

**Thursday, 11 March 2021**

**Democratic and Members' Services**

Fiona McMillan  
Monitoring Officer

**10:00**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

### **COVID-19**

**During the Covid-19 pandemic Council and Committee meetings will be held virtually for Committee members and for members of the public who wish to participate. These meetings will be held via Zoom and Microsoft Teams (for confidential or exempt items). For more information please contact the clerk for the meeting (details provided below).**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

**1 Apologies for absence and declarations of interest**

*Guidance on declaring interests is available at  
<http://tinyurl.com/ccc-conduct-code>*

**2a Minutes of the meeting held on 14th January 2021**

View Minutes here: [Minutes 14th January](#)

**2b Environment and Sustainability Committee Minutes- Action log 3 - 4**

**3 Petitions and Public Questions**

### **KEY DECISIONS**

<b>4</b>	<b>Schools Low Carbon Heating Investments</b>	<b>5 - 20</b>
<b>5</b>	<b>Civic Hub Solar Carports Investment Decision</b>	<b>21 - 30</b>
<b>6</b>	<b>Babraham Road Park and Ride Smart Energy Grid Investment Decision</b>	<b>31 - 50</b>
<b>7</b>	<b>CUSPE - Policy Challenge on How Can We Use Community-based Resources to Jointly Tackle the Climate Emergency Within our Communities?</b> <i>This report was accepted by the Chairman after publication of the agenda as a matter of urgency.</i>	<b>Published separately</b>

#### **OTHER DECISIONS**

<b>8</b>	<b>Sunnica Solar Farm Proposal</b>	<b>51 - 60</b>
<b>9</b>	<b>Finance Monitoring Report- January 2021</b>	<b>61 - 104</b>
<b>10</b>	<b>Committee Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups</b>	<b>105 - 118</b>

The Environment and Sustainability Committee comprises the following members:

Councillor Josh Schumann (Chairman) Councillor Anna Bradnam Councillor Lorna Dupre Councillor Ian Gardener Councillor John Gowing Councillor Peter Hudson Councillor Jocelynne Scutt Councillor Mathew Shuter and Councillor Tim Wotherspoon

*For more information about this meeting, including access arrangements please contact*

Clerk Name: Monika Balazs  
Clerk Telephone: 01223 699831  
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## Environment and Sustainability Committee Minutes- Action log

This is the updated action log as at 3rd March 2021 and captures the actions arising from the most recent Commercial & Investment Committee meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 17 September 2020					
Minute number	Item title	Responsible officer(s)	Action	Comments	Status
33.	Northstowe Phase 3A – Outline Planning Application Consultation Response	Juliet Richardson	Circulate final response to the Committee.	CCC's planning response to the submission has been presented to the committee.	Complete
Minutes of 15 October 2020					
38	Action Log	Juliet Richardson	Provide updates on an ongoing basis for the Northstowe Phase 3A- Outline Planning Application Consultation Response until the final response is completed	CCC's planning response to the submission has been presented to the committee.	Complete
45.	Agenda Plan, Training Plan and Appointments to Outside Bodies and Working Groups	Democratic Services	Water Sustainability training session to be added to the Training Plan	Scheduled to the 12th March 2021	Complete

## Minutes of 14th January 2021

50.	Swaffham Prior Community Heat Project- Investment Case	Sheryl French	It was confirmed that the insurances and guarantees were currently under development and once completed would be circulated	Contract discussions are ongoing during March and looking to conclude during April 2021.	Ongoing
		Sheryl French	A suggestion was made by a Member, to instruct officers to engage in a discussion with the Secretary of State for Business, Energy and Industrial Strategy in order to broaden the Agricultural Grant Schemes to include incentives for landowners of suitable land for future energy projects. By including these landowners in the scheme would reduce the risks to potential future developments	To be started.	



## Schools Low Carbon Heating Investments

To: Environment & Sustainability

Meeting Date: 11<sup>th</sup> March 2021

From: Steve Cox, Executive Director Place & Economy

Electoral division(s): Abbey and Hardwick

Key decision: Yes

Forward Plan ref: 2021/006

Outcome: 11,751 tonnes of carbon emission savings over 30 years from replacing fossil fuel heating and hot water systems at Comberton Village College and The Galfrid Primary School with low carbon heating alternatives. Plus, testing a new green business model, a 'living lab' for learning on scaling up decarbonisation across further schools.

Recommendation: The Committee is asked to:

- a) Agree the investment case for the Comberton Village College Low Carbon Heat Network and The Galfrid Primary School Ground Source Heat Pump Project as set out in section 2.4.
- b) Note the key project risks set out in section 4.3 and the full risk register at Appendix A.
- c) Delegate authority to the Executive Director of Place and Economy and Chief Financial Officer, in consultation with the Chair of the Environment & Sustainability Committee and the Green Investment Advisory Group to sign contracts:
  - i) with Bouygues for project construction and operation; and
  - ii) with the Cam Academy Trust and 'United Learning' for Heat Supply to the schools.

### Officer contact:

Name: Chris Parkin

Post: Energy Project Manager, Energy Investment Unit

Email: [Email for Christopher Parkin](#)

Tel: 01223 715909

### Member contacts:

Names: Councillors Joshua Schumann and Tim Wotherspoon

Post: Chair/Vice-Chair, Environment & Sustainability Committee

Email: [Email for Josh Schumann](#); [Email for Tim Wotherspoon](#)

Tel: 01223 706398 / 01954 252108

## 1. Background

- 1.1 In May 2020 Commercial & Investment Committee agreed a development budget for low carbon heating projects at Comberton Village College, Impington Village College and The Galfrid Primary School. It was envisaged that these projects would involve the Council installing and operating Ground Source Heat Pumps (GSHPs) at the schools and selling heat to the schools via 20-year Heat Supply Agreements. Projects were noted as being dependent on securing Renewable Heat Incentive (RHI) funding via Tariff Guarantees, requiring planning consent, not offering a commercial rate of return, but being of interest due to the substantial carbon savings on offer.
- 1.2 Activity on the Impington Village College project was suspended in December 2020 due to the Trust considering redeveloping the site and, in particular, the proposed location of the borehole array. Development activity on the other two projects has now reached a point where a decision on whether to invest is required. Renewable Heat Incentive (RHI) criteria require this decision to be made ahead of the end of March 2021. If a decision is made to proceed to construction works, RHI requires the plant to be commissioned no later than 31<sup>st</sup> March 2022.
- 1.3 The projects would deliver the following outcomes over a 30-year Heat Supply Agreement.

	Comberton Village College	The Galfrid Primary School
Carbon Saving tCO <sub>2</sub> e over 30 years	8,760	2,991
Heating Levelised Cost Saving to School	1.1 p/kWh (10%)	0.56 p/kWh (10%)
Undiscounted cash saving to school over 30 years	£657k	£217k
Saving to school over 30 years (NPV)	£424k	£137k
Other Benefit to School	Avoided capex (c.£774k) to replace oil boilers in 14 plant rooms	Contributes to United Learning's target of being carbon neutral by 2030

- 1.4 Appendix B provides images of the proposed borehole arrays and GSHPs for context.

## 2. Main Issues

### 2.1 Status of Project Development Work

- 2.1.1 The following development work on these projects has now been concluded:

- Planning applications have been submitted for both projects and supplementary evidence provided in response to holding objections (all of which have now been lifted). The planning determination date for The Galfrid Primary School is 10<sup>th</sup> March and for Comberton Village college is 18<sup>th</sup> March. An oral update on the status of the planning applications will be provided to Committee;

- Energy analysis and design work has been delivered and construction work package tendering completed to arrive at a firm cost for each project;
- A final business case for each project has been produced, including guaranteed heat generation figures;
- Heat Supply Agreements (HSA) have been drafted and discussed with the Trusts and with the Department for Education.

2.1.2 The following activity is ongoing and will be completed subject to the Committee's decision:

- Construction contracts are being drafted;
- Finalisation of the draft lease (at a peppercorn rent) for the borehole array and plant room locations at Comberton and signature;
- Finalisation of the Heat Supply Agreements and their agreement by the Department for Education. We will provide an oral update on this to Committee. Signature of Heat Supply Agreements will follow after the Committee's decision and Department for Education Agreement;
- An application for the RHI needs to be submitted no later than 31<sup>st</sup> March 2021. The Committee's decision on whether to invest in these projects and planning permissions are required.

## 2.2 Heat Supply Agreements

2.2.1 Both projects will involve the Council owning and operating the equipment and entering into Heat Supply Agreements with the academy trusts. It was originally anticipated that these agreements would be for 20 years, matching the lifetime of the GSHPs (although the boreholes and pipework have 40-60 years lifetime). However, since the start of the project development work, RHI revenues have decreased by 49%, due to degression of the tariffs on offer, whilst capital costs have increased slightly for Comberton, and significantly for The Galfrid owing in particular to the geology increasing costs of drilling boreholes. As a result, the projects do not payback within 20 years and a longer HSA term, with replacement of the GSHPs at year 20 is necessary. A 40-year agreement would be preferable, in order to cover the full lifetime of the replacement GSHPs, however both academy trusts have indicated that they are extremely unlikely to sign up to such a long agreement.

2.2.2 Academy trusts are required to seek Department for Education approval for any new types of financial agreement they enter into. We have engaged with the Department to discuss the Heat Supply Agreement duration and terms. They have indicated that 30 years is the maximum period they would normally consider for financial agreements and, only in exceptional circumstances would they approve longer agreements. For this reason, costs and benefits in this report are presented over a 30-year term. We are awaiting a formal response from the trusts on the acceptability of this. If an option to agree a longer term arises, we will pursue this, as it will improve the project financial performance.

2.2.3 The Department for Education provided a number of comments and conditions on reviewing the draft Heat Supply Agreement and we have modified the draft to address these. One of their key conditions was that any financial benefit arising from the projects' operation should be shared with the schools via reduced heat tariffs. The HSAs therefore

include provisions that, if the Internal Rate of Return on these projects (after inflation and interest costs, but excluding the monetised social benefit of the carbon savings) is more than 1%, the additional benefit will be shared with the school via a reduction in heat tariffs. The precise terms of this benefit sharing are still subject to discussion with the Department for Education. We will provide an oral update on this to the Committee. This provision does limit the maximum potential benefit to the Council to a modest return.

2.2.4 At the Department for Education's request the Heat Supply Agreement also includes transfer of ownership of the equipment to the Trust at the end of the Heat Supply Agreement term. There will be a residual payment required in the event that the Council's cost is not fully recovered in cash terms over the duration of the Heat Supply Agreement through the heat tariff and standing charge. The agreements also contain an option for the Trust to roll over the unamortised cost into a new Heat Supply Agreement with the Council.

## 2.3 Cost comparisons for the schools

2.3.1 Heat tariffs and standing charges have been set to offer the schools a 10% saving over the counterfactual cost of operating their own fossil fuel fired heating. Annual (year 1) and 30-year costs to the schools of entering into a Heat Supply Agreement (HSA) relative to the counterfactual (of operating their own fossil fuel heating) are summarised below. For comparability the counterfactual costs are total costs i.e. inclusive of operation & maintenance and annualised lifecycle replacement costs. The cost savings to the schools over a 30 year Heat Supply Agreement lifetime are £424,000 for Comberton and £137,300 for The Galfrid in Net Present Value terms.

	Comberton Counterfactual	Comberton HSA	Galfrid Counterfactual	Galfrid HSA
Year 1	£114,456	£103,011	£29,520	£26,568
30 year cost NPV	£4.18 million	£3.75 million	£1.37 million	£1.23 million

2.3.2 In addition to the above cost savings, the Heat Supply Agreement benefits the schools by removing their maintenance cost risk, as the Council would be responsible for maintenance of the GSHPs, ground loops etc. Tariffs under the HSA will be indexed with fossil fuel prices, so the schools' retain some exposure to price risk, although they do not take on risk of the cost of electricity used to operate the GSHPs increasing faster than projected, this risk sits with the Council. Indexing the heat tariff in line with fossil fuel prices also means that the schools receive a consistent annual saving of 10% of the counterfactual cost of their existing fossil fuel heating systems. At the Department for Education's request the Heat Supply Agreement also shares any significant financial over-performance with the school via a reduction in heat tariffs. This provides the schools some protection against higher than projected fossil fuel price rises. The Heat Supply Agreement also includes performance penalties that protect the school from costs in the event that of a failure to of the GSHPs.

2.3.3 As discussed below, the borehole and groundloop array have significant remaining useful lives at the end of the Heat Supply Agreement term, if repowered with new GSHPs. The options presented to the schools are a residual payment to purchase the boreholes and groundloops or rolling any unamortised cost over into a new contract with the Council.

Residual value payments at the end of the Heat Supply Agreement term are not included in the above comparison as they will be cost-benefit neutral to the school.

## 2.4 Investment Case for the Projects

### 2.4.1 Overall finances for the projects are summarised below.

	Comberton Village College	The Galfrid Primary School
Capital Cost (funded by borrowing)	£2,606,820	£751,299 (after £300k capital funding <sup>1</sup> )
Project Payback (years) excluding monetised carbon savings	32 years	40 years
Project Payback (years) including monetised carbon savings	24 years	30 years
IRR over 30 years excluding monetised carbon savings	-0.87%	-6.97%
NPV excluding monetised carbon savings	£1.15 million	£0.731 million
30-year Carbon savings £ NPV	£1.1 million	£0.381 million
Residual payment at end of 30 years	£388,229 (present value £185,085)	£700,000 (present value £333,720)

<sup>1</sup> Pre-existing Education Capital commitment for plant room refurbishment

2.4.2 As noted at the initiation of project development, the projects do not offer a commercial return, but are being pursued for their carbon benefits and learning on commercialisation of the green business model as it is scaled up across other schools and buildings. The project business cases have been weakened by a 49% reduction in RHI support levels since the start of project development in May 2020, and by an increase in capital costs. This results in paybacks exceeding 30 years and negative returns over this period. However, if monetised carbon savings are included in the payback evaluation, the payback is within the 30-year Heat Supply Agreement term and, in the case of Comberton is close to neutral NPV. The business case for The Galfrid is significantly weaker than for Comberton. Over a 30-year Heat Supply Agreement, the business case does not quite reach NPV neutrality even if both the residual payment and the monetised carbon savings are included. A 40-year agreement is likely to be necessary to make this project viable.

2.4.3 The groundloops and boreholes have a longer lifetime (40-60 years) than 30 years. Replacement GSHPs installed in year 21 would also have a remaining 10 years of life at the end of a 30-year Heat Supply Agreement. It is therefore reasonable for the Heat Supply Agreements to include a residual value payment to purchase the equipment at the end of the term of the agreement. The draft Heat Supply Agreement offers the option of rolling any residual value over into a new contract.

2.4.4 Residual payments: The value of a residual payment could be calculated in a number of ways. The residual payments included in the above table are calculated on the basis of bringing the (undiscounted cashflow) payback within the term of the Heat Supply

Agreement. Much higher values would be needed if the Council required these to bring the projects to zero NPV.

2.4.5 Both the residual payment values and a 30-year Heat Supply Agreement term remain to be agreed with the Trusts and Department for Education. We will provide an oral update to the Committee on discussions on these points.

2.4.6 Appendix C provides the results of sensitivity analysis on: heat tariffs; variations in future fossil fuel and electricity prices; and operation & maintenance costs. A longer Heat Supply Agreement duration has the greatest positive effect on the business cases and slower than projected growth in fossil fuel prices has the greatest negative effect. The Galfrid project shows a greater sensitivity to market price fluctuations than Comberton.

## 2.5 Renewable Heat Incentive

2.5.1 The above payback and IRR figures include RHI revenue. Without this revenue the projects would not be viable. RHI provides a 19-year revenue stream for each project. In order to secure this funding, the projects will need to submit RHI applications no later than 31<sup>st</sup> March 2021 including evidence of: planning consent; (at Comberton) a signed lease for the borehole array and an independent audit report confirming that the Council has made a financial investment decision for these projects.

2.5.2 Once a fully evidenced RHI application has been submitted, securing this funding will be conditional on the total available RHI budget (£28m) not having been over-subscribed. At the time of writing Ofgem have provisionally allocated £9.4m of this £28m. Construction would also need to complete and the projects commission no later than 31<sup>st</sup> March 2022 in order to secure RHI funding (see paragraph 4.3 for a discussion of the associated risk).

## 2.6 Other Dependencies

2.6.1 In addition to planning consent and confirmation, via a Tariff Guarantee Notice, that RHI support has been granted, the following steps must be completed before construction costs would be committed:

- Discharge of planning conditions on noise & vibration. These simply require impact assessments to be provided. Neither project has significant impacts in these areas and discharge of planning conditions is not expected to present problems.
- Department for Education approval of the Heat Supply Agreements. We have discussed the agreements and the technical details of the projects with the Department who recognise the value of the projects as exemplars of retrofit decarbonisation solutions. Their primary concern is that the agreements offer good value for money to the Trusts. Final business cases are being provided to the Department who are seeking formal approval from the Secretary of State and HM Treasury.
- Signature of Heat Supply Agreements by the Trusts. Terms and conditions have been discussed with the Trusts, final costs, duration of agreements and residual payments remain to be agreed.
- Signature of draft construction contracts.

## 2.7 Construction & Operation

- 2.7.1 Construction contracts with our engineering contractor Bouygues Energies & Services are being drafted. These will be signed if the Committee decide to proceed with the projects. No cost commitments will be entered into until confirmation of RHI funding for these projects has been received.
- 2.7.2 We also propose to call-off a contract for operation and maintenance of the projects from our Framework Agreement with Bouygues to ensure that responsibility for performance of the projects rests clearly with Bouygues. We propose an initial 5-year operation & maintenance contract with an option to renew or contract elsewhere at the end of this term.

### 3. Alignment with corporate priorities

#### 3.1 A good quality of life for everyone

There are no significant implications for this priority.

#### 3.2 Thriving places for people to live

There are no significant implications for this priority.

#### 3.3 The best start for Cambridgeshire's children

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

- The projects will help schools manage their heating costs by providing certainty over heating costs and reducing heating and maintenance costs slightly. This will in turn reduce pressure on school budgets helping improve educational delivery.
- The projects have the potential to help children at the schools learn about tackling climate change.

#### 3.4 Net zero carbon emissions for Cambridgeshire by 2050

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

- Achieving net zero carbon emissions requires fully decarbonising heating in buildings by 2050. These projects reduce the direct carbon emissions from the heating of the schools by 93% in the case of Comberton and 85% in the case of The Galfrid. Accounting for indirect emissions for the electricity required to operate the heat pumps, the savings in the sites' heating emissions will be:
  - For Comberton: 65% in 2022 increasing to 90% in 2052 for Comberton;
  - For Galfrid: 51% in 2022 increasing to 82% in 2042.
- As such these projects make a significant contribution to decarbonising the sites and act as an exemplar of how this can be achieved on other schools.

### 4. Significant Implications

#### 4.1 Resource Implications

The report above sets out details of significant implications in section 2.4. In the event that the Committee decides not to invest in the projects the £208k development costs would be sunk costs. The agreed development budget was from prudential borrowing over 20 years and would need to be repaid from net income from other projects in the Council's schools energy efficiency programme and using Transformation Funding secured by the Energy Investment Unit in January 2020.

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

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

- Project construction will be delivered under the Refit 3 Framework, Call off Contract with Bouygues Energies & Services procured in 2017.

#### 4.3 Statutory, Legal and Risk Implications

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

- Planning determination for The Galfrid is due on 10<sup>th</sup> March and for Comberton on 18<sup>th</sup> March. If planning consent is not secured in March, this will prevent the project from securing RHI funding, and it will not be economically viable. No construction costs will be committed until RHI funding has been confirmed.
- Completing construction and commissioning by 31st March 2022 is challenging (in particular for the larger Comberton project), but deliverable. Construction plans have been prepared with input from experienced GSHP specialists at Bouygues. These plans have completion of works at the end of January with one month for formal handover and a further month's leeway for slippage. Construction contracts include penalties for late delivery to incentivise timely construction, although ultimate risk of missing the RHI commissioning deadline does rest with the Council.
- Covid-19 disruption may lengthen equipment lead times. However, owing to the duration of the borehole drilling programme up to 4 months can be accommodated for equipment leadtime, without delaying completion. Project works do not require access to areas of the school where staff or students are present, only car parks and plant rooms, minimising impacts of pandemic restrictions. The cancellation of exams in summer 2021 due to Covid disruption is potentially helpful for the projects as the start of borehole drilling no longer needs to be held back until after exams.
- In entering into Heat Supply Agreements, the Council will be taking on a contractual responsibility for heat supply, with defined response times and penalties for non-compliance. These are based on industry standard terms. The risks associated with this will be transferred to Bouygues via the Operation & Maintenance contract.
- The business case models revenues from heat sales based on providing the schools with a small percentage saving over the projected counterfactual cost of operating gas or oil heating. The models use oil and gas (and electricity in respect of GSHP running costs) price inflation rates from Government projections. The Heat Supply Agreement adjusts tariffs annually to account for actual oil or gas price inflation. Depending on how actual energy inflation rates compare with projections the



Council's revenues could exceed or be lower than those projected. Faster than projected fossil fuel price growth, such as might occur if Government increased carbon levies on heating fuels would increase project revenues.

- The project risk register is attached as Appendix A.

#### 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

Officers have ensured that local members have been kept informed of these projects during the development stages, with the latest updates identified below:

- Councillor Nieto is aware of the Comberton Project and was involved in facilitating an initial meeting with the Chief Executive of the Cam Academy Trust to kick-start the Comberton project. She has been updated on project progress.
- Councillor Whitehead has been updated on project progress.

#### 4.7 Public Health Implications

The following bullet point sets out details of implications identified by officers:

- There will be a small positive impact in reducing air pollutant emissions as a result of moving away from combustion-based heating to heat pumps.

#### 4.8 Environment and Climate Change Implications on Priority Areas:

##### 4.8.1 Implication 1: Energy efficient, low carbon buildings.

Status: Positive

Explanation: The GSHPs will reduce school energy consumption and carbon emissions.

##### 4.8.2 Implication 2: Low carbon transport.

Status: Neutral

Explanation: No impact on transport.

##### 4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Status: Neutral

Explanation: No impact on land use

#### 4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Status: Neutral

Explanation: Borehole drilling will result in a small amount, non-harmful, arisings. Packaging waste associated with delivery of materials will be managed by supply chain procurement conditions which Bouygues are required to apply via our contract with them.

#### 4.8.5 Implication 5: Water use, availability and management:

Status: Neutral

Explanation: The projects do not increase hard standing or otherwise affect drainage, neither do the ground loops (which are closed loop) abstract or discharge to groundwater.

#### 4.8.6 Implication 6: Air Pollution.

Status: Positive

Explanation: In principle the reduction in gas and oil consumption reduces production of air pollutants in particular NOx, although the impact on air pollutant concentrations in areas of air quality exceedance will be immeasurably small.

#### 4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.

Status: Positive

Explanation: The projects will no longer rely on global supply chains for oil and gas providing both cost certainty and supply resilience.

Have the resource implications been cleared by Finance? Yes  
Name of Financial Officer: Jonathan Trayer

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement? Yes  
Name of Officer: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law? Yes  
Name of Legal Officer: Fiona McMillan

Have the equality and diversity implications been cleared by your Service Contact? Yes. An Equality Impact Screening undertaken for the proposals has shown no potential negative impact.  
Name of Officer: Elsa Evans

Have any engagement and communication implications been cleared by Communications? Yes  
Name of Officer: Simon Cobby

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes  
Name of Officer: Emma Fitch

Have any Public Health implications been cleared by Public Health? No. Public Health staff are redeployed onto C19 outbreak management and contact tracing and are not able to provide clearance for all Committee papers.  
Name of Officer: Kate Parker

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer? Yes  
Name of Officer: Emily Bolton

## 5. Source documents guidance

[Commercial & Investment Committee report: Comberton Village College Low Carbon Heat Network and Other School Heat Pump Projects; 22<sup>nd</sup> May 2020.](#)

[Commercial & Investment Committee Decision Summary: 22<sup>nd</sup> May 2020.](#)

No	Risk	Category	Impact	Pre-mitigation			Mitigation	Post Mitigation		
				Likelihood	Severity	Risk Score		Likelihood	Severity	Risk Score
1	Ground conditions unsuitable for GSHP boreholes	Development	<ul style="list-style-type: none"> <li>Project not viable</li> <li>Development costs spent up to this point are sunk costs</li> </ul>	3	3	1.8	<ul style="list-style-type: none"> <li>Initial IGP included geological desktop assessment to confirm suitability of ground conditions</li> <li>GSHP design will be based on worst case ground conditions</li> <li>Revise GSHP design to optimise specification and cost based on Thermal Response Tests from first two boreholes drilled during installation works</li> </ul>	3	2	1.2
2	Slow decision making from academy trusts	Financial close	<ul style="list-style-type: none"> <li>Failure to meet 31/03/21 RHI pre-application deadline</li> <li>Project ceases to be financially viable</li> <li>Development costs spent up to this point are sunk costs</li> </ul>	4	3	2.4	<ul style="list-style-type: none"> <li>Trusts agreement to examine GSHP opportunity obtained</li> <li>(Comberton) Met with trust Chief Exec to agree examining project and engaging with ESFA</li> <li>Shared programme timelines, including Trust Decision points, emphasising criticality of meeting RHI deadline</li> <li>Initial business cases shared with Trusts at start of IGP development</li> <li>At start of IGP development request trusts seek Trustee confirmation of their decision criteria</li> <li>Heat Supply Agreement terms shared with Trusts at an early stage</li> </ul>	2	3	1.2
3	Insufficient Bouygues resource to progress to required timescales	Development	<ul style="list-style-type: none"> <li>Failure to meet 31/03/21 RHI pre-application deadline</li> <li>Project ceases to be financially viable</li> <li>Development costs spent up to this point are sunk costs</li> </ul>	3	5	3	<ul style="list-style-type: none"> <li>Graduate engineer with experience on Swaffham Prior heat network project brought in to provide project support</li> <li>GSHP engineer, based in Cambridgeshire, brought in to support team</li> <li>Weekly monitoring of delivery v programme</li> <li>Escalation of any delays/ resource concerns within Bouygues</li> </ul>	1	5	1
4	Lack of GSHP project development experience	All	<ul style="list-style-type: none"> <li>Required tasks are not identified in a timely fashion resulting in failure to meet 31/03/21 RHI pre-application deadline</li> <li>Project ceases to be financially viable</li> <li>Development costs spent up to this point are sunk costs</li> </ul>	3	5	3	<ul style="list-style-type: none"> <li>GSHP project expert, based in Cambridgeshire, brought in to support team</li> <li>Subcontractor expertise from BA Hydro and Infinitas used for GSHP and borehole design</li> </ul>	1	5	1
5	Insufficient EIU resource to progress to required timescales	Development	<ul style="list-style-type: none"> <li>Failure to meet 31/03/21 RHI pre-application deadline</li> <li>Project ceases to be financially viable</li> <li>Development costs spent up to this point are sunk costs</li> </ul>	3	5	3	<ul style="list-style-type: none"> <li>Re-allocate Stanground project to Delivery Manager/Assistant Project Manager</li> <li>Allocate 1 day per week to managing these projects</li> <li>Prioritise GSHP projects over other school projects</li> </ul>	1	5	1
6	Insufficient planning resource to turn around planning decision in standard timescales	Development	<ul style="list-style-type: none"> <li>Failure to meet 31/03/21 RHI pre-application deadline</li> <li>Project ceases to be financially viable</li> <li>Development costs spent up to this point are sunk costs</li> </ul>	5	5	5	<ul style="list-style-type: none"> <li>Agreed with planning that, to expedite pre-planning advice and planning determination, our planning consultant will provide their interpretation with rationale referencing national and local planning policy for planners to confirm or correct</li> <li>Assistant Director Planning regularly reviewing progress</li> <li>Planners preparing Committee Decision papers on a precautionary basis in case decision not delegated</li> </ul>	3	5	3
7	Long term HPA not acceptable to DIE/ESFA	Financial close	<ul style="list-style-type: none"> <li>All GSHP projects cease to be viable</li> <li>Development costs spent up to this point are sunk costs</li> </ul>	3	5	3	<ul style="list-style-type: none"> <li>DIE/ESFA meetings held to discuss draft HPA</li> <li>Necessity for HPAs to enable capital constrained academies to decarbonise heat, in line with BEIS objectives, and benefit to academy of long term certainty over heat pricing emphasised</li> <li>HPAs updated to reflect DIE/ESFA comments</li> <li>Share final business cases with DIE as soon as available</li> </ul>	1	5	1
9	Tariff Guarantee Budget cap reached prior to our Stage 2 pre-application. At the end of June 2020 Government announced that the tariff guarantee allocation for GSHPs would be £1m	Financial close	<ul style="list-style-type: none"> <li>Project ceases to be financially viable</li> <li>Development costs spent up to this point are sunk</li> </ul>	4	5	4	<ul style="list-style-type: none"> <li>Monitor tariff guarantee allocations</li> <li>Engage with BEIS and Ofgem to try and tease out informal insight into expected and actual uptake of tariff guarantees</li> <li>BEIS successfully lobbied to increase budget to £25m (£3.1m of which provisionally allocated as of 11/02/21)</li> </ul>	2	5	2
11	Vibration risk to existing building structures during construction	Construction	<ul style="list-style-type: none"> <li>Challenge/delay to planning application</li> <li>School confites unconnected building condition issue with borehole works</li> </ul>	3	3	1.8	<ul style="list-style-type: none"> <li>Vibration impact assessment procured to assess risk to include in planning application</li> <li>Consider whether to conduct a dilapidations survey ahead of works</li> <li>Take pre &amp; post drilling photos of building</li> </ul>	1	3	0.6
12	Damage to School buildings or infrastructure	Construction	<ul style="list-style-type: none"> <li>Reputational, remedial costs</li> <li>Programme delays, abortive costs</li> <li>Programme delays, cost overruns</li> </ul>	3	3	1.8	<ul style="list-style-type: none"> <li>Use reputable and trusted subcontractors</li> <li>Obtain pre-construction information from school to understand existing infrastructure</li> <li>Conduct sub-terrain surveys to understand any existing pipework, cabling etc below ground</li> <li>Include a provisional cost allowance for remedial works</li> <li>Insurance to cover damage to existing infrastructure</li> </ul>	2	3	1.2
13	Disturbance to community	Construction	<ul style="list-style-type: none"> <li>Reputational damage</li> <li>Potential delays and over-run</li> </ul>	3	2	1.2	<ul style="list-style-type: none"> <li>Construction works and deliveries limited to working hours and Saturday morning only</li> <li>Noise and vibration assessment to BS 5228:2009 will be conducted</li> <li>On-site noise monitoring during construction</li> </ul>	1	2	0.4
14	Damage to trees	Construction	<ul style="list-style-type: none"> <li>Reputational damage</li> <li>Potential delays and over-run</li> </ul>	2	4	1.6	<ul style="list-style-type: none"> <li>Arboricultural Method Statement and Tree Protection Plan will be conducted</li> <li>Any trees removed will be replaced two for one</li> <li>Hydrological Impact Assessment and Preliminary Risk Assessment will be conducted to identify and mitigate any risks to ground water</li> </ul>	1	4	0.8
15	Groundwater contamination	Construction	<ul style="list-style-type: none"> <li>Reputational damage</li> <li>Potential delays and over-run</li> </ul>	2	4	1.6	<ul style="list-style-type: none"> <li>Borehole drilling and ground loop installation programme will follow Environment Agency best practice guidance</li> <li>Hydrological Impact Assessment and Preliminary Risk Assessment will be conducted to identify and mitigate any risks to ground water</li> </ul>	1	4	0.8
16	Groundwater contamination	Operation	<ul style="list-style-type: none"> <li>Reputational damage</li> <li>Financial penalties</li> </ul>	2	4	1.6	<ul style="list-style-type: none"> <li>GSHP will be closed loop with no discharge to ground water in normal operation</li> <li>Ground loop working fluid will use food grade anti-freeze</li> </ul>	1	3	0.6
17	Construction accident	Construction	<ul style="list-style-type: none"> <li>Injury or death</li> <li>Financial penalties</li> <li>Delays</li> <li>Reputational Damage</li> </ul>	2	5	2	<ul style="list-style-type: none"> <li>Ensure effective H&amp;S controls, policies and procedures are in place on site. Adopt BYES Safe Systems of Work, commit appropriate H&amp;S personnel to project.</li> <li>Ensure CDM Principal Designer and Principal Contractor, Designer, Contractor &amp; Worker duties are fully satisfied.</li> </ul>	1	5	1
18	Unavailability of heat or hot water during changeover	Construction	<ul style="list-style-type: none"> <li>Reputational damage</li> </ul>	3	2	1.2	<ul style="list-style-type: none"> <li>Develop phased connection plans for plant rooms at Comberton</li> <li>Back-up boiler capacity available at Galfrid</li> </ul>	2	2	0.8
19	Covid-19	Construction	<ul style="list-style-type: none"> <li>Delays</li> </ul>	3	3	1.8	<ul style="list-style-type: none"> <li>Bouygues and all subcontractors to adhere to CLC Site Operating Procedures</li> <li>Face coverings to be worn on-site by Bouygues and all subcontractors</li> </ul>	1	3	0.6
20	Inadequate supply chain capacity	Construction	<ul style="list-style-type: none"> <li>Delays</li> </ul>	3	3	1.8	<ul style="list-style-type: none"> <li>Establish available capacity in work package tendering</li> </ul>	1	3	0.6
21	Installation fails to meet required quality	Construction	<ul style="list-style-type: none"> <li>Poor performance in operation</li> <li>Reputational damage</li> <li>Rectification costs</li> </ul>	2	3	1.2	<ul style="list-style-type: none"> <li>Quality acceptance tests prior to handover</li> <li>12 month defects liability period</li> <li>Contractual performance guarantee on energy savings with financial compensation in the event of performance shortfall</li> <li>Bouygues will be contracted for first 5 years operation &amp; maintenance to avoid splitting responsibility for performance in operation</li> </ul>	1	3	0.6
22	Commissioning slips beyond 31/03/22 RHI deadline	Construction	<ul style="list-style-type: none"> <li>Loss of RHI</li> <li>Failure to recover Council investment</li> </ul>	2	5	2	<ul style="list-style-type: none"> <li>Construction programme to allow for 1-2 months leeway between handover and deadline</li> <li>Commissioning can be completed ahead of full handover</li> <li>If necessary cold commission system for RHI application ahead of full commissioning</li> <li>If necessary commission ahead of all borehole and loads being connected</li> </ul>	1	5	1
23	Failure of the system	Operation	<ul style="list-style-type: none"> <li>Loss of heating</li> <li>Reputational damage</li> <li>Penalty payments</li> </ul>	2	2	0.8	<ul style="list-style-type: none"> <li>Multiple GSHP units and thermal buffers to provide redundancy other than at peak</li> <li>Back-up boilers at Galfrid</li> <li>Back to back arrangements in O&amp;M contract to pass financial risks on to contractor</li> </ul>	1	1	0.2
24	Under-performance of system	Operation	<ul style="list-style-type: none"> <li>Increased energy consumption and cost</li> <li>Reduced carbon savings</li> </ul>	2	3	1.2	<ul style="list-style-type: none"> <li>Selection of heat pumps from reputable suppliers with suitable performance warranties</li> <li>Monitoring of operational performance from metered data enabling real time Coefficient of Performance to be reported</li> <li>Contractual performance guarantee on energy savings with financial compensation in the event of performance shortfall</li> <li>Bouygues will be contracted for first 5 years operation &amp; maintenance to avoid splitting responsibility for performance in operation</li> </ul>	1	2	0.4
25	Early lifecycle failure of equipment	Operation	<ul style="list-style-type: none"> <li>Reputational damage</li> <li>Replacement costs</li> <li>Penalty payments</li> <li>Failure to recover Council's investment</li> </ul>	2	4	1.6	<ul style="list-style-type: none"> <li>Select equipment from reputable, financially secure suppliers with suitable warranties</li> <li>Consider taking out extended warranties</li> <li>Put O&amp;M contract in place that ensures manufacturers maintenance schedules are adhered to and transfers penalty risk for downtime</li> </ul>	1	2	0.4
26	Energy price inflation unfavourable relative to business case assumptions			3	3	1.8	<ul style="list-style-type: none"> <li>Review energy suppliers annually for best deals</li> <li>Review energy market opportunities for compensating revenue opportunities e.g. Demand Side Response Services</li> <li>Review operating strategies regularly for performance optimisation opportunities</li> <li>Review funding opportunities for site upgrades that could improve Coefficient of Performance e.g. grant funding for low surface temperature heat emitters etc</li> </ul>	3	2	1.2
27										
28										
29										

Comberton Village College



Fig 1. Comberton (one of two) 486 kW GSHPs

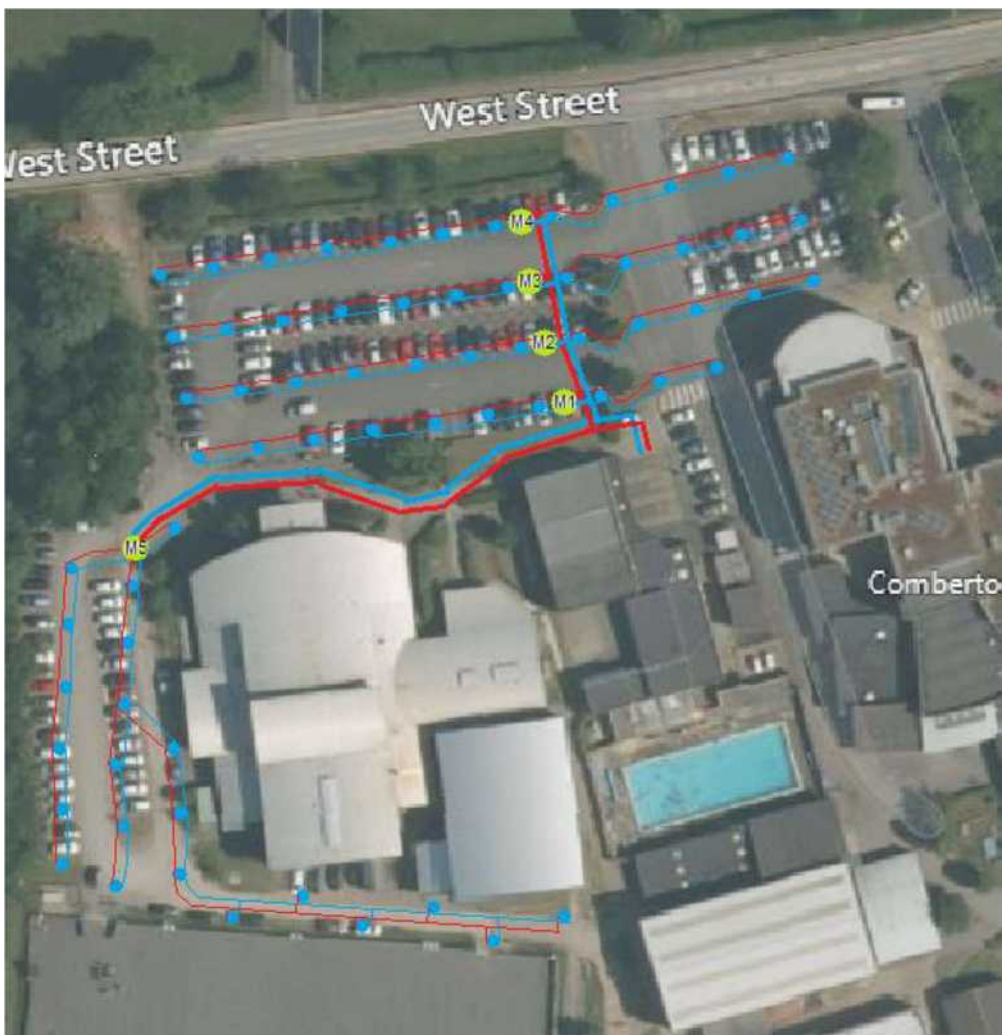


Fig 2. Comberton borehole array of 68 x 200m deep boreholes

Galfrid Primary School



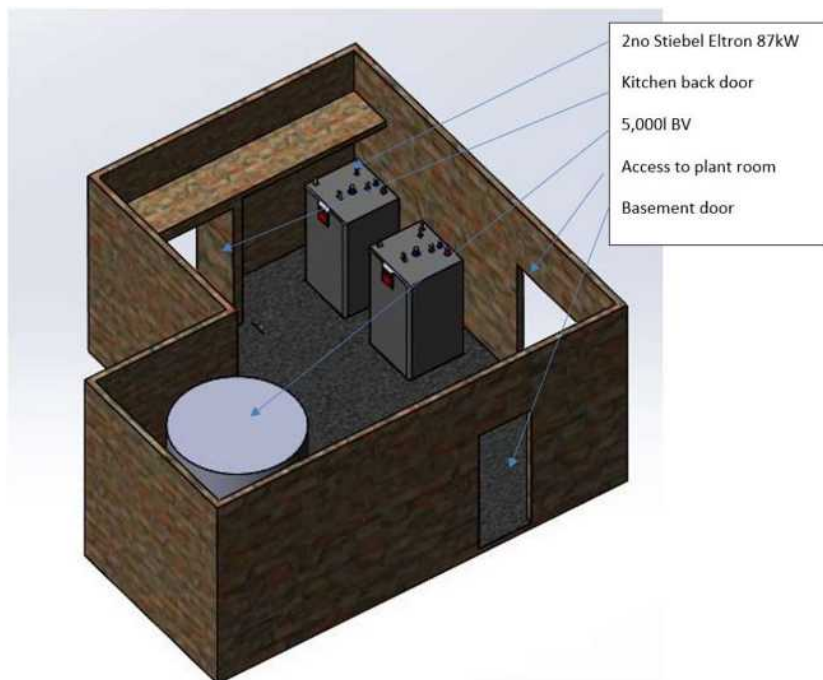


Fig 3. Galfrid plant room layout showing 2 x 87 kW GSHPs and thermal buffer vessel

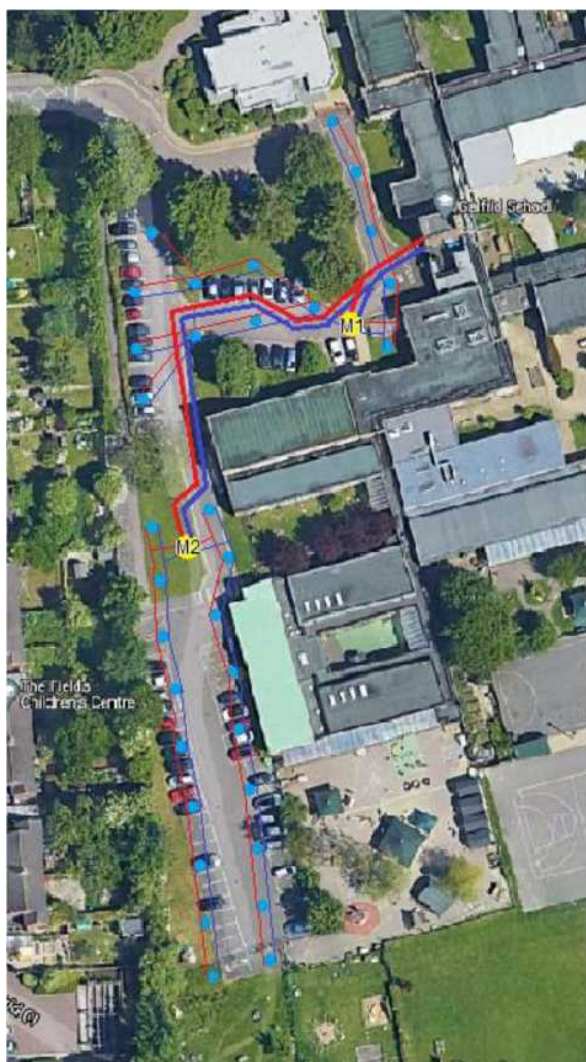


Fig 4. The Galfrid borehole array of 32 x 200m deep boreholes

### Appendix 3 – Sensitivity Analysis

- Shading in the tables below represents improvement (G) or worsening (R) relative to the Central Case (30 year HSA, 10% saving to school)

Comberton Village College

	<b>Payback excluding carbon savings</b>	<b>IRR excluding carbon savings</b>	<b>NPV excluding carbon benefits</b>	<b>Saving to Trust over HSA term</b>	<b>Residual Payment</b>
<b>Central case</b>	32 years	-0.87%	‑£1.149 million	£424k	£388k
<b>5% rather than 10% saving to school</b>	30 years	-0.14%	‑£0.941 million	£216k	£67k
<b>35 year HSA</b>	33 years	+0.63%	‑£0.833 million	£521k	None
<b>40 year HSA</b>	33 years	+1.77%	‑£0.418 million	£629k	None
<b>+25% faster growth in oil prices</b>	28 years	+0.92%	‑£0.683 million	£474k	None
<b>-25% (slower) growth in oil prices</b>	38 years	-3.06%	‑£1.559 million	£390k	£1.09 million
<b>+25% faster growth in electricity prices</b>	33 years	-1.42%	‑£1.273 million	£424k	£598k
<b>-25% (slower) growth in electricity prices</b>	31 years	-0.44%	‑£1.038 million	£424k	£203k
<b>+25% annual O&amp;M costs</b>	33 years	-1.37%	‑£1.370 million	£424k	£594k
<b>-25% annual O&amp;M costs</b>	31 years	-0.40%	‑£1.010 million	£424k	£182k

- All parameters are assessed over the HSA term
- Monetised carbon savings and residual payments are excluded from the payback, IRR and NPV calculations
- Residual payment has been re-calculated as a result of the change in input assumptions. The HSA terms do not necessarily allow for re-evaluation of the residual as a result of changing energy tariffs etc

	<b>Payback excluding carbon savings</b>	<b>IRR excluding carbon savings</b>	<b>NPV excluding carbon benefits</b>	<b>Saving to Trust over HSA term</b>	<b>Residual Payment</b>
<b>Central case</b>	40 years	-6.97%	-£731k	£137k	£700k
<b>5% rather than 10% saving to school</b>	38 years	-5.34%	-£663k	£68k	£592k
<b>35 year HSA</b>	40 years	-2.77%	-£640k	£175k	£475k
<b>40 year HSA</b>	>40 years	-0.13%	-£478k	£222k	£38k
<b>+25% faster growth in gas prices</b>	32 years	-1.53%	-£473k	£173k	£244k
<b>-25% (slower) growth in gas prices</b>	>40 years	NA	-£916k	£111k	£1,022k
<b>+25% faster growth in electricity prices</b>	>40 years	-9.23%	-£792k	£137k	£802k
<b>-25% (slower) growth in electricity prices</b>	38 years	-5.48%	-£677k	£137k	£610k
<b>+25% annual O&amp;M costs</b>	>40 years	-8.02%	-£784k	£137k	£776k
<b>-25% annual O&amp;M costs</b>	38 years	-5.64%	-£661k	£137k	£598k

- All parameters are assessed over the HSA term
- Monetised carbon savings and residual payments are excluded from the payback, IRR and NPV calculations
- Residual payment has been re-calculated as a result of the change in input assumptions. The HSA terms do not necessarily allow for re-evaluation of the residual as a result of changing energy tariffs etc



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## Civic Hub Solar Carports Investment Decision

To: Environment & Sustainability

Meeting Date: 11<sup>th</sup> March 2021

From: Steve Cox, Executive Director Place & Economy

Electoral division(s): Warboys and the Stukeleys

Key decision: Yes

Forward Plan ref: 2021/029

Outcome: To reduce 720 tonnes of carbon emissions over 30 years and generate 40% of electricity demand on site for the new Civic Hub from renewable energy.

