behaviour.

6.7

Proposed Vehicular Trip Distribution and Assignment

The use of census 2011 data to determine vehicular distribution is acceptable for use.

6.8

Committed Development

I am happy with the committed development included from the East Cambs district, but I am unable to comment on committed development from Suffolk.

6.9

Construction Traffic

It is proposed to submit a construction management plan once permission has been granted.

7.1

Traffic Flow Conditions

Diag 1: Weekday AM peak hour observed flows 2016 - Acceptable

Diag 2: Weekday PM peak hour observed flows 2016 – Acceptable

Diag 3: Weekday AM peak hour base flows 2026 – Acceptable

Diag 4: Weekday PM peak hour base flows 2026 – Acceptable

Diag 5: Weekday AM peak hour base flows 2031 – Acceptable

Diag 6: Weekday PM peak hour base flows 2031 – Acceptable

Diag 7: Weekday AM peak hour Proposed Residential Development traffic flows – not acceptable, the flow diagram show 0 vehicles will use the eastern access in the whole AM peak, this isn't correct.

Diag 8: Weekday AM peak hour Proposed Non-Residential Development traffic flows – not acceptable, the flow diagram show 0 vehicles will use the eastern access in the whole AM peak, this isn't correct.

Diag 9: Weekday AM peak hour Proposed Total Development traffic flows – Not acceptable due to issues raised above.

Diag 10: Weekday PM peak hour Proposed Residential Development traffic flows – not acceptable, the flow diagram show 0 vehicles will use the eastern access in the whole PM peak, this isn't correct.

Diag 11: Weekday PM peak hour Proposed Non-Residential Development traffic flows – not acceptable, the flow diagram show 0 vehicles will use the eastern access in the whole PM peak, this isn't correct.

Diag 12: Weekday PM peak hour Proposed Total Development traffic flows – Not acceptable due to issues raised above.

Diag 13: Weekday AM peak hour base 2026 + Total Development Flows – Not acceptable due to issues raised above.

Diag 14: Weekday PM peak hour base 2026 + Total Development Flows – Not acceptable due to issues raised above.

Diag 15: Weekday AM peak hour base 2031 + Total Development Flows – Not acceptable due to issues raised above.

Diag 16: Weekday PM peak hour base 2031 + Total Development Flows – Not acceptable due to issues raised above.

7.2

Assessment Year

A base year of 2016, full occupation of 2026 and a future year assessment of 2031 is acceptable.

7.3

Traffic Growth

The use of TEMPRO and the proposed growth rates are acceptable for use.

7.4

Link Capacity Assessments

Table 7.1 shows the proposed development will have an impact on the Bell Inn crossroads, but the flow diagrams do not show a single vehicle from the development heading south. This needs to be addressed.

7.5

Operational Assessment

The use of Junctions 9 and LinSig is acceptable.

The Highway Authority requires the actual LinSig file in order to check the model, this needs to be emailed to andrew.connolly@cambridgeshire.gov.uk

7.6

Junction Assessments

The following scenarios have been tested –

- Base Year scenario - 2016
- Do nothing scenario - 2026
- Do something scenario - 2026 + The Development (Complete)
- Do something scenario - 2031 + The Development (Complete)

The new junction proposed as part of the development will also be tested in the future years of 2026 and 2031, the junctions consist of –

- 1) Perimeter Road Northern Roundabout (with B1085 Dane Hill Road)
- 2) Intermediate Perimeter Road Roundabout
- 3) Right Turn Lane Junction to Village Centre
- 4) Right Turn Lane Junction to Employment Area
- 5) Perimeter Road Southern Roundabout (with B1085 Station Road)

7.7

Junction Appraisal

The junction assessments have not been checked due to the various issues above, once all the issues have been address a full review of the models will take place.

It is unclear from the information provided if growth and committed development has been included within the capacity testing of junctions, additional information needs to be provided.

Conclusion

The application as submitted does not include sufficient information to properly determine the highway impact of the proposed development. Were the above issues addressed the Highway Authority would reconsider the application.

CCC therefore requests that this application not be determined until such time as the additional information above has been submitted and reviewed.

ANNUAL UPDATE FROM CAMBRIDGESHIRE & PETERBOROUGH TRADING STANDARDS SHARED SERVICE

To: Economy and Environment Committee

Meeting Date: 13th September 2018

From: Graham Hughes, Executive Director Place & Economy

Electoral division(s): All

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

Purpose: To update the Committee in the form of an annual report on the work being delivered for the County Council by the newly merged Cambridgeshire and Peterborough Trading Standards Service.

Recommendation: The Committee is invited to comment on any aspect of the service being delivered by Cambridgeshire and Peterborough Trading Standards on behalf of Cambridgeshire County Council and to endorse the report.

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Peter Gell	Names:	Cllr Ian Bates
Post:	Head of Regulatory Services	Post:	Chairman
Email:	Peter.gell@peterborough.gov.uk	Email:	ian.bates@cambridgeshire.gov.uk
Tel:	01733 453419	Tel:	01480 830250

1. BACKGROUND

- 1.1 On 1st April 2017 Cambridgeshire County Council's Trading Standards Service merged with Peterborough City Council's Trading Standards Service to become 'Cambridgeshire and Peterborough Trading Standards', overseen by Peterborough City Council's Head of Regulatory Services. This followed a unanimous resolution to approve this merger at the January 2017 meeting of this Committee.
- 1.2 It has been agreed that Cambridgeshire and Peterborough Trading Standards bring an annual update report to this Committee to keep Members informed of its activities, and to provide the opportunity for Members to steer priorities and direction of the service within Cambridgeshire. Appendix 1 contains the annual report.

2. MAIN ISSUES

2.1 Merger update

- 2.2 The merger of the services has proved tremendously successful, with all but one of the merger objectives achieved within 2017-18. The projected financial savings have been realised, performance objectives met and the service is led by a strong and cohesive single management structure working across both office bases.
- 2.3 Intelligence-led tasking is operating well across Cambridgeshire and Peterborough, giving a greater picture of trends and issues across both authorities, and with a greater 'pool' of officers to whom intervention work can be allocated. Cross-border projects are taking place to tackle issues affecting both local authority areas.
- 2.4 Skills have been mapped across the service and training needs identified and fulfilled. We have also identified single points of failure, most notably in financial investigations and the management of our database, and steps have been taken to address these.
- 2.5 Policies have been merged and refreshed, as have our Business Continuity Plans and Animal Disease Contingency Plan in order to underpin a streamlined, consistent approach to service delivery and any emergency response.
- 2.6 Opportunities for revenue generation and partnership working with other Authorities have been identified explored and pursued, with the service now providing financial investigation services as well as vapour recovery services to many of the District Council's in Cambridgeshire. We will continue to develop and expand these income generation streams, as well as pursuing future grant funding opportunities.
- 2.7 The Service was successful in attracting grant funding to support service delivery costs as well as funding from National Trading Standards to offset advocacy costs. Utilising in house legal resources also delivered savings, helping to mitigate against the risk of high legal costs.
- 2.8 Paid for business advice, the majority of which was delivered through Primary Authority Partnerships, remained an important revenue stream, with a number of new businesses forming partnerships during the year. Through a combination of increased revenue and efficiencies the service met and exceeded its budget savings target.

- 2.9 The final objective outstanding to fully cement and underpin the Shared Service is to implement a shared database. This has taken longer than anticipated due to a corporate directional change with regards to database providers. Preparatory work is progressing in anticipation of the systems merger in the autumn. In addition, we are looking to move this merged database to a web based platform, Civica CX, once this new platform has been launched. The benefit of Civica CX is that it will be better suited to agile working, will have enhanced functionality, and be more intuitive to use. The current Civica APP platform will be phased out within the next 5 years.
- 2.10 The Service continues to be recognised nationally for Excellence, as demonstrated in its awards for “Best service team of the year” at the prestigious Association for Public Service Excellence (APSE) Awards on 7th September in the category for Trading Standards, Environmental Health and Regulatory Services. The award recognised the impact the service was having, locally, regionally and nationally. It recognised the success of the merger in bringing about much needed resilience and efficiency at a time of austerity and significant population growth. Furthermore it highlighted the impact the Service is having within the regional Trading Standards partnership, EETSA, transforming the way the profession manages Intelligence, securing substantial investment for the partnership, initiating ground breaking initiatives and undertaking key roles within regional and national Trading Standards partnerships.
- 2.11 The end of year financial outturn for 2017/1 delivered savings of £76,000. There is an agreed savings target of £58,000 for 2018/19, which the Service is on track to meet.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

3.2 Section 2 of the annual report highlights Service contributions towards corporate priorities.

3.3 Helping people live healthy and independent lives

3.4 Section 2 of the annual report highlights Service contributions towards corporate priorities.

3.5 Supporting and protecting vulnerable people

3.6 Section 2 of the annual report highlights Service contributions towards corporate priorities.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

4.2 The annual report highlights future service demand pressures, however the 2018/2019 budget will cover service delivery costs during this period.

4.3 Procurement/Contractual/Council Contract Procedure Rules Implications

- 4.4 There are no significant implications within this category. Contractual implications were considered before the implementation of the Shared Service. The annual report does not result in any new implications.

4.5 Statutory, Legal and Risk Implications

- 4.6 There are no significant implications within this category. Legal implications and risks were considered before the implementation of the Shared Service. The annual report does not result in any new implications. Risks associated with pursuing complex legal cases through the court system are considered as and when such cases arise, and where necessary appropriate mitigation measures will be taken, such as securing Counsel's advice.

4.7 Equality and Diversity Implications

There are no significant implications within this category.

4.8 Engagement and Communications Implications

- 4.9 There are no significant implications within this category. Investigatory outcomes from the work of the Service are promoted to local and national media by the Councils Communications Team, both to deter criminal activity as well as help inform the public of potential risk and harm.