Recommendation: The Committee is asked to:

- a) Agree the investment case for the installation of solar carports at the Civic Hub in Alconbury as set out in paragraph 2.2.1 of the report;
- b) Note the key project risks set out in section 2.3 of the report; and
- c) Delegate authority to the Executive Director of Place and Economy and Chief Financial Officer, in consultation with the Chair of the Environment & Sustainability Committee and the Green Investment Advisory Group, to sign a contract with Bouygues Energies & Services for the construction and operation of the project conditional on a planning approval and the final business case demonstrating a positive Net Present Value.

### Officer contact:

Name: Claire Julian-Smith  
Post: Programme Manager - Energy, Energy Investment Unit  
Email: [Email for Claire Julian-Smith](#)  
Tel: 01223 715909

### Member contacts:

Names: Councillors Joshua Schumann and Tim Wotherspoon  
Post: Chair/Vice-Chair, Environment & Sustainability Committee  
Email: [Email for Josh Schumann](#); [Email for Tim Wotherspoon](#)  
Tel: 01223 706398 / 01954 252108

## 1. Background

- 1.1 In May 2019, Cambridgeshire County Council declared a Climate and Environment Emergency and committed to the development of a Climate Change and Environment Strategy (CCES) which was approved at Full Council in May 2020. This strategy includes mitigation of climate change and the use of the Council's assets to generate clean energy.
- 1.2 The design of the Civic Hub includes solar panels on the roof and air source heat pumps to reduce energy usage from grid electricity. Adding the solar carports will increase the volume of electricity generated from low carbon technologies to meet approximately 40% of the onsite electricity demand and support clean energy for the EV chargers. In February 2020 Commercial & Investment Committee agreed a development budget for the solar canopies over the car park to further improve the carbon footprint of the building to offset the use of grid electricity.
- 1.3 A visual of the project is attached as Appendix 1. The project comprises a double-bay carport system, with four rows of solar carports. These rows are positioned on every other cluster of parking bays, resulting in an even distribution across the car park area and following the curved layout design of the car park. The installation of the car ports will be undertaken in a phased approach. It is likely to take 10 weeks to complete the installation, assuming all interface works have been completed in advance. A high-level draft programme is attached as Appendix 2.
- 1.4 The outcome of this decision will be to reduce 720 tonnes of carbon emissions at the new Civic Hub through onsite renewable electricity generation and to deliver this project concurrently with the fit-out phase and early stages of the phased move into the Civic Hub.

## 2. Main Issues

### 2.1 Status of Project Development Work

#### 2.1.1 Planning.

A full planning application was submitted in December 2020. Pre-planning application advice was taken, and at the pre-planning enquiry with both Cambridgeshire County Council and Huntingdonshire District Council planning officers, no major challenges or reasons for objection were identified. The outcome of the planning decision is expected in April 2021.

#### 2.1.2 Integrating the design with the main Civic Hub build.

To minimise impact on the Civic Hub build programme and to maximise opportunities to save money on the solar carport project, the integration of the two projects has required careful management. Regular discussions have been held between the contractors for both projects (Bouygues for the solar carports and RG Carter working on the Civic Hub) to identify the opportunities where the projects interface, to deliver key interventions early where necessary and to prevent aborted works which would need to be undone later in the programme. For example, foundations for the solar car ports were dug ahead of the new car park being laid as was the ducting works to enable the solar canopies. In addition,

consideration to external lighting and landscaping design has come ahead of the installation of the solar car ports.

### 2.1.3 Costs already committed on the project.

In July 2020, Commercial and Investment Committee supported upfront costs for integration works required ahead of an investment decision accepting that these costs were at risk. The foundation, ducting and electrical works have totalled £246,529. The cost for the solar carport groundworks has been higher than for other similar projects currently under development. This is due to particularly challenging ground conditions on site resulting in higher costs, and is an issue also experienced by the main Civic Hub project.

### 2.1.4 Grid connection.

The project has been designed and scaled to maximise electricity use on site by modelling the forecast electricity demand for the site. This has meant that the grid connection for the Civic Hub has not required an upgrade but a simple witness test.

## 2.2 Investment Case for the Project

### 2.2.1 Business case.

A summary of the base business case is set out in Table 1.

Table 1

Construction cost to complete project	-£611,311
Net Present Value of energy savings over 30 years	£811,781
Net Present Value of operating costs over 30 years	-£57,817
Net Present Value of loan interest	-£117,101
<b>Total expected NPV for completing project</b>	<b>£25,552</b>

### 2.2.2 Net Present Value.

The NPV figures above are based on a discount rate of 4.86%. That's derived from the standard Council methodology, combining the PWLB interest rate for a 30-year loan of 2.05% and predicted inflation of 2.75%. Note that PWLB interest rates have been going up quite sharply since the start of January (from 1.32% to the current 1.78%) and there is a risk that this trend will continue.

### 2.2.3 Development costs.

Table 1 sets out the expected NPV for completing the project. These figures do not take into account costs already incurred at risk on the project – in particular to provide foundations suitable for the solar carports, as part of the overall Alconbury construction programme. The total costs incurred so far are £347,000. These costs cannot be recovered at this stage, whether or not the project is completed and have therefore been

treated as 'sunk' costs and excluded from the above.

#### 2.2.4 Return on investment.

The project does not offer a commercial return but covers its costs and delivers environmental benefits mostly through carbon avoided from grid electricity.

### 2.3 Key Risks

#### 2.3.1 Interest rate rises.

As identified in paragraph 2.2.2, PWLB borrowing interest rates have increased recently and it is possible a further rise could take place prior to the project commencing. Each 0.1% increase in the interest rate would reduce the NPV of the project by £15,500.

#### 2.3.2 Lifecycle costs.

The only allowance for lifecycle costs relates to the inverters as the expected lifetime of solar panels and other elements is over 30 years. However, it remains possible there will be a need to make some lifecycle replacements for particular components that are not covered by manufacturers' guarantees.

#### 2.3.3 Electricity prices

BEIS electricity price forecasts have been used in the financial case. Actual savings could be higher or lower depending on the actual levels of future inflation.

### 2.4 Other Dependencies

#### 2.4.1 In addition to planning consent, the following steps must be completed before construction can commence:

- Any pre-construction planning conditions must be discharged ahead of work starting on site. Efforts are being made to minimise these wherever possible, as this could impact significantly on the construction programme.
- The signing of construction contracts.

### 2.5 Construction & Operation.

#### 2.5.1 Draft construction contracts for the carport element of the project have been prepared with the Council's energy delivery partner Bouygues Energies & Services. However, these will only be signed on receipt of a planning approval and a final business case that provides a positive NPV.

#### 2.5.2 The installation of the solar carports will be undertaken by Bouygues, the Council's energy delivery partner under the Refit 3 Framework. Under this arrangement a guarantee for the volume of electricity generated by the scheme is applied and is called an energy performance contract

## 2.6 Alignment with the Civic Hub construction programme

2.6.1 To align with the existing Civic Hub construction programme, this project will start in parallel with the fit-out phase of the Civic Hub. It will be necessary to sign a works contract with Bouygues in the Spring of 2021 to enable the purchase of materials and equipment to start on-site in Summer 2021.

2.6.2 The delegated authority to proceed to contract would be subject to the final business case showing a positive net present value.

## 3. Alignment with corporate priorities

### 3.1 A good quality of life for everyone

There are no significant implications for this priority.

### 3.2 Thriving places for people to live

The ambitions of the Council to support the development of clean energy projects will reduce carbon emissions and help mitigate the impact of climate change on our communities. The solar carport will enhance the environmental performance of the Civic Hub as a flagship building.

### 3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

### 3.4 Net zero carbon emissions for Cambridgeshire by 2050

The project will reduce carbon emissions by 720 tonnes over 30 years, reducing the carbon footprint of the Civic Hub site and increasing the level of on-site renewable energy.

## 4. Significant Implications

### 4.1 Resource Implications

The report above sets out details of significant implications in section 2.2.3. In the event that the Committee decides not to invest in the project, the £347,000 sunk development costs (including the substructure works and other costs incurred during the development of the Investment Grade Proposal) would not be recovered from and must be paid through revenues. There are also staff resourcing costs for property and other services, integrating this work with the Civic Hub build.

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

The installation of the foundations and other enabling works have been undertaken by R G Carter under a variation to the existing contract for the Civic Hub. The costs have been validated by Faithful and Gould cost managers. The construction of the solar carport aspect

of the project will be delivered under the Council's existing Refit 3 Framework contract with Bouygues Energies & Services.

#### 4.3 Statutory, Legal and Risk Implications

Planning determination for the project is expected mid-April. If planning consent is not secured, this will prevent the construction of the project starting on site, as planned. The solar carport project can be delivered more cost effectively by dovetailing with the Civic Hub programme. It also minimises disruption to site users moving into the office and maximises availability of the car park.

Covid-19 disruption may lengthen equipment lead times. To manage this, Bouygues are exploring options to combining the procurement of the solar modules with other projects to maximise the timeframe for availability and achieve economies of scale.

#### 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

Regular updates to the Civic Hub Project Board have been provided to ensure Councillors are briefed on progress and an overview of the scope of the was provided to each of the local Parish Councils close to Alconbury.

#### 4.7 Public Health Implications

There are no significant implications.

#### 4.8 Environment and Climate Change Implications on Priority Areas:

##### 4.8.1 Implication 1: Energy efficient, low carbon buildings.

Status: Positive

Explanation: The scheme represents further investment into generating clean electricity to offset the usage of grid electricity, acting to decarbonise the national grid and enhancing the Civic Hub as a flagship building.

##### 4.8.2 Implication 2: Low carbon transport.

Status: Positive

Explanation: A proportion of the electricity generated by the solar carports will be used to charge electric vehicles (EVs) on site offsetting the use of grid electricity.

#### 4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Status: Positive

Explanation: Soft landscaping is included within the scope of the project, which includes a shade tolerant planting mix beneath the solar car ports.

#### 4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Status: Neutral

Explanation: No impact on waste management or tackling plastic pollution.

#### 4.8.5 Implication 5: Water use, availability and management.

Status: Neutral

Explanation: No impact on water use, availability, or management. The potential impact on drainage has been mitigated through integration works to the Civic Hub.

#### 4.8.6 Implication 6: Air Pollution.

Status: Positive

Explanation: The project will be generating clean energy which offsets grid-supplied electricity, the majority of which is produced by burning fossil fuels. In principle the reduction in gas and oil consumption reduces production of air pollutants in particular NOx.

#### 4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.

Status: Positive

Explanation: The project increases the volume of electricity generated from renewable energy technology, thereby reducing reliance on grid infrastructure.



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: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law? Yes

Name of Legal Officer: Fiona McMillan

Have the equality and diversity implications been cleared by your Service Contact? Yes

Name of Officer: Elsa Evans

Have any engagement and communication implications been cleared by Communications? Yes

Name of Officer: Simon Cobby

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: Emma Fitch

Have any Public Health implications been cleared by Public Health?

Yes or No

Name of Officer: Kate Parker

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer?

Yes

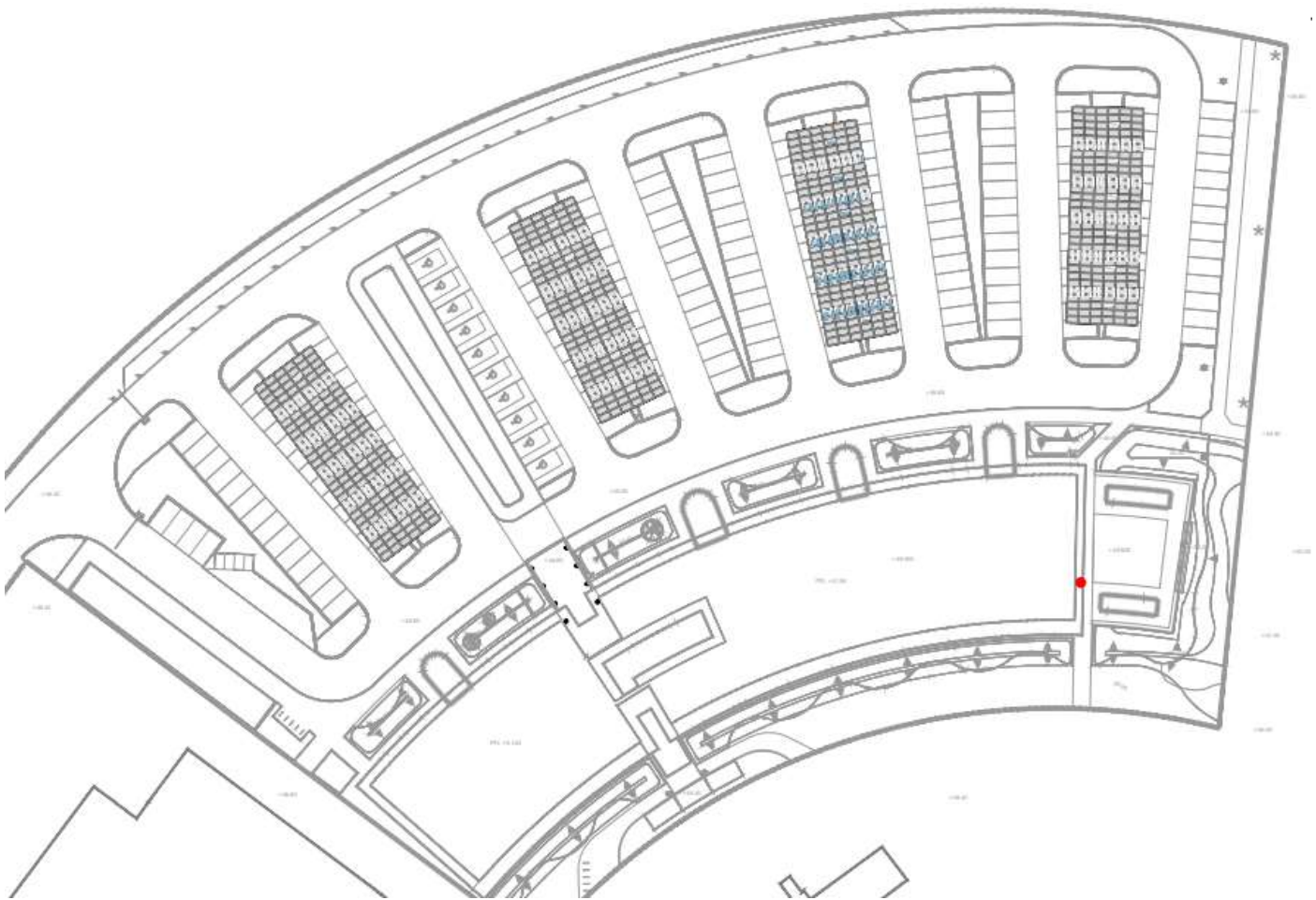
Name of Officer: Emily Bolton

## 5. Source documents guidance

[Outline business case and request for a development budget, Commercial and Investment Committee Report, February 2020](#)

[Integration works with the Civic Hub required, Environment and Sustainability Committee paper, July 2020](#)

Appendix 1: Solar carport layout:



## Appendix 2: High-level (draft) Programme:

Activities	01/03/2021	08/03/2021	15/03/2021	22/03/2021	29/03/2021	05/04/2021	12/04/2021	19/04/2021	26/04/2021	03/05/2021	10/05/2021	17/05/2021	24/05/2021	31/05/2021	07/06/2021	14/06/2021	21/06/2021	28/06/2021	05/07/2021	12/07/2021	19/07/2021	26/07/2021	02/08/2021	09/08/2021	16/08/2021	23/08/2021	30/08/2021	06/09/2021	13/09/2021	20/09/2021
<b>Pre-Contract</b>																														
IGP Finalisation																														
IGP Review & Revisions																														
E&S Committee																														
Approvals																														
Contract Finalisation																														
Contract Sign-off																														
Planning Determination																														
<b>Pre-Construction</b>																														
Pre-construction Conditions Discharge																														
Off-Site Mobilisation																														
Pre-construction Design																														
Long-Lead Equipment Order																														
<b>Construction Phase</b>																														
Possession of Site*																														
On-Site Mobilisation																														
Construction																														
Stage 1 Commissioning																														
Demobilisation																														
<b>Commissioning / Handover</b>																														
Snagging / Latent Defects																														
G99 Witness Test																														
Stage 2 Commissioning																														
Soft Landscaping																														
Works Completion																														

\* Subject to completion / handover of main Civic Hub build

## Babraham Road Park and Ride Smart Energy Grid Investment Decision

To: Environment and Sustainability Committee

Meeting Date: 11 March 2021

From: Steve Cox, Executive Director, Place and Economy

Electoral division(s): Great Shelford

Forward Plan ref: 2021/009

Key decision: Yes

Outcome: 7300 tonnes of carbon emissions reductions up to 2050 plus the generation of local renewable energy to supply EV charging infrastructure at the park and ride and the excess to local consumers.

Recommendation: The Environment and Sustainability Committee is asked to:

- a) Note progress with the project;
- b) Approve the investment case for the Babraham Rd Park and Ride Smart Energy Grid project as set out in section 3 of the report; and
- c) Delegate a final decision as set out in paragraph 7.3 of the report, to enter into a construction contract with Bouygues E&S Solutions to Executive Director of Place and Economy and Chief Finance Officer, in consultation with the Chairman of Environment and Sustainability Committee and the Green Investment Advisory Group.

### Officer contact:

Name: Sheryl French  
Post: Programme Director, Climate Change and Energy Investment  
Email: [Sheryl.french@cambridgeshire.gov.uk](mailto:Sheryl.french@cambridgeshire.gov.uk)  
Tel: 01223 728552

### Member contacts:

Names: Councillors Joshua Schumann and Tim Wotherspoon  
Post: Chair/Vice-Chair  
Email: [Joshua.Schumann@cambridgeshire.gov.uk](mailto:Joshua.Schumann@cambridgeshire.gov.uk) / [Timothy.Wotherspoon@cambridgeshire.gov.uk](mailto:Timothy.Wotherspoon@cambridgeshire.gov.uk)  
Tel: 07841 524007 / 01954 252108

## 1. Background

- 1.1 In May 2019, Cambridgeshire County Council declared a Climate and Environment Emergency. During 2020 the Council set a corporate objective to deliver net zero carbon emissions for Cambridgeshire by 2050 and published its Climate Change and Environment Strategy (CCES) approved at Full Council in May 2020. The strategy includes measures to mitigate climate change and puts the use of the Council's assets to generate clean energy at its core.
- 1.2 The Council adopted its Commercial Strategy in March 2019, with a vision to use its assets, skills and position to develop a range of commercial activities to generate significant levels of new income to deliver financial and social returns. Together, the CCES and Commercial Strategy can support the development of a green economic recovery.
- 1.3 The Council's current energy investment portfolio generates a minimum of £350,000 net income each year via a 12 MW solar park at Triangle Farm, Soham. This has been generating clean energy since 2017. Building on this success, the Council committed to develop a pipeline of larger clean energy projects for commercial and place making benefits. For example, in December 2020, Commercial and Investment (C&I) Committee approved the construction of the North Angle Solar Farm, which is expected to deliver benefit of around a further £300,000 per annum.
- 1.5 The Babraham Smart Energy Grid is to be located at the Babraham Road Park and Ride (BRPR) (see Appendix 1). Phase 1 of the project comprises 5,210 solar modules mounted on solar carports which will generate the equivalent electricity as used by 740 households annually and prevent 7,300 tonnes of CO<sub>2</sub> emissions over the 30 year lifetime of the project. It also includes EV charging infrastructure and a private wire to supply electricity to a local customer.
- 1.6 The intention is to move to a phase 2 commercialisation for the site over time when market conditions shift to encourage more battery storage and the park and ride site can be developed to cater for a wider range of transport services including e-scooters, electrified light freight which will drive requirements for other facilities on site. For the moment, this report focuses on phase 1. Computer generated images are included in Appendix 2.
- 1.7 The project development budget for BRPR totalled £615,000. The budget has covered all project development costs including the requirement for an Environmental Impact Assessment, planning permission, development of Power Purchase Agreement, and the investment grade proposal. To date, £454,000 of the £615,000 approved development budget has been committed.
- 1.9 The outcome of phase 1 Babraham Park and Ride Smart Energy Grid is 7,300 tonnes of carbon emissions reduction through renewable energy generated from solar panels, up to 80 EV chargers installed at the park and ride and a private wire installation to sell excess electricity. The report is seeking approval of the phase 1 investment case and delegated approval to agree works contracts for the project including the cable route, finalise the Power Purchase Agreement and start construction in Spring/Summer 2021.

## 2. Update on Major Work Areas

- 2.1 Power Purchase Agreement. Discussions have been ongoing with a Power Purchase Agreement (PPA) customer to purchase excess power not used by the EV charging on site. The customer is able to accept all electricity generated and has assured us of a long tenancy. They have signed a Memorandum of Understanding and provided a Letter of Authority which allowed the Project Team to apply for a grid connection via their site.
- 2.2 Subsequently, the two parties have negotiated draft Heads of Terms and Power Purchase Agreement. The terms of the agreement mean that the customer is not obligated to accept the energy nor is the Council obligated to provide it. However, the terms of agreement are such that there is little reason, irrespective of the future of energy prices, that the customer would not accept all the energy on offer.
- 2.3 In addition to purchasing electricity from the park and ride smart energy grid, the agreement also allows the smart energy grid to import electricity from the customer at times of insufficient solar generation or when necessary maintenance is needed to keep the site operating. Discussions have been held between technical teams to ensure the connection of the private wire on the customer site can be delivered safely and with the least disruption. This two-way supply of electricity is necessary as the park and ride will have to sever its connection to the national grid once the smart energy grid is active.
- 2.4 To supply electricity to the customer, a private wire needs to be laid to physically connect the Babraham park and ride to the customer site. The cabling will be buried on the north side of Babraham Rd (A1307) coinciding with cycleway improvement works planned by Greater Cambridge Partnership (GCP). The location was subject to lengthy negotiations. As the cable will be laid primarily on the Council's Highways land, LGSS Legal advises that it will fall under Prior Approval and planning approval is not required. See Appendix 3 for the preferred path of the private wire.
- 2.5 Planning application.
- 2.6 Planning permission for phase 1 at the park and ride was granted in September 2020. The planning permission also covers phase 2 of the project, to build a 10MW battery storage facility when the market picks up. One objection from the County Ecologist, concerning biodiversity net gain, was resolved.
- 2.7 Construction contract and Operations and Maintenance.
- 2.8 LGSS Law have started drafting the Works Optimisation Services (WOS) contract to support the eventual construction of the scheme. The WOS is based on JCT Design and Build 2016.
- 2.9 Three documents comprise the WOS contract including the JCT contract, the Schedule of Amendments and the Contract Particulars. These will need to be finalised along with the Works Special Conditions once the Investment Grade Proposal is finalised.
- 2.10 An Operations and Maintenance contract will also be drafted and negotiated prior to construction.

- 2.11 Supportive works.
- 2.12 Additional car parking. Pre-COVID 19, the park and ride was nearing capacity. Areas of the site will need to be closed off during construction of the smart energy grid to assure car park user safety. Therefore, the need for additional car parking spaces was identified early in project development.
- 2.13 Greater Cambridge Partnership are leading on a project to add 160 more car parking spaces to the area to the north of the bus entrance. The planning application for those works was expected to be submitted in December 2020, however it was delayed pending a discussion at the March 2021 GCP Executive Board. Their design incorporates enabling works to allow for a future phase when solar carports are added to this new area of car parking.
- 2.14 At present, during Covid-19, the car park is significantly underutilised with about 250 cars using the site per day. Therefore, the current scheme does not rely on the additional car parking spaces being constructed prior to work starting on the smart energy grid. Car park usage is expected to increase as COVID 19 restrictions are lifted.
- 2.15 Intrusive works to inform the design of the carports were conducted in September 2020, this consisted of digging boreholes to determine ground conditions and its ability to support the weight of the carports. Separately, investigations were conducted for on-site drainage to inform the siting of carport foundations.
- 2.16 In addition, a ground penetrating radar study of the path of the private wire was performed to identify hazards from buried services. Additional investigations are required due to a shift in the location of the cable route.

### 3. Investment Proposal

- 3.1 Changes since the last approach to Committee.
- 3.2 Previously, a budget of £11.4M was requested in order to allow for up to 10 MW of battery energy storage to be installed alongside the solar carport scheme. At that time, the expected revenues were significantly higher and more certain. Through discussions on the business case, the battery storage element has been shifted into a phase 2 for the project, due to the present instability of revenues in the battery storage market. Therefore current costs of the phase 1 element of the project is £6.2M, including all development cost. The values in Table 1 exclude sunk costs.
- 3.3 The PPA customer has agreed to provide the minimum amount of electricity required to keep the site operating during times of low solar generation.
- 3.4 The Project Team have worked hard to reduce costs on phase1. There are still some potential savings being investigating in the lead up to Committee around the costs of the cabling to connect the site to the PPA customer.
- 3.5 One of the largest savings is from reducing the number of carports on the section closest to the car park user entrance. This is the least productive section due to the orientation of the modules. The availability of higher efficiency solar modules allows for the retention of much

of the capacity on a smaller footprint. This both directly reduces the costs of construction and could shorten the programme, allowing the full site to reopen sooner.

- 3.6 To maximise savings on the cost of solar modules, the same modules<sup>1</sup> are intended to be purchased for the North Angle Solar Farm, Babraham and St Ives Park and Rides and the Alconbury solar carports projects which are all anticipated to enter into construction in the first half of 2021.
- 3.7 Accounting for the cost of carbon.
- 3.8 In October 2020, the Environment and Sustainability Committee approved a paper on Valuing Carbon. This proposed that all Council business cases include the notional value of carbon to sit alongside and inform investment decisions. A summary of the base business case is set out in Table 1. The carbon value of the savings is taken from the government Green Book, which sets out recommended price assumptions for project appraisal.

Table 1: Base business case, February 2021 (based on expected generation)

Excl. carbon	Incl. carbon	
£5,795,386	£5,795,386	Capital Cost to complete project
£6,249,790	£6,249,790	Total Capital Cost
£14,326,370	£14,996,779	Net Operating Revenue over 30 years
£6,796,317	£7,466,726	Net Cash Flow after loan costs
4.70%	5.23%	30yr Internal Rate of Return
18.98	17.88	Payback Period (years)
£104,286	£544,082	Net Present Value @ 30th Year
7,293	7,293	Tonnes Avoided Over 30 Year Life
291.70	291.70	Average Annual Carbon Saving
~36	~36	Total Household Carbon Footprint
70GWh	70GWh	Generated over 30 years
~743	~743	Households equivalent
~936	~936	Electric Vehicle trips around earth

- 3.9 The above financial returns are not as favourable as the North Angle Solar Farm due to the much smaller size of this scheme and the additional fixed costs of building carports over ground-mounted solar modules. Operations and maintenance costs over the 30 year life are accounted for in the above table.
- 3.10 The above financial figures are after excluding £454,000 of development costs already incurred. The reason for excluding these 'sunk costs' is that stopping the scheme at this point would not allow costs already incurred to be recovered. The business case shows the expected level of return from this point if the project were continued.

<sup>1</sup> At the time of writing, the preferred module is 500W 72-cell mono-PERC.



- 3.11 The value of carbon in the business case uses government projections of future carbon prices. There are a range of methods that have historically been used to value carbon, as set out in the report to E&S Committee in October 2020. The value shown in this business case is the non-traded price for carbon, as it is not currently intended to sell carbon savings. Note however that, irrespective of the assumptions used in the business case now, the future price for carbon will depend on future political actions by the UK and other governments. This could lead to the carbon savings created through this project having real cash value. For example, should a local carbon offset scheme be developed, the County Council could consider selling this benefit rather than retain it as part of its own progress towards net-zero carbon.
- 3.12 A sensitivity analysis on the assumptions has been performed on the base business case. Some of the more significant risks and opportunities associated with this are highlighted below.

#### 4. Material Risks and opportunities to the Business Case

A risk register for the project is included in Appendix 5

- 4.1 Wider commercial risks – outside our control
- 4.2 The BRPR project will be connected to the customer and the default position will be to sell electricity at a small discount to their commercial tariff for electricity. The ability to predict the tariff over the project lifetime has been a recurrent issue for investment projects in the renewable energy sector and there has been considerable variation in prices over the last few years.
- 4.3 The business case uses actual tariffs paid by the PPA customer for the price paid to supply the smart energy grid, electricity purchased by the PPA customer will be at a small discount. Electricity prices have traditionally increased over time, however the energy market is going through significant change as it decarbonises which may cause fluctuations. Table 2 shows the impact should there be a 5% decrease in the PPA customer's commercial tariff.

Table 2 – Sensitivity to 5% lower commercial energy price

	<b>Base Case</b>	<b>Sensitivity Case</b>
IRR	5.23%	4.92%
Average Annual Cashflow	£499,893	£483,723
NPV	£544,082	£280,413
Payback (years)	17.9	18.5

- 4.4 Table 3 demonstrates the impact on the business case should the actual energy production just meet the guaranteed level and not the predicted generation level.

Table 3 – Sensitivity to lower energy production at just the guaranteed level (97%)

	<b>Base Case</b>	<b>Sensitivity Case</b>
IRR	5.23%	4.95%
Average Annual Cashflow	£499,893	£484,068
NPV	£544,082	£305,521

Payback (years)	17.9	18.4
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- 4.5 The business case assumes an interest rate of 1.78%. This takes account of the availability of the Local Infrastructure Rate available for this project, which provides a discount from the normal PWLB rate of 0.2%. PWLB interest rates have risen sharply since the start of January 2021, when the equivalent rate was 1.12%. This has had a major impact on the expected profitability of the project, reducing the expected NPV by about £1.1m. The table below shows the impact if there were a further 0.2% increase in the rate.

Table 4 – Sensitivity to 0.2% increase in interest rate

	Base Case	Sensitivity Case
IRR	5.23%	5.07%
Average Annual Cashflow	£499,893	£499,893
NPV	£544,082	£232,290
Payback (years)	17.9	18.2

- 4.6 The solar modules are the single largest cost for the project, as was the case with the North Angle Solar Farm project. In late 2020, China (a major manufacturer of solar modules) announced an increase in glass production tariffs which has a material impact on the cost of modules. In addition, China has recently been subject to flooding, which has delayed production and subsequent increased cost due to shortages.
- 4.7 The cost increase was compensated for by an increase in generation capacity per module through the specification of the newer, more productive module.
- 4.8 The project includes not just supplying electricity to the PPA customer, but also supplying Electric Vehicle (EV) charges located on the site. The rate charged for these is expected to be slightly higher than the rate charged to the PPA customer and hence the business case improves with higher take-up of EV charging.
- 4.9 There are currently 4 EV chargers on site at present and pre-pandemic data shows they were well-used. To support the decarbonisation of transport and the expected phase-out of diesel and petrol vehicles, this scheme will add 20 new EV chargers at the start and ramp up to a maximum of 80 should demand support the expansion.
- 4.10 While the global pandemic has caused a major shift in working and schooling from home, a return to some level of normality is expected. In addition, the park and ride is heavily used by staff at the biomedical campus which have jobs that are not easily done remotely. The table below shows the impact if take-up were at 80% of the expected level.

Table 5 – Sensitivity to 20% decrease in expected take-up of electric vehicle chargers

	<b>Base Case</b>	<b>Sensitivity Case</b>
IRR	5.23%	4.97%
Average Annual Cashflow	£499,893	£482,088
NPV	£544,082	£324,202
Payback (years)	17.9	18.2

#### 4.11 Project delivery risks

- 4.12 The path of the private wire to supply electricity to the PPA is as described in Appendix 3. The proposed cable route is beneath the existing cycleway which is identified for widening works in May or June. Discussions are still occurring between Greater Cambridge Partnership, the Project Team and an Independent Connection Provider (ICP) and therefore the final costs for the route are not fully costed, however costs are expected to decrease.
- 4.13 The Council remains exposed until we contract with Bouygues to changes in some of the capital costs, for instance the solar modules. Current experience suggests there are some supply problems in China and it is possible that module prices may rise in future. There is also an additional exchange rate risk. Table 6 below shows the impact on the project financials from an increase of £300,000 or a 60% increase in the estimated cost of laying the private wire.

Table 6 – Sensitivity to an increase in capital costs of £300,000

	<b>Base Case</b>	<b>Sensitivity Case</b>
IRR	5.23%	4.80%
Average Annual Cashflow	£499,893	£499,893
NPV	£544,082	£186,666
Payback (years)	17.9	18.6

## 5. Community Engagement and benefits to the local community

- 5.1 Community Engagement –Starting in 2018, a number of public engagement events were held at the park and ride, Great Shelford Memorial Hall and for the Great Shelford Parish Council to inform and answer questions.
- 5.2 In 2020, Peterborough Environment City Trust (PECT) were appointed to provide community engagement support for the project. Their objective was to seek the views of local residents, commuters, nearby businesses and other stakeholders.
- 5.3 PECT were contracted to hold various types of consultation events and community events across the local area. However due to the arrival of the COVID-19 pandemic in Spring 2020 these events were cancelled and alternative digital communication methods were used to reach a wide audience instead.
- 5.4 Two webinars were held during April and May 2020. The sessions were hosted by members of the project team - MLEI, Bouygues and PECT - and included a background and overview of the proposed project, its benefits, and proposed timelines. Participants were encouraged to ask questions during a Q&A session, which were then answered live

by members of the team. Recordings of the presentations were shared on social media, for anyone who was unable to attend the event.

- 5.5 The online events were promoted as part of a wider social media campaign by project partners, and the key geographic area was targeted through paid advertising. Posts were kept engaging with a mixture of informative messages, animated videos, recordings of online events, photographs and digital posters, images are shown in Appendix 4. During a one-month period (April-May 2020) PECT's Facebook page had an overall post reach of 79,958 and a post engagement of 6,164.

## 6. Impact of not proceeding with the project

- 6.1 The Council could decide to delay investment or not to invest in the project. If a delay is proposed, there could be problems identifying the cable route as the option to integrate with the GCP cycle way widening will be missed and there is a risk that the cost of the solar modules will increase, as the project is currently included in a bulk purchase of the solar modules to keep costs low.
- 6.2 Securing the planning permissions has already added value to the site. However, if the project is cancelled the development costs will need to be funded from revenues and offset against the added value of the site. These costs amount to approximately £304,000 of external costs and £150,000 of internal staff costs. Any additional residual costs would need to be offset against the energy investment programme revenues.
- 6.3 If the choice is to delay, by virtue of having secured planning permission and having laid the private wire, the project could be ready to proceed quickly should the economics change or incentives be offered. However, any decision to delay could result in an increase in the cost to combat climate change as overall climate liabilities build.
- 6.3 Should the decision be to proceed, there is the possibility of future revenue streams from adding battery energy storage back into the scheme as a phase 2, as well as electric bus and cycle charging as part of the sites wider commercialisation.

## 7. Proposed delegation arrangements

- 7.1 To align with the existing construction programme, which is targeting a summer build (during 2021), it will be necessary to sign a works contract with Bouygues during April 2021 to enable the purchase of materials and equipment This is set out in the recommendations.
- 7.2 The overall final costs for the project, including those of the solar panels, will be given by Bouygues immediately ahead of signing the contract. The decision to proceed to contract would be subject to the Net Present Value of the final business case remaining positive including the value of carbon but excluding sunk costs. Signing the contract will then allow Bouygues to buy the panels and key components of the scheme at a known price.

## 8. Alignment with corporate priorities

## 8.1 A good quality of life for everyone

Any revenues derived from the scheme would be used to support key Council services, supporting a good quality of life for residents.

## 8.2 Thriving places for people to live

There are no significant implications for this priority.

## 8.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

## 8.4 Net-zero carbon emissions for Cambridgeshire by 2050

It is estimated that the project would prevent the emission of more than 7,300 tonnes of CO<sub>2</sub> over the lifetime of the project through offsetting fossil-fuel electricity generation.

# 9. Significant Implications

## 9.1 Resource Implications

The committed funds to date on the development budget is £450,000. The costs for County Council staff involvement to deliver the project are included in the project development budget. Future costs for staff to manage the ongoing project are included in the business case.

## 9.2 Procurement/Contractual/Council Contract Procedure Rules Implications

Bouygues Energies & Services were procured under a mini-competition run under the Refit 3 Framework. There are no significant implications arising from this procurement or the proposed contractual arrangements.

## 9.3 Statutory, Legal and Risk Implications

### 9.3.1 The County Council has a corporate objective to deliver net zero carbon emissions for Cambridgeshire by 2050 and this project supports the Council to deliver this objective.

### 9.3.2 Planning permission has been obtained from the County Council under Regulation 3 of the Town and Country Planning Act (General Regulations) 1992 as a project it intends to develop itself and legal advice confirms that the Council is able to implement this without the need to set up a company.

## 9.4 Equality and Diversity Implications

There are no significant implications.

## 9.5 Engagement and Communications Implications

There are no significant implications. See section 5 for activities to date.

## 9.6 Localism and Local Member Involvement

The site sits within both Cambridge City and South Cambridgeshire jurisdictions. Both authorities' Local Plans support decarbonising electricity generation.

Several presentations were given to the Local Parish Councils surrounding the site starting in 2018 and into late 2019. In person presentations were replaced with webinars once lockdown restrictions were imposed.

## 9.7 Public Health Implications

There are only positive implications. This renewable energy project will generate electricity from the sun, preventing the emission of over 7,300 tonnes of CO<sub>2</sub> over the lifetime of the project, as well as providing zero-carbon electricity to power electric vehicles offsetting petrol or diesel.

## 9.8 Environment and Climate Change Implications on Priority Areas:

### 9.8.1 Implication 1: Energy efficient, low carbon buildings.

Positive Status

Explanation: The project is replacing most of the grid-supplied energy powering the site with clean energy and helping to decarbonise a portion of the electricity provided to the PPA customer.

### 9.8.2 Implication 2: Low carbon transport.

Positive Status

Explanation: As part of the project, additional electric vehicle chargers will be installed and powered by local clean electricity generated on site, supporting low carbon transport.

### 9.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Positive Status

Explanation: As a condition of receiving planning permission, the project will demonstrate biodiversity net gain.

### 9.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Neutral Status

Explanation: A waste management plan is developed to manage the impact of waste.

### 9.8.5 Implication 5: Water use, availability and management:

Neutral Status

Explanation: No impact on water use, availability or management.

### 9.8.6 Implication 6: Air Pollution.

Positive Status

Explanation: The project will be generating clean energy which offsets grid-supplied electricity which the majority is produced by burning fossil fuels. A component of the project will be to install additional electric vehicle chargers which will offset petrol-fueled miles.

### 9.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.

Positive Status

Explanation: Locally generated electricity and infrastructure builds resilience in the local energy system.

#### Officer Clearance

Have the resource implications been cleared by Finance?

Yes

Name of Financial Officer: Justine Hartley

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?

Yes

Name of Officer: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?

Yes

Name of Legal Officer: Fiona McMillan

Have the equality and diversity implications been cleared by your Service Contact?

Yes

Name of Officer: Elsa Evans

Have any engagement and communication implications been cleared by Communications?

Yes

Name of Officer: Simon Cobby

Have any localism and Local Member involvement issues been cleared by your Service Contact?

Yes

Name of Officer: Emma Fitch

Have any Public Health implications been cleared by Public Health?

Due to COVID 19 response, Public Health is unable to review Committee papers at the moment.

Name of Officer:

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer?

Yes

Name of Officer: Emily Bolton

## Source documents

[Trumpington and Babraham Outline Business Cases – May 2018 C&I Committee](#)

[Babraham Smart Energy Grid — Investment Grade Proposal Stage 1 Update, 21 June 2019  
Commercial and Investment Committee meeting](#)

[Approval for Grid Connection down payments for energy Investment Projects, 18 October 2019  
Commercial and Investment Committee meeting](#)

[Babraham Smart Energy Grid – Options Appraisal, 22 November 2019, Commercial and  
Investment Committee meeting](#)

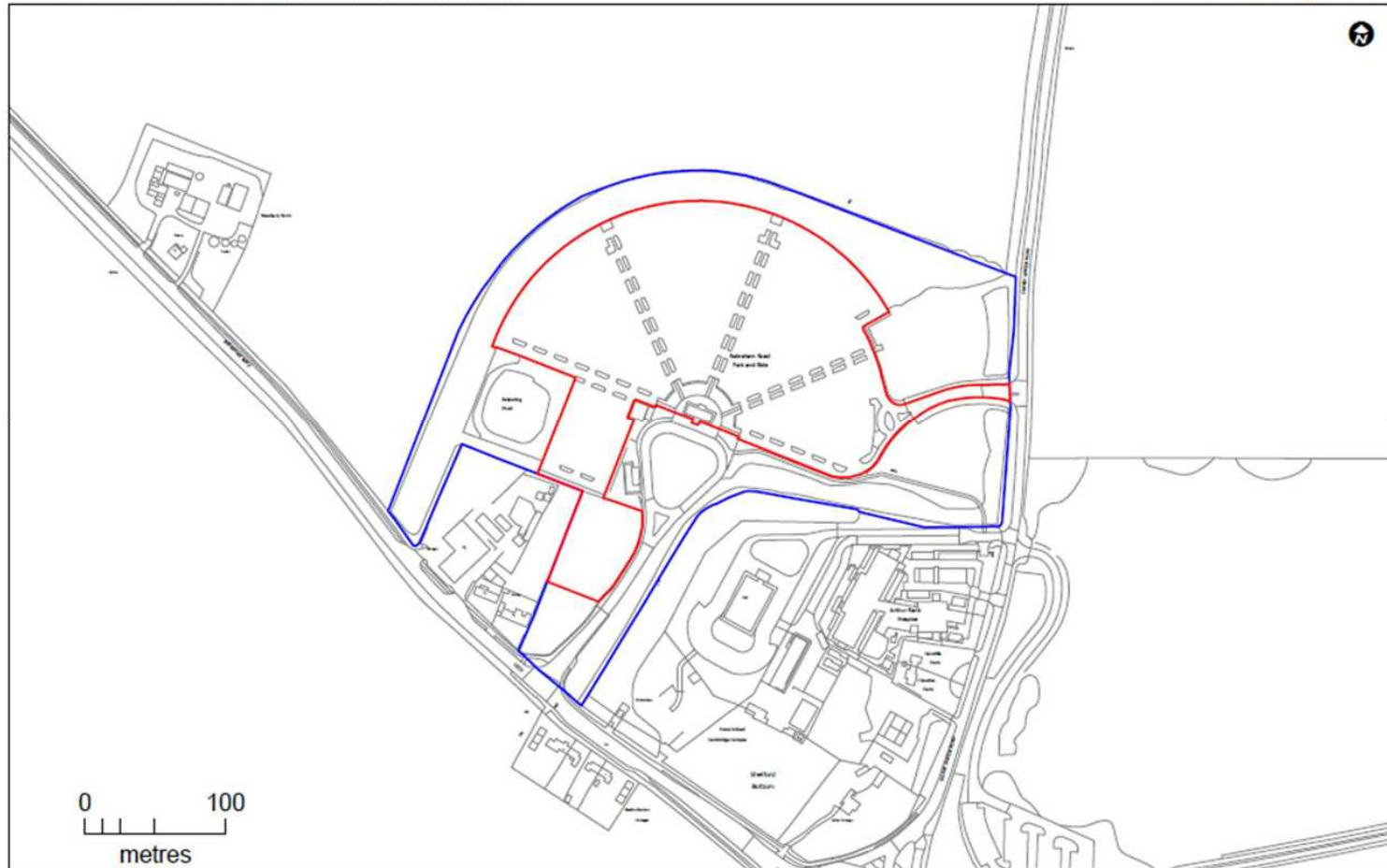
[Carbon Valuation, 15 October 2020, Environment and Sustainability Committee meeting](#)



## Appendix 1 – Site location

A map showing the proposed area for the development of a smart energy grid on the County owned Babraham Rd park and ride.

**Site Location Plan**  
**Park & Ride Site, Babraham Road, Cambridge**



Scale 1:2,500 @ A3    Site Boundary ————

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Appendix 2 – Computer Generated Images of the finished project






### Appendix 3: Path of the private wire




## Appendix 4: Community Engagement

Example Facebook and LinkedIn posts:



[Home](#) [My Network](#) [Jobs](#) [Messaging](#)



**Cambridgeshire County Council**  
6,067 followers  
[View full profile](#)

**Cambridgeshire County Council**  
6,067 followers  
1w

Have you heard about the Babraham Park & Ride Smart Energy Grid? Come along to find out more on Tuesday 19 November to Great Shelford Memorial Hall from 7.30pm-9pm. Meet the team behind the project who will be available along with [Bouygues Energies & Services \(UK\)](#) to discuss the project and answer questions: <https://lnkd.in/dSAvxkc>.

### BABRAHAM PARK AND RIDE SMART ENERGY GRID: PUBLIC PRESENTATION

The project will install carports above the car parking sections, to which solar panels will be fitted. These panels will generate renewable electricity - powering not only the site, but also electric vehicle charging points and local businesses in the years to come. The clean energy will also generate revenue for crucial frontline services. A planning application will be submitted in late 2019.

Construction is expected to start in early 2021 and will take up to one year to complete. The carpark will remain open, with construction work being carefully coordinated to minimise the impact on users of the site.

**The team behind the Babraham Park & Ride Smart Energy Grid will be in Great Shelford to discuss the project and answer questions.**






Image courtesy of Bouygues Energies & Services


**WHEN**  
Tuesday 19 November  
7.30pm-9pm

**WHERE**  
Great Shelford Memorial Hall  
Woolards Lane  
Great Shelford  
CB22 5LZ




Developed with















For more information:  
[mlei@cambridgeshire.gov.uk](mailto:mlei@cambridgeshire.gov.uk)  
[www.mlei.co.uk](http://www.mlei.co.uk)



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Reactions



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## Cambridgeshire County Council

February 5 · 🌐

...

Do you use Babraham Road Park & Ride? Our Energy Investment Team will be in Great Shelford this evening at the Great Shelford Memorial Hall (Tuesday 5 Feb) from 6.30pm to talk about a new clean energy project being considered for the site. Pop along to hear more and give them your thoughts.

<https://www.mlei.co.uk/.../a-bright-future-for-babraham-road.../>

Great Shelford Online



## Cambridgeshire County Council

April 1 at 4:37 PM · 🌐

...

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# Appendix 5 – Babraham Rd park and ride smart energy grid Risk Register

<u>Trigger</u>	<u>Impact</u>	<u>Probability</u>	<u>Impact</u>	<u>Risk Score</u>	<u>Risk Score Increasing or decreasing?</u>	<u>Action to be taken (to minimise/reduce risk)</u>	<u>Update</u>
<b>ALL PHASES</b>							
Critical staff leave	Potential delays in implementation	4 - High	2 - Marginal	8	Increasing	Succession planning in place, additional project management and engineering resources recruited.	Delivery Manager leaving in March 2021, Claire Julian Smith appointed and starting in role on 8 <sup>th</sup> March 2021.
<b>CONSTRUCTION PHASE</b>							
Changes to immigration policy effective Jan 2021 limit low-paid workers from Europe entering the country.	Labour costs increase due to need to secure work visas	4 - High	2 - Marginal	8	same		Feb 2021 - costed into business case
<b>DEVELOPMENT PHASE</b>							
Changes in policy, specification or design standards after approving development of the Investment Grade Proposal	Costs increase or the project is no longer feasible	4 - High	3 - Significant	12	Increasing	Depending on the extent of the additional costs, further delegated decision-making power may have to be sought	March 2021 - the current business case is showing a small positive NPV when the social cost of carbon is not included.
Failure to secure political support	CCC is unwilling to supply funding	2 - Low	4 - Critical	8	Increasing	Development budget secured and approval to proceed to IGP approved by committee in May 2018. In June 2019 results of phase 1 shared with committee, risks and opportunities of battery storage investment and progression to stage 2 approved. In November 2019, options appraisal presented to committee gaining approval for the preferred option - A1 and B2.	Investment case impacted by Covid/BRexit/supply chain and other costs ahead of decision in March 2021.
Bouygues' design may require trees to be removed to prevent shading.	Tree removal is an emotive issue, it may also result in mitigation to plant trees elsewhere, generating a cost.	4 - High	2 - Marginal	8	Same	Some mature trees may require trimming to avoid shading the panels.	Planning guidance instructs a net gain in biodiversity to be delivered and which is deliverable by the project.
Revenue streams are insufficient to offset costs	The Investment Grade Proposal is not financially viable	2 - Low	3 - Significant	6	Increasing	Multiple avenues are being explored. Discussions have been held with Greater Cambridge Partnership about supplying electricity to electric buses.	Feb 2021 - Commercial team to investigate sponsorships. EVC rate agreed across CCC and communicated to Byes. Electricity purchased from CUHT sold as a 'pass through', electricity supplied to CUH sold at a discount for CUH to make some savings.

Changes in Inflation / Regional/Global demands / Brexit / Corona Virus impacts on cost and availability of kit and labour	Cost to implement increases	4 - High	3 - Significant	12	Increasing	Build in market monitoring into project, however there will be a Maximum Charge included.  Increases in steel prices impact project.	Feb 2021 – there are increases in the cost of solar modules, steel and labour as a result of COVID, HS2 and tariffs imposed by China. The PWLB interest rate has increased over the past few weeks as a result of increased Government borrowing to cope with the effect of COVID 19. The exchange rate for imported goods including solar modules is becoming less supportive.
<b>IMPLEMENTATION PHASE</b>							
Construction on an active park + ride presents risks to customers	Potential for injury	2 - Low	3 - Significant	6	Decreasing	Sections of the site will have to be closed off to complete the installation in phases. This has the potential to cause disruption, however we can work with the P+R team to attempt to schedule works during slower periods.	Feb 2021 - new proposal is to close the majority of the site, leaving the right hand side of the park and ride open and uncovered during construction. This will shorten the build (estimated to save 10 weeks off a 30 week programme). Able to do this thanks to higher performing modules (72 cell mono PERC)
There is not enough provision in the budget for the tolerances which have been set	Depending on source of cost, a variation may be enacted lengthening the payback period and threatening the underlying support	3 - Moderate	2 - Marginal	6	Decreasing	Depending on the extent of the additional costs, further delegated decision-making power may have to be sought.	Feb 2021 - Contingency budgets are included in the draft IGP.
<b>OPERATIONAL PHASE</b>							
There have been numerous issues with inverters in the schools and public buildings portfolio resulting in several lapses in generation and many requiring replacement	Reduction in generation, revenue, ability to serve customers, damage to reputation	3 - Moderate	2 - Marginal	6	same	We have asked Bouygues to keep a list of unsuitable inverters to avoid in the future. As per St Ives' IGP, the inverters shall have a standard 10 year warranty, which may be extended by a further 5 years at additional cost.	Warranty requirements will be drafted into the WOS
Damage / vandalism of panels, supports, inverters or other equipment	damage to revenue, replacement costs	3 - Moderate	2 - Marginal	6	same	New kit will be covered by insurance policy and costed in the outline business case	CCTV on site monitoring.
Operating cost is more than is currently planned	Revenue is harmed, payback lengthened	3 - Moderate	2 - Marginal	6	same	Depending on the extent of the additional costs, further delegated decision-making power may have to be sought, or if it is a guaranteed cost element, then the risk is Bouygues'.	

## CUSPE - Policy Challenge on How Can We Use Community-based Resources to Jointly Tackle the Climate Emergency Within our Communities?

To: Environment and Sustainability Committee

Meeting Date: 11<sup>th</sup> March 2021

From: Director of Business Improvement and Development, Amanda Askham

Electoral division(s): All

Key decision: No

Outcome: Improved community engagement, particularly by young people, in local climate action.

Recommendation: The Environment and Sustainability Committee is being asked to:

Note and consider the findings and recommendations resulting from the Cambridge University Science and Policy Exchange's (CUSPE) Policy Challenge research into the question of how can we use community-based resources to jointly tackle the climate emergency within our communities.

### Officer contact:

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## 1. Research Report

- 1.1 In October 2016, Cambridgeshire County Council initiated an annual collaboration with the Cambridge University Science and Policy Exchange (CUSPE). The programme, known as the CUSPE Policy Challenges, brings teams of researchers from the University of Cambridge together alongside supporting members and officers to explore challenges the Council faces in the form of research questions.
- 1.2 In February 2020, the question of how can we use community-based resources to jointly tackle the climate emergency within our communities was formulated by Cllr Joshua Schumann and Sheryl French, Programme Director for Mobilising Action on Climate Change and Local Energy Investment. The question was pitched to researchers at the programme's 2020 launch event at the University of Cambridge. In March 2020, the researchers who expressed high interest in this question were formed into a research team that began work in April 2020 with Cllr Schumann, Sheryl French and Amanda Askham's support. The research report under consideration here is the outcome of the researchers' development of and response to this question.
- 1.3 We are grateful to the CUSPE research team - Emma Clarke, Eleanor Fox, Elizabeth Hampson, Lisa Hecker, William Moody, Timea Nocht and Olivia Shears – for preparing and presenting their research report, which can be read in full at Appendix 1.

## 2. Alignment with corporate priorities

- 2.1 A good quality of life for everyone
- 2.2 Thriving places for people to live
- 2.3 The best start for Cambridgeshire's children
- 2.4 Net zero carbon emissions for Cambridgeshire by 2050

The report recommends initiatives and engagement which support all four of the Council's corporate priorities.

## 4. Significant Implications

At this stage, the research report is for noting and consideration. As actions plans are developed from the report recommendations, they will be brought through relevant governance with full consideration of any significant implications.

## 5. Source documents

- 5.1 The full research report is included in Appendix 1



## **How can we use community-based resources to jointly tackle the climate emergency within our communities?**

Emma Clarke, Eleanor Fox, Elizabeth Hampson, Lisa Hecker,  
William Moody, Timea Nochta, Olivia Shears

2021

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- A Recruitment poster
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- C Group exercise
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- F Focus group results - Young people's climate priorities

Currently located: [Appendixes](#) – see also pdf

## Executive Summary

Climate action at a local level is crucial to tackling the climate crisis, as well as important to address the priorities of communities and to ensure the resilience and long-term health and wellbeing of people and the places they live in. While resources are often more limited at a local level, there are opportunities to draw on existing community networks and resources to tackle the climate emergency in a productive and inclusive way. In particular, young people are a highly important yet underrepresented demographic in addressing the climate emergency in local communities.

This study aimed to evaluate how to best engage young people in local climate action by conducting focus groups and surveys with young people in Cambridgeshire. Common principles that should inform community engagement on climate change, particularly with young people, are diverse representation, direct communication channels with local government, and stable financial support. We specifically wanted to investigate whether “community champions” or a “community trusts” models could be used most effectively in this context.

We carried out 3 focus groups covering Cambridgeshire and Peterborough with 15 young people participating aged between 16 and 20. Our findings highlighted high levels of passion, knowledge and engagement amongst the young people. We identified a gap in knowledge for local climate issues, and barriers to personal lifestyle change. We also saw real enthusiasm for engaging with the Council on these issues.

The in-depth focus groups were followed up by a large survey circulated through schools, youth groups, social media, and council contacts to reach young people aged 16 to 24 in Cambridgeshire and Peterborough. The survey was open for 3 weeks from 22nd November 2020 to 14th December 2020 and in total we received 642 responses. The results confirmed initial findings from the focus groups, and allowed us to gauge interest in some of our initial ideas for recommendations, which were positively received.

Our recommendations include:

1. A ‘blended model’ of engagement where community champions have direct engagement with the Council and facilitate opportunities for setting up youth community trusts in particular areas or on specific local issues.
  - a. Encouragement of schools to create and/or maintain an “Eco Lead” teacher role or similar
  - b. Community ‘champions’ could be created by working with existing local youth groups and organisations
  - c. A separate youth environmental trust for each Cambridgeshire district and city
2. Further small, in-depth focus groups with young people on the climate emergency (following our guidelines outlined in this report).
3. Further broad online surveys of young people distributed through school and social media networks.
4. Improved Cambridgeshire County Council social media presence both in terms of platforms used and content provided.

5. Providing Extended Project Qualification/local project ideas for young people to tackle in the holidays
6. An educational course with official accreditation designed for young people on:
  - a. Local environmental issues specific to Cambridgeshire and Peterborough
  - b. Effective communication of the climate crisis to others, with a focus specifically on parents/guardians
7. Dedicated grants for young people engaging in climate change action in their local communities.
8. Work experience in local environmental issues
9. Running regular events around climate emergency/actions with/for young people
10. Advocating for environmental projects/courses as mandatory or voluntary part of curriculum in schools.

## **Acknowledgements**

We would like to thank Amanda Askham, Josh Schumann, Sheryl French and Dustin McWherter from Cambridgeshire County Council for their close work and support on this project. Also thanks to Orla Woodward and the Cambridge University Science and Policy Exchange society.

We are grateful to Hannah Forde, Bhaskar Vira (Geography Department, University of Cambridge) and Rhys Morgan (School of Humanities and Social Sciences, University of Cambridge) for assistance with our ethical approval.

Finally, this project would not have been possible without the incredible support and engagement from the young people who took part in focus groups and surveys, and the moderators for running sessions.

## **1. Introduction**

### **1.1 Background/motivation**

Cambridgeshire County Council (CCC) has previously consulted the general public on their Climate Change and Engagement Strategy. Despite 371 replies to the survey, over 70% of respondents were from Cambridge or South Cambridge. Furthermore, only 1% of respondents were under the age of 24, with a single response representing the views of those under the age of 18. This report aims to address this imbalance, by focusing on the attitudes of young people, aged 16-24, to climate issues, with a specific focus on ensuring proportional geographical representation across all districts and cities of Cambridgeshire.

### **1.2 Models for governing the urban commons**

It is becoming increasingly apparent that the current system of dependence on a large degree of privatization and/or state intervention does not provide the necessary flexibility to tackle multifaceted crises such as the climate emergency. Indeed, they are in no small part responsible for their creation. Therefore there is an increasing and pressing need to find alternatives to the extensive commodification of virtually all facets of life in the hope to tackle this crisis. One such alternative that has gained significant traction is implementing the commons, or 'commoning', as a way to mobilise and empower local communities. Commoning refers to the sharing of resources that are sustainably and collectively managed by all stakeholders in the community. Such active engagement by a community of commoners is what distinguishes commoned from public assets, with a strong focus on grassroots level commitment and social interaction. Whilst commons are traditionally associated with more rural communities - for example, with the sharing of agricultural land and forest resources - more recently, there has been large success in the commoning of a range of other resources that are relevant to both rural and urban citizens, for example: transport, energy and food.

Community engagement in governing the commons can be organised in a number of ways, and in this report, we have focused on two popular models: the trust-type model and the 'community champions'-type model.

#### **1.2.1 Community trusts**

Trusts are centuries-old institutional arrangements devised to hold and manage property (e.g. financial or physical assets) for and on behalf of beneficiaries. In the context of sustainable urban development, the idea of 'community land trust' (CLT), an innovation in real estate that separates home ownership by individuals from land owned by the community, has gained traction to solve several problems from affordability to preservation<sup>1</sup>.

A CLT is a body established with the purpose of "furthering the social, economic and environmental interests of a local community by acquiring and managing land and other assets in order to provide a benefit to the local community"<sup>2</sup>. Moving away from a focus on land and housing, the basic idea of a community trust has since been adapted to support

local community control of many other commodities besides land, spreading from the United States to various countries in Europe (e.g. East Cambridgeshire, UK) and elsewhere (e.g. Voi, Kenya<sup>3</sup>). Nevertheless, all such community trusts share the following defining features: all profit from the trust's activity is spent to benefit the local community, all members of the local community can join the trust and these members alone control its activity free from outside influence. The overarching aim is to always place the local community first, and in the driving seat for any change in their locality. The community trust model provides a vehicle for communities that is non-profit and led and run by local volunteers. It can legally collectively own and manage assets (e.g. property/land), undertake development projects and create income, and reinvest surpluses locally.

### *Enablers and barriers*

The most critical phase in the creation of a community trust is its inception and overcoming numerous pre-development barriers. In the first instance, there must be existing productive relationships between the local community and authorities to design a credible trust organisation. In parallel, there must also be either existing funds, donors or credible potential for fundraising to raise money for the trust to access the commodity to be commoned. Following its establishment, the long-term success of a community trust is dependent on both the relationship between community members as well as the relationship between the trust and local authorities. Local authorities need to be flexible and pragmatic, recognising that there is no 'one size fits all' approach to building and sustaining such a community network. Instead, they need to be willing to provide quality support, either financial or otherwise, for as long as necessary to allow the trust to reach self-sustainability<sup>4</sup>. Concurrently, the growing network needs to set mutually agreed common rules. From this, a sense of trust and affinity<sup>5</sup> is built between all members, which in the long term not only allows for smooth running and delegation of tasks, it also saves money too, cutting away unnecessary monitoring, enabling long-term success.

### *Advantages and drawbacks*

A community-trust-like setup has the major advantage of devolution of ownership (property) to the local community. This shift promotes significant local buy-in, and therefore local communities feel invested in the project indefinitely, empowering them to shape their local environment to best suit their needs. Additionally, unlike other commoning models, the nature of the trust is such that the power of decision making does not fall to an individual or a small group of individuals. Instead, discussions occur at the community level and therefore action is taken on behalf of the whole community, not just a few locals.

High value resources with potentially high returns can attract individuals with the desire to control the trust to ensure they disproportionately benefit from it. Indeed, even when a concerted effort is made to include all members of the community, it is often the case that for financial and social reasons, those that are richer, better connected or better educated often end up holding the key positions in the trust. It is therefore vital that all members of the community are educated on their rights, and feel empowered to engage fully with the trust, allowing the benefits to be spread equally amongst all of the community. Finally, communities in which there is a high turnover of residents can mean that the trust can be subject to various degrees of flux in its membership and participation. It is therefore important that there is written documentation for the operation of the network, ensuring that the basic functions are the same, regardless of who participates.



### 1.2.2 Community champions

Community champions are members of a community that volunteer to express the views of their local residents and represent these to local government and business. A group of champions reflect the age, gender, ethnic and geographical diversity of the community they represent, and are often provided with training in the sector they are championing, as well as in communication and consultation.

#### *Enablers and barriers<sup>6</sup>*

As with the CLT, flexibility in how and what the community champions influence in terms of policy is context dependent and requires a fluid approach from the local authorities. Nevertheless, success of a community champions approach falls more squarely onto a smaller number of individuals than a trust: namely the local authorities and the community champions. Perhaps the greatest barrier is this selection process, as successful selection of dedicated and engaged individuals is one of the greatest enablers of a community champions scheme. Effective champions will utilise their existing networks to ensure they gather the views of all members of the community, acting as a mediator of information flow between the authority and local community, as both consultants to the former and collaborators to the latter. For this approach to be sustainable, investment on the authorities' behalf in the personal development of the champions is important, where they feel confident in both their soft skill set and also their expertise in the topic they are championing. Parallel to this is a strong support network available to the champions should they need it, as individual burn-out and stress can be a significant barrier.

A community champions approach can be incredibly useful in areas where the local authority represented is either unknown or untrusted. Community champions therefore act as a middle ground that frame themselves both as a figure with the potential to make change through the authorities, whilst also primarily a member of the local community with no strong ties to said authority, depending on the situation. Therefore the level of trust and autonomy given to the community champions by the local authorities to perform their work is one of the most important enablers to a successful champions scheme.

#### *Advantages and drawbacks*

Using a community champions-style model for engagement can be either beneficial or potentially disadvantageous, depending on the circumstances. Champions that are selected to be demographically representative of the target community already possess a wealth of local knowledge. Exploiting this local network through community champions allows for decentralisation of decision making and data collection to those in the community with the greatest knowledge and drive. This also means that local champions can maintain the running of a community network in times of difficulty where support or funding from government or NGOs is withdrawn, contributing to resilience of the initiative.

Potential problems with a community champions approach is the takeover by local elites. Local elites refer to individuals that may try to corrupt a community organisation to benefit themselves, or their immediate contacts, disproportionately compared to others in the community. It is therefore important to ensure that the champions selected represent the demographic of the target community faithfully. We designed our research study focus group

and survey questions to target views on these enablers and barriers for young people; specifically in terms of how they might wish to be represented within a trust or champions model.

### **1.3 Engaging with Young People**

#### **1.3.1 Background to Engagement with Young People on Climate Issues**

##### *Youth Engagement on Climate Change*

Climate change knowledge and understanding for young people improves with age, but sustainable action does not always follow this pattern, and there is a documented 'dip' in action for those aged 14-18<sup>7</sup>. For young people, psychological distance regarding climate change is a common phenomenon, where climate change is regarded as a global problem as opposed to that in which direct local action can be made. This is especially prominent for young people in the UK, USA and Australia, and commonly leads to the opinion that climate change as an issue is too large a problem or geographically too far away to act upon. An ambition for organisations acting on climate change is to build young people's involvement in the local community to tackle psychological distance, creating both short and long term benefits for climate action. For young people, worldview and culture also play an important role as differences are seen between more democratic and individualistic societies and approaches which are more communitarian.

##### *Case study: Cambridge Schools' Eco-Council*

The Cambridge Schools Eco Council<sup>8</sup> was established in early 2019, in response to the growing YouthStrike4Climate movement. The group's members were initially from 8 schools, but numbers have now grown significantly. The Eco Council's work is multi-faceted. To date, they have organised 12 in person and 4 online protests, developed action plans for schools, the city and county, and the country, and run an online webinar series with youth climate activists from around the world and other speakers.

The Eco Council's Town & County Action Plan, stating their requests to Cambridge City Council and Cambridgeshire County Council (CCC) are a useful indication of the climate concerns of young people in Cambridgeshire and what they view the role of CCC to be. This includes: ensuring local climate finance through collecting carbon taxes to spend on carbon sequestration and other climate programs; greening, lowering the cost, and improving the reliability of public transport; and working with local schools to allow young people to plant trees every year and work with local projects to protect and restore habitats. The Schools Action Plan is also valuable as it shows how young people in Cambridgeshire feel *they* can act to tackle the climate crisis. These include individual actions such as switching to an eco internet browser, switching to mainly plant-based and plastic-free lunches, and running assemblies on the climate emergency. There are also changes they would like to see schools taking such as explaining carbon footprints, providing education on ecosystem change and destruction, and adopting an eco-code for each school.

##### *Case study: Extinction Rebellion Youth/Next Generation*

Another example of Youth groups in Cambridgeshire already engaged on climate issues include those under the umbrella of Extinction Rebellion. In Cambridge there are two groups which encompass the age range we are interested in, 16-24 year olds. Firstly there is the under 18s group *Extinction Rebellion Next Generation*<sup>9</sup>. The second group are *Extinction Rebellion Youth Cambridge*<sup>10</sup> for those aged 18-30. Both meet weekly, virtually during the COVID-19 pandemic. Both are decentralised organisations with active working groups. A current and ongoing campaign which is youth led is the *Rebel for Justice* which is focusing on the responsibility of local institutions to act for both climate justice and social justice. A major event for this campaign was the February 2020 non-violent direct action to stage a week-long roadblock in Cambridge. Peterborough, Ely, Huntingdon and Cambridge also have general Extinction Rebellion groups which young people in the county may be part of.

#### *Case study: Bristol 2015 European Green Capital*

This case study<sup>11</sup> provides a working example of youth community interest in climate action working alongside local government during 2015 where Bristol was named the European Green Capital.

The Creative Youth Network involves two arms. The first is the Green Youth Summit. This was for voices of young people to be heard across Bristol City and at COP21 (United Nations Climate Change Conference in Paris December 2015). 75 young people were involved in planning and training was offered in how to run workshops and gain speakers. The 4 topics of interest chosen by the young people were Technology, Fashion, Transport and Energy indicating that these areas relating to the climate are of direct interest to this demographic.

The second part of the Creative Youth Network involves Eco Warriors. These work on ultra-local projects with groups of very disadvantaged young people. Youth workers formed and supported a small group of 10 young people to lead the refurbishment of an unused space, the courtyard of a youth centre. The Eco Warriors received a grant from Bristol 2015 to do this in an environmentally friendly way. Over four months, they met weekly to make decisions about how to invest the budget and plan next steps.

Young Bristol is a youth driven charity for young people aged 8 to 19 that works in partnership with community based youth clubs, and also directly with young people. Their #Do15 creative outreach was an initiative to engage local communities with Bristol's year as Green Capital, encouraging people to make green changes via a #Do15 pledge. Young Bristol worked with youth groups around Bristol to discuss and plan Creative Outreach projects for their community, consulting with the young people on what they felt their area needs and helping them to create a transformative project in their area. Through the project, Young Bristol directly engaged over 500 young people in making a pledge to be greener in 2015 by attending community events in each of Bristol's Neighbourhood Partnership Areas.

Bristol City Council created The Bristol City Youth Council in 2009. The council were keen to adopt the "Hear by Rights" standards whereby children and young people could shape services, express their views and make decisions on issues that were important to them. The Bristol City Youth Council comprises an elected group of young people aged 11 to 18, including 28 constituency representatives and 5 equalities group representatives. 2 Youth Mayors are then elected within the council and act as advisors to the mayor by attending

meetings and accompanying them to events. In 2015 10 000 young people voted demonstrating how eager young people of Bristol are to be involved in the democratic system and have a say in decisions that affect them. 2 year terms apply and the youth council consistently places Green issues in its top 3 priorities. The elected representatives are often asked to advise departments within the council on issues affecting young people, meet with independent stakeholders such as First Bus in collaboration with the Council Department of Transport, as well as working on their own campaigns.

### **1.3.1 Methods for engaging with Young People for Research Purposes**

Following the decision to focus this project on research on how CCC can best use its resources to engage with young people in the county to tackle climate issues, we researched the most effective methods for research involving young people as participants.

#### *Methods*

Shaw *et al* (2011)<sup>12</sup> suggest most research methods for adult participation are appropriate for secondary school age and above, as long as language is adapted appropriately. Interviews and focus groups should be conducted in a paired or triad format with groups of people who already know each other. Focus groups containing 6-8 participants are optimal for young people, and again these work better when recruiting groups who already know each other, rather than a group of strangers. It is best to avoid a large age range within one group, unless they have worked together successfully in the past.

For content in interviews or focus groups these should commence with icebreaking activities and make use of re-energising activities throughout. Activities should be visual and/or interactive, a good summary of this can be found in Shaw *et al* (2011)<sup>12</sup>. Drawing and poster making can be engaging, although potentially patronising for older children. Giving a tour or mapmaking can be a good tool to explore topics with a spatial element.

#### *Practical Considerations*

Access to young participants is often through “Gatekeepers” such as teachers, parents, or youth workers. Gatekeeper involvement in the research requires strategic planning on areas including their presence in any discussions and how they recruit participants.

The power dynamics of interviews and focus groups should be considered, including the setting (e.g. clothes, location, video call setting). It is essential to ensure that the young people understand that there is no testing element to the session, and that there are no correct or incorrect answers. Factors including comfort, levels of formality and attention span should be taken into consideration in development stages.

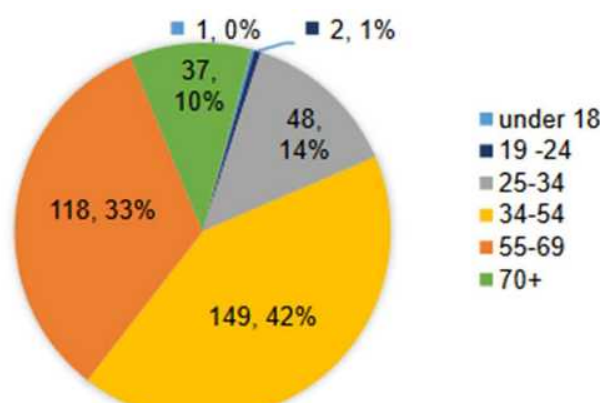
The language used throughout interviews, focus groups, and surveys needs to be appropriate to the age group involved. Piloting with appropriate age groups is essential to address any oversights in this area.

#### *Safeguarding and Ethics*

Parental consent is required for participants under 16 years old. Therefore we decided, for the purpose of this report, to focus on young people as those aged between 16 and 24 who live in the area of Cambridgeshire and Peterborough. Our project excludes those who only reside in Cambridge for university as the views of these young people are captured elsewhere, for example, by the University Zero Carbon Society. Participation should be inclusive (on the basis of protected characteristics including but not limited to race, gender, sexual orientation, class, and disability).

## 2. Research aims

We wanted to gain data from this demographic of people to complement the data generated by CCC's Climate Change and Environment Strategy (CCES) consultation<sup>13</sup> which aimed to gain insight into communities' environmental priorities. There were a total of 371 individual respondents in this consultation but under 24s were the least represented. Only 3 responses recorded were from this category: 2 from those aged 19-24 and only 1 respondent aged under 18.



*Figure 1: Age demographics of individual respondents to Cambridgeshire County Council's Climate Change and Environment Strategy consultation, taken from consultation report.*

In addition to an underrepresentation of young people among individual respondents, there was not an equal representation for different areas of the county. Most of the individual respondents were residing in either Cambridge or South Cambridgeshire, with underrepresentation from Fenland and Peterborough.

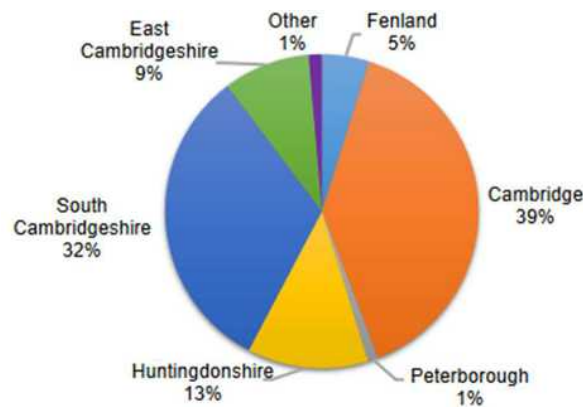


Figure 2: Location demographics of individual respondents to Cambridgeshire County Council's Climate Change and Environment Strategy consultation, taken from consultation report.

Therefore it was made a priority that our focus groups would target those aged 16-24 and sample young people from a range of locations across the Cambridgeshire and Peterborough region, allowing data generated to add to the Climate Change and Environment Strategy consultation and allowing direct comparisons to be made.

Having taken on board this data, it led us to propose the following research question: which community resource management models (i.e. community trusts or community 'champions') might be most productive for engaging young people in Cambridgeshire on climate change issues?

From this, we derived three main sub-questions for the project:

- 1) What are existing and successful community resource management models that could engage and empower young people into action on the climate emergency?
  - a) What are the advantages and disadvantages to different models in different contexts?
  - b) What are the barriers and enablers which facilitate model uptake? Are there some specific to engaging young people?
- 2) How are young people currently engaging in climate change action and with CCC about climate change issues?
  - a) How are they engaging with issues at the moment? How are those who engage currently empowered (e.g. EcoCouncil) and where do they feel they can be empowered?
  - b) Does this extend to 'less engaged' groups of young people?
- 3) Policy recommendations for engaging with young people with climate issues in Cambridgeshire and Peterborough?

### 3. Methods

The research methods implemented for this report consisted of a literature review and focus groups with young people collecting both qualitative and quantitative data.

### 3.1 Literature Reviews

The literature review stage of our work aimed to define the scope of our question, to gain insights on community action supported by local authorities to tackle the climate emergency, and for use in designing and developing the focus groups. Sources used in our review were primarily secondary sources, with additional direct input from CCC employees. Secondary sources consisted of grey literature by other governing bodies, charities, and NGOs both from the UK and internationally. These were identified by formulating research questions and objectives, searching the extant literature, screening and quality assessment stages, followed by data extraction and analysis. The data presented here is not exhaustive.

### 3.2 Focus Groups

Four focus groups were carried out, each with 5-6 young people aged 16-24. The purpose of these focus groups was to gain insight into the views of young people regarding multiple aspects of CCC's climate change work, as we had previously established this was an outstanding gap in CCC's knowledge.

The decision to target the focus groups for young people dictated the design and development of them. Initial contact with CCC determined that while there is no council policy regarding engaging with young people for purposes such as this, the Research Governance process for CCC recommends following the National Children's Bureau Guidelines for Research with Children and Young people. The Focus groups were designed with two main strategies: to conduct engaged and interactive research and to utilise groups with young people who already know each other. The focus groups were led by an adult acting as 'moderator' and were selected as someone well known to the young people such as a school employee or youth worker. Priorities for proceedings were to ensure that the participants were fully briefed that the focus groups are not tests and that there are no incorrect answers, ensuring results are communicated back to participants, and that the language used throughout each session is appropriate for the age group participating.

Recruitment was via CCC youth worker contacts, interested schools and county youth workers, with recruitment resources located in appendix A.

Focus groups were scheduled for 90 minutes, conducted virtually by video call, and divided into sections with a range of engaging and interactive activities to generate both qualitative and quantitative data. The sections of the focus group are summarised below and the focus group guide for moderators can be found in appendix B.

#### *Introduction and 'icebreaker' (15 min)*

A standardised introduction to the participants detailing the purpose and the content of the focus group. This was followed by a 'local' icebreaker challenge in order to stimulate discussions and familiarise the participants with the focus group format.

#### *Opening Questions (30 min)*

The opening questions were designed to generate data on young people's general thoughts around the climate emergency and to allow comparison to CCC's Climate Change and

Environment Strategy. Two exercises were conducted on the interactive Miroboard site<sup>14</sup>. The first, a ranking exercise for prioritisation of environmental challenges. The second a “sticky notes” exercise regarding actions for sustainability.

#### *Role Play Group Exercise (30 min)*

The purpose of this section of the focus group was to assess the two models identified in the literature review: community trust and community champions. This was performed as an interactive role play activity where participants were presented with scenarios in which CCC would like to engage with young people on a specific climate related issue and given a choice of options. Further details can be found in appendix C.

#### *Closing Activities (15 min)*

A wrap up survey for quantitative data generation for direct comparison to the Climate Change and Environment Strategy consultation. This section of the focus group provided opportunity for discussions surrounding future work, the direction of these findings, and allowed for a level of ownership of the project by the young people.

### **3.3 Ethical Considerations**

In order to conduct this research with young people, ethical approval was sought for and granted from the University’s School of Humanities and Social Sciences. Ethical considerations of the work centred on discussions with the age of study participants, the possible sensitivities surrounding the topic of the climate emergency, and the collection and management of participant data.

To address these considerations, the study was restricted to young people over the age of 16. All study participants received a Participant Information Form (see appendix E) and were required to submit written permission of their consent to participate in the focus groups. The Participant Information clearly describes the data management plan. Before each focus group, participants received further information about what to expect from the group and all information was repeated at the start of the session.

Ethical approval for the work was granted based on the submission of the Participant Information Form and an application to the and data stored in line with the University of Cambridge School of the Humanities and Social Sciences Research Ethics Council, see appendix E.

### **3.4 Online schools survey**

In order to capture a wider range of young people beyond the focus groups, a short (10 minute) online survey was distributed to Cambridgeshire schools and youth organisations.

The survey is designed to provide quantitative data to aid analysis of the focus group data. Questions were created based on common themes raised throughout the focus groups and



answer options were based on the outcomes of the role-play exercises. This survey design allows focus on the apparent key areas of interest for young people. Survey questions can be found in appendix D. The survey was distributed through schools and youth group contacts, including via social media channels.

#### 4. Focus Group Results

We held three focus groups with groups of 4 to 6 young people from different areas of Cambridgeshire (Fenland, Peterborough, and Comberton) facilitated by gatekeepers and following the focus group guide in appendix B. In total there were 15 participants.

Demographics of young people in these focus groups:

Age: All of the participants were aged between 16 and 20, with the majority being aged between 16 and 18.