4.10 Localism and Local Member Involvement

- 4.11 There are no significant implications within this category.

4.12 Public Health Implications

- 4.13 There are no significant implications within this category, the work of the Service does however help promote public health outcomes.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Theresa Tilley
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: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Tess Campbell



Appendix 1

Trading Standards Annual Report 2017-2018

1. Supporting and maintaining confidence in the economy

1.1 Primary Authority – helping businesses to get things right

The Service has embraced the 'Primary Authority' initiative whereby businesses can enter into a formal partnership with a local authority and thereafter can seek chargeable business advice on a range of regulatory topics such as food labelling or product safety. The Service now manages over 90 such agreements, with customers ranging from some of the largest in the UK and beyond including Aldi, Wayfair, Decathlon, British Sugar, Thomas Cook and B&M Home Stores, to the smallest start-up businesses based in the county. The management of the Shared Service by Peterborough City has meant that we have been able to bolt on Peterborough City Council's Environmental Health advice services to the advice we are able to provide to our Primary Authority customers

Such has been our success that the Service is now recognised by the Office of Product Safety and Standards (OPSS) as one of the top 10 providers of Primary Authority advice in the UK.

1.2 Better Business for All agenda

A 'Better Business for All' collaboration has been established in Cambridgeshire, this being a model backed by the Department for Business, Energy and Industrial Strategy (BEIS). The model aligns well with Cambridgeshire and Peterborough Combined Authority aspirations, and includes representatives from each District Council, Trading Standards, Signpost 2 Grow, and BEIS. The purpose is to look at how we can better support businesses in terms of regulatory compliance e.g. through the availability and ease of access to advice online or in person, through increasing their understanding of the roles of each regulator, through improving the image of regulation etc. The collaboration is at an early stage but we hope to be able to report on some positive improvements in next year's report. We recognise that many Councillors come from business and enterprise backgrounds so your input into this collaboration would be very welcome.

1.3 28% of Public Weighbridges fail Trading Standards test

Cambridgeshire and Peterborough Trading Standards checked all public weighbridges in Cambridgeshire, Peterborough and Rutland and found nearly a third were inaccurate. All weighing equipment has permitted limits of error; small percentages they have to be within in order to be considered accurate. Of the 25 bridges tested, 7 were found to be outside these tolerances so failed. Some had to be taken out of service immediately, and those with lesser issues were given 28 days to have equipment repaired and re-verified. All issues were caused by insufficient maintenance and cleaning.

Weighbridges can be critical to business operations and profits. Industries such as sand and gravel quarries, logistics companies, food factories, grain merchants and landfill rely on them measuring quantities accurately. Such

inaccuracies can mean significant losses for such businesses or their customers depending on whether the scales are measuring over or under the actual weight.

1.4 Bourn Bank Holiday Market

The sale of counterfeit and unsafe products at Bourn Bank Holiday markets continues to be a challenge for the Service. Last year we prosecuted yet another trader, who pleaded guilty and was given a sentence of 16 months prison suspended for 2 years with 200 hours community service. The Service has commenced proceedings to recover the proceeds of his crimes. These crimes cause tremendous damage to the businesses and livelihoods of legitimate traders, and the thanks and praise we receive from the honest traders at Bourn market is testament to this.

1.5 Op Boarma

Op Boarma is a national initiative being led by National Trading Standards to tackle counterfeits and unsafe products on markets nationwide. The proposal was first put forward by Cambridgeshire and Peterborough Trading Standards and puts the onus on major market organisers operating at a national level to ensure traders at their markets are operating within the law. Failure to do so will lead to prosecution. The traders dealing in counterfeits are part of large scale organised crime gangs and therefore prosecuting the individual sellers will not address the problem long term. It is only if we remove the platform through which they sell these counterfeits that we will be able to make an impact on this criminal activity. Officers are attending each Bank Holiday market at Bourn to carry out market surveillance and enforcement disruption activities, with the Intelligence being fed into the national data to support Op Boarma.

2. Protecting the health and wellbeing of people

2.1 Trading Standards has a statutory duty to enforce over 100 pieces of legislation, and a large number of these statutes are there to protect the health and wellbeing of consumers. Below are a number of examples of work carried out last year that demonstrate the breadth of these interventions which help to keep residents safe on a daily basis.

2.2 Tackling Illicit and unsafe tobacco

The Service has been working closely with HMRC to tackle the supply of cheap non-duty paid tobacco in Fenland. As part of this work, at the end of September simultaneous raids took place at retail premises in March and Wisbech in conjunction with HMRC and their sniffer dogs. These raids resulted in seizures from 3 shops, as well as the removal of 2 cars used for the storage and concealment of illicit tobacco. This was part of a larger joint Trading Standards/HMRC operation across Cambridgeshire and Peterborough, which in 2 days uncovered 240,000 illicit cigarettes and 34.85kilos of hand-rolling tobacco from 12 premises and 3 vehicles. In addition to the loss of an estimated

£72K in tax on this specific haul (with annual national losses resulting from illicit tobacco estimated to be in the region of £2.4bn), many of these illicit cigarettes don't self-extinguish as is the requirement for legitimate cigarettes, leading to a high risk of house fires.

2.3 Protecting consumers from allergens in food

It is estimated that 1-2% of adults have a food allergy and 5-8% of children, equating to around 2 million individuals in the UK. In March we commenced an investigation into a Cambridge hotel following a complaint from a customer who had ordered a meal described as 'nut free' but which was found to contain nuts, an error which could have proved fatal. The investigation is continuing, corrective action is taking place at the hotel and we have begun a series of inspections at similar premises to assess compliance.

2.4 Ensuring banned food colourings do not make it onto our plates

The Service carried out a sampling programme investigating the presence of restricted food colourings in foods served by takeaways in Cambridgeshire. Every sample taken was found to include or exceed the limits set in the legislation. The legislation was introduced to protect public health as the restricted colours can cause hyperactivity, asthma and, with long term consumption, even cancer. Every participating takeaway was brought into compliance but we suspected there would be continuing issues with those we hadn't been able to inspect. As a result a press campaign was initiated, and as well as achieving comprehensive coverage in the local press we were delighted to be invited onto BBC Radio Cambridgeshire's breakfast show to raise the profile of the issue.

2.5 Fireworks seized from a van parked in a residential area

Due to the serious risk of harm, both to persons and property, from fireworks there are strict requirements in place in relation to the types of containers that fireworks can be stored in as they have to be strong enough to withhold the fireworks if they were to ignite. In addition, premises storing fireworks have to be licensed by us to ensure appropriate safety practices are in place. Nevertheless, weeks ahead of bonfire night, officers seized approximately £2000 worth of fireworks being stored illegally in a van near March, they were being offered for sale on social media. Large rockets and multi-shot 'cakes' were being stored in close proximity to the fuel tank in a vehicle in a residential area, thereby posing a tremendous risk to the public and properties in the vicinity. In this instance none of the fire safety provisions were being adhered to.

2.6 Protecting children from dangerous and toxic toys

Toy safety continues to be a high priority for the Service, with unprecedented numbers of unsafe or untested products entering the UK market from China. With sudden 'crazes' for certain toys and child-appealing products, regulators find it challenging to ensure products are safe before they take a hold, particularly as so many are sold through mediums such as eBay. Hover boards

and slime are prime examples of this. As part of a toy safety test purchasing project, a number of counterfeit toys were purchased from an eBay seller which led officers to search a property in Cambridge. There they uncovered over 5000 toys ready to be sold. The toys were examined by experts and were confirmed as counterfeit and unsafe. For example a Big Hero 6 figure was found to contain more than 200 times the legal limit of phthalate - industrial chemicals known to be toxic if ingested. The trader denied having any other storage facility for the toys but one was found and it was clear from CCTV it was emptied soon after the house was searched. The trader was sentenced to 6 months in prison, suspended for 2 years, 250 hours unpaid work and disqualified as a director for 2 years by Cambridge Crown Court on 16th January. Trading Standards are now pursuing him under the Proceeds of Crime Act. In addition to the alarming safety aspect of this case, this criminal behaviour impacts on legitimate businesses who pay their taxes and work hard to ensure they are selling safe and legitimate toys.

2.7 Ensuring public safety at petrol filling stations

Petrol stations pose a risk not only to public safety as a result of the flammable nature of fuel and the fumes it emits, but also to the environment through the risk of fuel seepage. As a result Trading Standards is responsible for the licensing of petrol stations.

Last year officers uncovered seepage from the petrol tanks at the Sainsbury's Coldhams Lane. The seepage had been taking place for a considerable time, but the secondary core had managed to contain the fuel up to that point. Consequently Sainsburys were required to carry out extensive work to remedy the fault.

Weeks later, following consultation on plans for a new Morrisons site in St Ives officers raised concerns about the proposed use of overground fuel tanks rather than the more conventional underground ones. Whilst overground tanks are permitted, there are additional public safety concerns which, when challenged, had not been correctly considered. As a result of extensive negotiation, the plans were changed and underground tanks installed.

2.8 Tackling traders who put customer safety in jeopardy

The installation of gas appliances is now a heavily regulated area due to the extreme risk to public safety if such work is not carried out to a high standard. Nevertheless the service received allegations relating to unsafe gas boiler installations across Cambridgeshire by a trader called Gareth Redford. Investigations found that in his spare time he had ordered and fitted gas boilers which he was not 'Gas Safe' registered to do despite his claims. In a prosecution brought by Trading Standards and the Health and Safety Executive, Redford, who was described by the Judge as a 'classic cowboy plumber', was sentenced to 16 months in prison.