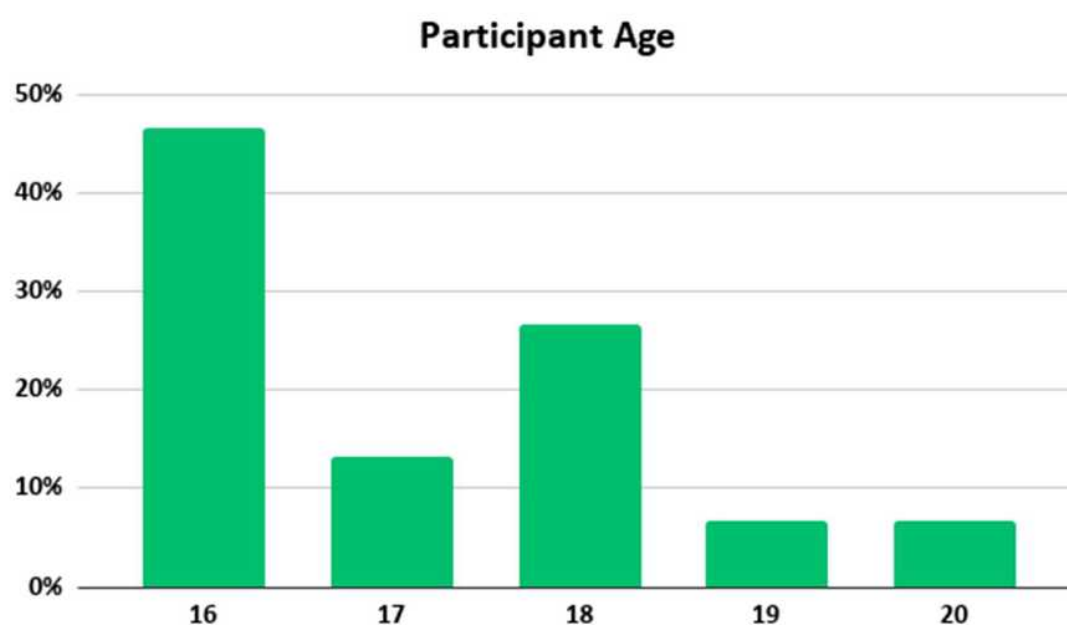


Figure 3: Age of focus group participants

Gender: We aimed for a gender balance in our focus group and were able to achieve good representation. Slightly more young people who identify as female participated than male, non-binary and other genders.

## PARTICIPANT GENDER

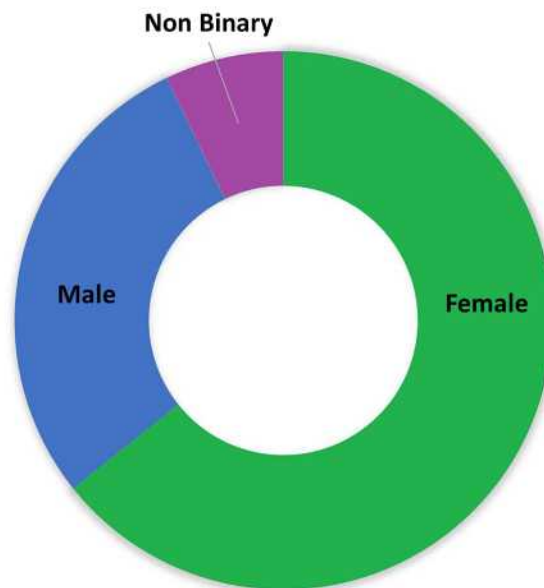


Figure 4: Gender of focus group participants

Why they chose to take part:

There was a range of answers given by the young people on their reasons for taking part in our focus group. The most common answer was to improve young people's representation on climate issues (81%), closely followed by improving local council engagement with young people (63%). 50% of participants also stated to engage with CCC, and to raise specific points on how CCC can improve. Only 13% of participants chose to participate to feel more empowered personally, suggesting they may already feel empowered.

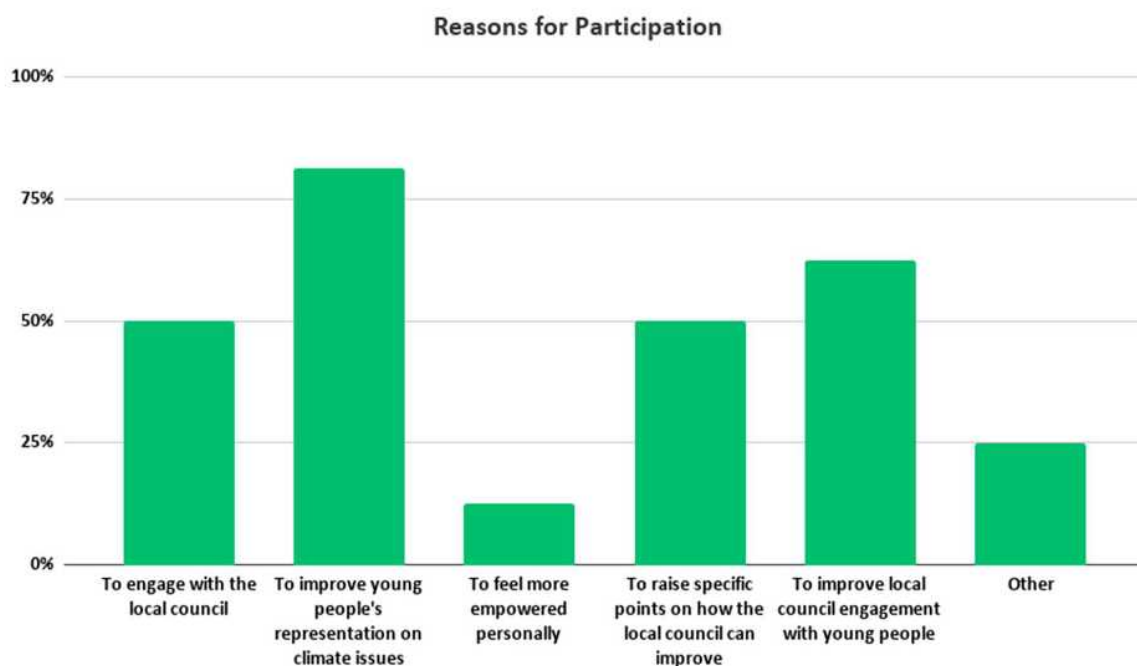


Figure 5: Reasons for focus group participation.

## 4.1 Young people's climate priorities

In line with questioning in the CCC Climate Change and Environment Strategy consultation, we wanted to identify priority areas for climate action for young people in the county. Young people were asked to rank these priorities for Cambridgeshire. 'Mitigation' actions are in red, 'Adaptation' in blue, and 'Natural Capital' in Green. The results are shown in Appendix F.

In the CCES consultation, participants were also asked to comment on their priority areas. The majority of responses were either 'very important' (69%) or 'quite important' (23%). This was also evident in our focus groups as the participants often struggled to place areas lower down on the priority scale.

Similar to the CCES consultation, mitigation actions ranked very highly among all groups, with adaptation and natural capital strategies seen as lower priority.

### *Mitigation*

Afforestation was ranked as 'very important' (84%) or 'quite important' (12%) by 96% of CCES respondents. Similarly, this was reflected by afforestation consistently being ranked as a high priority by all focus groups. Waste management was ranked as 'very important' (78%) or 'quite important' (17%) by 94% of CCES respondents. Waste management was also ranked highly by 2 out of the 3 focus groups. Transport was ranked as 'very important' (91%) or 'quite important' (7%) by 98% of CCES respondents. Similarly, this was ranked a high priority by all groups. Energy efficient buildings were ranked as 'very important' (86%) or 'quite important' (11%) by 98% of CCES respondents. In contrast, in our focus groups, this was generally placed in the middle or lower end of the priority scale, with one participant commenting on the readiness of the technology required, and that this would increase in priority over the next 30 years.

### *Adaptation*

Vulnerable people were ranked as 'very important' (67%) or 'quite important' (25%) by 92% of CCES respondents. In our focus groups this was placed at both ends and the middle of the priority scale, so no overall conclusion can be drawn, although it is possible that differential interpretation of 'vulnerable' across the groups contributed to this. Highway management was ranked as 'very important' (42%) or 'quite important' (40%) by 82% of CCES respondents, much lower than transport issues as a whole, and was the priority that presented the least alignment. It was noted in the CCES report that this indicates the complexity of the transport issue. We found in our first focus group that discussions on this topic were not productive as participants were unable to see highways management as a climate action and took time away from more useful discussions, so we omitted this topic from the further 2 focus groups. Flood risk was ranked as 'very important' (69%) or 'quite important' (25%) by 94% of CCES respondents. In 2 of our 3 focus groups this was ranked highly, and in the remaining as in the middle of the scale. Water availability was ranked as 'very important' (74%) or 'quite important' (19%) by 93% of CCES respondents. In 2 focus groups, this was ranked as a high priority, including in one where it was placed as the highest priority for the area. In the third focus group water availability was placed in the middle of the scale.

### *Natural Capital*

Air pollution was ranked as 'very important' (86%) or 'quite important' (10%) by 97% of CCES respondents and was ranked at the very top of the scale by one of our focus groups. However, 2 of the focus groups ranked air pollution as a low priority for the county. We address in our larger survey whether this is a representative opinion of young people in the county. Peatland was ranked as 'very important' (73%) or 'quite important' (20%) by 92% of CCES respondents. Again, in contrast, this was ranked at the low priority end of the scale by 2 out of 3 focus groups. Greenspace was ranked as 'very important' (71%) or 'quite important' (22%) by 93% of CCES respondents. Again, in 2 out of 3 focus groups, Greenspace was placed at the lower scale for priorities, and in one case even as the lowest priority.

#### 4.2 Actions young people take - enablers and barriers:

The young people were asked four questions in a sticky notes exercise. These were:

1. Actions taken in their everyday lives to be more sustainable
2. Actions they would like to take but currently are unable to do
3. What is stopping them?
4. Actions they see friends and family taking that are sustainable or unsustainable

We have produced a word cloud from these sticky notes to highlight important topics raised during these discussions.



Figure 6: Word cloud of climate actions young people take from focus group sticky notes activity.

As can be seen in this word cloud, there were a number of common topics raised by the young people across all focus groups.

Below are the tallied answers from the focus groups.

<b>Q1 Actions in everyday life to be more sustainable</b>	Times mentioned	Also mentioned in CCES?
Turning off appliances	7	No
Renewable and reusable alternatives	7	Yes (highly)
Diet changes	5	Yes (highly)
Recycle	5	Yes (highly)
Walk or cycle	3	Yes
Buying second hand	3	No
Avoid cars	2	Yes (highly)
Reduce food waste	2	No
Public transport	1	No
Avoid planes	1	Yes (highly)
Saving energy in home	1	Yes - switching to green energy
Buying local	1	Yes - regarding food
Boycotts	1	No
Wildlife patch in garden	1	No

<b>Q2 Actions would like to take but currently unable to</b>	Times Mentioned	Also mentioned in CCES?
Diet changes	7	No
Cycle or walk more / avoid car	5	Yes (highly)
Fast fashion alternatives	2	No
Electric car	2	Yes
Solar panels	1	No
Reusable alternatives	1	No
Renewable electricity providers	1	Yes
Convincing family	1	No
Compost bin	1	No
Changing big profit companies' attitude	1	No

<b>Q2 Actions would like to take but currently unable to</b>	Times Mentioned	Also mentioned in CCES?
Governmental reform	1	No
Buy from sustainable companies	1	No
Use less energy	1	No
Buy local	1	No
Sustainable energy supplier	1	Yes (highly)

<b>Q3 What is stopping them</b>	Times mentioned	Also mentioned in CCES?
Expense	12	Yes - Capital cost
Inconvenience	6	Yes - access to facilities of infrastructure
Time	2	No
Underestimate individual impact	2	Yes - knowledge, education and expertise
Family members opinion	2	No
Resources	2	Yes - access to facilities of infrastructure
Personal preferences	2	No
Reliability of alternatives	1	No
Future career	1	No
Lack of alternatives	1	No
Control over large companies	1	No
Government responsibility	1	No
Health	1	No
Poor attitude	1	No
Judgement	1	No

<b>Q4 Friends and family actions</b>	Times mentioned
Lack of understanding	3
Waste water	2
Fast fashion	2
Driving	2

<b>Q4 Friends and family actions</b>	<b>Times mentioned</b>
Lack of interest	2
Wasting food	2
Solar panels	1
Avoid car	1
Reusable alternatives	1
Recycling	1
Reducing food waste	1
Reusing items	1
Choice of company to purchase from	1
Roadkill	1
Overuse of products	1
Not recycling properly	1
Farm	1
Collecting rainwater for garden	1
Diet changes	1
Composting	1
Not turning off appliances	1

### 4.3 Role play exercise

The role play exercise aimed to assess the two models identified by the literature review (the community trust model and the community champions model) with respect to young peoples' involvement in climate change action. This interactive group exercise was designed to explore the various barriers and enablers to each model that emerged from the literature review, including resolving disputes, ensuring representation, securing funding, and building trustworthy relationships. Thus our research focused on these themes, although there may be other significant themes outside the scope of our study. The topics of each role play exercise differed between groups, i.e. access to sustainable transport or sustainable food. While there were some interesting contributions on their specific topic, the following analysis will focus on the structure of engagement preferred by the young people throughout the role play exercise. This is in order to evaluate which model for community engagement young people view as most effective at enabling climate action, to identify the core principles young people feel are necessary for the chosen model of engagement, and to discuss the role CCC can play in meeting these needs.

## *Community champions model versus community trust model*

### Peterborough

The Peterborough focus group preferred the community champions model, emphasising the importance of an interested and engaged group who are able to interact directly with the council. They prioritised a smaller, more responsive group with clear leadership to drive forward action, over a larger committee. The group valued data-driven decision-making, specifically for its use in directing action, rather than relying on potentially widely varying opinions. However, the group was concerned about representation within the community champions model. They discussed how a volunteer model would limit the diversity of voices, in particular excluding young people. In their role play scenario, the group decided to actively seek out people with particular backgrounds or experiences in order to ensure sufficient representation. Finally, the group identified funding as essential to the community champions model, in part to ensure a diversity of voices. Funding should both come from CCC as well as the public in order to raise awareness and build relationships with the wider community.

### Comberton

The Comberton focus group proposed combining the community champions and trust models into a hybrid model of engagement, where representatives from each community came together in a broader trust. This was suggested as they valued the organisational structure that the champions model provided – within the role play, this involved working through schools, which they saw as key to reach a large number of people – but thought that the trust model was the most effective way to allow a large number of views to be heard. The group strongly valued inclusivity in their model, wanting voices heard from young people across the county. This was because they recognised that climate-related concerns could vary between Cambridge and the rest of the county, for example, due to issues such as access to information and opportunities. For decision-making within the proposed champions-trust model, they wanted to give the chance for multiple viewpoints to be put forward and then allow members to vote based on the balance of arguments they heard. To ensure that the champions-trust model was effective in bringing about action, rather than just discussing, the group were in favour of having a leader within the trust facilitating organisation and decision-making. Funding was not discussed during this focus group due to time constraints.

### Fenland

The Fenland group preferred the community trust model to the champions model, arguing it could bring a greater number of people into the project, from a wider range of backgrounds, therefore providing more accurate data on peoples' views and values. Representation from different areas of Cambridgeshire was important since key climate issues across the county vary, such as flooding in Fenland or air pollution in Cambridge. The group suggested creating trusts for different Cambridgeshire regions, with the possibility for representatives from each trust to come together to discuss county-wide concerns. If faced with uneven interest in joining a trust from young people in different areas of the county, they suggested that areas with less engagement could learn from areas where engagement was higher, and that young people from one area would be well-placed to then recruit young people from



other areas. Instances of disagreement on issues within a trust were viewed as opportunities to make more thought-out and more representative decisions, rather than a barrier to working within the trust model. They suggested structuring the trust with clearly defined leadership and communication roles in order to support organisation and decision-making but highlighted that this should not come at the expense of ensuring all views were heard.

The group proposed seeking funding from a variety of sources, including the Council, their own fundraising campaigns, other youth organisations (e.g. the Fenland Youth Advisory Board), and external organisations such as businesses providing some level of support. Strong Council support, in addition to fundraising by young people, were seen as most important. Creating a sense of ownership within the trust and connecting to the broader community were key to building long-term engagement, for example through events that bring the community together, which the group were particularly enthusiastic about. They highlighted that working in the trust would also provide young people with skills such as teamwork, fundraising and event management, which could be recognised through an accreditation or awards scheme in order to support young people in their careers.

### *Common principles*

The following principles were common threads through the role play exercises in all three groups, regardless of the preferred model of community engagement.

#### 1. Engagement Model and Structure

Comberton suggested a hybrid model of the community trust and champions network, whereas Fenland favoured the trust model. Both groups valued the trust model due to its ability to include people from across Cambridgeshire and bring different voices in. Comberton said that approaching the champions model through the school network was a good way of reaching a lot of people. It is important to note that the Comberton group was of school age whereas the Fenland group were older, which may have influenced the differing views on the importance of schools. The Peterborough participants favoured a smaller, more hierarchical structure through the community champions model. They identified that responsiveness and the ability to engage directly with CCC was important. All three groups viewed organisation and effective communication as very important regardless of the chosen model, stating that there should be people designated to fulfil these roles.

This links to possible barriers to using a community trust-style model. There can be a slow pace of decisions at the community level which may not match up to timeframes in the local policy sphere. At the same time, iterative processes and continued engagement is crucial for promoting community buy-in, so it must be recognised that there could be a trade-off between delivery pace and engagement. Community champions might be more responsive and direct, but as indicated by the focus groups, there is concern that the champions' view might not be representative of the diverse and broader community views.

#### 2. Representation across Cambridgeshire

All groups valued representation of young peoples' views from across Cambridgeshire. They recognised that views may be very different within Cambridge compared to other areas, due to different issues affecting urban and rural areas, in addition to varying exposure to information and opportunities for environmental action. While the Peterborough group overall preferred the community champions model and were somewhat wary of the challenges of integrating a variety of opinions in the trust model, they also identified representation of a range of viewpoints as essential. The Comberton group favoured securing representation from a range of areas before progressing with the project, whereas the Fenland group were confident that even if representation was uneven at first, they would be able to recruit from a broader range once the project gained momentum. Both the Comberton and Fenland groups did not think a wide range of opinions would be a barrier to taking action, suggesting it could instead lead to better informed and justified decision-making. Overall, representation was highly valued across the groups in order to accurately show the range of young peoples' views, attend to the concerns of young people from different areas, and enable fair, balanced and informed decision-making.

This links more widely to barriers identified in the literature review; when using the community champions model, it is crucial to ensure that the champions are demographically representative and avoid them being dominated by specific groups or 'local elites'. There are similar barriers to achieving this kind of representation in the community trust model, where achieving full participation is key to ensure that decisions can be considered across the community level.

### 3. Mixed approach to funding

The Peterborough and Fenland focus groups discussed funding. Both groups, while suggesting that a range of funding was appropriate, felt the Council should provide a significant portion of the required funding. This could then be supported principally by fundraising efforts from young people, with the Peterborough group suggesting that this would help raise awareness within the community and the Fenland group highlighting the benefit to young people of feeling they have ownership over their own funds and decisions. The groups also discussed the potential value of engaging local businesses, as they could also provide a useful source of funding and may be eager to be involved in environmental and community work. The Fenland group felt that young people would not be interested in applying for grants and suggested this was not something young people should be doing.

This emphasises the importance of building trusting and productive relationships between local communities and authorities. The buy-in of local businesses and funding bodies is required to sustain any initiative, and particularly where young people are involved, it is crucial that they receive guidance or are able to apply to a particular pathway where they can access funding. There is therefore a need for existing and sustainable funds, donors, or fundraising potential.

### 4. Relationships with the wider community

Building relations with the wider community was seen as an aim and outcome of working with both the champions and trust model. One way this could be achieved is through

fundraising activities. The Peterborough group suggested fundraising could help to raise awareness within the wider community about climate issues and the champions' work and the Fenland group suggested the same benefit would apply to the trust model. The Fenland group suggested their work itself could benefit the community, through a community farm – which was the role play example for their group – reducing food poverty and providing activities for young people, or through running a fundraising event which could bring the community together through activities throughout the day. Building relations with the wider community was also seen as helping to promote long term engagement, therefore helping to address a barrier to community engagement as previously discussed.

## *Discussion*

The commonalities identified between the three focus groups and two community engagement models highlight these four shared principles are essential to engage young people on climate issues within their community and empower them to take action. However, there were also differences between focus groups and disagreements between participants within focus groups. Most significantly, whilst each group reached a consensus on their preferred model, there was not a clear preference for one model between the different groups. This may partly be because the groups worked on different scenarios, with the Peterborough group working on transport whereas the Comberton and Fenland groups worked on food. It may also result from the different priorities of the groups. The Peterborough group highly valued efficient communication with the Council and with young people, seeing the champions model as the best way to achieve this, something the Comberton group also agreed upon. In contrast, the Fenland group valued representation as especially important and saw the trust model as the best way of achieving this, and this was also what appealed about the trust model to the Comberton group.

Where there were different opinions and disagreements on issues within each group, these were deliberated, and a final group decision was then reached. Importantly, the groups did not just follow the scenario framework, but worked creatively to suggest their own ideas. These included the hybrid champions-trust model proposed by the Comberton group and holding a larger event to raise funds and bring the wider community together, which the Fenland group suggested. This also highlights the ability of young people to discuss, reason, innovate, and reach conclusions when tackling a climate issue within their communities.

It is clear that support from the Council (or other appropriate organisations) for young people to take action is key. This may involve various forms of support, including financial, from the Council to facilitate young peoples' decisions and actions on the climate emergency within their community. The focus groups highlighted that flexibility in this support is key in order to work with differences in young peoples' preferred form of engagement. Inclusivity of diverse and representative viewpoints is essential and must be carefully considered within any model of community engagement. This is in order to ensure balanced perspectives are heard, location specific concerns are attended to and ultimately young people feel included in decision-making.

Furthermore, young people are embedded within their communities and are best positioned to reach other young people, building wider and deeper community engagement. The Council should therefore support young people in taking action *within* their communities,

rather than only seeking to support their engagement with the Council. For example, this could be through young people educating other young people and communities providing some funding for these youth climate groups. There was genuine enthusiasm from the young people to engage with the Council and within their communities; they should be viewed as enablers and actors for change and be given agency to act as 'influencers' for change.

These factors informed a number of our recommendations. Firstly, and most significantly, keeping in regular contact with groups such as those we contacted during the focus groups. We found that the participants were very engaged during this role play scenario across all regions of the county. Indeed, some fantastic ideas were fashioned during these role play sessions and it was clear to see getting young people together in such a space to share ideas was incredibly productive. In addition these sessions also highlighted to us the need for an up-to-date eco-lead list of both schools and youth networks across the county, as part of a community champions-type model that could compliment other trust-type models well.

#### 4.4 Wrap up survey results

*I feel confident in my understanding of the climate emergency and its impacts:* All participants agreed or strongly agreed that they felt confident in their understanding of the climate emergency and its impacts. This is very similar to the results of the CCES, which did not cover this age group, where 96% of individuals felt confident in their understanding of the climate emergency and its impacts.

**Confidence in own understanding of the climate emergency and its impacts**

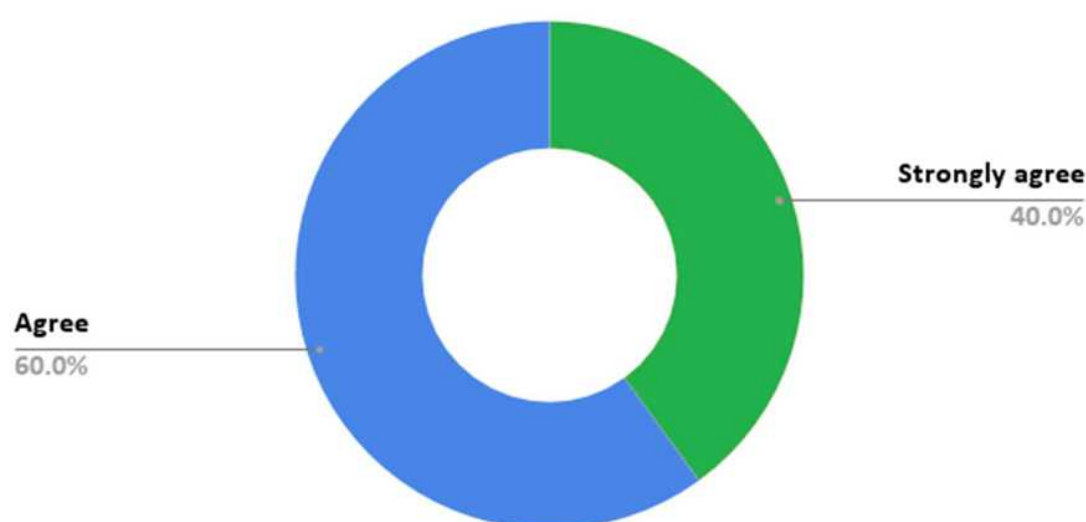


Figure 7: Wrap up survey - confidence in own understanding of the climate emergency and its impacts.

*I feel empowered to play a role in tackling the climate emergency:* 93% of participants agreed or strongly agreed that they feel empowered to play a role in tackling the climate

emergency. The remaining 7% (1 participant) said they neither agree nor disagree. This is in contrast to the CCES, where only 67% of participants felt empowered to play a part in helping to fight the climate emergency.

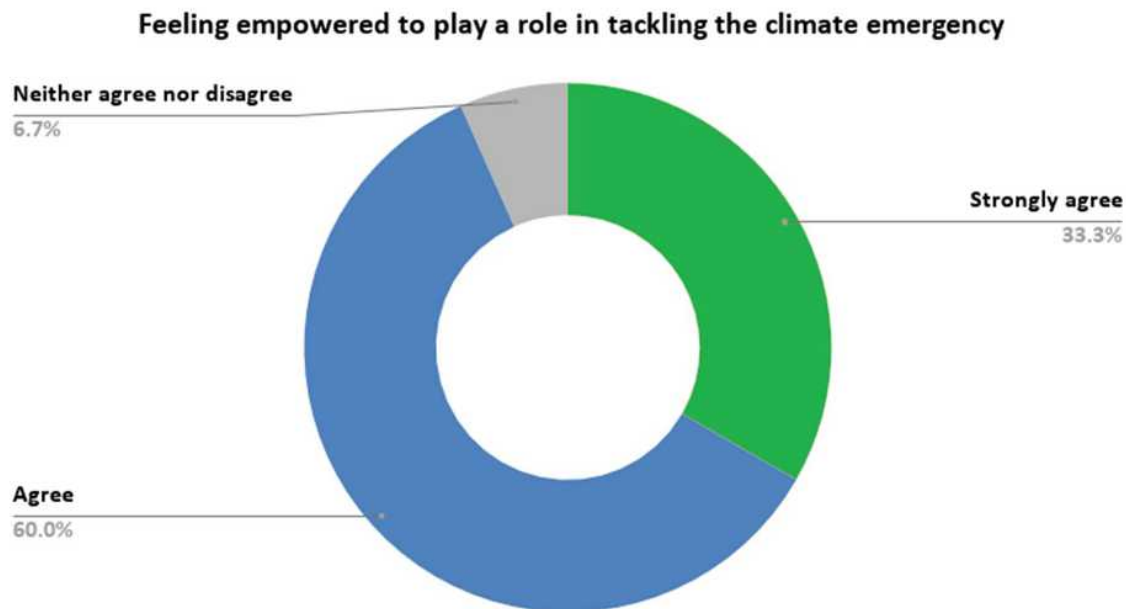


Figure 8: Wrap up survey - feeling empowered to play a role in tackling the climate emergency.

*I feel it is primarily the role of the government to tackle the climate emergency:* 87% of participants agreed or strongly agreed that it is primarily the role of the government to tackle the climate emergency. 2 participants (13%) disagreed with this statement. At least one of these can be related to a focus group where there was detailed discussion about the role of large corporations in taking climate action so this could possibly explain the disagreement. To address this, and to determine whether young people thought it was a role specifically of *local* government, we followed this up in our larger survey. In the CCES, 96% of respondents agreed that it is the role of government, at all levels, to fight the climate crisis. This slight difference in results in our focus groups could be due to the slightly different wording of the question and the opinions put forward regarding large corporations, as discussed above.

### It is primarily the role of the government to tackle the climate emergency

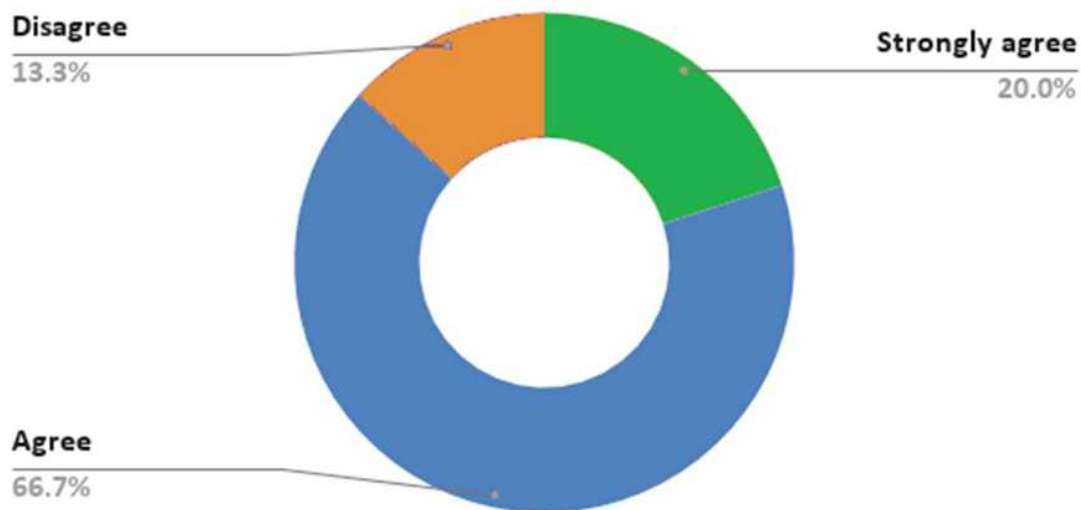


Figure 9: Wrap up survey - primarily the role of government to tackle the climate emergency.

*In your opinion, to what extent is local community involvement important in tackling the climate emergency? 100% of participants thought that this was important or very important.*

### To what extent is the local community involvement important in tackling the climate emergency?

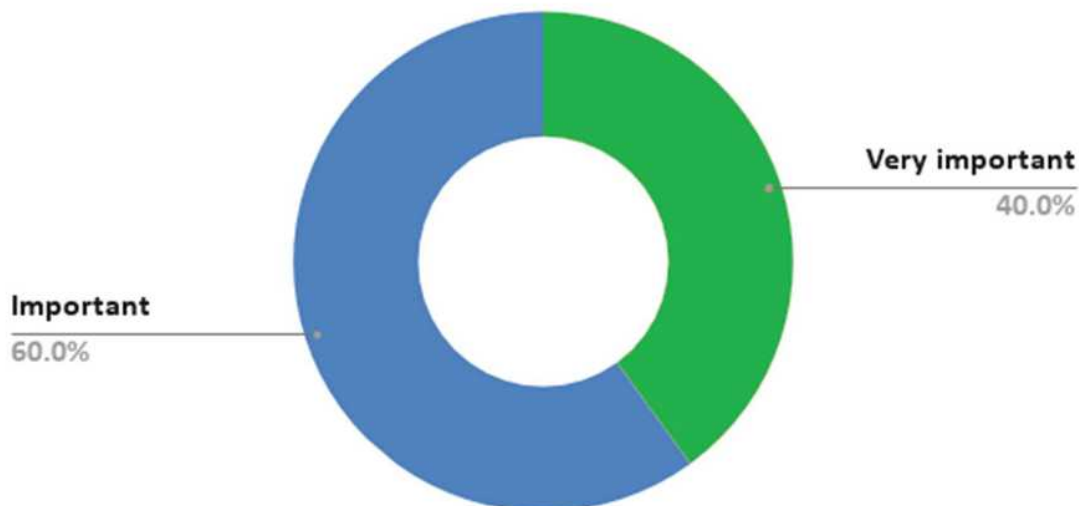


Figure 10: Wrap up survey - extent of local community involvement in tackling the climate emergency.

*If CCC had a new action plan, or further opportunities to work with young people like yourselves, how would you prefer they contact you? The most popular responses were Email (80%) and Instagram (33%), closely followed by TikTok (27%) and Phone (27%).*

Facebook (7%) and Twitter (0%) were surprisingly low. Other suggestions were Whatsapp and through schools.

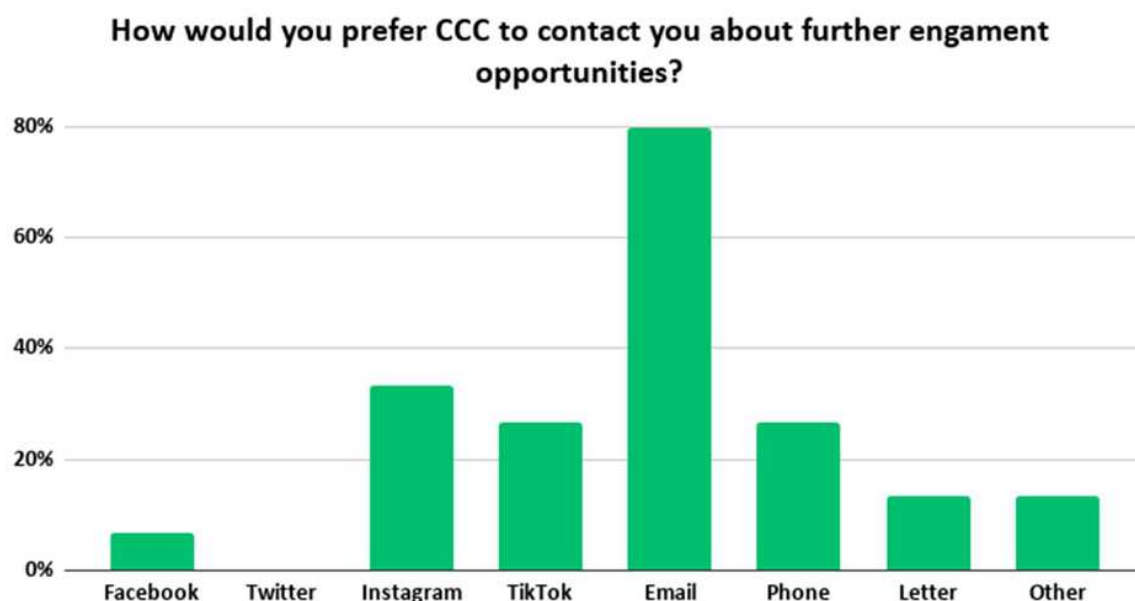


Figure 11: Wrap up survey - contact preferences.

*What kind of content would you like to see from the Council going forward?* Participants showed interest in all of the content options we had suggested. The most popular were events (88%), followed by videos (69%) and talks (69%). The least popular answer was a newsletter, although 13% of participants still said they would like to see this.

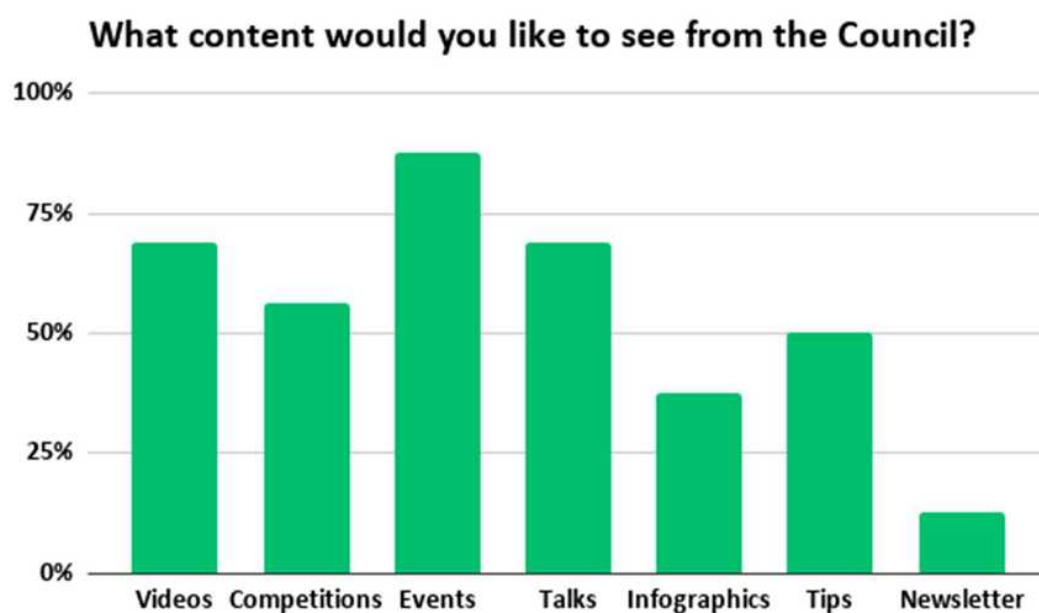
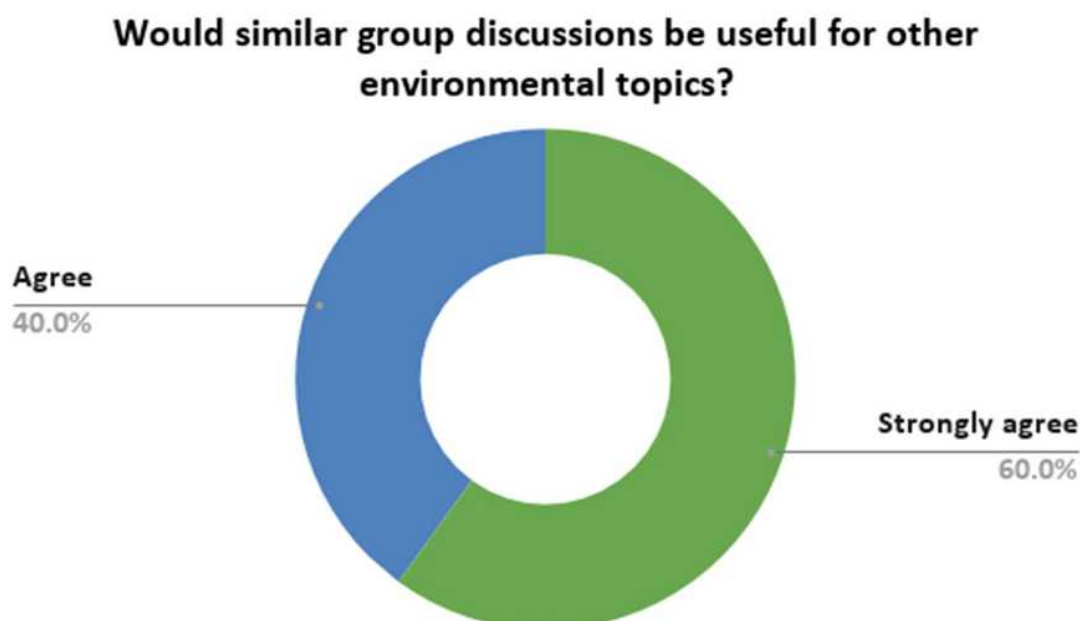


Figure 12: Wrap up survey - content preferences.

*Would group discussions like the one we've had today be useful for other environmental topics?* 100% of participants said they would find further focus groups useful for other environmental topics.



*Figure 13: Wrap up survey - usefulness of similar discussions.*

**Additional comments:**

“Schools need to play a bigger role in being environmentally friendly”

“I really enjoyed the discussions!”

“I believe the council has a strong responsibility to help make the changes that we're campaigning for and to help inspire schools, the government, the public and companies to help the environment as well. (also that I think letters/newsletters would be brilliant but only online to reduce waste)”

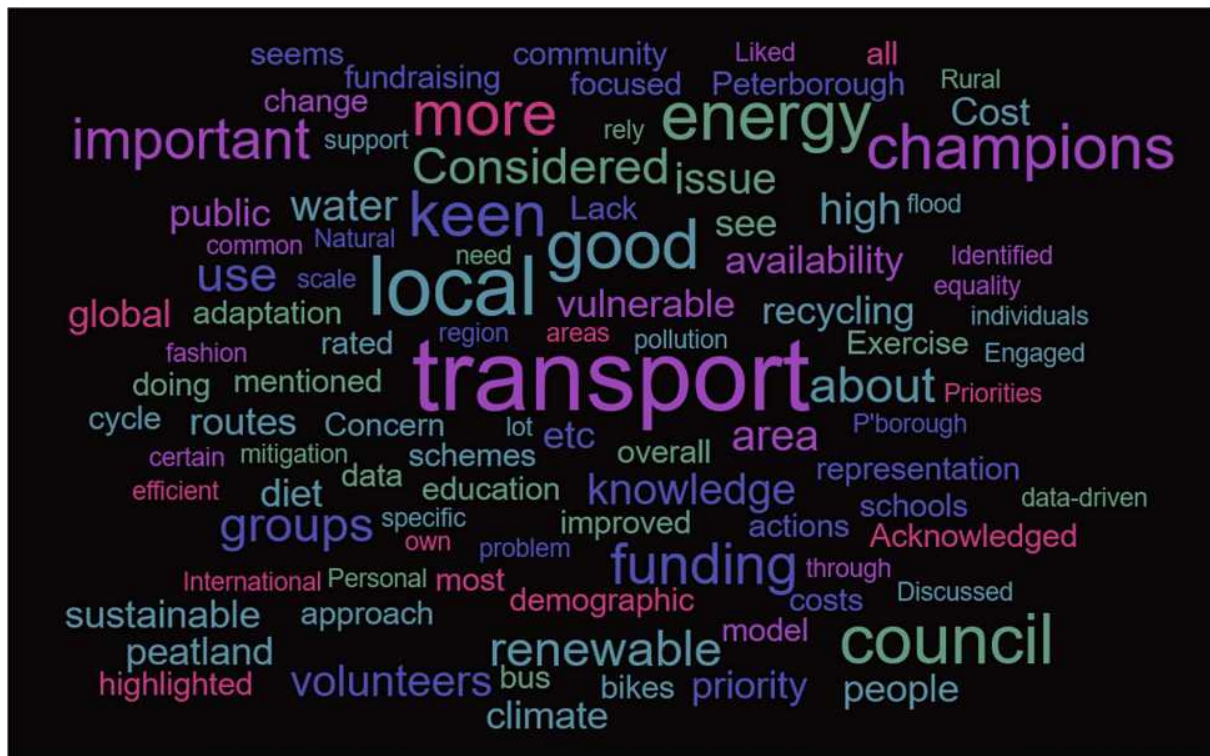
“I think it is really important to hear from young people on their thoughts and getting them involved through groups where actual changes can be made.”

#### **4.5 Overall conclusions from focus groups**

We have produced word clouds from our analysis of these focus groups to highlight important topics raised during these discussions.



(a) Peterborough:



(b) Comberton:



(c) Fenland:



Figure 14a-c: Word clouds from the three focus group sessions analysis.