2.9 Nicotine Inhaling Products (NIPs)

As a result of rapid growth in the NIPs market, the Department of Health funded a series of inspections to check legal compliance across the market as a whole, with funding made available for sampling in Cambridgeshire. Approximately 10 products were sampled from each premises comprising E liquids or vaping merchandise, with each product being inspected for compliance. Every issue identified was referred to the local Trading Standards Service and to the manufacturer/importer as appropriate, with numerous issues found in relation to labelling. In addition to the funded work, samples of e liquids were taken and analysed for the presence of undesirable substances and nicotine strength. Of the 16 samples taken one had high levels of acetyl propionyl and acetoin, which are both flavour ingredients that the Medicines and Healthcare products Regulatory Agency (MHRA) have advised against.

2.10 Keeping the UK Rabies-free

Trading Standards are responsible for enforcing animal disease prevention and control measures. One of these diseases is Rabies, a potentially fatal disease transmissible from animals (such as cats, dogs and bats) to humans.

We have seen a rise in puppies and 'rescue' dogs coming to the UK from Eastern European countries where Rabies is endemic. To prevent the incursion of the disease into the UK we have taken time to educate our vets about fake pet passports, and to contact us if they have suspicions on any non-compliances with the rules.

One example of this effective working arrangement was when a vet advised us of a puppy she had seen in the surgery for which she believed the passport was not compliant. Puppies are required to be micro-chipped then vaccinated for rabies at no younger than 12 weeks of age. The puppy has to remain in the originating country for 3 weeks before travelling to the UK. This Shiba Inu was from Romania and had been vaccinated at 10 weeks old, so would not have been effectively protected against Rabies. Officers went out to the owner's house where it was explained to her that the puppy was in the UK illegally and would need to be re-vaccinated and put into an authorised quarantine kennel for 3 weeks, costing the new owner in the region of £1000 (on top of the £850 she had already paid for the puppy), and a great deal of upset. The quarantine kennel was contacted and an authorised carrier came and removed the puppy under the officers' supervision.

2.11 Safety at Sports Grounds

There are national safety provisions in place to regulate sports grounds and stands above certain capacities and size. Modern sports grounds are often multi-use with a mix of sporting events, and other types of entertainment such as music events taking place at venues. Trading Standards inspect both grounds and standards to ensure compliance with safety standards.

3. Supporting and protecting vulnerable people

3.1 Tackling rogue traders in Cambridgeshire continues to be a priority for the service. They deliberately prey on the vulnerable, and once a victim has been scammed, the rogue trader invariably visit them time and time again, trying to illicit further money from them. They also share the details of victims with acquaintances who will also then target a victim. Tragically each year we come across cases where victims have lost their life savings to these criminals, and the mental harm can be more damaging still.

3.2 Rogue trader prosecutions

A Cambridgeshire resident had arranged for Jazz Beach from Meldreth to build an extension to her home ahead of her knee surgery. What he built was of such poor quality it left her house inaccessible and had to be demolished. She had to use a significant proportion of her pension to have the work re-done and the ordeal had left her terribly distressed. The Service successfully prosecuted him and he was sentenced to 26 weeks in prison, suspended for 18 months, and ordered to pay £10,000 in compensation and £600 in costs. In addition, he was ordered to complete 200 hours of unpaid community work and was issued with a rehabilitation activity requirement.

3.3 In a separate case, an elderly Cambridge victim had employed JKJ Property Services (Jobie Newland) of Sandy Park, Fen Road, Cambridge) to fix her gutters. Newland convinced her that she also needed urgent repairs to her flat roof and quoted £6,000. After the work was completed, the lady noticed water leaking and damage. Newland and his labourer returned twice to fix the roof and when she couldn't get hold of him for a third time she called in another roofer who alerted Trading Standards. The Service commissioned a surveyor who reported the work was not carried out in accordance to the invoice as 'torch on' rubberoid had not been used, only 25mm insulation was put in place rather than 100mm and he said it would cost £14,500 to repair. He also noted that gaffer tape had been used to repair the leaks. Newland pleaded guilty to a fraud offence at Peterborough Magistrates court. The bench took a very serious view of the offending due the significant financial loss and the age of the victim. Newland was sentenced to nine weeks imprisonment suspended for one year, 120 hours unpaid work and ordered to pay £2,000 compensation.

3.4 Other rogue trader prosecutions included:

- Jack Price who pleaded guilty to rogue trading offences when he appeared at Peterborough Magistrates' Court. He was sentenced to 150 hours of community work and was ordered to pay £662 compensation, £1,500 costs and an £85 victim surcharge.
- Christopher Ferreira t/a CB Property Maintenance who pleaded guilty to 3 offences having failed to complete various building work for customers. He was ordered to pay £1100 in compensation and £700 costs.
- Jimmy Holmes, who was prosecuted for Fraud offences, pleaded guilty and was given a community order.

3.5 In addition to prosecuting those perpetrating these crimes, the Service also endeavours to recover money paid to these criminals on the victim's behalf. In

2017/18 our interventions led to the clawing back of £56,670 for Cambridgeshire and Peterborough victims.

- 3.6** Furthermore the Service strives to reassure victims about their future security by installing memo cams. These help to deter further attempts by rogue traders to extract money from vulnerable victims (a common practice), and also helps us to identify further offenders and share Intelligence with wider enforcement authorities.

3.7 Tackling rogue trading through partnership working

The Service has always worked closely with the Police to tackle rogue trading in the County, and in September 2017 a new Banking alert mechanism was introduced which notifies the police of large cash withdrawals by elderly people where it is suspected a rogue trading offence may be taking place. Trading Standards have had an informal alert arrangement in place with local banks for many years, so the team has been providing advice to the Police and supporting them with their investigations.

The Service has also met with senior members of Adult Social Care as part of the Op Signature work with the Fraud and Cyber Crime Team at Cambs Police. More referrals are being made and received from the Multi-agency Safeguarding Hub (MASH) so those relationships are improving.

3.8 Unlawful selling practices targeting the vulnerable

A company based in Peterborough who mis-sold and pressure-sold furniture to elderly and vulnerable people all over the UK was successfully prosecuted by the Service. This led to the sentencing of the Directors to 12 months and 9 months imprisonment respectively, the sentencing of the Sales Manager to 9 months imprisonment, marketing Manager to 6 months imprisonment, plus suspended sentences and Community Orders for three Sales Demonstrators after guilty pleas. These 7 were all issued with Criminal Behaviour Orders lasting for 5 years each. A number of other canvassers and demonstrators that worked for the company also accepted Cautions and Enterprise Act undertakings as alternative enforcement outcomes.

4. New for this year

4.1 Actively marketing our Financial Investigation services to wider teams

In the first three quarters of 2017-18 over £26,000 in asset recovery incentivisation scheme monies were received, 4 restraint orders were granted by the Crown Court to preserve assets, a cash seizure was made on a rogue trader investigation and a money laundering conviction was secured. In addition £3,500 was received from law enforcement partner agencies for financial investigations services we had provided to support their own investigations. To further develop these income streams in 2017-18 we entered agreements with South Cambs District Council and Huntingdonshire District Council to provide ongoing Financial Investigation support to their Housing teams. In the

forthcoming year we will be looking to roll this out further, offering these services to the other District Councils in Cambridgeshire and also to relevant teams within Peterborough City Council

4.2 Delegating Energy Performance Certificate enforcement powers to the Districts

Following a paper approved by Members, we are in the process of delegating Trading Standards enforcement powers for Energy Performance Certificates to the District Councils, the rationale being that the Districts frequently deal with private landlords and their tenants as a result of their duties so are well placed to identify breaches and take enforcement action where appropriate.

4.3 Matrix for the prioritisation of incoming work streams

As a result of service demand pressures a matrix has been introduced for assessing and prioritising all new cases and alleged legislative infringements reported to the service. The matrix uses a traffic light system to determine whether it requires urgent attention, further investigation or whether it should be logged for Intelligence. Prioritisation of the work we do can be challenging due to the breadth of areas we deal with, we are rarely comparing like for like.

5. Challenges for the forthcoming year

5.1 Recruitment

We are a high performing authority with a strong reputation nationally and that is all due to having a good staffing team. However, such a position has its drawbacks and we have lost two officers to career development opportunities elsewhere in the last financial year, and are due to lose one of our managers imminently as she joins a Government office. Recruitment to one post was successful, but recruitment to another has proved challenging, with a seemingly decreasing pool of skilled staff available.

5.2 Illegal imports

Illegally imported pets continue to be an issue for the Service, as well as for the nation as a whole, with each animal posing a risk to the Rabies-free status of the UK. Predominantly these pets are imported by dealers, and sold to innocent buyers in Britain on websites which purport to be selling a single family pet. Some have fake passports and have received no vaccinations, others have been vaccinated too young for it to be effective. We are launching a project this year to identify any such websites/social media sellers operating within Peterborough with a view to tackling this criminality.

5.3 Reduction in government funding

We have seen a reduction in the grant feed funding received from the Department for Environment, Food, and Rural Affairs this financial year. Funding from the Food Standards Agency for food sampling was ended two years ago. The result of reduced funding is a decrease in regulatory activity in relation to feed and food standards, that which takes place is risk and 'intelligence' based. The focus for the Service increasingly is expanding on revenue generation through selling services as against relying on external funding to support service delivery.

5.4 Modern day slavery

We are committed to tackling modern day slavery and will endeavour during the course of the forthcoming year to uncover any instances of this taking place at premises visited or being perpetrated by businesses or individuals under investigation. Detection of such crimes is challenging, with much of it being committed by organised crime gangs, but we recognise we are in an unrivalled position of having powers to enter otherwise uninspected business premises, and will ensure our officers have the knowledge and skills to detect such crimes.

5.5 Securing the future of Primary Authority within the Authority

The Primary Authority market is becoming increasingly competitive, with fierce competition to secure agreements with the larger retailers, wholesalers and manufacturers. We remain one of the leading authorities in this field, but to retain this position it is critical that we are appointed as one of the Department for Business Energy and Industrial Strategy's 'Strategic Partners' in their selection process later this year.

5.6 New Regulatory responsibilities

There has been a number of regulatory provisions introduced in recent years imposing new burdens on those bodies given the responsibility for enforcing them. In the case of Trading Standards, such burdens have included environmental legislation covering energy labels and microbeads, neither of which have been accompanied by any Government funding.

6. Performance

6.1 Performance against target response times

Details	Target/Response	Year 1 of shared service
Request for information under the Freedom of Information Act	20 business days	100%

Service Requests from businesses and other external organisations	First response within 5 business days	89% ¹
Consumer complaints about businesses	First response within 5 business days	96%
Safety complaints involving serious injury or damage	First response within 24hrs from notification received and acknowledged by PCC.	100%
Ongoing Doorstep crime	First response within 24hrs from notification received and acknowledged by PCC.	100%
Livestock welfare issue	First response within 24hrs from notification received and acknowledged by PCC.	100%
Illegal landing	First response within 24hrs from notification received and acknowledged by PCC.	100%
Statutory returns	All statutory returns to meet statutory time periods or arrangements as agreed	100%
Food Standards inspections/interventions	Completion of 100% of inspections detailed for a planned inspection within the FSA Food Plan	100%
Feed Standards	Completion of 100% of inspections detailed for a planned inspection with the FSA Feed Plan	100%
Food, Feed, Animal Health	Complete 100% of inspections/samples in line with funding requirements	100%

6.2 Performance against benchmarks

6.2.1 Rogue trading

Number of rogue trader reports/enquiries received and responded to in Cambridgeshire, e.g. installation of memo cam, investigation, prosecution, referral, disruption of criminal activity:

	2015/16	2016/17	2017/18
Consumer complaints/reports responded to	19	14	14
Business complaints/requests for service responded to	36	37	33

Number of rogue trader early interventions leading to a reduction in the amount of money lost by the consumer:

¹ We have addressed the issues affecting our response times, and in Q4 of last year our response rate was 97% and in Q1 of this financial year it was 95%

2015/16	2016/17	2017/18
9	7	12

6.2.2 Investigations

Number of prosecutions cases opened:

2015/16	2016/17	2017/18
32	36	17

6.2.3 Finances

The end of year financial outturn for 2017/18 due to increased income levels exceeded the forecast at the beginning of the year, and delivered savings of £76,000. There is an agreed savings target of £58,000 for 2018/19, which the Service is on track to meet.

**COUNCILLOR APPOINTMENTS TO THE A141 HUNTINGDON AND ST IVES AREA
TRANSPORT STUDY STEERING GROUP**

To: Economy and Environment Committee

Meeting Date: 13 September 2018

From: Graham Hughes Executive Director Place and Economy

Electoral division(s): A141 Huntingdon Transport Study - Huntingdon North and Hartford, Huntingdon West, Godmanchester and Huntingdon South

St Ives Transport Study – The Hemingfords and Fenstanton, St Ives North and Wyton, St Ives South and Needingworth.

Forward Plan ref: n/a **Key decision:** No

Purpose: To consider the establishment of a single A141 Huntingdon and St Ives Area Transport Study Steering Group and to appoint four Cambridgeshire County Councillors to the Steering Group

Recommendation: It is recommended that the Economy and Environment Committee:

- i) approve the establishment of the A141 Huntingdon and St Ives Area Transport Study Steering Group, and;
- ii) appoint four County Councillors to the Steering Group - two representing the A141 Huntingdon Transport Study and two representing the St Ives Area Transport Study.
- iii) appoint two substitute Members to the Steering Group (one for each area)

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	Karen Kitchener	Names:	Cllr I Bates/Cllr T Wotherspoon
Post:	Principal Transport and Infrastructure Officer	Post:	Chair/Vice-Chair
Email:	Karen.Kitchener@cambridgeshire.gov.uk	Email:	ian.bates@cambridgeshire.gov.uk Tim.wotherspoon@cambridgeshire.gov.uk
Tel:	01223 715486	Tel:	01223 706398

1 BACKGROUND

- 1.1 The Cambridgeshire and Peterborough Combined Authority (CA) presented a paper at its 28th March 2018 board meeting that set out spending on transport during the period 2018-20. The paper recommended that the CA Board:
- Agree a total budget allocation of £18.3m for the rolling programme of priority transport and infrastructure schemes
 - Note that the £6.65m funding from the National Productivity Investment Funding for 2018-19 was included in the total allocation
 - Agree the pipeline of projects set out in the multi-year transport programme
 - Authorise the Chief Executive of the CA to delegate responsibility and budget for the production of feasibility studies, business case or designs for each of the projects within the multi-year transport programme to a delivery partner, provided that all such studies, business cases and designs are reported back to the CA Board for approval
 - A package of studies that Cambridgeshire County Council (CCC) would conduct on behalf of the CA.
- 1.2 The A141 capacity enhancements around Huntingdon is one of the transport schemes identified in the pipeline of schemes and has been allocated up to £1m in 2018-19 for a feasibility study with responsibility for leading and delivering the study delegated to Cambridgeshire County Council. This study is now known as the A141 Huntingdon Study.
- 1.3 In addition to transport schemes being promoted by the CA, there are a number of studies being delivered by CCC for which the CA is not contributing funding. CCC presented a Transport Scheme Development paper at its 8 February 2018 Economy and Environment Committee which recommended that the Committee:
- Note the scheme development work being undertaken by the CA
 - Approve the list of schemes to be developed by CCC in 2018-19
 - Approve the process for sifting and prioritising schemes from 2019-20 onwards to be developed and designed ready to be implemented as and when funding opportunities arise.
- 1.4 Schemes agreed to be developed by CCC are the St Ives Junctions Study, now known as the St Ives Area Transport Study, and the A10 / A142 roundabouts in Ely. Both studies were allocated up to £1m in total for feasibility studies in 2018-19.
- 1.5 Due to the close proximity of the A141 Huntingdon Study and St Ives Area Transport Study and the interdependencies of any future solutions for each area, CCC decided that both studies would be procured jointly and undertaken by a single consultant, with a single modelling team involved in both studies.
- 1.6 The studies will soon reach a stage where Councillors need to be involved as views will be needed regarding schemes going forward and public engagement and consultation. Considering the joint working approach for the two studies, it is proposed that a single member steering group will be formed covering both areas. Consideration of the two separate funding bodies involved will be made clear and guidance on the decision making process for the Group will be clarified in the Terms of Reference that will be agreed when the Group meet. For information, a draft Terms of Reference is in Appendix 1.

2 MAIN ISSUES

A141 Huntingdon Transport Study

- 2.1 The study should consider a range of transport interventions including but not limited to junction improvements along the route, possible realignment of the current bypass and an opportunity to enable new transport modes.
- 2.2 The funding for the A141 section of the study will be provided by the CA, who have commissioned the study and allocated CCC as the delivery partner.

St Ives Area Transport Study

- 2.3 The Huntingdonshire Strategic Transport Study (2017) was conducted to evidence proposals in the Huntingdonshire Local Plan to 2036 which is being examined between May and September this year. This work identified a number of locations in St Ives where measures were required to mitigate Local Plan growth but no schemes were designed to address capacity problems.
- 2.4 With provision of money by CCC to fund a feasibility study, the desire is to expand the brief to:
 - a) Address capacity and congestion issues along the following key strategic routes
 - A1096 between A1123 and A14
 - A1123 between A1096 roundabout and B1090 junction
 - B1040 between Marley Road and A1123.
 - b) Address existing constraints of bus routing and access in St Ives town centre.

A Joint Member Steering Group

- 2.5 Both the A141 Huntingdon Study and St Ives Area Transport study are in the early stages of development. However, the project team wish to set up the A141 Huntingdon and St Ives Area Transport Study Steering Group in preparation for Councillor involvement being required. The proposal is for this advisory group to comprise of two Cambridgeshire County Councillors for each study, four in total, and the same number from Huntingdonshire District Council.
- 2.6 The details and Terms of Reference for the Steering Group will be agreed at the first meeting. It is envisaged that the Steering Group will make recommendations to the County Council's Economy and Environment Committee and to Huntingdonshire District Council's Cabinet. Ultimate responsibility for the St Ives Area Transport Study, as well as the A141 Huntingdon Study through delegated powers from the Combined Authority, resides with the County Council's Economy and Environment Committee.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

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

- To enable growth in both study areas. This is both housing and employment growth which would be to the benefit of all local residents.
- To reduce congestion and improve safety across the areas which will result in economic benefits.

3.2 Helping people live healthy and independent lives

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

- Improve access in both areas which will assist with providing better links to employment, health and education.
- Ensure that consideration is given to sustainable forms of transport which have health benefits.
- Investigating improvements to bus services and routing in St Ives which will help people live independent lives by improving access to bus services.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

There are no significant implications for this priority.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications for this priority.

4.3 Statutory, Legal and Risk Implications

There are no significant implications for this priority.

4.4 Equality and Diversity Implications

There are no significant implications for this priority.

4.5 Engagement and Communications Implications

There are no significant implications for this priority.