The focus group survey showed that young people were mostly interested in improving their representation and engagement with local governments on climate change issues. Discussions within the focus group highlighted this view; while young people felt relatively empowered or knowledgeable personally, they were keen to engage in climate politics beyond their household. This was specifically relevant in how the participants discussed their priority areas, such as transport routes, in the focus group ranking exercise.

Transport was ranked as a high priority by all groups and formed a large part of discussions in each session. The ease of access to public transport and cycling routes, and the cost associated with these options were discussed across focus groups. The Peterborough group highlighted safe cycle travel in particular, while the Fenland group discussed their reliance on individual car use. Current barriers to using electric vehicles were discussed by this group; emphasising the desire of young people to enact change at the individual level.

Natural capital initiatives were considered to be of relatively low importance in comparison to mitigation across all groups, with air pollution and green spaces for example, of notably lower priority. This is most likely related to the scale at which the young people were considering the problems; within Cambridgeshire, access to green spaces and air quality are viewed as better managed than at a global-scale. Young people therefore felt they had more power over individual actions in the mitigation and adaptation spheres.

## 5. Survey Results

We circulated this survey to young people aged 16 to 24 in Cambridgeshire by contacting secondary schools and sixth forms, social media, and through gatekeepers such as youth group workers. The survey was open for 3 weeks from 22nd November 2020 to 14th December 2020. In total we received 642 responses.

Demographics of respondents:

### Age

All of the respondents were aged between 16 and 24, with the vast majority being aged between 16 and 18.

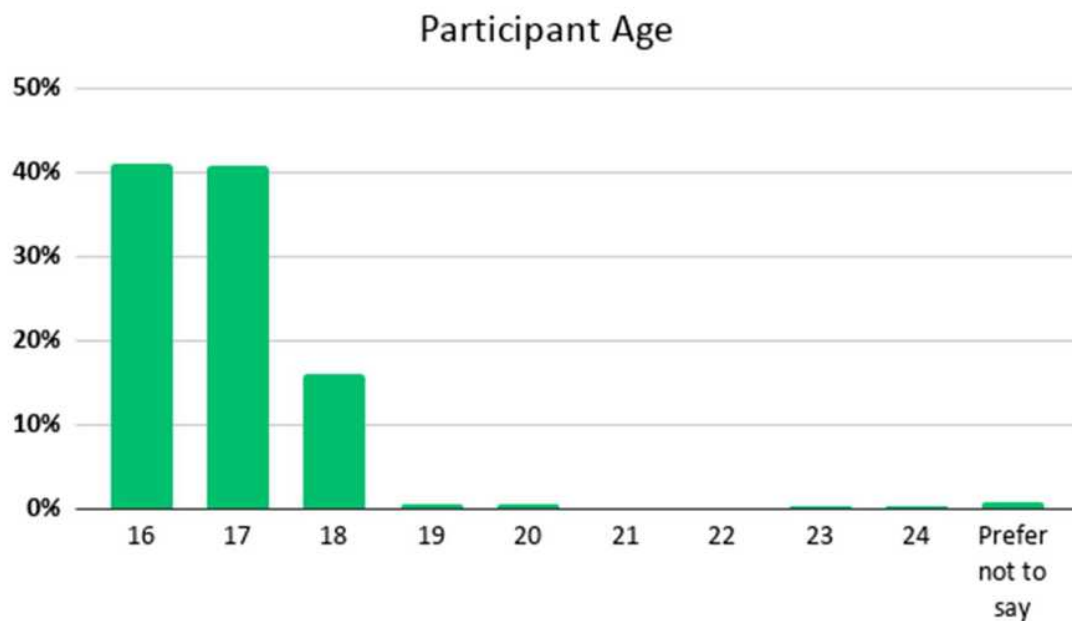


Figure 15: Survey - age of participants.

### Gender

We aimed for a gender balance and were able to achieve good representation. Slightly more young people who identify as female than male, non-binary and other genders completed the survey.

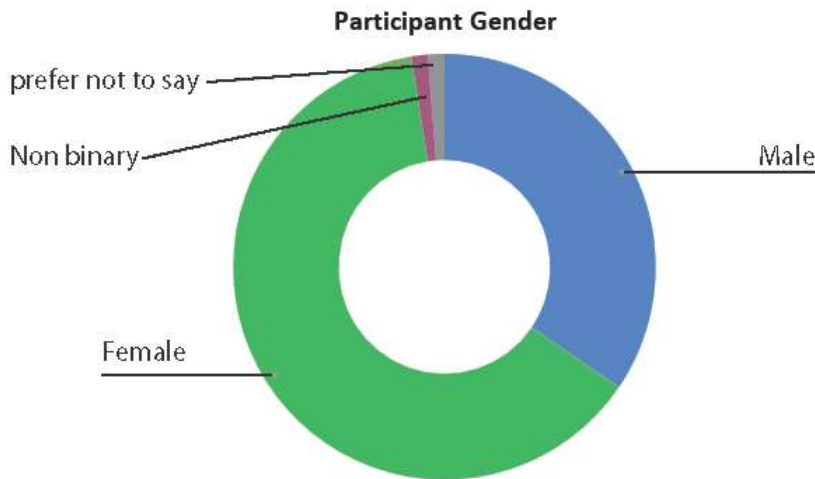


Figure 16: Survey - gender of participants.

### Location

We aimed to gather data from young people across the county, especially ensuring we gained responses from those in Fenland and Huntingdonshire, that had been underrepresented in CCC's Climate Change and Environment Strategy consultation. We were successful in having respondents from all areas of the county. Those that responded "other" either were more specific in giving their geographical location or attended school within Cambridgeshire but lived just outside of the county.

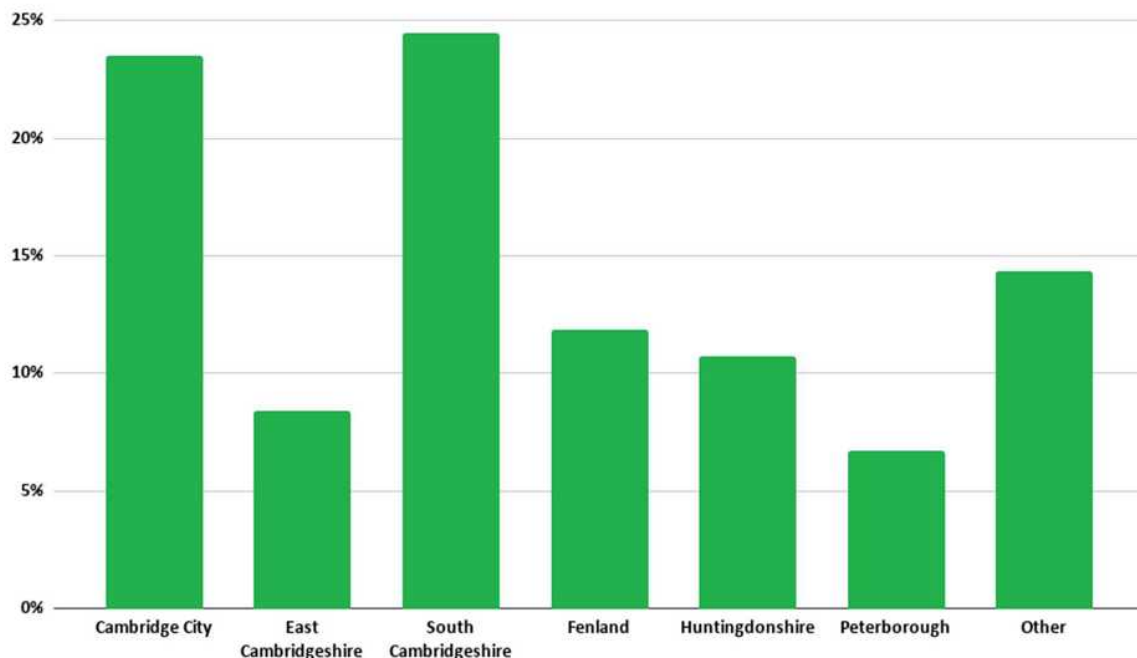


Figure 17: Survey - location of participants.

*I feel confident in my understanding of the climate emergency and its impacts?* 89.6% of respondents either agreed or strongly agreed that they feel confident in their understanding. This is fairly similar to our focus groups where all participants either agreed or strongly agreed. In the CCES, which did not cover this age group, 96% of individuals felt confident in their understanding of the climate emergency and its impacts. We can see a slightly lower confidence in understanding in young people, but still a very high level of confidence.

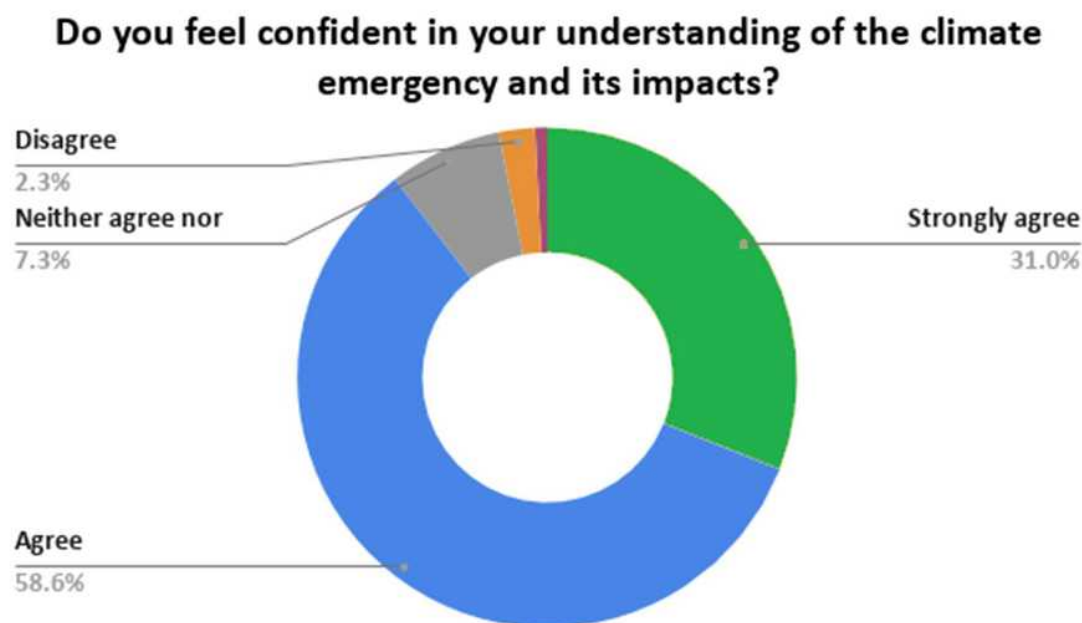


Figure 18: Survey - confidence in understanding of the climate emergency and impacts.

*I feel confident in my understanding of how the climate emergency will affect Cambridgeshire and Peterborough specifically?* Understanding of the local effects was much less confidently understood with only 25.5% agreeing or strongly agreeing with this statement.



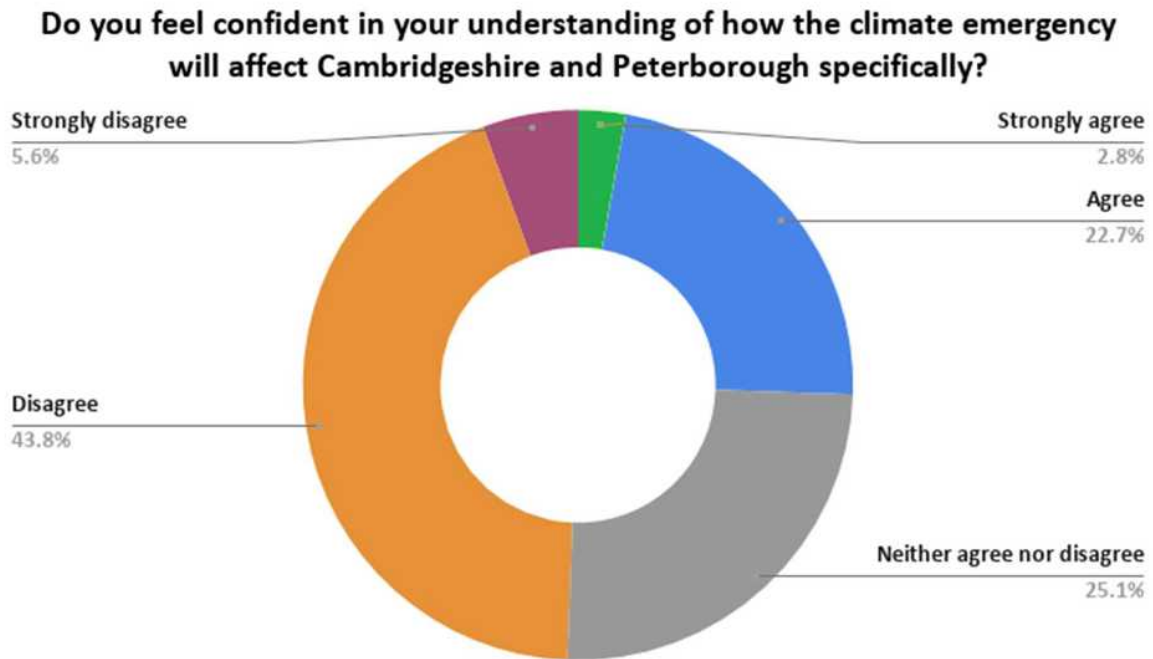


Figure 19: Survey - confidence in understanding of the climate emergency and impacts locally.

*I currently feel empowered to play a role in tackling the climate emergency?* There was a range of levels of empowerment from young people. This is in contrast to the participants of the focus groups who consistently felt empowered to play a role in tackling the climate emergency (93% agreeing or strongly agreeing). Here 49% of respondents feel empowered to play a role in tackling the climate emergency. This is lower than in the CCES, where 67% of participants felt empowered to play a part in helping to fight the climate emergency. This demonstrates that a subset of young people (including those that participated in our focus groups) do feel empowered, but overall young people in the county feel less empowered than the general population.

### Do you currently feel empowered to play a role in tackling the climate emergency?

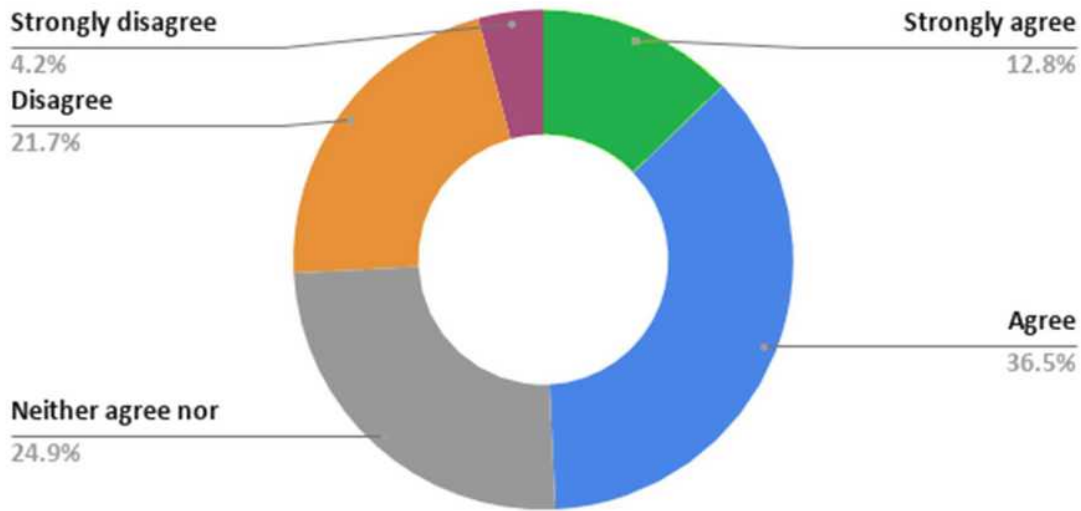


Figure 20: Survey - empowered to play a role in tackling the climate emergency.

*I feel local government has a significant role to play in tackling the climate emergency?* The majority (76.5%) of respondents agreed or strongly agreed with this statement. We introduced this question as a follow up to the question in our focus groups “*I feel it is primarily the role of the government to tackle the climate emergency*”. Here we show that not only do young people feel it is the role of government as a whole to tackle the climate emergency, but they also feel strongly it is the role of local government too.

### Do you think local government have a significant role to play in tackling the climate emergency?

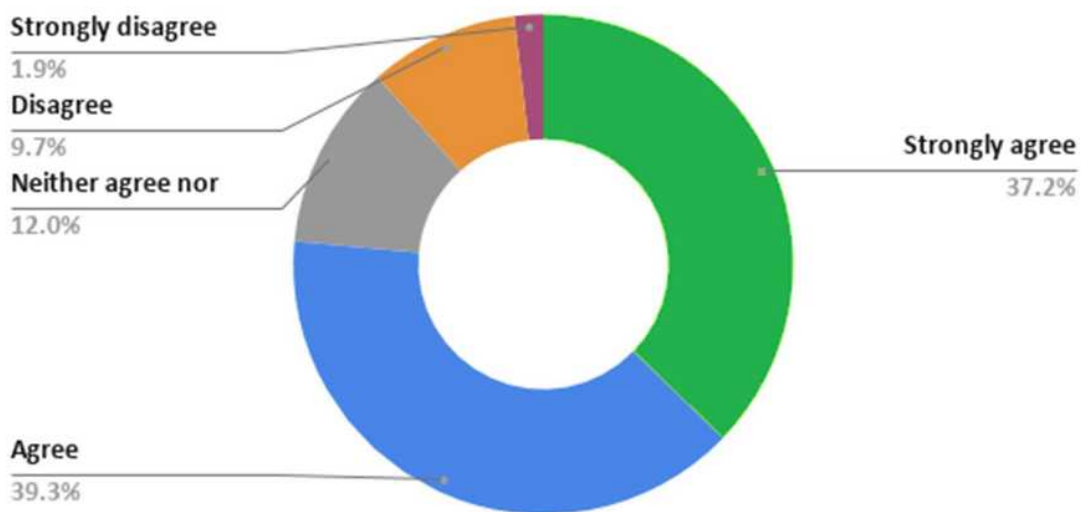


Figure 21: Survey - local government's role in tackling the climate emergency.

*In your opinion, to what extent is the local community involvement important in tackling the climate emergency?* The majority (87%) of respondents agreed or strongly agreed with this statement. This is slightly lower than our focus group participants where 100% agreed or strongly agreed, but still a very high percentage of survey respondents.

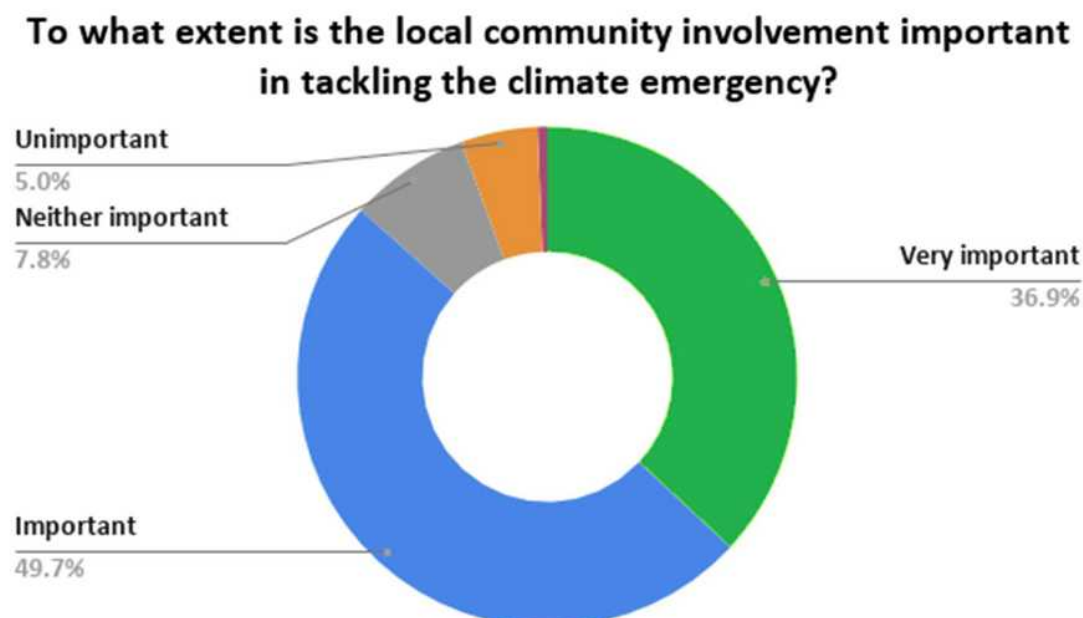


Figure 22: Survey - role of local community involvement in tackling the climate emergency.

*Which of the following actions do you currently take in your everyday life to try to reduce your personal impact on the environment?* The participants identified a range of actions they already took to reduce their personal impact on the environment. The most common response was to walk or cycle wherever possible (77.9%), closely followed by switching off appliances and heating where possible (73.5%) and reducing single use plastic consumption (68.8%). Only 1.1% stated that they took none of the actions listed.



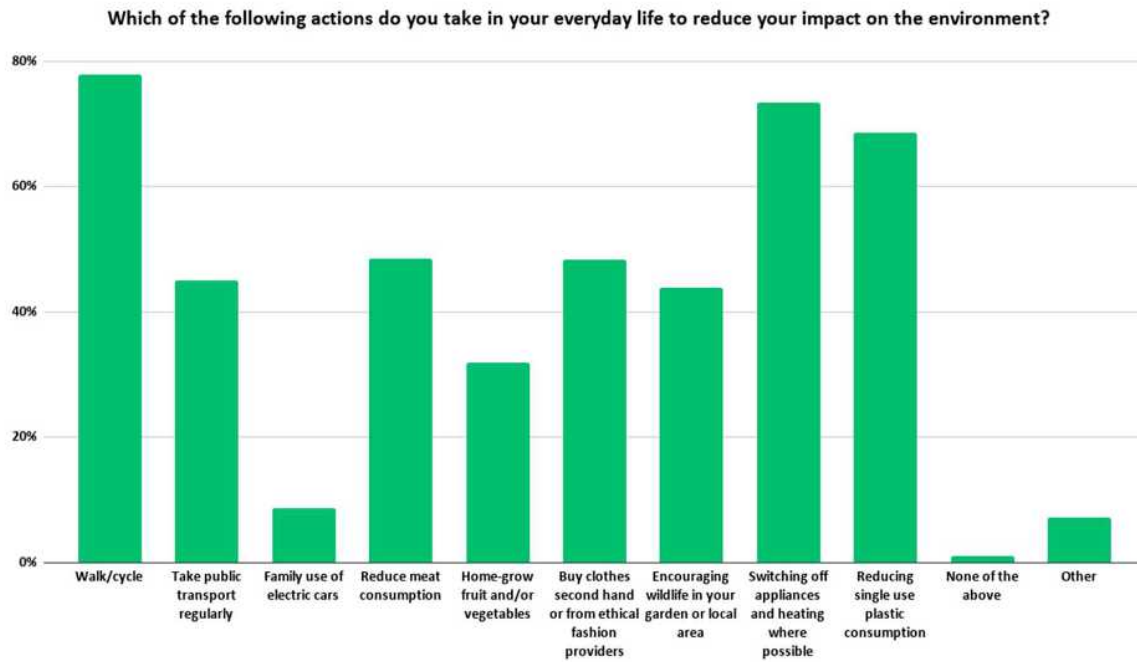


Figure 23: Survey - personal actions to tackle the climate emergency.

Those who listed other actions referred to recycling, plant-based diets, lift-sharing, planting trees and coral, reusing shower water, reducing plane travel, knowing sources when purchasing products, solar panels, reducing water pressure, loading the dishwasher fully, using bamboo products, not littering/litter picking, buying less, wasting less food, and shopping at a zero-waste shop.

*What do you feel is stopping you performing the personal actions you left unchecked above?*

The most common reasons selected were Convenience/Time (64%), followed by cost (52.8%), personal preference (38.5%), and ability to persuade parents/guardians (36.6%). Four participants cited worry with regards to coronavirus infection as a reason for not taking public transport this year.

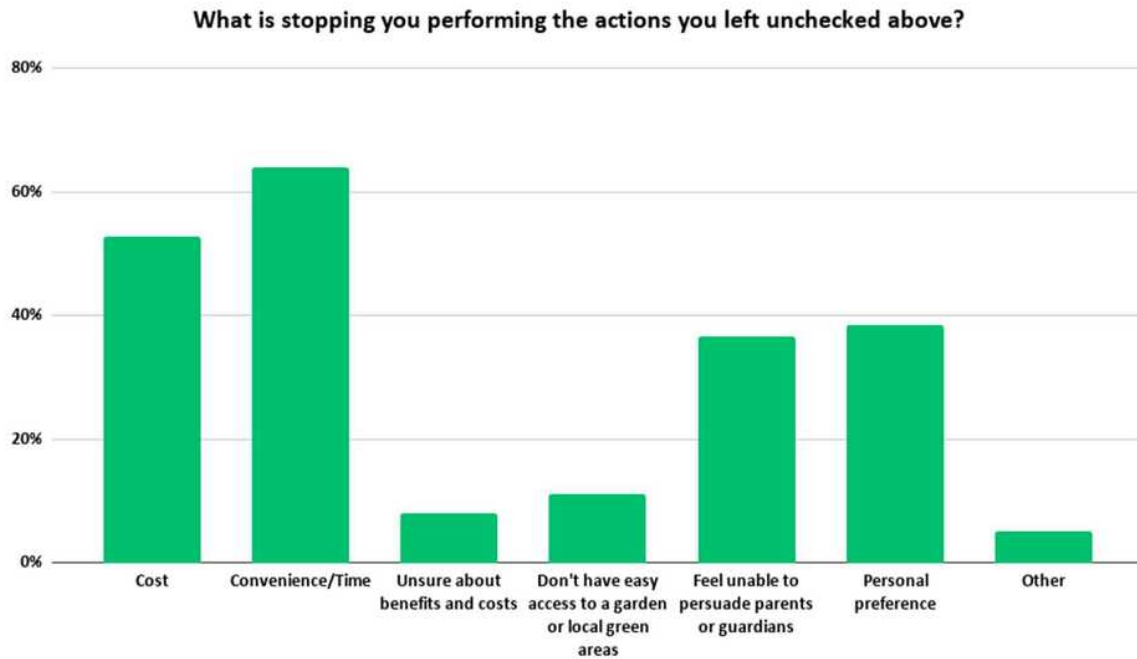


Figure 24: Survey - barriers to personal action.

*Please rank these climate issues as priorities for Cambridgeshire and Peterborough from highest priority to lowest priority. A weighted score has been calculated to indicate how important issues were, with a high score representing a higher priority. The most important issues were air pollution, improved public transport, and better waste and recycling management. The lowest-ranked priorities were peatland management and flood protection. Interestingly, even when filtered to only look at respondents who live in Fenland, peatland management still scores as the lowest priority. Based on our focus groups, we predict that this is due to a lack of knowledge regarding peatland and carbon storage, and also lack of local knowledge relating to climate issues.*

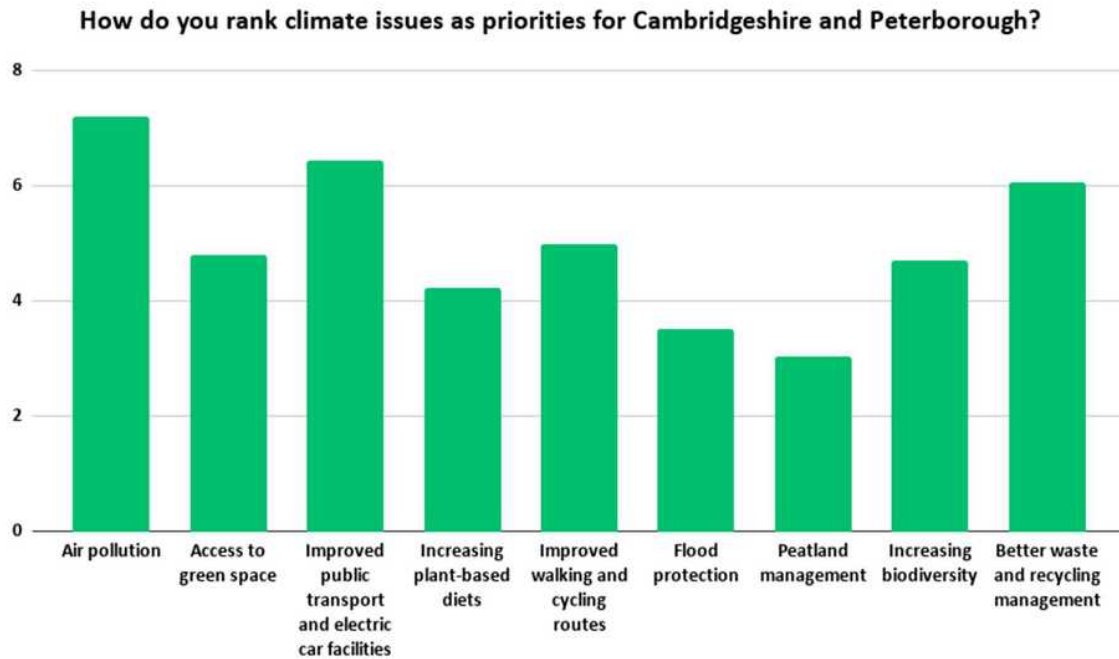


Figure 25: Survey - ranking of local climate issues.

Imagine you have decided to get involved in a project for young people to work with Cambridgeshire County Council or Peterborough City Council on sustainable public transport. Which of these tasks would you prefer to do? The most popular response was to join a youth committee to work together to come up with ideas (45.5%), although there was significant representation for the other ideas. This is similar to our results from the role play exercise in our focus groups and validates our policy recommendation of incorporating elements of both community champions and trust type models.

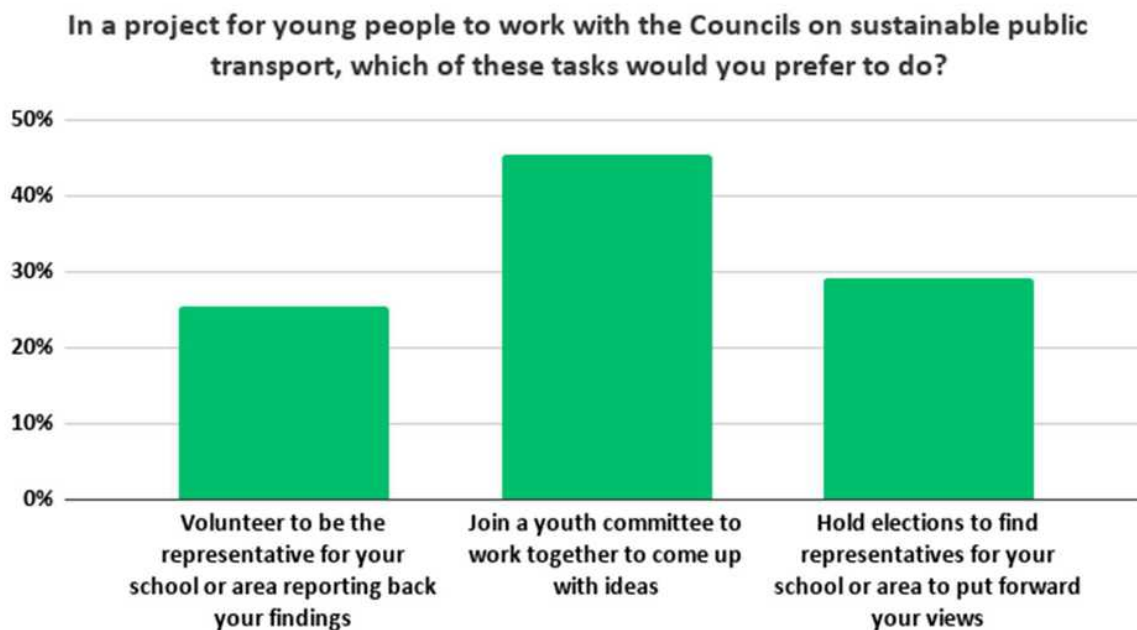


Figure 26: Survey - Tasks for young people working with councils.

*If Cambridgeshire County Council or Peterborough City Council had a new climate action plan, or further opportunities to work with young people like yourselves, how would you prefer they contact you?* Similar to the data from our focus groups, the most common answers were Email (76.6%) and Instagram (41.6%). Twitter and Facebook were low. TikTok was less requested here than from participants of our focus groups. Other ways suggested included Discord and Steam, although only by a few respondents.

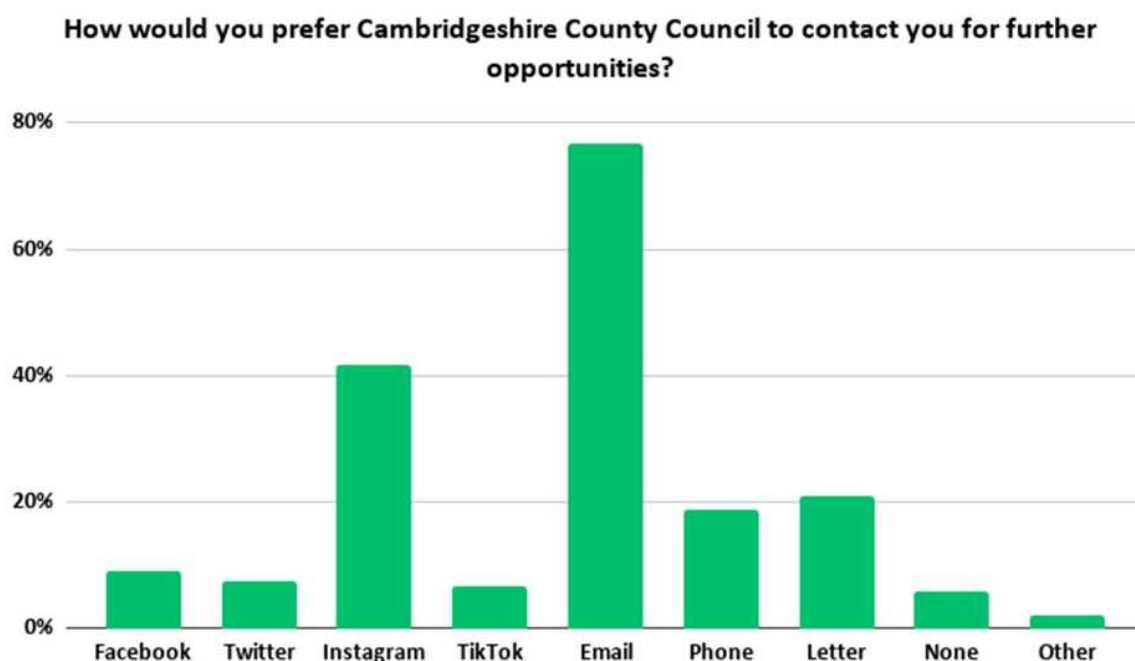


Figure 27: Survey - contact preferences.

*What kind of content would you like to see from the Council going forward?* Interest was shown to all content ideas suggested with the most popular being Tips (57.3%), Events (54.5%), Talks (48.6%) and Videos (46.7%). Only 5% of respondents wouldn't want to see any of these kinds of content.

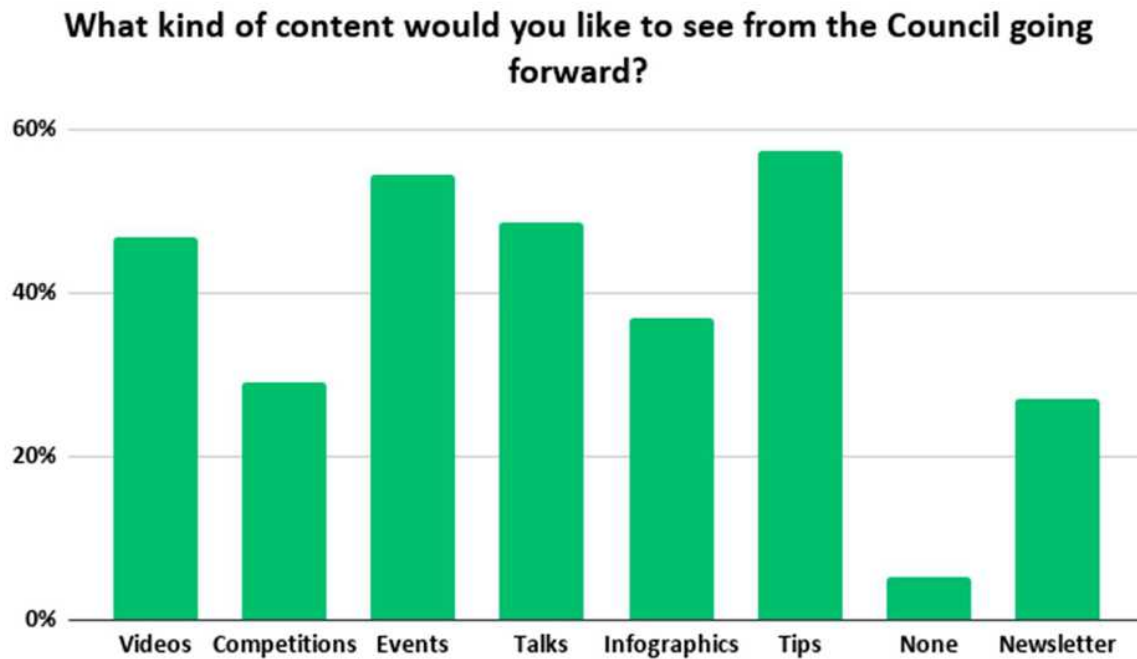


Figure 28: Survey - content preferences.

*What kind of engagement would you like to see from the Council going forward specifically on environmental issues?* Interest was shown to all engagement ideas suggested with the most popular being Surveys (62.6%), Talks from the council (53.7%), Events linking schools and the Council (49.2%) and Work experience (44.6%).

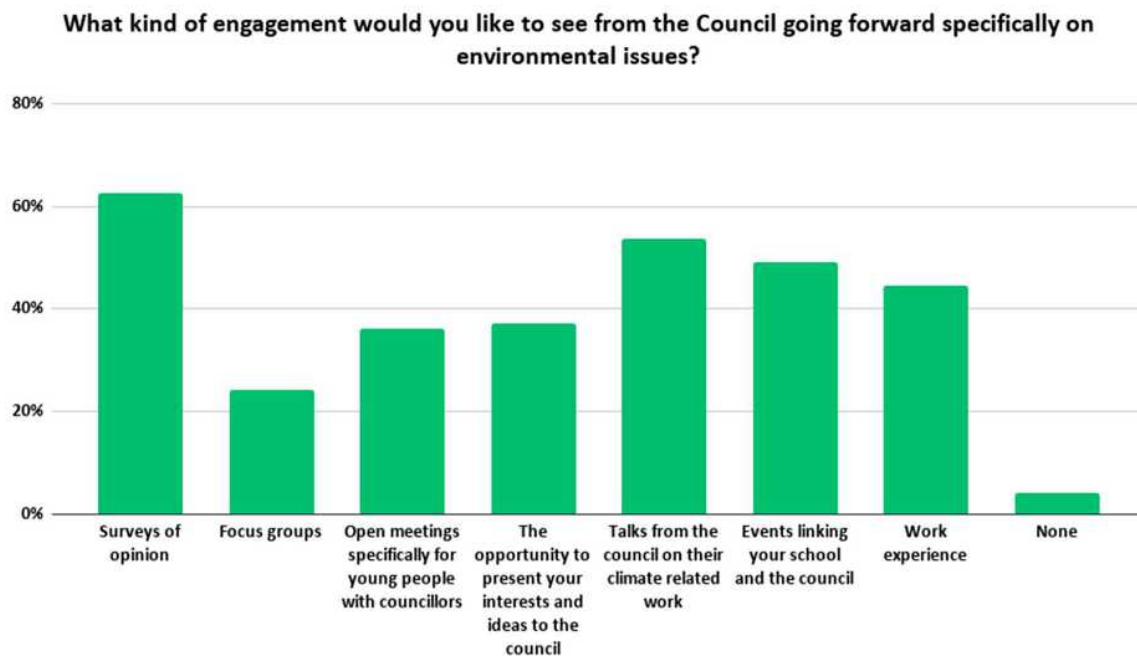


Figure 29: Survey - content preferences.

Respondents were asked how likely they were to do the following actions.

Taking an online course about local climate issues and climate politics leading to a certificate? 59.2% of respondents reported that they would be very likely or somewhat likely to take part.

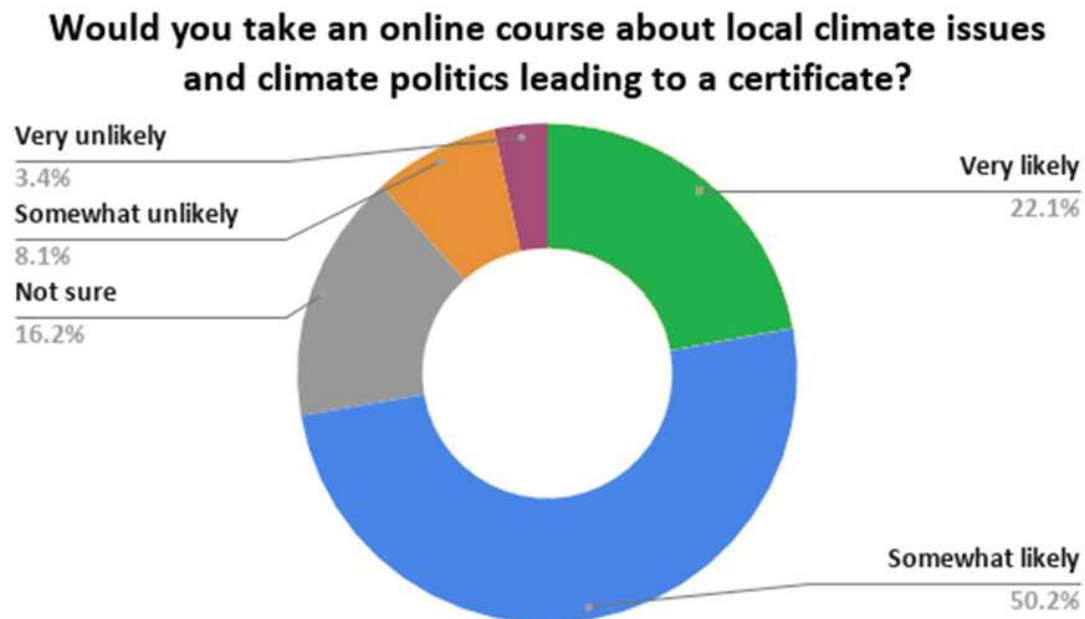


Figure 30: Survey - online course.

Saying yes to climate related opportunities, such as taking part in surveys, focus groups and work experience with the Council? 72.3% of respondents reported that they would be very likely or somewhat likely to take part.