4.6 Localism and Local Member Involvement

Local members from wards in the respective study areas are to be consulted for inclusion in

the Steering Groups.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
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: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Joanna Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Iain Green

Source Documents	Location
Cambridgeshire and Peterborough Combined Authority Board Paper 28th March 2018 – Transport Delivery 2018/19	http://cambridgeshirepeterborough-ca.gov.uk/assets/Combined-Authority/180328-Agenda-Documents-Pack2.pdf
Cambridgeshire County Council E&E Committee Paper (8 February 2018) – Transport Scheme Development	https://cmis.cambridgeshire.gov.uk/ccs_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/678/Committee/5/Default.aspx
Huntingdonshire Strategic Transport Study (2017)	https://www.huntingdonshire.gov.uk/planning/new-local-plan-to-2036/monitoring-research-and-evidence-base/
Huntingdonshire Local Plan to 2036	https://www.huntingdonshire.gov.uk/planning/new-local-plan-to-2036/

	w-local-plan-to-2036/
--	-----------------------

Appendix 1: Draft Terms of Reference

A141 Huntingdon Transport Study and St Ives Area Transport Study

Member Steering Group

Terms of Reference – DRAFT

1. The Member Steering Group has been established to assist in the review and development of schemes identified by the A141 Huntingdon Transport Study and the St Ives Area Transport Study.
2. The aim of the A141 Huntingdon Transport Study and the St Ives Area Transport Study is to identify potential transport interventions in the vicinity of the A141 in Huntingdon and in St Ives to address existing capacity and safety problems as well as accommodating future growth in travel demand resulting from increases in housing and employment opportunities identified in the emerging Huntingdonshire Local Plan to 2036.
3. The A141 Huntingdon Transport Study will identify potential transport interventions on the A141 between the Spittals Way and Ermine Way junction across to the Sawtry Way (B1090) junction in Huntingdon. The study will consider a range of transport interventions including but not limited to junction improvements along the route, possible realignment of the current bypass and an opportunity to enable new transport modes.
4. The St Ives Area Transport Study will focus on investigating issues and developing possible solutions to the following key issues in St Ives:
 - a. Address capacity and congestion issues along the following key strategic routes:
 - i. A1096 between A1123 and A14
 - ii. A1123 between A1096 roundabout and B1090 junction
 - iii. B1040 between Marley Road and A1123.
 - b. Address existing constraints of bus routing and access in St Ives town centre:

- i. Alternative measures that will contribute to reduced congestion in this locality and improve reliability and attractiveness of bus services
 - ii. Identified streets to be considered as a minimum - East Street, Globe Place and North Road.
- 5. This note sets out the roles that the Member Steering Group will fulfil during the studies, with the main role of the Group to provide guidance regarding the general direction of the studies, while representing the concerns of Huntingdon and St Ives constituents within the limitations of the respective study remits. The group will be asked to comment on the schemes identified by the studies using their local knowledge of transport and other issues, including access to services within Huntingdon, St Ives and the surrounding area.
- 6. An A141 Huntingdon Transport Study and St Ives Area Transport Study Member Steering Group Communications Strategy will also support this Terms of Reference document. This Strategy sets out protocols for communication in respect of the two studies and Members have a role to adhere to the communications strategy to enable effective implementation of the studies.
- 7. To ensure that the County and District Councils are all involved in the studies, the Group will represent their respective authorities and play a role in disseminating information back to fellow Members where appropriate. Four nominated representatives for each authority will be able to attend the Member Steering Group meetings. Councillors will nominate a chairperson for the group from amongst its membership at the first meeting.
- 8. The A141 Huntingdon Transport Study is funded by the Cambridge and Peterborough Combined Authority, with power delegated to Cambridgeshire County Council (CCC) to run and manage the study through the County Council's Economy and Environment Committee. It is envisaged that the Steering Group will make recommendations to the Economy and Environment Committee, which would in turn make recommendations to the Combined Authority.
- 9. The St Ives Area Transport Study is funded wholly by CCC. It is envisaged that the Steering Group will make recommendations to the CCC Economy and Environment Committee which is ultimately responsible for delivering the study.
- 10. In parallel the Steering Group will make recommendations to Huntingdonshire District Council's Cabinet to ensure that support is obtained from all authorities.

FINANCE AND PERFORMANCE REPORT – July 2018

To: **Economy and Environment Committee**

Meeting Date: **13th September 2018**

From: **Executive Director, Place & Economy Services
Chief Finance Officer**

Electoral division(s): **All**

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

Purpose: **To present to Economy and Environment Committee the July 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 July 2018.

Recommendations: **The Committee is asked to:-**

- **review, note and comment upon the report**

<i>Officer contact:</i>	
Name:	Sarah Heywood
Post:	Strategic Finance Manager
Email:	Sarah.Heywood@Cambridgeshire.gov.uk
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 (P&E) Services Finance and Performance report for June 2018.
- 2.2 **Revenue:** The Service has started the financial year with two significant pressures for Coroners Services and Waste (both which come under Highways and Community Infrastructure (H&CI) Committee) of £284K and £600K. The P&E service is showing that it will make £939K savings by year-end to bring the budget back into balance, and this will be either be through additional income / new underspends or planned reductions in service if required at the later stages of the year.
- 2.3 **Capital:** King's Dyke: the estimated project costs are being discussed with Kier and options for value re-engineering are being explored. Work is underway with partners identifying how the funding pressure will be addressed. A detailed report on King's Dyke was due to come to this September Committee but will now come to the October committee.
- 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 indicator that is currently red is:
- 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	

Place & Economy Services**Finance and Performance Report for Economy & Environment Committee – July 2018****1. 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

1.2 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**2.1 Overall Position**

Forecast Variance - Outturn (Previous Month) £000	Directorate	Budget 2018/19 £000	Actual £000	Forecast Variance - Outturn (July) £000	Forecast Variance - Outturn (July) %
0	Executive Director	469	374	+21	+4
0	Highways	19,549	5,688	0	0
+306	Cultural & Community Services	11,354	2,260	+320	+3
+605	Environmental & Commercial Services	37,590	6,001	+598	+2
0	Infrastructure & Growth	1,870	1,811	0	0
0	External Grants	-29,108	-1,639	0	0
-911	Savings to be found within service			-939	
0	Total	41,723	14,494	0	0

The service level budgetary control report for July 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.

2.2 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 to deliver a series of positive initiatives will result in a shortfall in delivered savings. It is hoped that agreement will be reached to allow savings to commence in October (previously reported as September) resulting in a savings shortfall of approximately £600,000 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 an underspend, or worsen, resulting in an overspend

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.

Although not yet identified it is expected that savings/underspends will be found within Place & Economy to fund the current projected overspend.

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 July 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 July 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

King's Dyke

The scheme design is expected to be complete in the coming months and construction planned to follow. The detailed design did not commence as quickly as anticipated due to access requirements to carry out the additional surveys so some of this cost has moved into 2018/19.

It was also anticipated that significant land costs would be paid in 2017/18. However, this did not happen and these costs have rolled into 2018/19. This meant that only £1.66m of last year's allocation of £6m was spent.

The expenditure for 2018/19 financial year is estimated at £6.7m which is less than the £11m in the works budget as the construction is starting later than originally anticipated and most of this will be spent in the 2019/20 financial year.

The recent detailed development phase of this project has highlighted that overall project costs are now expected to be significantly higher than the £16.9 million estimated prior to the design phase. This is a result of increases in land and statutory undertakers' costs over early estimates, as well as early indications from Kier the contractor that the construction cost is now expected to be much higher than that submitted prior to the detailed design phase.

The contract with Kier has been split into two stages, design followed by construction. A breakpoint between the two stages means that the Council will be considering whether to award the construction phase of the project to Kier, a decision that is currently expected to be presented to E&E Committee for consideration in October.

Kier will be developing the target construction price as the design progresses over the next month, accompanied by an ongoing review by an external consultant.

An initial review of the Benefit Cost Ratio (BCR) in the Business Case shows that the scheme still represents high value for money, but this will be formally reviewed once the construction target price has been finalised.

Any additional costs would not be realised in this financial year and the current draft contractor's programme suggests that the road would open in spring 2020.

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).

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 is currently being prepared that will replace this set and this will be reported to Committee in October.

4.2 Red Indicators (new information)

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

a) Economy & Environment

No new information this month.

b) 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.

a) Economy & Environment

No new information this month

b) 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.

a) Economy & Environment

Connecting Cambridgeshire

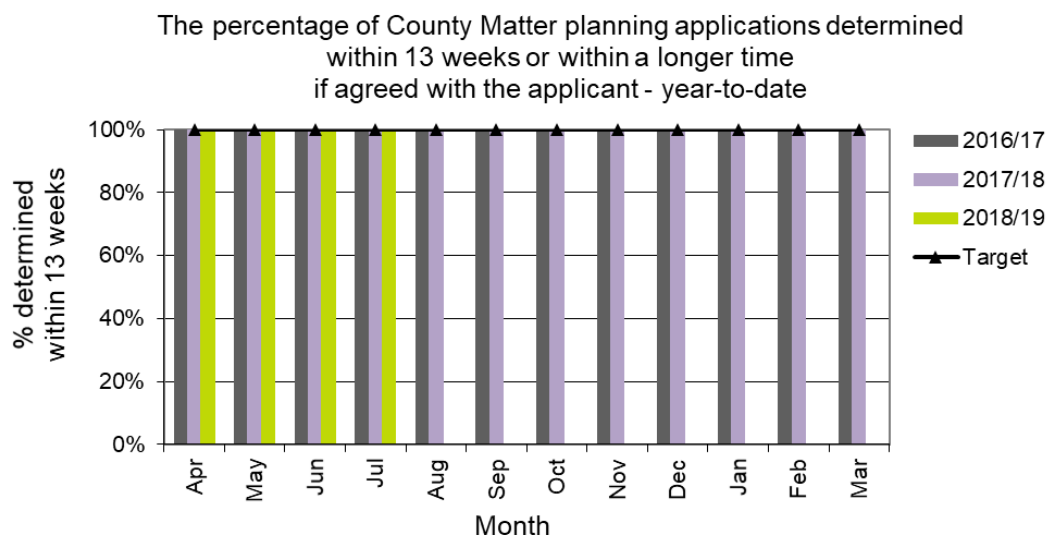
- Percentage of premises in Cambridgeshire with access to at least superfast broadband – July 2018

This figure has risen slightly to 96.5% as at the end of July 2018 from the last reported figure of 96.1% at the end of February 2018.