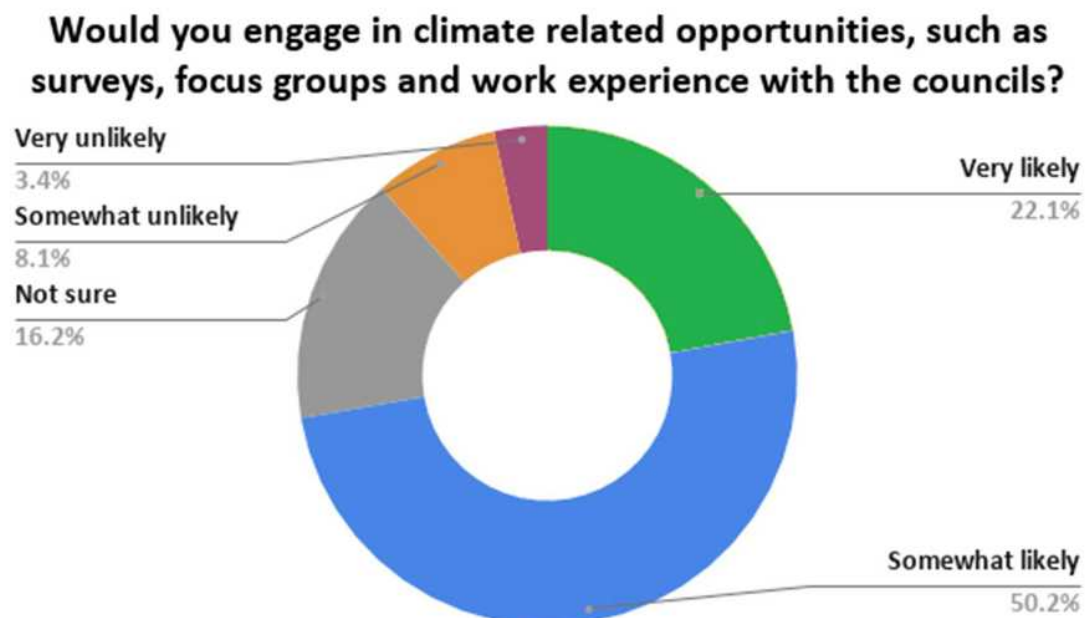


Figure 31: Survey - climate related opportunities.

*Follow and engage with social media posts from the Council on the topic of young people and local climate action opportunities?* 66.8% of respondents reported that they would be very likely or somewhat likely to take part.

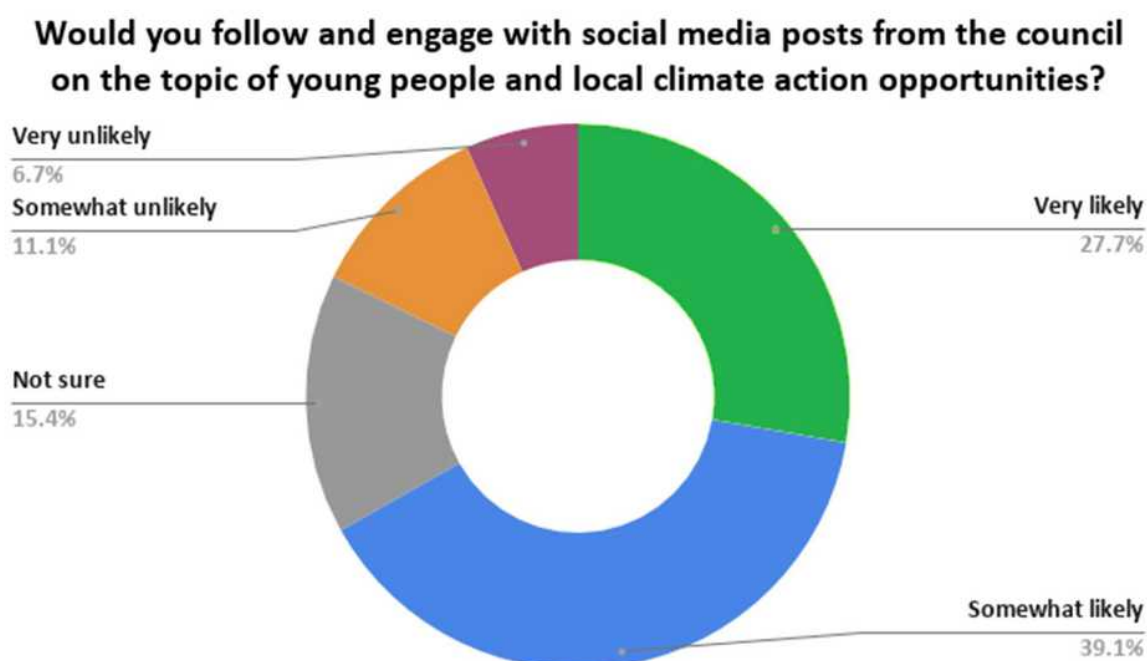


Figure 32: Survey - social media engagement.

*Learning the benefits of personal/household climate sustainable actions and learning how to talk about them with your household?* 73.2% of respondents reported that they would be very likely or somewhat likely to take part.

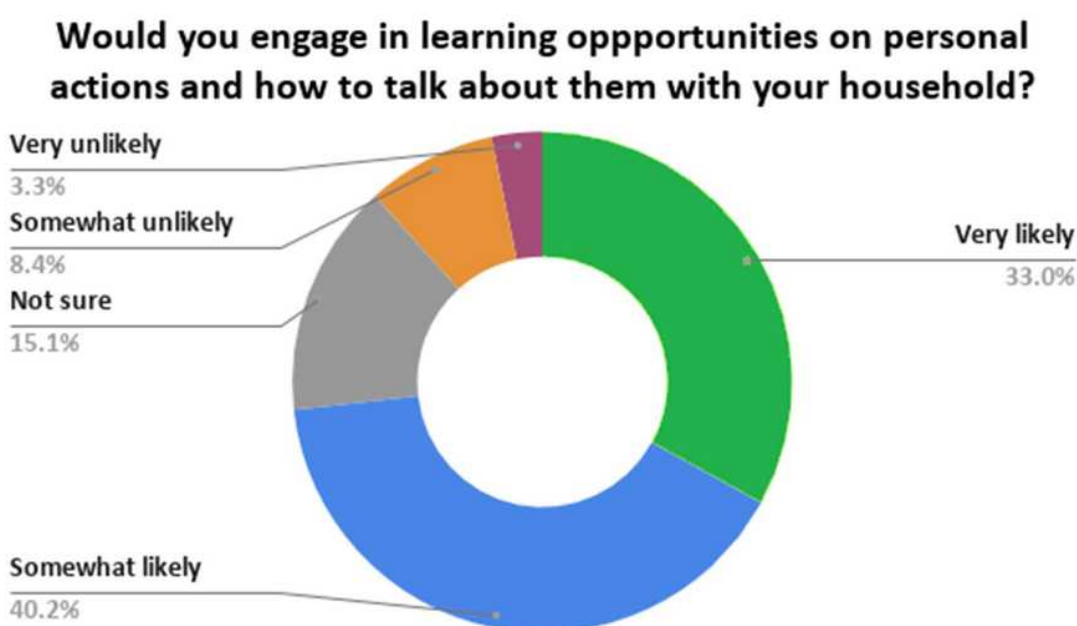


Figure 33: Survey - learning opportunities.

*Talking to the Council through an "Eco-lead" teacher at your school?* 39.3% of respondents reported that they would be very likely or somewhat likely to take part. 32.7% were not sure,

perhaps as we did not describe further what this role would involve. As most young people would want to be contacted by email from CCC, these Eco Leads would be a crucial mediatory point to allow this to happen.

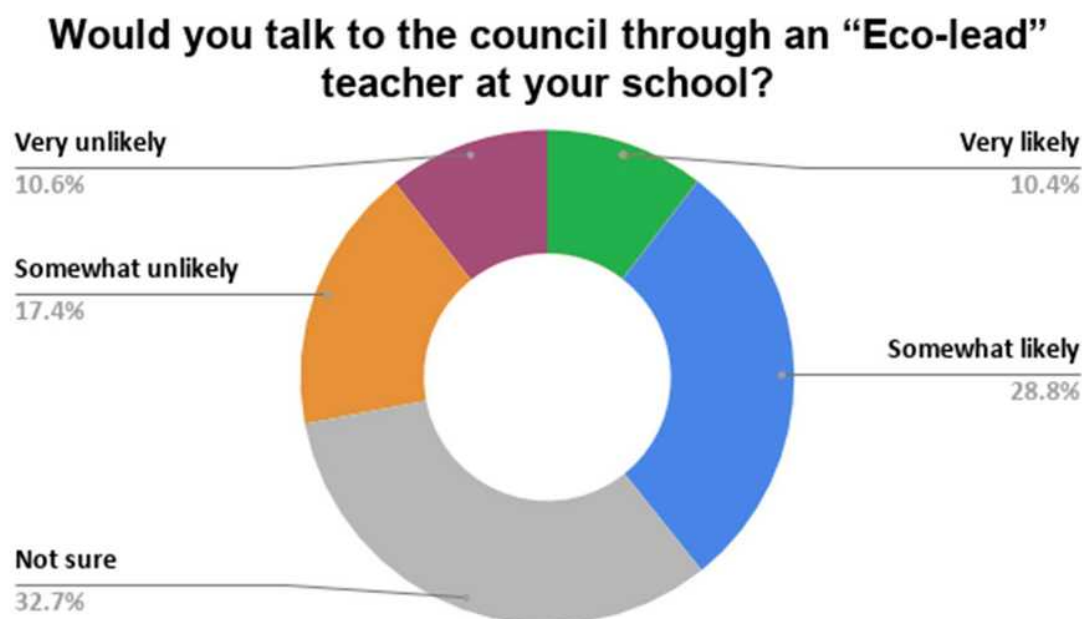


Figure 34: Survey - Eco Lead.

Other comments raised in the survey:

Respondents were given the opportunity to raise any other comments they would like to make. These generally fell into the following categories. Full comments can be available on request.

- **Community (especially young people) and CCC working together on climate issues.** Including peatland management, work experience, access to environmentally friendly alternatives and improving cost/convenience. Many respondents showed enthusiasm for engagement in accessible opportunities.
- **The actions of large corporations vs individual action.** Concerns were raised as to whether individual action can make enough difference when larger impacts could be made by local/national government, institutions and corporations.
- **Passion for individual environmental causes.** Individual respondents demonstrated passion for specific causes that they thought should be CCC's priority. These ranged from recycling, subsidising transport, encouraging plant based diets, reducing single use plastic, improving electric vehicle infrastructure, cycling proficiency and FTTP (Fibre to the Premises) installation.
- **Education around climate issues.** Raised for both young people and the general population, with the local government setting positive examples. Education on the importance of climate matters. It was suggested that “having students to talk and relay information to other students is a very effective way to get information around because I think students are more likely to listen and actually take in what is being said. Therefore, they could then bring the information home and share what they have learnt and start with small changes that can benefit the climate in the long run.”



- **Accountability/reporting from CCC.** So that young people and the general population are easily able to see action and expectations from CCC on climate matters.

## 6. Conclusions and Recommendations

The analysis of the focus group discussions and survey responses revealed that young people in Cambridgeshire are actively concerned about the climate emergency and are, in general, keen to engage with tackling the issue at both a household-level and local government level of decision-making.

Common themes throughout the focus groups and the survey outputs show that young people would like to engage more with local government bodies and indicate an eagerness to share ideas and raise concerns, particularly within a group of other motivated young people. Using these common themes, we identify areas where local government actions could be initiated or improved to develop engagement with and tap into the potential of this demographic. It was also clear that young people see the Council, as the local government, responsible for leading climate action, and that while decentralisation towards communities is key in achieving mitigation and adaptation goals, it should not be seen as a substitute to Council action on the climate emergency.

While our research did not yield a clear answer as to whether the community trust model or community champions model would best facilitate engagement from young people in climate action, it was clear that both models offered benefits and came with drawbacks. More importantly, there were common principles behind these models that should inform community engagement on the climate crisis, particularly with young people: diverse representation, direct communication channels with the Council, consistent financial support and building wider relationships with the community.

We recommend a 'blended model' where community champions (i.e. in the form of school or existing youth group 'eco-leads', please see specific recommendation below for more detail) have direct engagement with the Council and facilitate opportunities for setting up youth community trusts in particular areas or on specific local issues.

We suggest the following action, based on the community champions model:

1. Encouragement of schools and youth organisations to create and/or maintain an "Eco Lead" teacher role or similar
  - ◆ Council to maintain an up-to-date database of these contacts for distributing climate opportunities and engaging with young people
  - ◆ The use of these channels would increase responses to consultations etc from groups and individuals in younger age range categories and from those located in less represented areas such as Fenland
2. Community 'champions' could be created by working with existing local youth groups and organisations, such as TwentyTwenty Productions (who provided contacts for the Fenland group) and Youth Panels

- ◆ These young people were keen to engage with their peers or younger members of the community and may be able to help set-up social media channels and disseminate information, consultations and opportunities
- ◆ These representatives might be able to reach wider areas of the community, which could be a starting point for creating a network for community 'champions' to work from and reach out to other young people
- ◆ Resources on engaging with young people are available to facilitate this work<sup>15,16</sup>.

We suggest the following action, based on the community trust model:

1. A separate youth environmental trust for each Cambridgeshire district and city
  - ◆ We think that youth environmental trusts could be incredibly successful in Cambridgeshire, with our focus groups and surveys both showing significant interest in this type of engagement
  - ◆ These trusts would be organised around a central resource to be commoned - e.g. In Peterborough it could be public transport based on our focus group. Work could be done to use current networks of engaged and passionate young people to begin to build a trust or council around a particular resource. Further networks could stem out of this initial collaboration. The Council should continue to play a role in the organisation of the trust while empowering the young people
  - ◆ We found a real passion for active engagement as opposed to just passive information gathering in our focus groups, and these youth trusts would be a great way to incorporate this
  - ◆ The Council should investigate incorporating a mentorship program with existing CLTs, e.g. insights from Emma Fletcher and Mike Barker from Swaffham Prior CLT
2. We recommend that these devolved trusts are able to come together in the same space at regular points during the year to share ideas and experiences with young people across the county.

In addition, based on our experience engaging with young people in Cambridgeshire to understand their priorities and actions on the climate crisis, we recommend the following to improve the engagement of the Council with young people and to facilitate their action on climate change.

In our view, easily enactable:

1. Small, in-depth focus groups with young people on the climate emergency (following our model)
  - ◆ The report provides a detailed framework for how to run a focus group (Appendix B)
  - ◆ Youth leaders have given us positive feedback and would happily arrange similar groups again
  - ◆ This could provide a useful way to run in-depth consultations in the future, or provide a starting point for finding people interested in community 'champion' style initiatives in the future
2. Broad online surveys of young people distributed through school and social media networks

- ◆ Again, we have set out a framework in the report on how to create a survey and get a good response from all areas of Cambridgeshire
- ◆ This is a useful tool to gather responses on a specific question or issue
- 3. Improved Cambridgeshire County Council social media presence
  - ◆ Platforms to focus on reaching young people: email, Instagram, and TikTok
  - ◆ Content should be broadened to include distributing information about Cambridgeshire events, talks, videos, infographics, and tips. Relevant topic areas to young people include transport, food and waste
  - ◆ We suggest a dedicated social media team member in the Council communications team with links to the environmental and youth arms of the Council, for the purpose of engaging with young people on all topics, not just limited to climate action
  - ◆ We suggest actions including upskilling of Council members, social media takeovers or direct involvement of young people in the social media channels
- 4. Providing extended project qualification (EPQ)/local project ideas for young people to tackle in the holidays
  - ◆ These could be conveyed or advertised via social media and run as a similar scheme to the CUSPE Policy Challenges with direct engagement between young people and CCC
  - ◆ An example for this type of initiative is the Cambridge Green Challenge<sup>17</sup>.
- 5. Ensure/increase diversity and engagement of all regions in Cambridgeshire
  - ◆ Monitor and report engagement in focus groups, surveys, and social media analytics by region and age
  - ◆ Allocate extra resources to under-represented regions to increase diversity of outreach and engagement

Enactable on a slightly longer time scale:

1. An educational course with official accreditation designed for young people on:
  - ◆ Local environmental issues specific to Cambridgeshire and Peterborough
  - ◆ Effective communication of the climate crisis to others, with a focus specifically on parents/guardians
  - ◆ We recommend the Council to tie these initiatives in with those already existing such as the Region of Learning programme.
2. Dedicated grants for young people engaging in climate action in their local communities, advertised widely via schools, email, and social media young people channels
  - ◆ Provide support to young people in applying to these grants
  - ◆ Addressing this recommendation could also come in the form of increased targeting of already existing initiatives to young people, for example the Community Foundation's environment and nature fund
3. Work experience in local environmental issues
  - ◆ We would need to know how strongly CCC interact with local partners and how likely they are to want young people to gain experience with them
  - ◆ This might also be region-specific, with some areas having good links to work in environmental areas (e.g. Fenland wetland reserves, Soham solar farm etc.)
4. Run regular events around climate emergency/actions

- ◆ Together with or targeted at young people
  - ◆ Events could be centred around community actions and organised with wider community groups, such as community farm opening or tree planting
  - ◆ Our example idea is on the topic of involving young people to shape future economic systems which we believe could be a large topic for further research and exploration.
5. Environmental projects/courses (e.g. supervised by Eco Lead) as mandatory or voluntary part of curriculum
- ◆ Our suggestion is to survey what current curricula include in the county to identify possible areas for collaboration, council support, or upskilling.

## 7. References

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- 10 <https://xrcambridge.org/youth>
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- 13 Cambridgeshire County Council Climate Change and Environment Strategy (CCES) consultation
- 14 [www.miro.com](http://www.miro.com)
- 15 <https://www.local.gov.uk/councillor-workbook-engaging-young-people>
- 16 <https://www.gloucestershire.gov.uk/planning-and-environment/climate-change/gloucestershires-climate-change-strategy/>
- 17 <https://www.environment.admin.cam.ac.uk/cambridge-green-challenge>

## **List of Appendices**

**A Recruitment poster**

**B Focus group guide**

**C Group exercise**

**D Survey questions**

**E Ethics application**

**F Focus group results - Young people's climate priorities**



# HAVE YOUR SAY!

## LET'S HEAR YOUR VOICE ABOUT CLIMATE CHANGE IN CAMBRIDGESHIRE

### What's going on?

This is an exciting opportunity to influence climate change action in your local area. We are inviting you to take part in a focus group where we will discuss what change you'd like to see, what resources might be needed and how this could be put into action. This is part of a research project on what local government can do for climate change and communities in Cambridgeshire, with a focus on young people. We will present our findings to Cambridgeshire County Council and share them with you when the the project is complete.

### Who are you?

You are a young person from Cambridgeshire, aged 16–24. You care about climate change and your local community. You want to have an influence on your environment, now and in the future. No special knowledge, experience or background is required. Wherever you live, from Fenland to Huntingdonshire, from Peterborough to Cambridge, it's your voice that counts!

### Who are we?

We are a team from Cambridge University Science and Policy Exchange (CUSPE), carrying out some research for Cambridgeshire County Council. We are working on a voluntary basis, which means that each one of us chose to be involved as we're passionate about tackling climate change at the community level, with young people leading the way.

**IF THIS SOUNDS LIKE SOMETHING YOU'RE  
INTERESTED IN THEN SIGN UP NOW, OR  
CONTACT US IF YOU HAVE ANY  
QUESTIONS!**



Cambridgeshire  
County Council

CUSPE

Cambridge University  
Science and Policy  
Exchange

# FOCUS GROUP HANDBOOK

## Introduction

5 min

Hello everyone and welcome to today's focus group. My name is [introduce moderator] and I am joined today by X members of the research team [introduce research team].

Before we get going we would just like to go through a couple of housekeeping points before we go onto the reasoning behind today's session.

Firstly, will everyone please mute themselves until the start of the first task. After that, please feel free to mute/un-mute yourself as much as you would like! I'd like to encourage everyone to keep their video on, as seeing each other can really help with the discussions. However, you are free to turn off your video for any reason at any point during the focus group. Later during the focus group, we will be using the online platform Miroboard to do a series of short exercises - we will post the relevant links in the chat bar. At the end of the focus group we will ask you to fill in a survey about the focus group on SurveyMonkey, and again, we will put the link to this in the chat.

As outlined in the pre-focus group information package, this focus group will last for 90 minutes. The only people on this call will be myself and the one/two researchers who previously introduced themselves. As explained on the Participant Information & Consent Form you have signed and emailed back to the research team, this focus group will be recorded and used by the Cambridge University Science and Policy Exchange (CUSPE) research team to contribute to their research on climate change and communities for the Cambridgeshire County Council. Your participation in this project is voluntary, and you can choose to withdraw your participation at any time without giving a reason. The data from this focus group and from the survey will be stored on a secure drive accessible only to the researchers and permanently deleted one year after the completion of this project. The data from the focus groups and surveys will be anonymized and used to inform a report for the Cambridgeshire County Council, which may be shared with the public. There are further details on the Participant Information & Consent Form. If you have any questions about the focus group, your participation, or how the data will be used, please ask them now or at any point during the session. [If any questions arise, feel free to answer them, or ask the researchers present to answer them. If anyone has not yet received and/or filled out and returned the Participant Information & Consent Form, please get them to message one of the researchers present to do so during the Icebreaker session.]

I will now quickly provide some more information about the research study. You can find more details in the pre-focus group information package. This study is being conducted by volunteer researchers from the Cambridge University Science and Policy Exchange (CUSPE), in partnership with the Cambridgeshire County Council. The aim of the study is to get your views on a range of climate issues, as currently the perspectives of young people in the county are under-represented in the Council. This is despite the fact that your age group are often the most vocal and active on climate change issues, and the fact that your age group will be most



affected in the future by decisions that are being made now. Specifically, we hope to hear from you what climate issues are particularly important to you and your friends. As well, we are interested in how you think it is best for the Council and young people to work together in the future to tackle climate change. The results of these discussions will be written up in a report for the Council and used to produce policy recommendations for the Council to improve its climate change and community engagement policies.

## Icebreaker

10 min

Before we begin, we thought it would be good to start with an 'icebreaker' to hopefully get the discussion started! We would like to stress that this activity, as with all others to follow, are not being 'marked' or 'assessed' in any way, and there are definitely no right answers to any of the questions. We are just very keen to see the discussions that take place, and the considerations that are made before a decision is made. So on to the icebreaker scenario...

You are on your way back from a summer holiday in the blazing heat, and your flight into Cambridge airport is forced to make an emergency landing on a large, uninhabited, wooded island just off the coast of Easten England. You, the pilot, and your fellow passengers have only sustained minor injuries but the plane has broken into pieces and the communication equipment has been destroyed in the impact.

Before the plane crashed the pilot had reported a problem with one of the engines, so there is a good chance that the authorities will start looking for you when you fail to arrive at your destination. However, the forest is very dense and it will take days to reach the edge of it on foot.

You cannot remain where you are as there is a danger that the aeroplane fuel will catch fire. On searching through the wreckage and the remains of your suitcases you find the following items: [Read through the list and post the list of items in the chat.]

1. A guide to UK plant species
2. 3 elasticated luggage straps
3. 6 frozen airline meals
4. 4 blankets from the plane
5. A 3 metre square piece of opaque plastic sheeting
6. Tourist map of the UK
7. 2 large bottles of factor 12 sunscreen
8. Mobile phone with GPS, fully charged
9. 1 litre bottle of the duty free alcoholic spirit
10. 3 boxes of chocolate chip cookies
11. 4 current paperback novels
12. First aid box
13. Compass
14. Flare gun with one flare
15. A Swiss Army knife
16. A book of matches

You are unable to carry more than 7 items from this list. (items containing more than one object still count as one item). Which items would you take and why? [Encourage discussion and participation of all participants for the remainder of the assigned 10 minutes. No need to come to a consensus.]

## Opening questions

30 min

We will now spend about 30 minutes discussing your priorities and actions with regards to climate change. You may have thought and reflected on these questions already, as they were presented in the pre-focus group information package, but no worries if you haven't! We will explore and discuss your thoughts about these questions using two different group exercises on Miroboard.

1. Exercise 1 - Ranking exercise - [https://miro.com/app/board/o9J\\_knzg270=/](https://miro.com/app/board/o9J_knzg270=/) (15 min)

I will now post the first Miroboard link in the chat [post link]. Please follow the link and login to Miroboard to access the interactive page. You should now see a page called 'Exercise 1' with a larger arrow and a number of multicolored squares. Please say now if you can't see this!

The aim of this exercise is to try to understand what environmental issues you think are most important. By using the select tool (keyboard shortcut = V) we would like you to rank the coloured boxes from low to high priority by dragging them onto the large arrow. Everyone should be able to move any of the boxes, but it may be useful to tackle one at a time. Below the arrow there is an additional question - 'Do these priorities align with what you believe to be the biggest environmental challenges facing us in the next 30 years?'. Please answer this question after or at the same time as the ranking exercise by clicking the 'sticky note' (N = keyboard shortcut) button and adding your thoughts in the blue box!

This is a group activity, so please discuss amongst each other and work together to complete the ranking. Of course people might have different opinions, but that is an opportunity to discuss why people might think differently about a particular issue! We will give you around 15 minutes in total for this exercise, and will give a quick prompt with around 5 minutes to go. As always, if any questions arise, please let us know!

[Moderator should also have the Miroboard exercise open to monitor progress and answer any questions that might arise. If discussion is slow, feel free to try and kickstart it by asking a question about what a certain priority is or why the person/group feels like it is important or not important. Dissent is very okay, but try to encourage discussion about why!]

2. Exercise 2 - Sticky notes - [https://miro.com/app/board/o9J\\_knzwawU=/](https://miro.com/app/board/o9J_knzwawU=/) (15 min)

For the second activity we will be using Miroboard again, so please click on this new link in the chat [post link]. You should see a page called 'Exercise 2' with 3 separate columns with the following questions:

- a. Actions I take in my everyday life to be more sustainable

- b. Actions I would like to take but currently am unable to do so and what is stopping me?
- c. Actions I see my friends and family taking that are sustainable or unsustainable

Please say now if you can't see this!

We will be using the sticky note tool again (N), and we would like you to spend around 10 minutes adding sticky notes and having discussions for each of the 3 questions you see on your screen. We would really like to hear both your views as well as the views your family and friends may have! Any questions at any time just let us know, otherwise we will give you a 5 minute heads up before we move on to the next exercise.

[Similar to the first exercise, have the Miroboard exercise open to monitor progress and answer any questions that might arise. If discussion is slow, feel free to try and kickstart it by asking a question about what a certain priority is or why the person/group feels like it is important or not important. Encourage discussion about dissent, if differing opinions arise!]

## Group exercise

30 min

The next exercise will take around half an hour, and will involve us presenting to you a scenario in which Cambridgeshire County Council would like to engage with young people on a specific climate related issue. We will read out an introduction story to set the scene and then present you with a series of two options for ways you could resolve the challenges you face at each step.

We would again like to stress at the start that there are no 'right' answers to any of the situations, and that the discussion about the pros/cons of each option is the most valuable for us. Also, if you have any alternate options that aren't suggested, please also voice these too. As ever, any questions at any point, please ask us. We will be on mute throughout the discussion, however, when you feel you have come to a decision, we will present to you the next step in the story.

[Based on the participants' rankings from Exercise 1, choose either the transport, green spaces, sustainable housing, or sustainable food hub scenario.]

Now, as you put the issue of [insert highly-ranked priority from Exercise 1] at such a high priority in Exercise 1, we thought we could go with a scenario in which Cambridgeshire County Council would like to engage with young people about this issue.

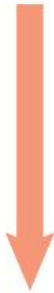
[Work through the role play scenario with the group. Emphasize that there are no wrong decisions. Encourage discussion and consensus-building for each decision.]

# Role Play example 1: Transport

Transport is the UK's largest emitter of greenhouse gases and we should be moving away from individually owned petrol and diesel cars towards increases in public transport run on green energy. So let's try and make public transport better for young people.

The council has suggested a reassessment of current bus routes by taking into account young people's views on whether the routes are the best and whether there are enough buses for people in the current timetable. You can choose between these options, and discuss the pros and cons of each option)

**A)** Nominate one person from each bus route to perform an inspection, collect data about bus usage and timings? How would you recruit and select young people?



**Continue on page 6**

**B)** Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



**Continue on page 7**

Success you've managed to secure a representative for 50% of bus routes, but you're still missing the other half. How could you solve this problem?

**A)** Ask each of the representatives to take on 2 routes each (but not all auditors will regularly travel 2nd route).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

**B)** Switch to the committee route - (moderator - jump to page Y)

**C)** Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now start to gather information on travel demand.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

**A)** Try and recruit more representatives

**B)** Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

**A)** Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

**B)** Switch to option of one person from each bus route - (moderator - jump to page X)

**C)** Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

**A)** Assign specific members to fulfil this "lead role"

**B)** Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of involving your group in determining priorities, delivery and routes. A smaller subset of your group are more keen on an "ownership of youth buses" scheme. How do you decide which to propose to the council?

**A)** Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

**B)** There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

## Role Play example 2: Green Spaces

As many people have noticed during lockdown, access to green spaces is beneficial for both us and the environment. So let's try and make green spaces work better for young people.

The council has suggested a project for young people's views on their local area to achieve better use of space for users and the environment. You can choose between these options, and discuss the pros and cons of each option:

**A)** Nominate one person from each ward to put together information on their local area and identify possibilities for enhancing biodiversity, reducing air pollution, and improving waste management. How would you recruit and select young people?



**Continue on page 9**

**B)** Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



**Continue on page 10**

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

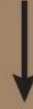
**A)** Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

**B)** Switch to the committee route - (moderator - jump to page Y)

**C)** Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

**A)** Try and recruit more representatives

**B)** Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?



Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

**A)** Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

**A)** Assign specific members to fulfil this "lead role"

**C)** Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of involving your group identifying possibilities for enhancing biodiversity, reducing air pollution and improving waste management. A smaller subset of your group are more keen on your youth group managing your own green space. How do you decide which to propose to the council?

**A)** Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

**B)** There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

## Role Play example 3: Sustainable Housing

We spend a lot of time in our houses, where we heat them and use electricity and water. It's also where we can cook, clean, work and spend our free time. There's a lot of scope here for decreasing the carbon footprint of our homes.

The council has suggested a project for young people to work on achieving this goal in their local area. You can choose between these options, and discuss the pros and cons of each option:

**A)** Nominate one person from each ward to collect information on local houses and the ways in which they could be more environmentally friendly then create an action plan for making change. How would you recruit and select young people?



**Continue on page 12**

**B)** Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



**Continue on page 13**

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

**A)** Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

**B)** Switch to the committee route - (moderator - jump to page Y)

**C)** Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

**A)** Try and recruit more representatives

**B)** Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

**A)** Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

**B)** Switch to option of one person from each bus route - (moderator - jump to page X)

**C)** Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

**A)** Assign specific members to fulfil this "lead role"

**B)** Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of your group working together to make decisions that will affect houses in the area. A smaller subset of your group are more keen on identifying already existing initiatives and highlighting these to local homeowners. How do you decide which to propose to the council?

**A)** Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

**B)** There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged?

## Role Play example 4: Sustainable Food

The contents of our diet, as well as where it comes from, can have a big impact on the climate. We should all be moving towards a diet of locally sourced food from sustainable farms or allotments.

The council has suggested a project for young people to work on achieving this goal in their local area. You can choose between these options, and discuss the pros and cons of each option:

**A)** Nominate one person from each ward to perform an inspection of your school/college/local canteen and create an action plan for making change to local and sustainable food. How would you recruit and select young people?



**Continue on page 15**

**B)** Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



**Continue on page 16**

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

**A)** Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

**B)** Switch to the committee route - (moderator - jump to page Y)

**C)** Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

**A)** Try and recruit more representatives

**B)** Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

**A)** Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



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**B)** Switch to option of one person from each bus route - (moderator - jump to page X)

**C)** Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

**A)** Assign specific members to fulfil this "lead role"

**B)** Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of your group setting up your own community farm. A smaller subset of your group are more keen on identifying already existing allotments and getting involved there. How do you decide which to propose to the council?

**A)** Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

**B)** There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

## Closing activities

15 min

Thank you all very much for your interesting and insightful participation and discussion. We hope you all enjoyed that exercise. We are sadly now coming towards the end of the focus group, but before we go on to the closing activities, is there anything else anyone would like to add or reflect on about the previous activity?

In this final section, we will conclude the focus group by talking about the next steps for this research project after the focus group. At the end, we will ask you to please fill out a very quick survey on SurveyMonkey.

As the overall purpose of this focus group is to understand the kinds of environmental issues that young people in Cambridgeshire are most passionate about. We were also also interested in your views on how the Council might best work with youth in order to tackle the climate issues that you identified as the most pressing (this was the goal of the role playing exercise). Our plan is to take the ideas and feedback you have provided in this focus group and use it to create a questionnaire that we will circulate more widely to local schools in Cambridgeshire. Our findings from the focus group and this questionnaire will be used to write a report to Cambridgeshire County Council with our findings and recommendations. We will pass on to the Council your ideas and suggestions as points of action for the Council to follow in order to improve their engagement of youth on the issues you have identified as the most urgent.

Our overall goal is to improve the Council's provision of resources and strategies for engagement with youth in Cambridgeshire, and we can see that you are also passionate about this issue. Just from listening in, we can already tell your conversations and insights will be very useful for us in shaping our recommendations to the Council. However, this is not the end of your involvement in this research. As well as filling out the questionnaire that we will send along in a few weeks (and encouraging your classmates to do the same!), we will keep you updated with our progress on the research. After we analyse the data from the focus groups and the larger questionnaire, we will present our findings and recommendations to you, perhaps using information leaflets distributed on social media. We welcome your suggestions and feedback about what format you would prefer to receive the outcomes of our research in the survey we will distribute in just a few minutes at the end of the focus group!

So unless anyone has any questions about this, we would like you to now fill in our concluding survey. We will post the link in the chat now [post SurveyMonkey link]. We will give you a moment to look through it and let us know if you have any queries about any of the questions. If not, we will give you some time now to fill it in now.

[Please allow for as much time as possible for the participants to fill out the survey at the end of the focus group, to encourage completion and to allow any questions to be asked.]

Thank you very much for taking the time to fill in the survey, and if you haven't quite finished, please feel free to carry on once we have finished the call. We would just like to finish off by saying another massive thank you to you all for taking part today, your contributions have been invaluable and we are so excited to work with all the fantastic ideas you have given us



today, and relay them back to you soon. As a small token of our appreciation, we would like to give you a certificate of your participation, which we will email out to you shortly after the session ends. Thank you so much once again for your time, and unless anyone has any final questions or comments, we will call it there and will be back in touch soon!

# Role Play example 1: Transport

Transport is the UK's largest emitter of greenhouse gases and we should be moving away from individually owned petrol and diesel cars towards increases in public transport run on green energy. So let's try and make public transport better for young people.

The council has suggested a reassessment of current bus routes by taking into account young people's views on whether the routes are the best and whether there are enough buses for people in the current timetable. You can choose between these options, and discuss the pros and cons of each option)

**A)** Nominate one person from each bus route to perform an inspection, collect data about bus usage and timings? How would you recruit and select young people?



**Continue on page 6**

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**Continue on page 7**

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**A)** Ask each of the representatives to take on 2 routes each (but not all auditors will regularly travel 2nd route).



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**B)** Switch to the committee route - (moderator - jump to page Y)

**C)** Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now start to gather information on travel demand.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

**A)** Try and recruit more representatives

**B)** Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

**A)** Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

**B)** Switch to option of one person from each bus route - (moderator - jump to page X)

**C)** Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

**A)** Assign specific members to fulfil this "lead role"

**B)** Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of involving your group in determining priorities, delivery and routes. A smaller subset of your group are more keen on an "ownership of youth buses" scheme. How do you decide which to propose to the council?

**A)** Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

**B)** There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



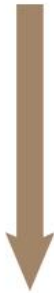
Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

## Role Play example 2: Green Spaces

As many people have noticed during lockdown, access to green spaces is beneficial for both us and the environment. So let's try and make green spaces work better for young people.

The council has suggested a project for young people's views on their local area to achieve better use of space for users and the environment. You can choose between these options, and discuss the pros and cons of each option:

**A)** Nominate one person from each ward to put together information on their local area and identify possibilities for enhancing biodiversity, reducing air pollution, and improving waste management. How would you recruit and select young people?



**Continue on page 9**

**B)** Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



**Continue on page 10**

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

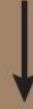
**A)** Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

**B)** Switch to the committee route - (moderator - jump to page Y)

**C)** Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

**A)** Try and recruit more representatives

**B)** Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

**A)** Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

**A)** Assign specific members to fulfil this "lead role"

**C)** Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of involving your group identifying possibilities for enhancing biodiversity, reducing air pollution and improving waste management. A smaller subset of your group are more keen on your youth group managing your own green space. How do you decide which to propose to the council?

**A)** Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

**B)** Create a system within this community group to ensure messages are shared in a timely way

**B)** There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

## Role Play example 3: Sustainable Housing

We spend a lot of time in our houses, where we heat them and use electricity and water. It's also where we can cook, clean, work and spend our free time. There's a lot of scope here for decreasing the carbon footprint of our homes.

The council has suggested a project for young people to work on achieving this goal in their local area. You can choose between these options, and discuss the pros and cons of each option:

**A)** Nominate one person from each ward to collect information on local houses and the ways in which they could be more environmentally friendly then create an action plan for making change. How would you recruit and select young people?



**Continue on page 12**

**B)** Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



**Continue on page 13**



Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

**A)** Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

**B)** Switch to the committee route - (moderator - jump to page Y)

**C)** Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

**A)** Try and recruit more representatives

**B)** Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

**A)** Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

**B)** Switch to option of one person from each bus route - (moderator - jump to page X)

**C)** Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

**A)** Assign specific members to fulfil this "lead role"

**B)** Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of your group working together to make decisions that will affect houses in the area. A smaller subset of your group are more keen on identifying already existing initiatives and highlighting these to local homeowners. How do you decide which to propose to the council?

**A)** Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

**B)** There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged?

## Role Play example 4: Sustainable Food

The contents of our diet, as well as where it comes from, can have a big impact on the climate. We should all be moving towards a diet of locally sourced food from sustainable farms or allotments.

The council has suggested a project for young people to work on achieving this goal in their local area. You can choose between these options, and discuss the pros and cons of each option:

**A)** Nominate one person from each ward to perform an inspection of your school/college/local canteen and create an action plan for making change to local and sustainable food. How would you recruit and select young people?



**Continue on page 15**

**B)** Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



**Continue on page 16**

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

**A)** Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

**B)** Switch to the committee route - (moderator - jump to page Y)

**C)** Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

**A)** Try and recruit more representatives

**B)** Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

**A)** Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

**B)** Switch to option of one person from each bus route - (moderator - jump to page X)

**C)** Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

**A)** Assign specific members to fulfil this "lead role"

**B)** Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of your group setting up your own community farm. A smaller subset of your group are more keen on identifying already existing allotments and getting involved there. How do you decide which to propose to the council?

**A)** Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

**B)** There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

## D Survey questions

1. Age

2. Gender

3. Where do you live? Cambridge, East Cambridgeshire, South Cambridgeshire, Fenland, Huntingdonshire, Peterborough, Other

4. I feel confident in my current understanding of the climate emergency and its impacts.

Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

5. I feel confident in my current understanding of the impacts and mitigation of climate change in Cambridgeshire county specifically?

Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

6. I currently feel empowered to play a role in tackling the climate emergency?

Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

7. I feel local government have a significant role to play in tackling the climate emergency?

Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

8. In your opinion, to what extent is the local community involvement important in tackling the climate emergency?

Very important, important, neither important nor unimportant, unimportant, very unimportant

9. Which of the following actions do you currently take in your everyday life to try to reduce your personal impact on the environment?

Walk/cycle wherever possible
Take public transport regularly
Family use of electric cars
Reduce meat consumption
Home-grow fruit and/or vegetables
Buy clothes second hand or from ethical fashion providers
Encouraging wildlife in your garden or local area
Switching off appliances and heating where possible
Reducing single use plastic consumption
None of the above
Other (please specify)

10. What do you feel is stopping you performing the personal actions you left unchecked above?

Cost
Convenience/Time (e.g. lack of bus routes, faster to drive, single use plastic alternatives are a lot harder to find and use etc.)
Unsure about the environmental benefits and costs of certain actions
Don't have easy access to a garden or local green areas
Feel unable to persuade parents or guardians to make the switch (e.g. in cooking less meat, buying an electric car, switching tariff etc.)
Personal preference (e.g. prefer taste of meat, don't like second hand clothes etc.)
Other (please specify)

11. Please rank these climate issues as priorities for Cambridgeshire and Peterborough from highest priority (top or 1) to lowest priority (bottom or 9)?

Air pollution
Access to green space
Improved public transport and electric car facilities
Increasing plant-based diets
Improved walking and cycling routes
Flood protection
Peatland management
Increasing biodiversity
Better waste and recycling management

12. Imagine you have decided to get involved in a project for young people to work with Cambridgeshire County Council or Peterborough City Council on sustainable public transport. Which of these tasks would you prefer to do?

Volunteer to be the representative for your school or area reporting back your findings
Join a youth committee to work together to come up with ideas
Hold elections to find representatives for your school or area to put forward your views

13. If Cambridgeshire County Council or Peterborough City Council had a new climate action plan, or further opportunities to work with young people like yourselves, how would you prefer they contact you?

Facebook
Twitter
Instagram
TikTok
Email
Phone
Letter
None
Other (please specify)

14. What kind of content would you like to see from the Council going forward?

Videos
Competitions
Events
Talks
Infographics
Tips
None
Newsletter

15. What kind of engagement would you like to see from the Council going forward specifically on environmental issues?

Surveys of opinion
Focus groups
Open meetings specifically for young people with councillors
The opportunity to present your interests and ideas to the council
Talks from the council on their climate related work
Events linking your school and the council
Work experience
None



How likely are you to do the following (very likely, somewhat likely, not sure, somewhat unlikely, very unlikely):

16: Taking an online course about local climate issues and climate politics leading to a certificate?

17: Saying yes to climate related opportunities, such as taking part in surveys, focus groups and work experience with the council?

18. Follow and engage with social media posts from the council on the topic of young people and local climate action opportunities?

19. Learning the benefits of personal/household climate sustainable actions and learning how to talk about them with your household?

20. Talking to the council through an “Eco-lead” teacher at your school?

21. Were there any further comments you would like to make?

**UNIVERSITY OF CAMBRIDGE**  
**SCHOOL OF THE HUMANITIES AND SOCIAL SCIENCES**

**Application for ethical approval of a research project**  
**Part I- Personal Information form- To be completed by the applicant**

**Question 1: Title of the project**

CUSPE Policy Challenges - Climate Change and Communities

**Question 2: Primary applicant**

*Notes: The primary applicant is the name of the person who has overall responsibility for the study. Include their appointment or position held and their qualifications.*

Dr Timea Nohta  
Postdoctoral Research Associate  
PhD (Local Government Studies)  
MSc, BSc (Architecture and Engineering)

**Question 3: Department and Contact Details of Primary applicant**

*Notes: Please include the department affiliation and also your contact details. This should also include the email address on which you wish us to contact you. Please note: If you don't have a departmental affiliation, please email [csheethics@admin.cam.ac.uk](mailto:csheethics@admin.cam.ac.uk) in the first instance, to get further information on how to proceed.*

Affiliation: Centre for Smart Infrastructure and Construction (CSIC), Department of Engineering, University of Cambridge  
Email: [tn328@cam.ac.uk](mailto:tn328@cam.ac.uk)  
Phone: 07459220569

**Question 4: Co-applicants**

*Notes: List the names of all researchers involved in the study. Include their departmental affiliations, appointment or position held and their qualifications. For research students, please include the name, department and contact details of your supervisor.*

Emma Clarke MPhil, Department of History and Philosophy of Science. (E): [emc93@cam.ac.uk](mailto:emc93@cam.ac.uk)  
Olivia Shears, PhD Student, Department of Geography. (E): [oms26@cam.ac.uk](mailto:oms26@cam.ac.uk)  
William Moody, PhD Student, MRC Cancer Unit. (E) [wmm25@cam.ac.uk](mailto:wmm25@cam.ac.uk)  
Elizabeth Hampson, PhD Student, Graduate School of Life Sciences. (E): [eah68@cam.ac.uk](mailto:eah68@cam.ac.uk)  
Eleanor Fox, BA Student, Department of Geography. (E): [erf35@cam.ac.uk](mailto:erf35@cam.ac.uk)

**Signatures of the study team**

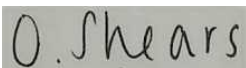
*Notes: The primary applicant and all co-applicants must sign the form. For research students, the supervisor's signature is also required.*



Timea Nochtá



Emma Clarke



Olivia Shears



William Moody



Elizabeth Hampson

  
Lisa Hecker



Eleanor Fox

**UNIVERSITY OF CAMBRIDGE**  
**SCHOOL OF THE HUMANITIES AND SOCIAL SCIENCES**

**Part II- Application for ethical approval of a Research Project Proforma**  
**(To be completed by applicant for circulation to Ethics Committees)**

**Briefly describe the purpose of the research. (Please attach any detailed research proposal, if submitted or to be submitted for grant application)**

In this study, we aim to explore the priorities and needs of young people (16-24 years of age) in Cambridgeshire with respect to climate change action. The study is being conducted by Cambridge University Science and Policy Exchange (CUSPE) volunteer researchers in partnership with the Cambridgeshire County Council, through the annual Policy Challenges initiative (<http://www.cuspe.org/policy-challenges/>). We are exploring the perspectives of young people because this age group is currently under-represented in Council research and engagement with communities on climate, yet have been shown to be a particularly active group for climate issues in other contexts (for example, Extinction Rebellion Cambridge). Specifically, we are seeking to understand:

Young peoples' environmentally sustainable actions in everyday life and associated barriers and facilitators.

Young peoples' climate priorities

Young peoples' existing relationships and engagement with the Council

Ways for young people to jointly tackle climate challenges with the Council and local communities.

The results of this study will inform the Council's policy approach to climate change and communities, with capacity to lead to policy change that empowers young people to take action on climate issues with the support of the Council

**Briefly describe the method and procedure. (Please attach interview schedules, questionnaires, etc). Include information about:**

- (a) personal questions, interview schedules, questionnaires**
- (b) duration and frequency of assessment sessions**

To meet our research aims, we will conduct three online focus groups with young people using Zoom. Each focus group will include 5-6 young people, 2-3 researchers and 1 moderator from Cambridgeshire County Council; and will last approximately 90 minutes. We will purposively recruit participants through existing contacts in the Council and if necessary, from climate initiatives across Cambridgeshire that are established and attended by young people. The **study advert** (attached) will be shared via email to encourage interest in the study. Those expressing interest in taking part will be emailed the **participant information sheet and consent form** (attached). If they wish to take part in the study, they will be asked to complete the consent section of the form for return via email.

Focus groups will be interactive, including methods like mapping and polls, and will be divided into broad sections: young peoples' climate change actions and priorities, their current relationship with the Council, and ways they think they could work with the Council and communities to tackle climate change in future (see **Focus group guide** attached). Focus groups will be conducted by two to three researchers from the study team accompanied by a Cambridgeshire County Council Employee who has a full DBS check and experience of working with young people.

To permit subsequent analysis, the focus groups will be recorded using the function inbuilt into Zoom. Due to time and budget constraints, the focus groups will not be fully transcribed. Instead, analysis will entail 2 researchers independently rewatching each focus group and searching for quotes and themes relevant to our research aims. Independently produced results will then be discussed between the researchers to validate and triangulate the findings.

An online survey may be deployed following the focus groups in order to verify our findings. This would be distributed by social media channels. We would submit the survey and associated procedure to the ethics committee if this stage of the research goes ahead.

**Describe any discomfort or inconvenience to which participants may be subjected. Include information about:**

- (a) procedures that for some people could be physically stressful or might impinge on the safety of participants,**
- (b) procedures that for some people could be psychologically stressful.**

We do not anticipate any aspect of our research to elicit significant discomfort or psychological distress in participants. The topic under study is not, by nature, personal or particularly psychologically distressing. However, we are aware that many young people are experiencing climate anxiety. We will endeavour to be sensitive to these experiences by issuing full information to young people prior to their consent and participation (in the form of a **participant information sheet** - attached - with opportunity to ask follow-up questions), avoiding probing visibly distressed participants, communicating findings at the conclusion of the study to all participants, and providing opportunity to follow-up discussions with the researchers or members of Cambridgeshire County Council. All participants will be made aware that they can end their participation in the focus group for any reason, up to two weeks after they took part in the study, without having to give a reason

**(a) Who will the participants be?**  
**(b) How will they be recruited?**

We are seeking to recruit young people aged 16-24 years whose views are currently under-represented in Cambridgeshire County Council's approach for tackling climate issues with communities. We endeavour to gather views from a diverse group, including those that are possibly disengaged from climate issues, and living in both urban and rural parts of Cambridgeshire.

Participants will be purposively recruited, predominantly through existing contacts through the Council. If we are unable to fulfil our sampling requirements through these contacts, we will contact climate-orientated or other community groups based across Cambridgeshire that are specifically established or attended by young people. We will contact these groups by email or social media (such as Facebook or Twitter), depending on where they are most active, using the **study advert** attached.

**Will participants be paid? If so, how much?**

Participants will not be paid but will be offered a certificate of recognition which could be used in references. This will act as thanks for participation.

**What will participants be told about the study? (Please attach a Participant Information Sheet)**

- (a) aims**
- (b) procedures**

We have attached our **participant information sheet**. Participants are told:

- The purpose of the study - who is conducting it and why
- Briefly, what will be expected of participants in the focus groups
- How confidentiality and anonymity will be maintained
- How the data will be stored, and how and when it will be destroyed
- That participation is totally voluntary and participants are free to withdraw from the focus group without having to give a reason
- Benefits and risks of the study
- How the findings will be used, and that participants will be provided with findings from the study

We have also attached the **participant preparation sheet** that will be sent to participants in advance of their participation in the focus groups, containing information about the content of the focus group.

**What information about the research procedure or the purposes of the investigation will be withheld (if anything)?**

None. Participants will be fully informed of the research procedure and purposes of the investigation through the Participant Information Sheet.

**When will consent be obtained? (Please attach a Participant Consent form, written on headed paper and including your name(s), address and contact phone number.)**

- (a) Prior to the investigation? OR At the time of the investigation?  
(b) Will consent be verbal OR written OR electronic via computer? (if not written, please justify this)  
(c) Will consent be personal OR third party on behalf of the participant?  
(d) Will personally identifiable information be made available beyond the research team? If so, to whom, and how will consent be obtained for use of personal information?

Consent will be obtained in the **participant information sheet and consent form**:

Prior to the investigation

Electronically via a computer email response. Participants 'sign' (i.e. type) their signature to agree to clauses within the form. This method has been chosen because electronic communication is more convenient for both researchers and participants in the run-up to the focus groups due to the current COVID-19 restrictions and guidelines.

Consent will be personal.

Personally identifiable information will not be available beyond the research team - only demographic information (e.g. age, ethnicity, gender). All participants will be anonymised, and will agree to the use of direct anonymised quotations.

**At the end of the research, what will participants be told about the investigation? Include (a) debriefing, (b) ways of alleviating any distress that might be caused by the study and (c) ways of dealing with any problem relating to the focus of the study that may arise.**

Participants will be informed of the research outcomes through an information leaflet highlighting the key outcomes of the research. The CUSPE report will be fully accessible to the public, and shared directly with participants if they indicate they would like this on their consent form. Participants will be able to request further information from the research team if they would like.

In case of any distress from the study (risk deemed relatively low), participants will be offered information about youth climate change action and sources of information which may help to reassure and promote appropriate action. E.g. <https://www.bbc.co.uk/newsround/51451737>; <https://www.wwf.org.uk/get-involved/youth-groups/resources/climate-change-activities>

Links to contact the council youth groups will also be used. Participants will be able to contact their gatekeeper with any concerns. They will also be able to contact an independent Third Party officer, as stipulated in the **Participant Information form**.

**Has the person carrying out the project had previous experience of the procedures to be used? If not, who will supervise that person?**

The research team includes members who have experience conducting interviews, surveys and some focus groups.

Public engagement training has been carried out by members of the research team

All focus groups or interviews will be conducted to include one of the team members who has experience conducting focus groups - all groups will be led by a 'moderator' who has been previously engaged with the participants

**Public indemnity insurance would normally be provided by the University's insurance for persons employed by them or working in their institutions. If you do not have appropriate institutional affiliation, how will you provide public indemnity insurance, including insurance against non-negligent injury to participants?**

We will be applying to the University for insurance.

**If data is to be analysed or stored on a computer, you must make arrangements to comply with the Data Protection Act (see your Departmental Data Protection Officer). Have you done this? Also, how do you intend to store data and for how long?**

All collected data will be stored in a secure manner; backed up on several password protected documents, shared with the researchers over the University's secure One Drive storage. As soon as possible, data will be uploaded to a secure server held by the Council. All data will be handled in line with what participants have been told and all data will be recorded accurately. If a data breach of any kind does occur, the council will be immediately informed.

**Research conducted by students:**

**Has the student received appropriate training in conducting research with these subjects?**

**Please outline the involvement of the supervisor in overseeing the conduct of this research?**

**The Committee assume that any application relating to a research or investigation project which forms part of a taught course has been discussed with the Head of Department. Please enclose confirmation from the Head of Department which will then be sent to the Ethics Committee.**



At least one member of the research team has been trained for youth engagement research and will pass on appropriate training to other members of the team

Researchers will ensure they have appropriate training from the council's perspective to conduct the research

A member of the council will be present during all focus group discussions

This ethics review will be passed through the Council's research process after review from this council

**Signature(s) of applicant(s). It is important that all applicants named in point 1 sign below:**

#### **CHECK-LIST OF THINGS TO ENCLOSE WITH THE APPLICATION**

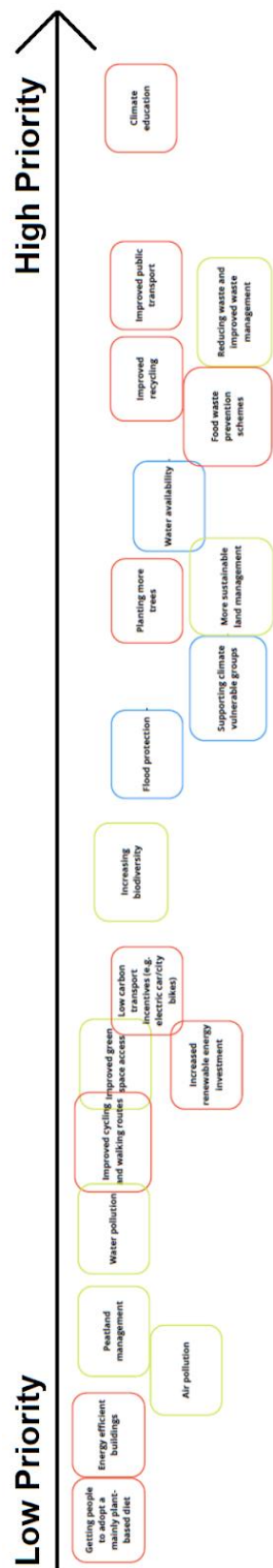
**Please note that this is only a list of essential documents that would be required for the consideration of your application by the committee. Please attach any further documentation that you think might help the committee in reaching a decision about your application.**

- Detailed Research Proposal
- Interview Schedules and questionnaires
- Participant Information Sheet
- Participant Consent Form
- For Students: A signed letter from the Head of Department confirming that they are happy for you to go ahead with the research intended.

Date of application:

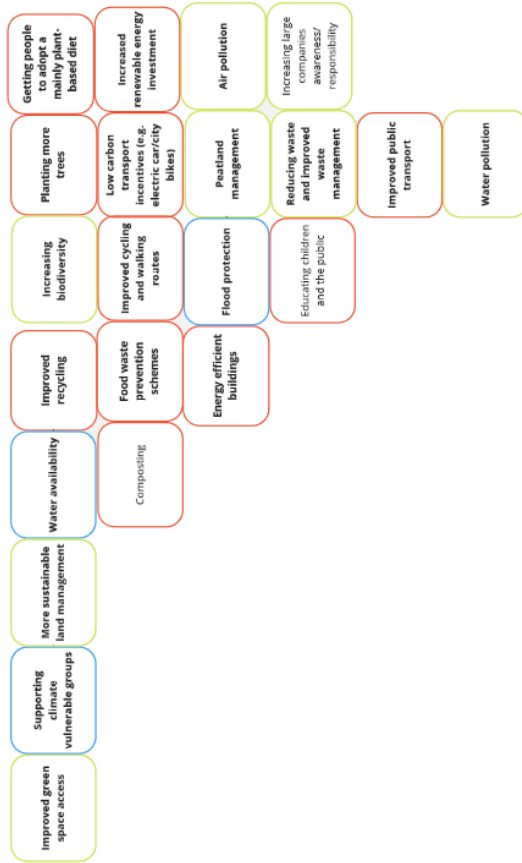
**Please return completed form to Humanities and Social Sciences Research Ethics Committee,  
School of the Humanities and Social Sciences, 17 Mill Lane, Cambridge CB2 1RX.**

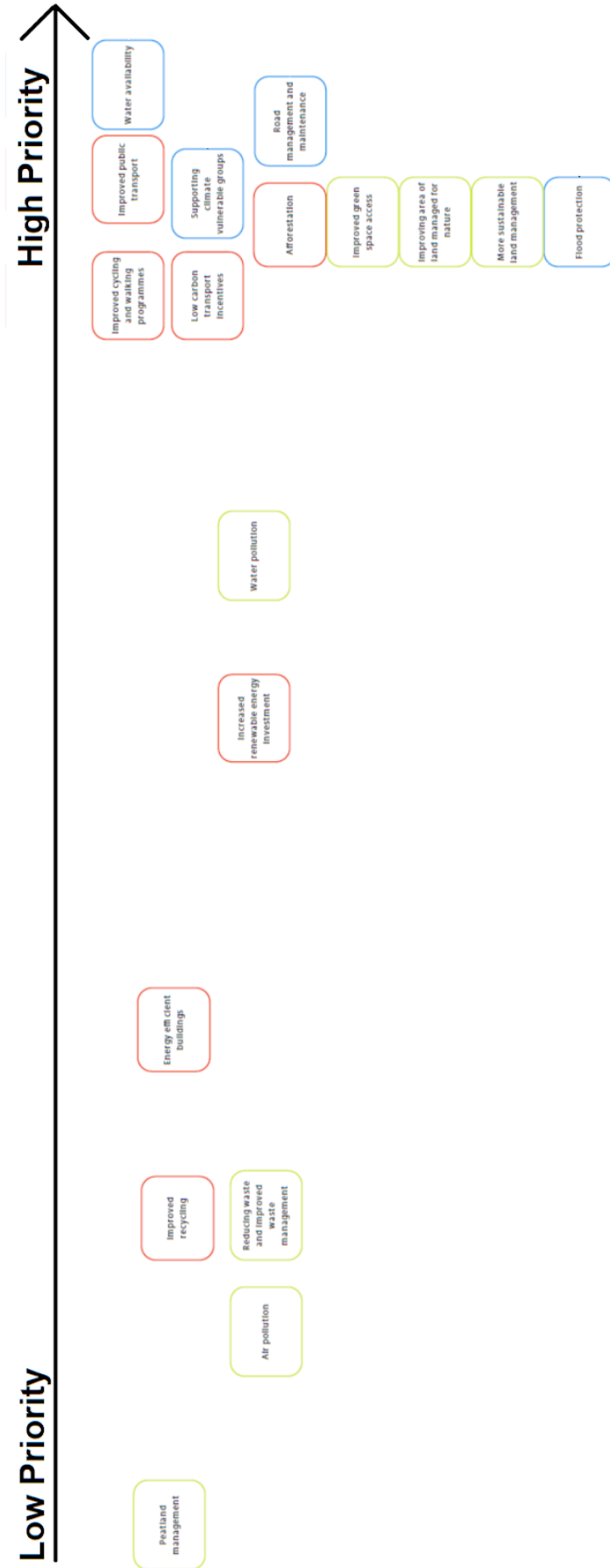
F Focus group results - Young people's climate priorities



Low Priority

High Priority





## Sunnica Solar Farm Proposal

To:	Environment and Sustainability Committee
Meeting Date:	11th March 2021
From:	Steve Cox, Executive Director, Place & Economy
Electoral division(s):	Soham North and Isleham, and Burwell
Key decision:	No
Outcome:	To seek delegated powers for officers, where there is insufficient time to take the item to Committee, to ensure that the Nationally Significant Infrastructure Project (NSIP) timescales can be met, thus allowing our submissions to be given full weight by the Planning Inspectorate (PINS) in the determination process.
Recommendation:	<p>The Environment and Sustainability Committee is recommended to:</p> <ul style="list-style-type: none"><li>a) Delegate authority to the Executive Director: Place and Economy, in consultation with the Chairman or Vice Chairman of the Environment and Sustainability Committee, to submit NSIP related responses to the Planning Inspectorate on behalf of the Cambridgeshire County Council and its regulatory functions, only on occasions where there is not enough time for a report to be delivered to the Environment and Sustainability Committee; and</li><li>b) Circulate the draft response to Local Members and Members of the Environment and Sustainability Committee ahead of sign off and submission to the Planning Inspectorate, when delegated powers are used.</li></ul>

### Officer contact:

Name: David Carford  
Post: Project Manager  
Email: David.carford@cambridgeshire.gov.uk  
Tel: 01223 699864

### Member contacts:

Names: Cllr Josh Schumann, Cllr Tim Wotherspoon  
Post: Chair/Vice-Chair  
Email: Joshua.Schumann@cambridgeshire.gov.uk /  
timothy.wotherspoon@cambridgeshire.gov.uk  
Tel: 01223 706398

## 1. Background

- 1.1 Sunnica Limited are proposing a solar energy farm to the east of the County and crossing the border into Suffolk. The proposed development is considered to be a nationally significant infrastructure project (NSIP) by virtue of the fact that the generating station is located in England and has a generating capacity of over 50 megawatts (see section 15(2) of the 2008 Act); which will therefore require an application to be submitted for a Development Consent Order (DCO).
- 1.2 As an NSIP application (for which a DCO is required) the proposed solar farm will not be determined by the District Council with input by the County Council. Responsibility for accepting and examining the NSIP applications rests with the Secretary of State (for Business, Energy and Industrial Strategy). The Planning Inspectorate carries out certain functions related to national infrastructure planning on behalf of the Secretary of State.
- 1.3 The County Council has a distinct role in this process as one of the four 'host' authorities (with the others being Suffolk County Council, East Cambridgeshire District Council, and West Suffolk Council). Officers have engaged specialist advice from other key specialist teams in the authorities, including taking advice from officers acting as the Council's Highway Authority and Lead Local Flood Authority.
- 1.4 Local Authorities are statutory consultees in their own right for any proposed NSIP within their area. Cambridgeshire County Council is a statutory consultee in the NSIP process. The four 'host' Local Authorities have been working together to respond to Sunnica's pre application consultations. The role of the authorities is not to pass judgement on the merits of the application, but to scrutinise the applicant's assessment of the NSIP application, offer technical advice as part of the consultation process and ensure that adequate public consultation is carried out.
- 1.5 Whilst the NSIP legislation does not specify any differences between 'host' planning authorities, in their role as statutory consultees, there is an understanding or assumption, set out in common practice, that if permission is granted by the Secretary of State the requirements (or effectively planning conditions) in the DCO are discharged, monitored and enforced by the Council(s) that would normally be the determining authority.
- 1.6 As an NSIP proposal, the Sunnica Energy Farm Project has already undertaken its pre-application consultations with the general public, alongside pre-application discussions with key specialisms within the four 'host' authorities, to help inform their proposal prior to the submission of their application to the Planning Inspectorate (PINS). Impacts in relation to the Coronavirus have been considered by Sunnica and are discussed further in paragraph 4.3 of this report.
- 1.7 Appendix 1 sets out the six stages involved with a NSIP application and Appendix 2 clarifies the role of the local authority at each of the stages (excluding the decision). PINS guidance is clear that a local authority and the local community are consultees in their own right. Whilst local authorities should have regard to what the community is saying, it is not intended that they necessarily adopt all of those views put to them. In this context, local authorities in particular must conduct themselves in line with the National Policy Statements and the relevant guidance.

- 1.8 Paragraph 6.2 of the PINS Advice Note two: The role of local authorities in the development consent process, states that “Local authorities should engage proactively with a developer even if they disagree with the proposal in principle. It is important to recognise that a local authority is not the decision maker but will want to contribute towards the development of the emerging proposals with the benefit of their detailed local knowledge. Local authorities are not undermining any ‘in principle’ objections to a scheme by engaging with a developer at the pre-application stage.”
- 1.9 If the recommendation within this paper is approved, the outcome will be that officers will have the ability to use delegated powers to ensure that consultation timescales set by national legislation are able to be met, where there is not sufficient time for a committee decision to be taken. This recommendation also includes the flexibility for the Vice Chairman to make the decision, as it is acknowledged that the project sits in the Chairman’s electoral division.

## 2. The Proposal

- 2.1 Sunnica proposals are for a new energy farm with solar photovoltaic (PV) and energy storage infrastructure connecting to the Burwell National Grid Substation. This seeks to provide 500MW of electricity which is equivalent to providing for approximately 100,000 homes.
- 2.2 The proposed solar energy development spans four ‘Sites’:
- Sunnica East Site A, near Isleham
  - Sunnica East Site B, near Freckenham and Worlington
  - Sunnica West Site A, near Chippenham and Kennett
  - Sunnica West Site B, near Snailwell

These four sites are proposed to be linked by a cable corridor to the National Grid at Burwell Substation.

## 3. Planning Policy

- 3.1 The policy framework for determining an NSIP application is set out in Section 104 of the Planning Act 2008 (as amended), set out below:

In deciding the application the Secretary of State must have regard to:

- (a) any national policy statement which has effect in relation to development of the description to which the application relates (a “relevant national policy statement”);
- (aa) the appropriate marine policy documents (if any), determined in accordance with section 59 of the Marine and Coastal Access Act 2009;
- (b) any local impact report (within the meaning given by section 60(3)) submitted to the Secretary of State before the deadline specified in a notice under section 60(2);
- (c) any matters prescribed in relation to development of the description to which the application relates; and
- (d) any other matters which the Secretary of State thinks are both important and relevant to the Secretary of State’s decision.



- 3.2 The relevant documents in relation to this application from the Cambridgeshire perspective are the National Policy Statements for Energy; the Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) & the Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Plan (February 2012) - or if appropriate as superseded by the emerging Cambridgeshire and Peterborough Local Plan; the East Cambridgeshire Local Plan (2015); and any Local Impact Report submitted during the Examination. The National Planning Policy Framework (NPPF) 2019 is also a material consideration.

#### 4. NSIP Pre-Application Process

- 4.1 As this report has been brought to the Environment and Sustainability Committee ahead of the formal NSIP application submission, the pre-application process is currently being undertaken i.e. step 1 in Appendix 1. Of the pre-application stages shown in Appendix 2 the following have been completed:
- Provided comment on the draft Statement of Community Consultation (SoCC).
  - Commented on the consultation from the applicant Under Section 42 of the Planning Act 2008.
- 4.2 'Host' authorities are strongly encouraged to use the pre-application period to start their own evaluation of the local impacts of the proposal. 'Host' authorities should then begin to compile the Local Impact Report (LIR) as soon as the application has been accepted formally by the Secretary of State and they have been invited to submit an LIR. This approach will enable the LIR to be produced within the deadlines. PINS advice is that 'Host' authorities should ensure any necessary internal authorisation processes are in place to meet the timetable (which is the basis for this report).
- 4.3 Sunnica's recent pre-application public consultation (September to December 2020) was held whilst adhering to the Coronavirus restrictions. This has meant a different approach to consulting with elements like public exhibitions and meetings not being possible. Instead a number of webinar virtual exhibitions were made available online.
- 4.4 The host authorities will be required to make a factual assessment of the consultation and submit an Adequacy of Consultation. The host authorities will have a very constrained timescale in which to assess the consultation response and respond to PINS (14 calendar days) on whether the consultation has met the necessary NSIP and councils' Statement of Community Involvement requirements (taking account of the restrictions discussed in paragraph 4.3 above).

#### 5. NSIP Application Process

- 5.1 Once Sunnica submits their DCO application to PINS for the solar farm project, currently programmed for Q2 of 2021, the project will move into the 'acceptance' stage as identified in Appendix 1. If their application is accepted for examination by PINS we should be notified of this, including whether the Secretary of State will appoint a single Examining Inspector, or a panel of up to five Examining Inspectors (known as the examining authority (ExA) to examine the application. The Examination is carried out in public.

- 5.2 Following notification of the above, the local authorities will then be notified of the preliminary meeting to discuss procedural matters. After which an Examination timetable should be set, including tight deadlines for when information needs to be submitted to PINS. At the pre-examination stage, local authorities are encouraged to continue to engage with the developer. Agreement on any remaining issues should be sought and/or negotiations continued. There may also be the need to continue negotiation in respect of any compulsory acquisition affecting any local 'host' authority's land holdings or interests. Reaching agreement on as many issues as possible in advance of the examination is likely to lead to a more focused and expedient examination process for all participants.
- 5.3 During the Examination, the local authorities will:
- Respond to the Examining Authority's (ExA's) written questions which are normally based on an initial assessment of the application, (including the principal issues of the proposed scheme), and the representations received from interested parties;
  - Prepare and submit to PINS a Local Impact Report (LIR), setting out the likely impacts of the proposed scheme on the County Authority's area, by using local knowledge and robust evidence, and set out the relevant local planning policy framework and guidance;
  - Prepare and submit to the Planning Inspectorate a Statement of Common Ground (SOCG), a joint written statement between the applicant and the County Council and/or other parties or 'host' authorities, setting out matters that they agree or are in disagreement on; and
  - Represent the County Council and make oral representation at the issue specific hearing(s) and if necessary the open floor hearing(s). The subject of the hearings is based on specific elements / issues of the application that are raised during the NSIP process.
- 5.4 There is also provision in the Planning Act 2008 (as amended) for the applicant to apply for other consents, for example Compulsory Purchase Order (CPO) and drainage consents, deemed by a DCO.
- 5.5 To avoid any undue delay to the NSIP process and Examination it is important that the tight deadlines set out in the Examination Timetable are met. The timescale for handling an NSIP application are set out in the legislation. It is noted that PINS as the Examining Authority may disregard late responses, which is why officers are seeking to follow PINS guidance and get delegations set up at the pre-application stage. Irrespective of any delegations passed to officers to meet the necessary timescales set by legislation, the following is proposed to be followed to ensure good practice and ensure an open and transparent decision making process:
- Key documentation and updates to be provided to members of E&S Committee and local County Councillors by e-mail at the earliest opportunity to ensure that key deadlines are known in advance and any comments on the documentation provided as early as possible, particularly during the 14 and 28 day deadlines;
  - Responses to PINS to either be circulated to members of E&S Committee and local County Councillors by e-mail for their records, or where time is permitting the draft

response taken to E&S Committee for endorsement; and

- Where deemed necessary, member briefings or specific topic meetings will be set up to provide guidance on the NSIP process and technical responses provided.

## 6. Alignment with corporate priorities

### 6.1 A good quality of life for everyone

As this is not a County Council proposal there are no specific significant implications identified by officers for this priority. However, any NSIP response provided by the County Council will (where applicable) ensure that the environmental information produced is capable of assessing this priority before a recommendation is provided by PINS and a decision reached by the Secretary of State.

### 6.2 Thriving places for people to live

As set out in paragraph 6.1.

### 6.3 The best start for Cambridgeshire's children

As set out in paragraph 6.1.

### 6.4 Net zero carbon emissions for Cambridgeshire by 2050

As set out in paragraph 6.1.

## 7. Significant Implications

### 7.1 Resource Implications

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

- Finance – The cost of processing the NSIP application will need to come from the existing revenue budget. As the application is handled by PINS no planning application fee is received from the applicant. Officers negotiated a Planning Performance Agreement for the pre-application advice stage, to try to resource the project and reduce the cost to the public purse, but this has not covered the true cost of the resource and specialist advice required to assess the DCO application and any discharge requirements (like planning conditions) that would arise from any consent granted. This is in addition to existing pressures already identified as a result of the COVID-19 situation.
- Staff – As a statutory consultee in the initial NSIP process and post NSIP decision if granted, the resources to deal with the application are taken from the County Growth and Development staffing resources that are already stretched.

### 7.2 Procurement/Contractual/Council Contract Procedure Rules Implications

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

- Procurement – Where specialist officer advice does not exist within the Council(s) relevant specialists may be procured to ensure that the Council(s) has guidance on the key specialist areas. This is to ensure the authorities have the relevant specialist advice to allow officer comments to be provided on technical matters.
- Contractual / Council Contract Procedures – Any specialist advice required to inform this project will need to ensure it meets Council procedures, in addition to the financial implications discussed in paragraph 7.1 above.

### 7.3 Statutory, Legal and Risk Implications

There are no significant implications for this priority, other than the financial and resource implications required to support this project, which has the potential to include significant legal advice.

### 7.4 Equality and Diversity Implications

There are no significant implications for this priority that are not capable of being addressed through comment on the applicant's DCO application. Sunnica is required to satisfy the Equity Impact Assessment requirements when they submit their application.

### 7.5 Engagement and Communications Implications

There are no significant implications for this priority that are not capable of being covered by the submission of the Adequacy of Consultation to the Planning Inspectorate.

### 7.6 Localism and Local Member Involvement

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

- Localism – As this proposal is deemed to be a Nationally Significant Infrastructure Project (NSIP) the decision will not be made by the County Council. It will be essential therefore that the Council as a statutory consultee provides the 'local' knowledge to help inform the Secretary of State's decision.
- Local Member Involvement – PINS guidance sets out the role of the local authority, and officers will ensure that local members are kept informed at key stages in the NSIP process.

### 7.7 Public Health Implications

There are no significant implications for this priority that are not capable of being addressed through comment on the applicant's Environmental Impact Assessment information and the DCO application.

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: Gus de Silva

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law? Yes  
Name of Legal Officer: Fiona McMillan

Have the equality and diversity implications been cleared by your Service Contact? Yes  
Name of Officer: Elsa Evans

Have any engagement and communication implications been cleared by Communications? Yes  
Name of Officer: Simon Cobby

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes  
Name of Officer: Andy Preston

Have any Public Health implications been cleared by Public Health? Yes  
Name of Officer: Iain Green

## 8. Source documents

[Planning Inspectorate \(PINS\) National Significant Infrastructure Project \(NSIP\) Guidance and Advice Notes;](#)

[NSIP Energy Policy Statements;](#)

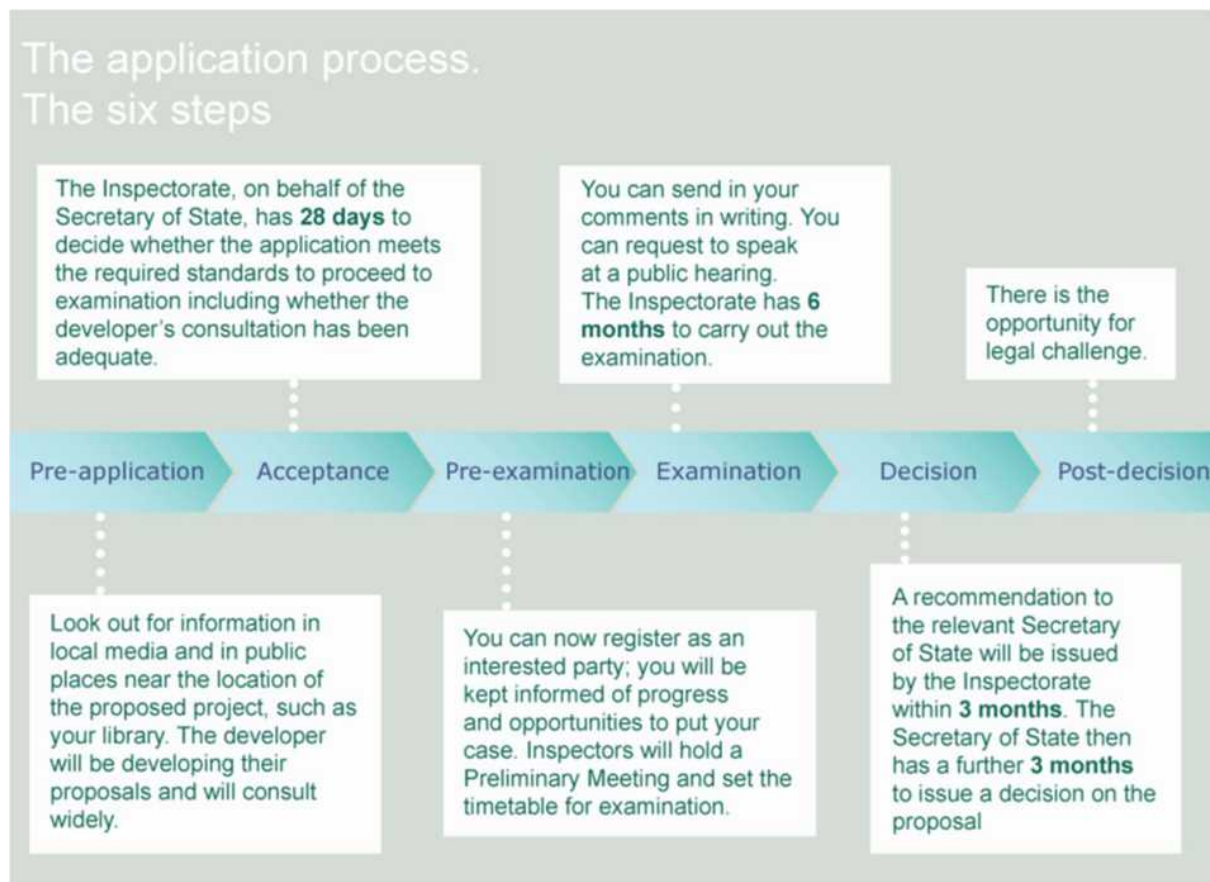
[Planning Act 2008 \(as amended\);](#)

[Sunnica Energy Farm Project website;](#)

[PINS Project Page for Sunnica Energy Farm NSIP Project;](#)

[The National Planning Policy Framework \(NPPF\) \(2019\)](#)

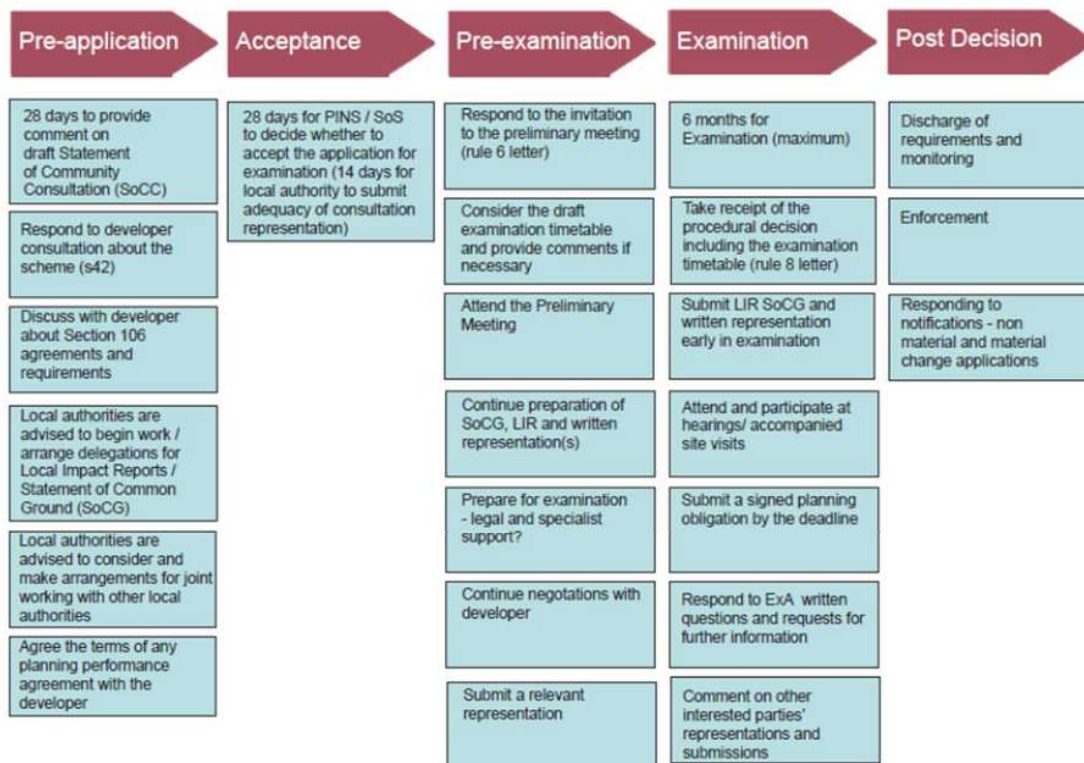
## Appendix 1 - The six steps of the NSIP DCO process under the 2008 Act



Source PINS website <https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/2013/03/Application-process-diagram2.png>

## Appendix 2 - The role of local authorities

# The role of local authorities



Source PINS Advice Note 2 [https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/2015/03/Advice\\_note\\_2.pdf](https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/2015/03/Advice_note_2.pdf)

## Finance Monitoring Report – January 2021

To: Environment and Sustainability Committee

Meeting Date: 11<sup>th</sup> March 2021

From: Steve Cox – Executive Director, Place & Economy  
Chris Malyon – Chief Finance Officer

Electoral division(s): All

Key decision: No

Outcome: The report is presented to provide Committee with an opportunity to note and comment on the financial position as at the end of January.

Recommendation: The Committee is asked to:

Review, note and comment upon the report.

### Officer contact:

Name: Sarah Heywood  
Post: Strategic Finance Manager  
Email: [sarah.heywood@cambridgeshire.gov.uk](mailto:sarah.heywood@cambridgeshire.gov.uk)  
Tel: 01223 699 714

### Member contacts:

Names: Cllr Joshua Schumann  
Post: Chairman of the Environment and Sustainability Committee  
Email: [joshua.schumann@cambridgeshire.gov.uk](mailto:joshua.schumann@cambridgeshire.gov.uk)  
Tel: 01223 706398



## 1. Background

- 1.1 Appendix 1 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 Highways and Transport Committee are unshaded and those that relate to the Environment and Sustainability Committee are shaded in Appendix 1. Members are requested to restrict their questions to the lines for which this Committee is responsible.

## 2. Main Issues

- 2.1 Revenue: The report attached as Appendix 1 is the Place & Economy Finance Monitoring Report for 2020/21 as at the end of January 2021. Place and Economy as a whole is forecasting a bottom line revenue underspend of £323K.
- 2.2 Grant of £2.8m for Lost Sales, Fees and Charges Compensation is forecast against the Covid-related pressures of £4.9m. This net Covid pressure is then offset by a £450K underspend on the waste contract, £544K additional income on Traffic Management and the £1m Street lighting adjustment.
- 2.3 Capital: There are no issues to report.

## 3. Alignment with corporate priorities

- 3.1 A good quality of life for everyone  
There are no significant implications for this priority.
- 3.2 Thriving places for people to live  
There are no significant implications for this priority.
- 3.3 The best start for Cambridgeshire's children  
There are no significant implications for this priority.
- 3.4 Net zero carbon emissions for Cambridgeshire by 2050  
There are no significant implications for this priority.

## 4. Significant Implications

- 4.1 Resource Implications  
The report addresses the resources position for this Committee as at the end of January 2021.
- 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
- 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

## Place & Economy Services

### Finance Monitoring Report – January 2021

#### 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

#### 2. Income and Expenditure

##### 2.1 Overall Position

Forecast Variance – Outturn (Previous Month) £000	Directorate	Budget 2020/21 £000	Actual £000	Forecast Variance - Outturn (January) £000	Forecast Variance - Outturn (January) %
-2,964	Executive Director	665	-521	-2,854	-429
+1,467	Highways	22,996	19,199	+1,692	+7
-51	Passenger Transport	7,308	4,932	-36	0
+1,032	Environmental & Commercial Services	38,952	27,029	+996	+3
0	Infrastructure & Growth	3,751	2,628	-120	-3
0	External Grants	-17,230	-6,630	0	0
<b>-516</b>	<b>Total</b>	<b>56,443</b>	<b>46,637</b>	<b>-323</b>	<b>-1</b>

The service level budgetary control report for January 2021 can be found in [appendix 1](#).

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

## 2.1.2 Covid Pressures

<b>Previous forecast £000</b>	<b>Pressure</b>	<b>Revised forecast £000</b>
1,310	Waste additional costs / loss of income	1,310
2,838	Parking Operations loss of income	2,691
92	Park & Ride loss of Income	120
464	Traffic Management loss of income	559
211	Planning Fee loss of Income including archaeological income	173
108	Highways Asset Management loss of income	0
<b>5,023</b>	<b>Total Expenditure</b>	<b>4,853</b>

## 2.2 Significant Issues

### Covid-19

As detailed in the table 2.1.2, there are significant pressures within the service relating to the Covid-19 virus. The majority of these are for the loss of income which is used to fund existing services. These pressures are being regularly monitored and assumptions have been made on the level of income which will be received this financial year.