Planning applications

- The percentage of County Matter planning applications determined within 13 weeks or within a longer time period if agreed with the applicant - year-to-date (to July 2018)

There were 2 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.



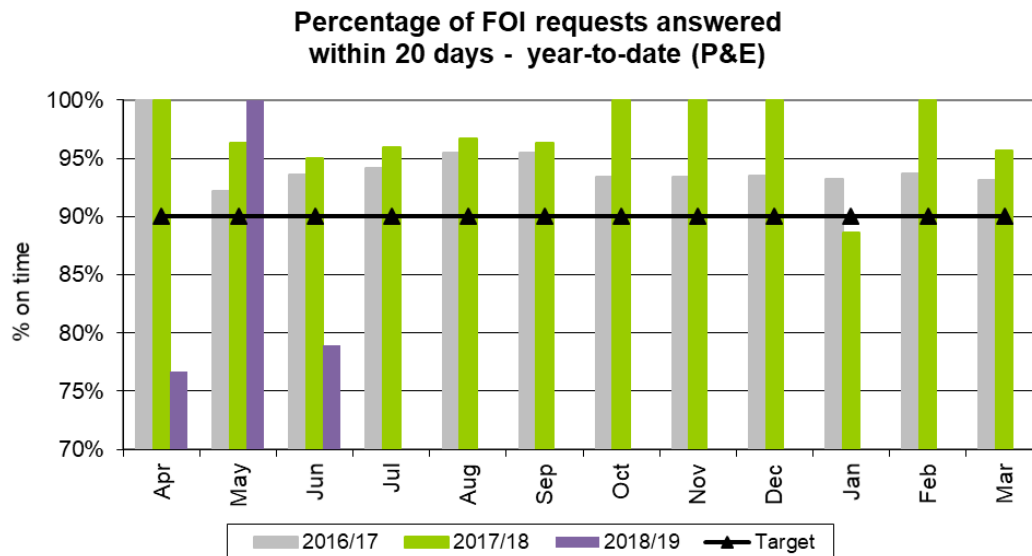
c) P&E Operational Indicators

Freedom of Information (FOI) requests

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

19 Freedom of Information requests were received during June 2018. Provisional figures show that 15 (78.9%) of these were responded to on time.

64 Freedom of Information requests have been received since April 2018 and 82.1% of these have been responded to on-time. This compares with 97.3% (out of 73) and 93.6% (out of 78) for the same period last year and the year before.

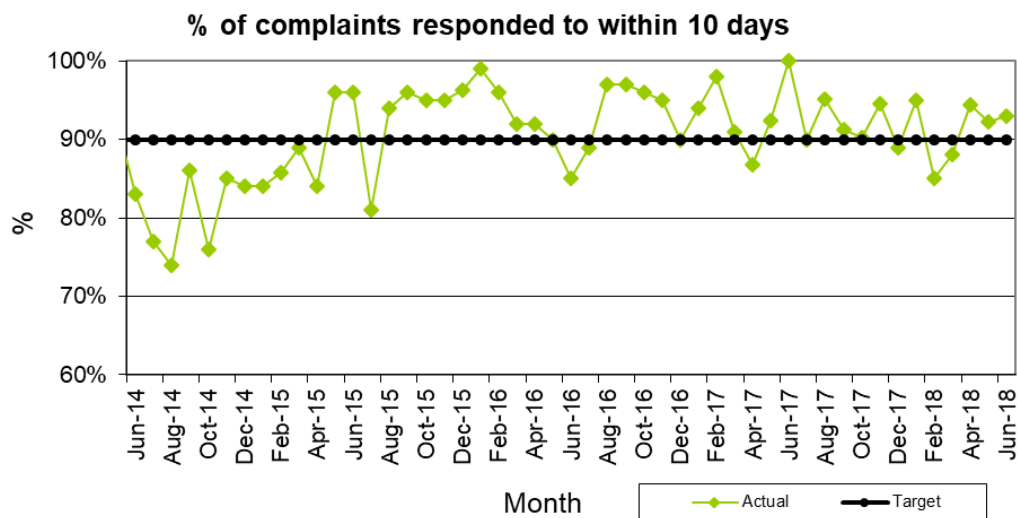


Complaints and representations – response rate

- Percentage of complaints responded to within 10 days (June 2018)

46 complaints were received in June 2018. 43 (93%) of these were responded to within 10 working days.

The year-to-date figure is currently 93%.



4.5 Contextual indicators (new information)

a) Economy & Environment

Connecting Cambridgeshire

% of take-up in the intervention area as part of the superfast broadband rollout programme (to June 2018)

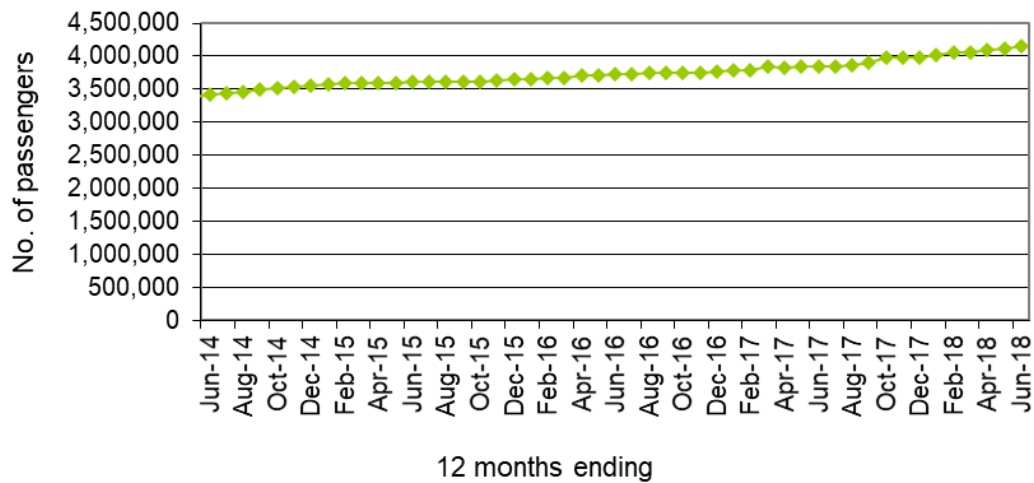
Figures to the end of June 2018 show that the average take-up in the intervention area has increased to 54.3%. The figure reported for the same period last year was 46.8%.

Passenger Transport

- Guided Busway passenger numbers (June 2018)

The Guided Busway carried 352,157 passengers in June 2018. There have now been over 24 million passengers since the Busway opened in August 2011. The 12-month rolling total is 4.14 million.

Guided Busway passengers: 12-month rolling total



APPENDIX 1 – Service Level Budgetary Control Report

Place & Economy Service Level Finance & Performance Report

Finance & Performance Report for P&E - July 2018

Forecast Outturn Variance (June)		Budget 2018/19	Actual July 2018	Forecast Outturn Variance	
£000's		£000's	£000's	£000's	%
Executive Director					
0	Executive Director	201	310	28	14%
0	Business Support	268	65	-7	-3%
0	Executive Director Total	469	374	21	4%
Highways					
0	Asst Dir - Highways	120	35	0	0%
0	Local Infrastructure Maintenance and Improvement	6,351	2,672	0	0%
0	Traffic Management	-135	35	0	0%
0	Road Safety	506	153	0	0%
0	Street Lighting	9,771	2,229	0	0%
0	Highways Asset Management	570	340	0	0%
0	Parking Enforcement	0	-600	0	0%
0	Winter Maintenance	2,048	324	0	0%
-0	Bus Operations including Park & Ride	319	500	-0	0%
-0	Highways Total	19,549	5,688	0	0%
Cultural & Community Services					
-0	Asst Dir - Cultural & Community Services	123	40	-0	0%
16	Public Library Services	3,263	1,141	37	1%
-1	Cultural Services	87	25	-1	-1%
0	Archives	354	110	0	0%
-0	Registration & Citizenship Services	-541	-143	0	0%
290	Coroners	903	328	284	31%
-0	Community Transport	2,496	363	0	0%
0	Concessionary Fares	4,668	397	0	0%
306	Cultural & Community Services Total	11,354	2,260	320	3%
Environmental & Commercial Services					
0	Asst Dir - Environment & Commercial Services	120	-75	0	0%
0	County Planning, Minerals & Waste	432	-28	0	0%
0	Historic Environment	56	49	0	0%
0	Trading Standards	694	180	0	0%
5	Flood Risk Management	411	78	-2	0%
0	Energy	59	144	0	0%
600	Waste Management	35,820	5,654	600	2%
605	Environmental & Commercial Services Total	37,590	6,001	598	2%
Infrastructure & Growth					
-0	Asst Dir - Infrastructure & Growth	120	41	-0	0%
0	Major Infrastructure Delivery	1,100	493	0	0%
0	Transport Strategy and Policy	103	794	0	0%
0	Growth & Development	547	191	0	0%
0	Highways Development Management	0	291	0	0%
-0	Infrastructure & Growth Total	1,870	1,811	-0	0%
-911	Savings to be found within service			-939	
0	Total	70,831	16,133	0	0%

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	%
Public Library Services	3,263	1,141	+37	0
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.				
Coroners	903	328	+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.				
Community Transport	2,496	363	0	0
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.				
Waste Management	35,820	5,654	600	+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 to deliver a series of positive initiative will result in a shortfall in delivered savings. It is anticipated that agreement will be reached to allow savings to commence in October (previously reported as September) resulting in a savings shortfall of approximately £600,000 this financial year.				
Until agreement is reached with the contractor on the contract changes the variable nature of the MBT creates uncertainty in the forecast and actual performance could improve, resulting in an underspend, or worsen, resulting in an overspend				

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
Grants as per Business Plan	Various	29,108
Non-material grants (+/- £30k)		0
Total Grants 2018/19		29,108

APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
Budget as per Business Plan	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
Non-material virements (+/- £30k)		
Current Budget 2018/19	41,723	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2018 £'000	Movement within Year £'000	Balance at 31st July 2018 £'000	Yearend Forecast Balance £'000	Notes
Equipment Reserves					
Libraries - Vehicle replacement Fund	30	0	30	0	
Sub total	30	0	30	0	
Other Earmarked Funds					
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	2,500	
Streetworks Permit scheme	117	0	117	0	
Highways Commuted Sums	700	0	700	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	0	59	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	(149)	0	(149)	0	
Sub total	5,382	(295)	5,088	4,580	
Short Term Provision					
Mobilising Local Energy Investment (MLEI)	55	0	55	0	
Sub total	55	0	55	0	
Capital Reserves					
Government Grants - Local Transport Plan	3,897	18,214	22,111	0	Account used for all of P&E
Other Government Grants	1,521	(4,981)	(3,461)	0	
Other Capital Funding	4,782	(815)	3,967	1,000	
Sub total	10,200	12,417	22,617	1,000	
TOTAL	15,668	12,122	27,790	5,580	

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 (July)	Forecast Spend - Outturn (July)	Forecast Variance - Outturn (July)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
200	- Major Scheme Development & Delivery	514	32	513	-1	513	0
682	- Local Infrastructure Improvements	682	61	682	0	682	0
594	- Safety Schemes	594	362	594	0	594	0
345	- Strategy and Scheme Development work	345	95	345	0	345	0
1,346	- Delivering the Transport Strategy Aims	3,313	633	3,313	0	3,313	0
23	- Air Quality Monitoring	35	-7	35	0	35	0
14,591	Operating the Network	16,004	2,403	16,004	0	16,004	0
	Highway Services						
4,300	- £90m Highways Maintenance schemes	5,062	34	5,062	0	83,200	0
0	- Pothole grant funding	2,415	-36	2,415	0	2,415	0
0	- National Productivity Fund	692	341	692	0	2,890	0
0	- Challenge Fund	3,346	1,141	3,346	0	6,250	0
0	- Safer Roads Fund	1,302	13	1,302	0	1,302	0
	Environment & Commercial Services						
395	- Waste Infrastructure	300	0	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
	Cultural & Community Services						
2,611	- Cambridgeshire Archives	2,862	127	2,666	-196	5,180	0
1,321	- Libraries	2,480	-162	1,950	-530	3,340	0
	Infrastructure & Growth Services						
3,129	- Cycling Schemes	3,273	599	3,286	13	17,650	0
0	- Huntingdon - West of Town Centre Link Road	957	1	167	-790	9,116	0
1,077	- Ely Crossing	13,109	4,808	14,200	1,091	49,000	0
500	- Guided Busway	500	136	500	0	148,886	0
6,663	- King's Dyke	6,000	654	6,699	699	13,580	0
0	- Scheme Development for Highways Initiatives	388	10	388	0	1,000	0
0	- A14	0	40	0	0	25,200	0
0	- Soham Station	0	0	0	0	6,700	0
0	- Other schemes	22	43	22	0	1,000	0
0	Combined Authority Schemes	4,437	769	4,437	0	4,422	0
	Other Schemes						
6,000	- Connecting Cambridgeshire	6,000	0	6,000	0	36,290	0
44,027		75,006	12,097	75,292	286	445,241	0
	Capitalisation of Interest	707	0	707	0		
-8,071	Capital Programme variations	-14,931	0	-14,931	0		
35,956	Total including Capital Programme variations	60,782	12,097	61,068	286		

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.

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.

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.

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 agreement is reached, hence timescales for payment are uncertain.

King's Dyke

The scheme design is expected to be complete in the coming months and construction planned to follow. The detailed design did not commence as quickly as anticipated due to access requirements to carry out the additional surveys so some of this cost has moved into 2018/19.

It was also anticipated that significant land costs would be paid in 2017/18. However, this did not happen and these costs have rolled into 2018/19. This meant that only £1.66m of last year's allocation of £6m was spent.

The expenditure for 2018/19 financial year is estimated at £6.7m which is less than the £11m in the works budget as the construction is starting later than originally anticipated and most of this will be spent in the 2019/20 financial year.

The recent detailed development phase of this project has highlighted that overall project costs are now expected to be significantly higher than the £16.9 million estimated prior to the design phase. This is a result of increases in land and statutory undertakers' costs over early estimates, as well as early indications from Kier the contractor that the construction cost is now expected to be much higher than that submitted prior to the detailed design phase.

The contract with Kier has been split into two stages, design followed by construction. A breakpoint between the two stages means that the Council will be considering whether to award the construction phase of the project to Kier, a decision that is currently expected to be presented to E&E Committee for consideration in October.

Kier will be developing the target construction price as the design progresses over the next month, accompanied by an ongoing review by an external consultant.

An initial review of the Benefit Cost Ratio (BCR) in the Business Case shows that the scheme still represents high value for money, but this will be formally reviewed once the construction target price has been finalised.

Any additional costs would not be realised in this financial year and the current draft contractor's programme suggests that the road would open in spring 2020.

Ely Southern By Pass

The completion date is still likely to be October 2018 despite some significant risks having emerged during construction requiring additional work. These have significantly increased the estimated outturn cost of the scheme from £36m to £49m.

The expenditure for the 2018/19 financial year is forecast at £14.2m (i.e. £34.8m was spent prior to the 2018/19 financial year).

St Neots Northern Foot and Cycle Bridge

Spend for 2018/19 is anticipated to be £300,000 as work continues on determining the preferred design of the bridge, obtaining political approval for this, and then moving into detailed design and statutory processes.

Public consultation on the bridge design completes in early August. There are three designs for the public to comment on. The Economy and Environment Committee will consider the consultation results on November 15th.

General Cycling

£35,000 has been allocated for minor cycling improvements countywide.

Works to improve a short length of Barton to Cambridge cycleway have now been completed on budget.

The final phase of Huntingdon Road will be taking place soon to install a wider, red cycle lane between Storey's Way and Girton Corner.

A feasibility study will be undertaken to see how Boxworth can be linked to the A14/Swavesey for walking and cycling.

£231,000 is currently allocated towards a new foot and cycleway on the A1198 between Cambourne and Papworth, which will allow for the scheme to be designed and developed, but further funding will be needed to complete the construction. It is anticipated that this will come in due course from Highways England.

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 budget of £800,000.

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

Abbey-Chesterton Bridge

Pre commencement planning conditions have now been signed off. Legal sign off on land deals is being finalised and once completed the construction contract will be let.

It is anticipated that works will start in September, with completion in November 2019.

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 (July) £'000	Forecast Funding Variance - Outturn (July) £'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	5,708	0
5,475	Developer Contributions	7,439	6,172	-1,267
8,170	Prudential Borrowing	24,637	25,491	854
10,941	Other Contributions	12,551	13,250	699
44,027		75,006	75,292	286
-8,071	Capital Programme variations	-14,931	-14,931	0
35,956	Total including Capital Programme variations	60,075	60,361	286



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)

APPENDIX 7 – Performance (RAG Rating – Green (G) Amber (A) Red (R))


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	53.2%	N/A	54.3%	30 June 18	↑	Contextual	Contextual	Figures to the end of June 2018 show that the average take-up in the intervention area has increased to 54.3%. The figure reported for the same period last year was 46.8%.
% of premises in Cambridgeshire with access to at least superfast broadband	Annual	96.1%	95.2% by June 2017	96.5%	31 July 18	↑	On target	On target	This figure has risen slightly to 96.5% as at the end of July 2018 from the last reported figure of 96.1% at the end of February 2018.
Economic Development									
% of 16-64 year-old Cambridgeshire residents in employment: 12-month rolling average	Quarterly	79.2%	80.9% to 81.5%	79.4%	Dec 17	↑ High is good	Within 10%	Within 10%	<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 79.4%, which is a slight increase from the last reported quarterly rolling average figure of 79.2% as at the end of September 2017. This said, it is still below the 2016/17 target range of 80.9% to 81.5%. It is above both the national figure of 74.9% and the Eastern regional figure of 77.8%.</p> <p>78.1% are employed full time and 21.9% 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%	Gap of ≤6.0 percentage points Most deprived areas	10.8%:4.8%	Nov 16	↑ Low is good	On Target	Within 10%	<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 ≤11.5% is for the most deprived areas (top 10%).</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
		(Top 10%) to all other areas Gap of 6.1 percentage points	(Top 10%) Actual ≤11.5%	(Top 10%) to all other areas Gap of 6.0 percentage points					<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 ≤6.5 percentage points.</p>
Additional jobs created	Annual	+6,400	+3,500	+12,600 (provisional)	30 Sept 16	 High is good	On Target	On Target	<p>The latest provisional figures from the Business Register and Employment Survey (BRES) show that 12,600 additional jobs were created between September 2015 and September 2016 compared with an increase of 6,300 for the same period in the previous year. This means that the 2016/17 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	351,373	N/A	352,157	30 June 18	 High is good	Contextual	Contextual	<p>The Guided Busway carried 352,157 passengers in June 2018. There have now been over 24 million passengers since the Busway opened in August 2011. The 12-month rolling total is 4.14 million.</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%	Within 10%	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%	31 July 18	 High is good	On target	On target	8 County Matter planning applications have been received and determined on time since the beginning of the 2018/19 financial year. There were 2 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
Traffic and Travel									


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
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	Off target	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	55.6% increase	70% increase	62.5% increase	2015	 High is good	Within 10%	Within 10%	Please note that due to a current fault with traffic counters at some locations we have not been able to calculate more recent comparable data. Work to fix and/or replace the faulty traffic counters is ongoing. There was a 4.7 per cent increase in cycle trips in Cambridgeshire in 2015. Overall growth from the 2004-2005 average baseline is 62.5 percent which is better than the Council's target of 46%.

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
% 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%	Within 10%	<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	100%	90%	78.9%	30 Jun 18	 High is good	On target	On target	19 Freedom of Information requests were received during June 2018. Provisional figures show that 15 (78.9%) of these were responded to on time. 64 Freedom of Information requests have been received since April 2018 and 82.1% of these have been responded to on-time. This compares with 97.3% (out of 73) and 93.6% (out of 78) for the same period last year and the year before.
% of complaints responded to within 10 days	Monthly	92%	90%	93%	30 June 18	 High is good	On target	On target	46 complaints were received in June 2018. 43 (93%) of these were responded to within 10 working days. The year-to-date figure is currently 93%.

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									

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
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	 Low is good	On target	On target	<p>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.</p> <p>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.</p> <p>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.</p>

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

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 th 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	David Ambrose Smith Henry Bachelor Ian Bates Anna Bradnam Kevin Cuffley John Gowing Anne Hay Joan Whitehead Donald Adey Bill Hunt Nichola Harrison Josh Schumann Tim Wotherspoon Lorna Dupre Anna Bailey Matthew Shuter	26% of full Council Membership 40% of main E and E Committee membership

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

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 th August 2017 10 a.m. - 1.p.m.	On site	Site Visit	E and E Ctte and Subs	David Ambrose Smith Ian Bates Henry Batchelor Lorna Dupre Ian Gardener Bill Hunt Tom Sanderson Tim Wotherspoon	24% of full Council membership 30% of main E and E Committee membership
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	Ian Bates Henry Batchelor David Connor Sebastian Kindersley	7% of full Council membership 20% of main E and E Committee membership
5.	Connecting Cambridgeshire	To update Members on	Noelle Godfrey	Mon 4th Sep 2017	KV Room	Seminar	All	David Ambrose Smith, Ian Bates,	16% of Council

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
	– Digital Connectivity	Progress and to help provide a better understanding		2-3pm				Adela Costello, Lorna Dupre, Lis Every, Mark Howell, David Jenkins, Noel Kavanagh, John Williams, Tim Wotherspoon,	membership 50% of main E and E Committee membership
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 nd Oct 2017 2-4pm	KV Room	Seminar	All	Donald Adey David Ambrose Smith Ian Bates Anna Bradnam Steve Criswell Lis Every Lynda Harford Anne Hay Linda Jones Lina Joseph Noel Kavanagh	20% of Council membership 40% of main E and E Committee membership

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

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

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
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 th Nov 2017 2-4pm	KV Room	Seminar	All	David Connor Anna Bradnam Ian Gardener John Gowing Lynda Harford Terry Rogers Joan Whitehead John Williams	13% of full Council membership 20% of main E and E Committee membership
10.	Major railway projects	To help provide a better understanding of the subject and provide a progress update	Jeremy Smith	Mon 18 th Dec 2017 2-4pm	KV Room	Seminar	All	Donald Adey David Ambrose Smith Anna Bradnam John Gowing Ian Bates Lis Every Bill Hunt Terry Rogers Joan Whitehead John Williams	16% of full Council membership 40% of main E and E Committee membership
11.	Bus Bill	Review of supported bus services	Paul Nelson	2nd February	KV Room	Taken as part of the Member	All	Anna Bailey Anna Bradnam Adela Costello Steve Count	39% total Council Membership

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
		explaining the economies and constraints of running a commercial bus service.				Monthly Seminar		Steve Criswell Kevin Cuffley Lorna Dupre Lis Every John Gowing Anne Hay Roger Hickford Mark Howell Peter Hudson Bill Hunt Linda Jones Noel Kavanagh Ian Manning Mac McGuire Lucy Nethsingha Terry Rogers Mike Shellens Mandy Smith Joan Whitehead John Williams	20% of main E and E Committee membership
12.	A14 site visit (Limited to 12 places)	To see the progress on the construction and to be given more	Stuart Walmsley / Highways England	2 p.m. 10 th April 2018	On site Swavesey	Site Visit	E and E Cttee but opened up to all	Bates Batchelor Criswell Dupre Hunt	12% of full Council membership

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
		details on site					County Councillors	Jenkins Wotherspoon	20% of main E and E Committee membership
13.	Further Ely Bypass Site Visit	To view the site and construction progress	Brian Stinton/ Stuart Walmsley	9 th May 2018	On site	Site Visit	E and E Ctte and Subs	Connor Hunt	3% of Full Council membership 10% of Committee membership but 30% attended an earlier site visit
14.	The Combined Authority	To provide an understanding of the Authority and its relationship to the County Council and	Martin Whiteley Combined Authority	10.30am Friday 15 th 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	28% of Council membership 20% of main E and E

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
		other partners						A Hay R Hickford M Howell P Hudson L Jones S King S Tierney J Whitehead T Wotherspoon	Committee membership
15.	Cambridgeshire and Peterborough Minerals and Waste Local Plan	To hold a future Member seminar and if practicable, to extend invitations to District Councillors	Ann Barnes	15th March 2019 Seminar	KV Room Shire Hall	To provide more information on the detail			
16.	Section 106	To explain the Section 106 process as it applies to the County Council	Juliet Richardson	7th December		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 (items 15-17)

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
17.	New Developments	To include information on <ul style="list-style-type: none"> • future proofing new homes to take account of the demands of a rising elderly population, • builders installing solar panels • landscaping tree planting programmes • Provision and barriers to providing electric charging 	Juliet Richardson	7th December		To provide more information on specific issues requested by Members as listed,			

ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN

Those in red bold text have not yet taken place or details are still to be confirmed (items 15-17)

Ref	Subject	Purpose	Responsibility	Date	Venue	Nature of training	Attendance by:	Cllrs Attending	Percentage of total
		points in new homes.							

ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN

Update: 4th September 2018

AGENDA ITEM: 10

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
13/09/18	Kennett Garden Village Outline Planning Application	Stuart Clark / Andrew Connolly	Not applicable	30/08/18	04/09/18
	The Cambridgeshire Statement of Community Involvement	Ann Barnes	Not applicable		
	Councillor Appointment to the A141 Huntingdon & St Ives Area Transport Study Steering Group	Karen Kitchener	Not applicable		
	Trading Standards Update - Annual Report	Peter Gell / Sass Pledger	Not applicable		
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Agenda Plan	Democratic Services	Not applicable		
11/10/18	Community Transport Grant Procurement Award <i>Note: This could have a confidential appendix which may mean the item is taken later in the agenda as discussion on it would require the Committee to agree to go into confidential session</i>	Paul Nelson	2018/037	28/09/18	02/10/18
	Transport Investment Plan	Elsa Evans	2018/066		
	Kings Dyke Contract Award Approval <i>Note: This will have a confidential appendix and so may appear later on the agenda as there may be a need to go into confidential session if members wish to discuss it at the meeting.</i>	Brian Stinton	2018/038		
	Waterbeach Supplementary Planning Document	Colum Fitzsimons / David Allatt	Not applicable		
	Place and Economy Key Performance Indicators (KPIs)	(G Hughes)	Not applicable		
	Approach to the agreement and distribution of Community Infrastructure Levy (CIL) and Section 106 funding	Juliet Richardson	Not applicable		
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Review of Draft Revenue and Capital Business Planning Proposals for 2019-20 To 2023-24	Graham Hughes	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
15/11/18	St Neots Northern Foot and Cycle Bridge – Selection of Preferred Design Option	Mike Davies	Not yet confirmed	01/11/18	06/11/18
	Royal London Waterbeach Planning Application	Juliet Richardson	2018/039		
	Integrated Transport Block (ITB) Funding Allocations	Elsa Evans	2018/067		
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Review of Draft Revenue and Capital Business Planning Proposals for 2019-20 To 2023-24	Graham Hughes	Not applicable		
	Economy and Environment Committee Training Plan	Tamar Oviatt-Ham / Tess Adams	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
06/12/18	Highways Response to West Cambridge Master Planning Report	David Allatt	2018/040	22/11/18	27/11/18
	Cambridge Northern Fringe East Area Action Plan	Juliet Richardson	Not applicable		
	Planning Obligations Strategy	C Fitzsimmons	Not applicable		
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Business Planning	Graham Hughes	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Economy and Environment Committee Training Plan	Tamar Oviatt-Ham / Tess Adams	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
10/01/19	Further Extension of Funding for Bus Services	Paul Nelson	key decision	21/12/18	31/12/18
	Approval of the Cambridgeshire Statement of Community Involvement	Ann Barnes	Not applicable		
	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		
	Business Planning	Graham Hughes	Not applicable		
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
<i>07/02/19</i> (Reserve date)				24/01/19	29/01/19
14/03/19	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable	01/03/19	05/03/19
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		
<i>11/04/19</i> (Reserve date)				28/03/19	02/05/19
23/05/19	Finance and Performance Report	Sarah Heywood / David Parcell	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
	Business Planning	Graham Hughes	Not applicable		
	Economy and Environment Committee Training Plan	Rob Sanderson	Not applicable		
	Agenda Plan	Democratic Services	Not applicable		