Following receipt by the Council of monies claimed under the Sales, Fees & Charges scheme for the first four months of the year, the Council is including the amounts apportionable to P&E services within this forecast. The claim for the next quarter of the year is currently under assessment by central government.

### Waste Private Finance Initiative (PFI) Contract

Although COVID related impacts have created an additional pressure on the service budget of approximately £1,300,000 so far (due to additional HRC running costs, increased recycling credit payments and reduced trade waste collections), this pressure will be partly offset by reduced contract costs and an overall reduction in total waste collected (if this trend continues) resulting in a forecast overspend of £849,000.

### Street Lighting

A one off adjustment of £998k income has been received this year for prior year contract adjustments.

### 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

A number of schemes this financial year will underspend compared to the allocated budget, further details of these schemes are documented in appendices 6 and 7 of this report. It is now expected these schemes will be completed in 21/22 and the required funding will need to be rolled forward into next financial year.

##### Nene Parade Bank, March

Urgent work is required for a scheme which is currently not budgeted. Nene Parade, March carriageway lays adjacent to River Nene, March providing a single access point to a conglomerate of housing. In March 2020, the river bank slipped, causing localised failure to the carriageway putting highway users at significant risk. The road was closed whilst a temporary repair was completed. Following further movement of the river bank the repaired section failed again in October 2020 resulting in road usage being restricted to light vehicles and pedestrians only with continual monitoring.

An engineered solution is required to stabilise the river bank which will be completed in the form of a sheet piled retaining wall, reinforced embankment backfill and carriageway reconstruction thereafter. The works are planned to start in March 2021. The project is likely to cost £600,000 and it is proposed is funded from predicted underspends within the Carriageway Maintenance budget.

##### Funding

Grant has been awarded for Emergency Active Travel Funding, mainly to fund pop-up cycle lanes. The first tranche of £467,742 is now factored into this report, this grant is to fund revenue as well as capital expenditure. The Government recently announced the Tranche 2 allocation which is £1.724m for Cambridgeshire and Peterborough. The Council is currently working with the Combined Authority to shape how this is allocated and spent and this will take account of the government's guidance on the process to follow. We are still awaiting details of the funding split but for this report have assumed the split is the same as the first tranche.

All other schemes are funded as presented in the 2020/21 Business Plan.

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

# Appendix 1 – Service Level Budgetary Control Report

Previous Forecast Outturn Variance £000's	Service	Budget 2020/21 £000's	Actual January 2020 £000's	Forecast Outturn £000's	Forecast Outturn Variance %
<b>Executive Director</b>					
-80	Executive Director	665	524	-80	-12%
-2,884	Lost Sales, Fees & Charges Compensation	0	-1,045	-2,774	0%
<b>-2,964</b>	<b>Executive Director Total</b>	<b>665</b>	<b>-521</b>	<b>-2,854</b>	<b>-429%</b>
<b>Highways</b>					
0	Asst Dir - Highways	160	139	0	0%
58	Local Infrastructure Maintenance and Improvement	9,119	7,218	29	0%
-78	Traffic Management	-185	257	15	8%
-2	Road Safety	476	327	30	6%
-1,145	Street Lighting	10,302	6,267	-1,180	-11%
-64	Highways Asset Management	453	194	-72	-16%
2,838	Parking Enforcement	0	2,757	2,691	0%
-248	Winter Maintenance	2,664	1,466	58	2%
107	Bus Operations including Park & Ride	7	575	120	1689%
<b>1,467</b>	<b>Highways Total</b>	<b>22,996</b>	<b>19,199</b>	<b>1,692</b>	<b>7%</b>
<b>Passenger Transport</b>					
-120	Community Transport	2,645	2,242	98	4%
70	Concessionary Fares	4,663	2,691	-134	-3%
<b>-51</b>	<b>Passenger Transport Total</b>	<b>7,308</b>	<b>4,932</b>	<b>-36</b>	<b>0%</b>
<b>Environmental &amp; Commercial Services</b>					
146	County Planning, Minerals & Waste	388	196	86	22%
63	Historic Environment	77	223	87	113%
1	Flood Risk Management	397	243	2	0%
-0	Energy Projects Director	32	-324	-0	-1%
-27	Energy Programme Manager	115	104	-27	-23%
849	Waste Management	37,943	26,587	849	2%
<b>1,032</b>	<b>Environmental &amp; Commercial Services Total</b>	<b>38,952</b>	<b>27,029</b>	<b>996</b>	<b>3%</b>
<b>Infrastructure &amp; Growth</b>					
-0	Asst Dir - Infrastructure & Growth	162	134	-0	0%
0	Major Infrastructure Delivery	3,014	1,963	0	0%
-0	Transport Strategy and Policy	34	103	-0	-1%
-0	Growth & Development	541	507	-0	0%
0	Highways Development Management	0	-78	-120	0%
<b>-0</b>	<b>Infrastructure &amp; Growth Total</b>	<b>3,751</b>	<b>2,628</b>	<b>-120</b>	<b>-3%</b>
<b>-516</b>	<b>Total</b>	<b>73,673</b>	<b>53,268</b>	<b>-323</b>	<b>0%</b>

## Appendix 2 – Commentary on Forecast Outturn Position

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

### Executive Director

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
665	524	-80	-12

Savings from staff redeployed to Covid-19 virus functions, mitigating pressures elsewhere within the service.

### Lost Sales, Fees & Charges Compensation

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
0	-1,045	-2,774	0

Following receipt by the Council of monies claimed under the Sales, Fees & Charges scheme for the first four months of the year, the Council is including the amounts apportionable to P&E services within this forecast. The claim for the next quarter of the year is currently under assessment by central government.

### Street Lighting

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
10,302	6,267	-1,180	-11

A one off adjustment of £998k income has been received this year for a prior year contract adjustment.

### Parking Enforcement

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
0	2,757	+2,691	0

With restrictions around the Covid-19 virus, there is expected to be a significant shortfall in income especially for on street parking and bus lane enforcement. The assumptions behind this shortfall are continually being monitored.

### Winter Maintenance

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
2,664	1,466	+58	+2

Winter maintenance is now projecting a slight overspend. This is based on 36 actual runs and an allowance for 19 more runs. In an average year, for which is budgeted, we would expect to have 53 runs.

## Bus Operations including Park & Ride

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
7	575	+120	+1,698

With restrictions around the Covid-19 virus, there is expected to be a significant shortfall in income for this service. The assumptions behind this shortfall are continually being monitored.

## County Planning, Minerals & Waste

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
388	196	+86	+22

With restrictions around the Covid-19 virus, there is expected to be a shortfall in income for this service. The assumptions behind this shortfall are continually being monitored.

## Historic Environment

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
77	223	+87	+113

The Historic Environment team (HET) generates the majority of its operating costs from a variety of income sources. Some posts in the team are more focused to income generation than others, and some of these were redeployed due to the Covid-19 virus. HET's ability to generate income has been severely impacted by COVID.

## Waste Management

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
37,943	26,587	+849	+2

Although COVID related impacts have created an additional pressure on the service budget of approximately £1,300,000 so far (due to additional HRC running costs, increased recycling credit payments and reduced trade waste collections), this pressure will be partly offset by reduced contract costs and an overall reduction in total waste collected (if this trend continues) resulting in a forecast overspend of £849,000.

## Highways Development Management

<b>Current Budget for 2020/21 £'000</b>	<b>Actual £'000</b>	<b>Outturn Forecast £'000</b>	<b>Outturn Forecast %</b>
0	-78	-120	+0

There is an expectation that section 106 and section 38 fees will come in higher than budgeted for new developments which will lead to an overachievement of income. However, this is an unpredictable income stream and the forecast outturn is updated regularly..



## Appendix 3 – Grant Income Analysis

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

<b>Grant</b>	<b>Awarding Body</b>	<b>Expected Amount £'000</b>
<b>Grants as per Business Plan</b>	Various	15,516
Emergency Active Travel – 1 <sup>st</sup> Tranche	Department for Transport (DfT)	374
Emergency Active Travel – 2nd Tranche	Department for Transport (DfT)	1,340
Non-material grants (+/- £30k)	N/A	0
<b>Total Grants 2020/21</b>		<b>17,230</b>

## Appendix 4 – Virements and Budget Reconciliation

<b>Budgets and movements</b>	<b>£'000</b>	<b>Notes</b>
<b>Budget as per Business Plan</b>	56,470	
Centralisation of postage budgets	-40	
Non-material virements (+/- £30k)	+13	
<b>Current Budget 2020/21</b>	<b>56,443</b>	

## Appendix 5 – Reserve Schedule

Fund Description	Balance at 31st March 2020 £'000	Movement within Year £'000	Balance at 31st January 2021 £'000	Yearend Forecast Balance £'000	Notes
<b>Other Earmarked Funds</b>					
Deflectograph Consortium	32	0	32	30	Partnership accounts, not solely CCC
Highways Searches	27	0	27	0	
On Street Parking	1,944	0	1,944	1,300	
Streetworks Permit scheme	131	(131)	0	0	
Highways Commuted Sums	860	443	1,304	900	
Streetlighting - LED replacement	39	9	48	0	
Flood Risk funding	20	0	20	0	
Real Time Passenger Information (RTPI)	216	0	216	150	
Waste - Recycle for Cambridge & Peterborough (RECAP)	14	0	14	0	Partnership accounts, not solely CCC Partnership accounts, not solely CCC
Travel to Work	197	0	197	180	
Steer- Travel Plan+	66	0	66	52	
Waste reserve	984	0	984	984	
Other earmarked reserves under £30k	138	(15)	123	0	
<b>Sub total</b>	<b>4,669</b>	<b>307</b>	<b>4,976</b>	<b>3,596</b>	
<b>Capital Reserves</b>					
Government Grants - Local Transport Plan	0	0	0	0	Account used for all of P&E
Other Government Grants	370	0	370	0	
Other Capital Funding	4,654	7	4,661	0	
<b>Sub total</b>	<b>5,024</b>	<b>7</b>	<b>5,031</b>	<b>0</b>	
<b>TOTAL</b>	<b>9,693</b>	<b>314</b>	<b>10,007</b>	<b>3,596</b>	

## Appendix 6 – Capital Expenditure and Funding

### Capital Expenditure 2020/21

Total Scheme Revised Budget £'000	Original 2020/21 Budget as per BP £'000	Scheme	Revised Budget for 2020/21 £'000	Actual Spend (January) £'000	Forecast Spend – Outturn (January) £'000	Forecast Variance – Outturn (January) £'000
		<b>Integrated Transport</b>				
421	200	- Major Scheme Development & Delivery	421	50	230	-191
1,269	882	- Local Infrastructure Improvements	1,275	809	1,276	1
0	0	Safety Schemes	0	0	0	0
500	500	- A1303 Swaffham Heath Road Crossroads	500	14	30	-470
422	94	-Safety schemes under £500K	422	161	222	-200
449	345	- Strategy and Scheme Development work	449	480	535	86
		Delivering the Transport Strategy Aims				
2,293	1,243	- Highway schemes	2,501	569	1,011	-1,490
		- Cycling schemes				
200	0	- Fenstanton to Busway	200	175	195	-5
300	0	- Dry Drayton to NMU	152	13	30	-122
400	58	- Hardwick Path Widening	196	40	115	-81
930	0	- Bar Hill to Longstanton	60	26	60	0
1,000	0	- Girtton to Oakington	450	25	400	-50
16	0	- Arbury Road	12	0	12	0
974	0	- Papworth to Cambourne	891	106	891	0
678	0	- Wood Green to Godmanchester	678	16	16	-662
150	0	- Busway to Science Park	15	1	15	0
79	45	- Other Cycling schemes	79	8	51	-28
23	23	- Air Quality Monitoring	23	19	23	0
25,000	1,000	- A14	1,000	0	1,000	0
		<b>Operating the Network</b>				
		Carriageway & Footway Maintenance incl Cycle Paths				
740	740	- Countywide Safety Fencing renewals	740	5	400	-340
1,590	1,590	- Countywide Retread programme	1,590	752	1,590	0
500	500	- Countywide F'Way Slurry Seal programme	500	392	500	0
3,696	3,696	- Countywide Surface Dressing programme	3,696	2,800	3,416	-280
		- Countywide Prep patching for Surface - Dressing programme				
992	992	- Whittlesey, Ramsey Road Nr Pondersbridge	992	215	1,242	250
695	695	Carriageway	695	0	200	-495
		- Carriageway & Footway Maintenance schemes under £500k				
3,371	1,959		3,882	2,151	3,917	35
140	140	Rights of Way	140	115	149	9
		Bridge Strengthening				
437	437	- St Ives Flood Arches	437	1	100	-337
2,769	2,127	- Other	2,769	1,824	3,143	374
1,736	850	Traffic Signal Replacement	1,736	556	1,729	-7
		Smarter Travel Management - Int Highways				
200	200	Man Centre	200	103	200	0
		Smarter Travel Management - Real Time Bus				
165	165	Information	165	104	165	0
		<b>Highway Services</b>				
		£90m Highways Maintenance schemes				
839	839	- B1050 Willingham, Shelford Rd Prov.	839	0	517	-322
		- B660 Holme, Long Drove C/way				
500	500	resurface/strengthen	500	1	300	-200
		- B1382 Prickwillow Pudney Hill Road				
900	900	Carriageway	900	0	0	-900
550	550	- B198 Wisbech, Cromwell Road Carriageway	550	2	645	95

Total Scheme Revised Budget £'000	Original 2020/21 Budget as per BP £'000	Scheme	Revised Budget for 2020/21 £'000	Actual Spend (January) £'000	Forecast Spend – Outturn (January) £'000	Forecast Variance – Outturn (January) £'000
80,627	1,511	- Highways Maintenance (£90m) schemes under £500K	3,062	2,104	3,460	398
		Pothole grant funding				
500	500	- C198 Girton, Cambridge Road Carriageway	500	386	440	-60
890	890	- A1198 Caxton / Papworth Everard / Papworth St Agnes / Hilton	890	491	600	-290
800	800	- A605 Elton (from Pboro Services to Elton) Carriageway	800	937	1,030	230
3,000	3,000	- Additional Surface Treatments 2020/21	3,000	781	3,000	0
810	810	- Pothole funding schemes under £500K	810	672	1,185	375
4,201	0	- Additional DfT Allocation (surface treatments)	4,201	0	2,371	-1,830
146	0	Safer Roads Fund	10	56	56	46
		<b>Environment &amp; Commercial Services</b>				
11,064	2,763	- Waste Infrastructure	150	48	158	8
680	0	- Northstowe Heritage Centre	596	77	596	0
1,000	146	- Energy Efficiency Fund	422	0	370	-52
448	0	- Alconbury Civic Hub Solar Car Ports	448	15	331	-117
		<b>Infrastructure &amp; Growth Services</b>				
11,084	0	- Huntingdon - West of Town Centre Link Road	1,982	1,988	1,988	6
49,000	0	- Ely Crossing	147	-1,490	147	0
149,791	0	- Guided Busway	6	73	73	67
0	0	- Cambridge Cycling Infrastructure	37	24	24	-13
1,975	0	- Fendon Road Roundabout	996	711	995	-1
350	0	- Ring Fort Path	265	25	47	-218
1,200	0	- St Neots Northern Footway and Cycle Bridge	30	3	8	-22
6,950	0	- Chesterton - Abbey Bridge	4,613	499	4,613	0
33,500	3,020	- King's Dyke	10,400	6,661	10,209	-191
94	0	- Emergency Active Fund	427	204	425	-2
3,089	0	- Lancaster Way	2,307	1,386	2,589	282
1,000	0	- Scheme Development for Highways Initiatives	437	-1	56	-381
150	0	- A14	0	289	0	0
22	0	- Other schemes	37	33	44	7
1,395	0	- Combined Authority Schemes	1,436	991	1,470	34
10,500	0	- Wisbech Town Centre Access Study	3,641	666	3,641	0
280	0	- A505	280	211	211	-69
2,818	0	- Coldham's Lane Roundabout	406	155	202	-204
	243	Capitalisation of Interest	243	0	243	0
<b>432,788</b>	<b>35,453</b>		<b>72,234</b>	<b>29,528</b>	<b>64,907</b>	<b>-7,327</b>
	-12,043	Capital Programme variations	-12,043	0	-4,716	7,327
	<b>23,410</b>	<b>Total including Capital Programme variations</b>	<b>60,191</b>	<b>29,528</b>	<b>60,191</b>	<b>0</b>

The increase between the original and revised budget is partly due to the carry forward of funding from 2019/20, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2019/20 financial year. The phasing of a number of schemes have been reviewed since the published business plan. This still needs to be agreed by the Service Committees and by General Purposes Committee. (GPC).

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.

## Appendix 7 – Commentary on Capital expenditure

### • Major Scheme Development & Delivery

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
421	230	-191	-191	0	0	-191

This covers 2 projects, Stuntney Cycleway and Northstowe bus link. A business case for the bus link is still being worked on and it is limited how much expenditure will take place this financial year.

### • Safety Schemes – A1303 Swaffham Heath Road Crossroads

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
500	30	-470	0	-470	0	-470

This scheme has been delayed due to land acquisitions. The scheme will be completed in 2021/22.

### • Safety Schemes under £500k

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
422	222	-200	-250	+50	0	-200

The A142 scheme Chatteris to Ely has now been delayed until 2021/22.

### • Delivering the Transport Strategy Aims – Highways Schemes

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
2,501	1,011	-1,490	0	-1,490	0	-1,490

A number of schemes within this area have been delayed and will be completed in 2021/22.

The main schemes are:-

- Cambridge Victoria Ave/Maids Causeway – Pedestrian & Cycle Improvements – design and consultation difficulties have delayed delivery on site.
- Cambridge –Oxford Rd/Windsor Rd traffic calming – Consultation delays – revised plan upon public consultation comments. Further consultation to take place.
- Meldreth – Footpath 9 – work being done in conjunction greenway project and land purchase is required.
- Cambridge, new footpath Worts Causeway – delays due to Covid pressures.
- Cambridge, West Road traffic calming – delays due to Covid pressures.

- Godmanchester to Hinchbrook Park – cycle improvements – delays due to Covid pressures.
- Cambridge, Barton Rd/Grantchester St – crossing improvement – delays due to Covid pressures.
- Cambridge, Storeys Way – Traffic control measures and improve cycle route – work currently being done as part of the Emergency Active Travel fund.

- Dry Drayton to NMU

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
152	30	-122	0	-122	0	-122

Land requirements are currently being assessed and is unlikely to be complete by the end of this financial year. Any further spend will depend on progress with land acquisition.

- Wood Green to Godmanchester

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
678	16	-662	-678	+16	0	-662

This scheme has been put on hold as there are insufficient funds available to deliver it. Works needs to be carried out on the scheme with a view to finding any additional funding.

- Carriageway Maintenance – Safety fencing renewals

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
740	400	-340	0	-340	0	-340

A505 Road Safety audits – Currently awaiting for a response from the Road Safety Audit & the Street Lighting Audit before this project can proceed. Highways will then need to get road space approval from Highways England before the work can commence. This scheme is now expected to straddle this financial year & 2021/22.

- Carriageway Maintenance – Countywide surface dressing programme

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
3,696	3,416	-280	0	-280	0	-280

Less surface dressing has taken place this year due to Covid restrictions, additional prep patching has taken place to ensure a full programme is carried out in 21/22.

- Carriageway Maintenance – Prep patching for Surface dressing programme



Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
992	1,242	+250	0	+250	0	+250

Less surface dressing has taken place this year due to Covid restrictions, additional prep patching has taken place to ensure a full programme is carried out in 21/22.

- Carriageway Maintenance – Whittlesey, Ramsey Road

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
695	200	-495	0	-495	0	-495

Scheme will continue into 21/22 as the Eastern Highways Alliance Framework contract was not operational until Oct 2020, putting back the schemes being delivered by it.

- Bridge Strengthening – St Ives Flood Arches

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
437	100	-337	0	-337	0	-337

Delayed start due to Covid restrictions and still awaiting heritage approvals from English Heritage and Huntingdonshire District Council. £500k has been allocated for this scheme to be completed in 2021/22.

- Bridge Strengthening – Schemes under £400k

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
2,769	3,143	+374	0	+374	0	+374

Additional work has been undertaken to utilise the shortfall in spend for the St Ives Flood Arches.

- £90m Highway maintenance – B1050 Willingham, Shelford Road

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
839	517	-322	0	-322	-250	-72

The scope of the work has been reduced by £250k to compensate for funding required for the B1044 Huntingdon scheme.

- £90m Highway maintenance – B660 Holme, Long Drove

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
500	300	-200	0	-200	0	-200

Scheme will continue into 21/22 as the Eastern Highways Alliance Framework contract was not operational until Oct 2020, putting back the schemes being delivered by it.

- £90m Highway maintenance – B1382 Prickwillow, Pudney Hill Road

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
900	0	-900	0	-900	0	-900

Scheme will begin in 21/22 as the Eastern Highways Alliance Framework contract was not operational until Oct 2020, putting back the schemes being delivered by it. The scheme will start after the University Boat Race which is to take place early April.

- £90m Highway maintenance – Other schemes

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
3,062	3,460	+398	-20	+418	0	+398

Underspends on other £90m schemes are being used to fund pressures on these schemes, this includes the B1044 Huntingdon, Stukeley Rd, Ermine Street scheme.

- Pothole Funding – A1198 Caxton / Papworth / Hilton

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
890	600	-290	0	-290	0	-290

Work on this scheme is expected to come in cheaper than originally budgeted. The spare funding will be utilised to fund pressures on other pothole funded schemes.

- Pothole funding – A605 Elton Carriageway

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
800	1,030	+230	0	+230	0	+230

Increased costs as the project is covering an additional area for 3 sections at this site whilst traffic management is in place. The overspend will be covered by underspends on other pothole schemes.

- Pothole funding – Other schemes

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
810	1,185	+375	0	+375	0	+375

Increased costs for a number of projects. The overspend will be covered by underspends on other pothole schemes and will be within the allocated grant.

- Pothole funding – Additional DfT Allocation (surface treatments)

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
4,201	2,371	-1,830	-1,190	-640	0	-1,830

Three projects will now be delivered in 2021/22 due to the delay in the new Eastern Highways Alliance Framework contract being operational. The schemes are:-

C134 Ely - Branch Bank / Padnal Bank Carriageway overlay £550k.

B1093 Manea Wimblington Road Carriageway reconstruction £640k.

B1093 Manea, Fifty Road – carriageway shaping £390k

- Fendon Road Roundabout

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
996	995	-1	-1	0	-1	0

The project has experienced some significant challenges with underground utility equipment and also been impacted by the Covid-19 pandemic. A specific report detailing how these issues and the budget now required to complete the project was presented to the Highways & Transport Committee on 7<sup>th</sup> July.

On 16th June 2020, Highways & Transport Committee approved the transfer of £304k from Cherry Hinton Road (in South Cambs S106 budget) to Fendon Road roundabout.

- Ring Fort Path

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
265	47	-218	0	-218	0	-218

This scheme has been delayed and will continue in 21/22. The reason for delay is that there has been complications with the design of safety barrier and also in getting approvals from Highways England. Also CCC Assets have now highlighted a highway boundary change which will need a legal agreement

- Abbey Chesterton Bridge

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/pressure £'000	Breakdown of Variance : Rephasing £'000
4,613	4,613	0	0	0	0	0

The construction contract covers Chisholm Trail Phase One and Abbey-Chesterton Bridge under one contract and the majority of costs have been charged to Chisholm Trail budget. The 2019/20 CCC budget contribution has therefore been carried forward to the current financial year.

The Chisholm Trail and Abbey Chesterton Bridge project has experienced a significant number of issues that are forecast to lead to time and cost increases. These include unanticipated delays and costs related to:

- Access to land required to deliver the scheme
- Design and fabrication issues
- Ecology
- Third party agreements and approvals
- Protracted approval process with Network Rail to work in proximity of the railway
- Impact of the Coronavirus pandemic

Due to additional costs incurred for this scheme, Highways & Transport Committee, 1<sup>st</sup> December 2020 agreed to seek additional s106 funding of £2.063m for the Abbey Chesterton Bridge through the Greater Cambridge Partnership Executive Board. The Greater Cambridge Partnership Executive Board approved the funding on December 10<sup>th</sup> and the budget has been updated accordingly, and this change has been reported to General Purposes Committee.

#### • King's Dyke

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/pressure £'000	Breakdown of Variance : Rephasing £'000
10,400	10,209	-191	0	-191	0	-191

The Council signed a contract with Jones Bros and they mobilised construction July 2020. Progress onsite has been rapid Aug/Sept in the ground improvement works at the western end of the scheme with surcharge now being placed. This rapid progress has required budget planning adjustments to bring forward the profile to this financial year, over the original forecasting. Jones Bros are continuing construction work on site alongside the design work which will continue over the coming months. Earthworks is ongoing at the western end of the scheme with surcharge now being placed. The contractor has also started work on the underpass and the main compound is now complete. A slight reduction in the forecast this month due to work in the star pit started later than expected. The construction is due to complete by December 2022.

#### • Lancaster Way

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/pressure £'000	Breakdown of Variance : Rephasing £'000
2,307	2,589	+282	0	+282	0	+282

This scheme is still within the overall agreed budget £2,589k, which now forecast to be spent this financial year.

- Scheme Development for Highways Initiatives

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
437	56	-381	-426	+45	0	-381

An in-year underspend of -£0.381m is forecast. At the December Highways and Transport Committee, Members were asked to prioritise and approve the next set of schemes to deliver, and whether to allocate more resource to the budget line.

- Coldham's Lane Roundabout

Revised Budget for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Variance (January) £'000	Variance Last Month (December) £'000	Movement £'000	Breakdown of Variance: Underspend/ pressure £'000	Breakdown of Variance : Rephasing £'000
406	202	-204	0	-204	0	-204

The reduction in forecast is following the decision by Combined Authority to put the project on hold.

## Capital Funding

Original 2020/21 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2020/21 £'000	Forecast Spend - Outturn (January) £'000	Forecast Funding Variance - Outturn (January) £'000
18,781	Local Transport Plan	17,781	17,781	0
0	Other DfT Grant funding	10,628	9,051	-1,577
199	Other Grants	7,413	6,983	-430
411	Developer Contributions	10,220	9,437	-783
12,798	Prudential Borrowing	11,669	7,439	-4,230
3,021	Other Contributions	14,280	13,973	-307
<b>35,210</b>		<b>71,991</b>	<b>64,664</b>	<b>-7,327</b>
<b>-6,159</b>	Capital Programme variations	-11,800	-4,473	7,327
<b>29,051</b>	<b>Total including Capital Programme variations</b>	<b>60,191</b>	<b>60,191</b>	<b>0</b>

The increase between the original and revised budget is partly due to the carry forward of funding from 2019/20, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2019/20 financial year. The phasing of a number of schemes have been reviewed since the published business plan.

Funding	Amount (£m)	Reason for Change
New funding (Specific Grant)	10.65	Funding not previously shown in the business plan – Wisbech access strategy – Combined Authority (£3.641m), A14 Cycling schemes – Highways England (£1.472m), Lancaster Way (£1.391m). Additional pothole funding (£4.1m)
Additional Funding / Revised Phasing (Section 106 & CIL)	8.92	Developer contributions to be used for a number of schemes. Chesterton Abbey Bridge (£4.088m), Fendon Road Roundabout (£0.740m), Ring Fort Path (£0.265m), Traffic Signal replacement (£0.575m), Lancaster Way (£1.138m), Huntingdon Link Road (£1.97m).
Additional funding / Revised Phasing (Other Contributions)	11.00	Coldham's lane roundabout, reimbursement from the combined authority (£1.1m). Other combined authority funded schemes (£1.833m). Chesterton – Abbey Bridge (£0.414m). King's Dyke, revised phasing (£7.38m).
Additional Funding / Revised Phasing (Prudential borrowing)	3.36	Additional funding required for A14 contribution (£1.0m) Rephasing of Highways Maintenance funding.

## Savings Tracker 2020-21

Quarter 3

Quarter 3

				Investment £000			Prior Years	Planned Savings 2020-21 £000					Prior years	Forecast Savings 2020-21 £000											
				800	228	0	0	-216	-354	-356	-354	-355	-1,419	-216	-107	-108	-107	-107	-429	990					
RAG	Reference	Title	Description	Budgeted Investment - Prior Years £000	Actual Investment - Prior Years £000	Budgeted Investment - 20-21 £000	Actual Investment - 20-21 £000	Original Saving - Prior Years	Original Phasing - Q1	Original Phasing - Q2	Original Phasing - Q3	Original Phasing - Q4	Original Saving 20-21	Savings Achieved - Prior Years	Current Forecast Phasing - Q1	Current Forecast Phasing - Q2	Current Forecast Phasing - Q3	Current Forecast Phasing - Q4	Forecast Saving 20-21	Variance from Plan £000	Saving complete?	% Variance	Direction of travel	Forecast Commentary	Links with partner organisations
Green	B/R.6.102	Waste	Reduction in the amount of Waste being landfilled.						-100	-100	-100	-100	-400		-100	-100	-100	-100	-400	0	No	0.00	↔		
Green	B/R.6.204	Road Safety	H&C committee members approved the implementation of a new transformative model for delivering all elements of road safety (education, engineering, school crossing patrols, safety cameras, audits etc.). The approach is an integrated model with Peterborough, built a round core and commercial activities. The £50k will be achieved through more efficient working practices (moving resource online and co-location).						-12	-13	-12	-13	-50		-12	-13	-12	-13	-50	0	No	0.00	↔		
Green	B/R.6.214	Street Lighting - contract synergies	Every year the budget is changed to reflect the level of synergy savings which will be achieved from the joint contract. This will not lead to any reduction in street lighting provision.	800	228			-216	5	5	5	6	21	-216	5	5	5	6	21	0	No	0.00	↔		
Black	B/R.7.119	Income from Bus Lane Enforcement	Utilising additional bus lane enforcement income to fund highways and transport works, as allowed by current legislation.						-162	-163	-162	-163	-650		0	0	0	0	0	650	No	100.00	↔	Due to COVID, existing income target not being met.	
Black	B/R.7.120	Deployment of current surpluses in civil parking enforcement to transport activities	Deployment of current surpluses in civil parking enforcement to transport activities, including a contribution to Park & Ride, as allowed by current legislation.						-85	-85	-85	-85	-340		0	0	0	0	0	340	No	100.00	↔	Due to COVID, existing income target not being met.	
								</																	

# Key to RAG ratings

RAG status	Description
RED	Not delivered within the target completion date (financial year)
AMBER	Highlighted concerns regarding delivery by completion date
GREEN	On target to be delivered by completion date

Update as at 01.02.2021

## Cambridge City Works Programme

### Carried Forward from 2018/19

Total Local Highway Improvement (LHI)\_Schemes 27  
 Total Completed 26  
 Total Outstanding 1

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
Cllr Linda Jones 30CPX02296	Petersfield	Great Northern Road	<b>Civils</b> - Zebra crossing	RED	Delayed until road adopted and becomes public highway. Covid-19 has delayed this process further as utility companies have currently stopped all adoptions.

### Current Schemes for 2020/21

Total LHI Schemes 24  
 Total Completed 16  
 Total Outstanding 8

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Jones	Petersfield	Perowne St	<b>Parking Restrictions</b> - Install a no loading at any time ban up to the parking bays both sides of Perowne street.	GREEN	Work Complete
Cllr Crawford	Cherry Hinton	Fulbourn Old Drift	<b>Parking Restrictions</b> - School keep clear at gate and single yellow restriction.	GREEN	Work Complete
Cllr Jones	Petersfield	Various around ward	<b>Street lights</b> - Install 4 no new streetlights to provide additional lighting on footpaths.	GREEN	Work installed on site, waiting on utility connections and shields for lights. Expect completion this financial year.
Cllr Ashwood	Trumpington	Long Road	<b>MVAS</b> unit and warning signs near the school.	GREEN	Work Complete
Cllr Jones	Petersfield	Brooklands Avenue	<b>Signs / Lines</b> - Clearer signage along the route and lining to identify that it is a dual use footway.	GREEN	Work Complete
Cllr Scutt	Arbury	Cunningham Close	<b>Civils</b> - Birdsmouth / knee-rail fencing positioned behind existing concrete bollards, extending fully to the boundary of existing footways.	GREEN	Work Complete
Cllr Whitehead	Abbey	New Street	<b>Raised Feature</b> - Build out the kerblin to narrow the carriageway and afford better visibility for pedestrians. This will require the removal of two on road parking spaces. Construct a new flat top hump which will provide a flush surface, and remove the existing round-top hump.	AMBER	Delegated decision needed for scheme. Expect completion this financial year. Submitted for pricing with contractor 14/01/2021.
Cllr Scutt	Arbury	French's Road	<b>Civils</b> - New dropped kerbs to access path. Change path to Shared use (as currently footpath only). Widen path at Harvey Goodwin Ave exit to allow more usable width and look to relocate bins at Frenchs Rd end.	GREEN	Order raised. Waiting on start date for work from contractor. Expect completion this financial year.



Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Whitehead	Abbey	Abbey Gardens	<b>Parking restriction</b> - Double yellows lines	GREEN	Work Complete
Cllr Jones	Petersfield	Tenison Road	<b>Civils</b> - Installation of 5 wooden bollards along the stretch of Tenison Road.	GREEN	Work Complete
Cllr Scutt	Arbury	Thirleby Close	<b>Parking restrictions</b> - Double yellow lines through the cul-de-sac and junction with Harding Way (except for disabled bay in turning head)	GREEN	Work Complete
Cllr Whitehead	Abbey	Whitehill Road	<b>MVAS</b> unit and reinstate junction markings	GREEN	Work Complete
Cllr Manning	Chesterton	High Street	<b>Civils</b> - Raise the mini roundabout possibly using bolt down solution. Probably requires a patch under and resurfacing to tie into roundabout edge. Renew surrounding road markings.	GREEN	Order raised. Waiting on start date for work from contractor. Expect completion this financial year.
Cllr Kavanagh	Romsey	Rustat Road	<b>Civils</b> - Widen existing gates by 1m and repaint them to remove the graffiti. Reinstate block paving in new location. Look to improve footpaths for pedestrians on either side with resurfacing and new bollards as required.	GREEN	Order raised. Waiting on start date for work from contractor. Expect completion this financial year.
Cllr Meschini	Kings Hedges	Cam Causeway	<b>Parking restrictions</b> - Install a verge parking ban between Nuffield Road and Laxton Way and double yellow lines on the western side of Cam Causeway at this location. This will not displace the parking but force the parking onto the carriageway only.	GREEN	Work Complete
Cllr Taylor	Queen Edith	Wulfstan Way	<b>Parking Restrictions</b> - Double yellow lines for short section outside numbers 19 and 21 Wulfstan Way	GREEN	Work Complete
Cllr Scutt	Arbury	Belmore Close	<b>Parking restrictions</b> - Double yellow lines through turning head	GREEN	Work Complete
Cllr Meschini	Kings Hedges	Northfield Avenue	<b>Civils</b> - Install a new informal crossing point north of mini roundabout, with new connecting footway either side and wooden bollards with reflective banding to highlight the location to drivers.	GREEN	Submitted for target costing 23/10/2020. Waiting on contractor to provide programme and revised costs. Expect completion this financial year.
Cllr Meschini	Kings Hedges	Cam Causeway	<b>Civils / Signs</b> - Install dropped crossing and tactiles, with bollards either side to highlight new crossing point. Install playground warning signs on all approaches.	GREEN	Work Complete
Cllr Taylor	Queen Edith	Cavendish Avenue	<b>Raised Features</b> - Installation of speed cushions along Cavendish Avenue to reduce vehicle speeds.	RED	Site Visits / Initial Designs shared with applicant. Waiting on responses from City and County Cllr regarding scheme. Likely to be difficult to complete on site this financial year due to lead in times.
Cllr Crawford	Cherry Hinton	Church End	<b>Parking restrictions</b> - Double Yellow Lines.	GREEN	Work Complete
Cllr Nethsinga	Newnham	Hedgerley Close and Conduit Road	<b>Parking restrictions</b> - Double Yellow Lines	GREEN	Work Complete
Cllr Richards	Castle	Mount Pleasant	<b>MVAS</b> unit.	GREEN	Work Complete
Cllr Jones	Petersfield	Bateman Street	<b>Raised Features</b> - Replace the existing block paved speed cushions with rubberised bolt-down cushions, provide new lining, bollards, and cycle symbols along extent of scheme.	AMBER	Site Visits / Designs approved by applicant. Traffic Regulation Order consultation commenced start of November 2020. To tie in with Greater Cambridge Partnership closures in Newtown area. Scheme submitted to contractor for pricing prior to Christmas break. Expect completion this financial year.

## Huntingdonshire Works Programme

### Carried Forward from 2019/20

Total Local Highway Improvement (LHI) Schemes 21  
 Total Completed 17  
 Total Outstanding 4

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Cllr Criswell	Pidley	B1040 High Street/ Oldhurst Road	Give Way feature	RED	Works programmed for 22/02/2021
Cllr Bywater	Folkesworth & Washingley	Village Area	7.5t Weight Limit	RED	Delayed due to ongoing discussions. Parish Council requested a meeting with resident on site to discuss outstanding issues and progress the scheme further. Lockdown prevents us from site meeting at this current time.
Cllr Gardener	Winwick	B660	30mph speed limit	RED	Delayed due to discussions with Parish. Plans agreed. Formal consultation finished on the 02/09/2020. Revised target to be requested by 01.02.2021.
Cllr Rogers	Upwood & The Raveleys	Raveley Road	Give Way Feature Great Raveley	RED	Works programmed for 01.03.2021

### Current Schemes for 2020/21

Total LHI Schemes 25  
 Total Completed 4  
 Total Outstanding 21

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Wilson	Huntingdon	Hinchingbrooke	Footway widening	GREEN	Site clearance/Landscaping works completed. Lighting works programmed for 28/01/2021 Civil works programmed for 01/02/2021
Cllr Criswell	Woodhurst	Wheatsheaf Rd & Church Street	Provision of 40mph buffer zones	AMBER	Awaiting operational review Delivery date to be confirmed.
Cllr Wilson	Huntingdon	Buttsgrove Way near Thongsley School and Coneygear Park	Installation of pedestrian crossing	GREEN	Work complete
Cllr Bywater	Sawtry	Gidding Road	Installation of pedestrian crossing	RED	Scheme to be delivered in 2021/22.
Cllr West	Great Paxton	High Street	Priority narrowing's	RED	Scheme to be delivered in 2021/22.
Cllr Bates	Hemingford Abbots	Common Lane, High Street and Ride away	Proposed 20 mph and 30mph speed limits	AMBER	Target cost received and works to be agreed with parish council to deliver prior to or tie in with resurfacing works being arranged by Maintenance Team.
Cllr Gardener	Catworth	Church Road	New footway leading up to the bus stop	AMBER	Clarification on target cost requested by Skanska, once received works order will follow
Cllr Gardener	Stow Longa	Stow Road/ Spaldwick Road	Provision of 40mph buffer zones, gateway features and provision of MVAS	AMBER	Target cost received, works order to follow.
Cllr Bywater	Elton	Overend	Proposed road narrowing and provision of a speed hump	AMBER	21/12/2020 was closing date for speed limit objections. Target cost for civil works received 23/12/2020 and exceeds budget. Parish Council made aware of the budget increase. Revised target cost received and awaiting programme date within financial year.
Cllr Criswell	Kings Ripton	Ramsey Rd	Provision of a Mobile Vehicle Activated Sign (MVAS)	AMBER	Target cost received, works order to follow.
Cllr Gardener	Ellington	Grafham Road & Thrapston Road	Provision of a Mobile Vehicle Activated Sign (MVAS) and mounting posts	GREEN	Awaiting Balfour Beatty approval for unit to be mounted on lighting column, once received unit will be handed over to Parish Council.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Rogers	Abbots Ripton	The main roads through and into the village	Heavy Commercial Vehicles (HCV) survey	RED	Survey companies identified and brief being prepared. Delay as Station Road is closed until February 2021, survey can only be undertaken once it reopens. Unlikely to be carried out this financial year as traffic needs to return to "normal" level.
Cllr McGuire	Yaxley	New Road, Norman Cross	Waiting restrictions and parking restrictions	GREEN	Proposal agreed by the Parish Council. The majority of the works already completed. Contractor unable to finish off the works due to parked cars causing obstruction/ inconvenience.
Cllr Downes	Buckden	Mill Road	Provision of a Mobile Vehicle Activated Sign (MVAS). Improved lining and priority signage	AMBER	Mobile Vehicle Activated unit received. Final plans approved by Parish Council. Target Cost requested but not returned yet so the scheme may not be delivered this financial year.
Cllr Gardener	Winwick	B660, Old Weston Road	Provision of a Mobile Vehicle Activated Sign (MVAS)	GREEN	Equipment received. Posts requirements will be accommodated within speed limit.
Cllr Gardener	Great Staughton	The Causeway	Speed limit reduction to 30 mph and provision of a Mobile Vehicle Activated Sign (MVAS)	GREEN	Target cost requested, awaiting return from contractor.
Cllr Criswell	Colne	B1050 Somersham Road	Footway improvement	GREEN	Works completed.
Cllr Bywater	Stilton	North Street, High Street and Church Street	Provision of a Mobile Vehicle Activated Sign (MVAS)	GREEN	Equipment now received. Awaiting Balfour Beatty agreement for mounting units on lighting columns before the equipment gets supplied.
Cllr Downes	Brampton	The Green, Brampton	Installation of pedestrian crossing	RED	Scheme to be delivered in 2021/22.
Cllr Bates	Hilton	B1040 / Potton Road	Conduct a feasibility study	GREEN	Feasibility completed. Parish Council would like us to undertake further work to fully utilise their funds allocation.
Cllr Rogers	Warboys	Ramsey Road	Provision of a Mobile Vehicle Activated Sign (MVAS) and 40 mph buffer zone	AMBER	Target cost received, works order to follow.
Cllr Fuller	St Ives	Footpath crossing Erica Road	Provision of crossing point and installation of knee-rail fence	RED	Scheme to be delivered in 2021/22.
Cllr Taylor	St Neots	Hawkesden Road, Priory Hill Road	Waiting restrictions	GREEN	Works completed.
Cllr Bywater	Holme	B660 Station Rd and B660 Glatton Lane	Provision of 30 mph speed roundel on a red high friction surface (HFS)	GREEN	Work complete
Cllr Gardener	Great and Little Gidding	B660 egress from and ingress to the village	Provision of new warning signs and markings, installation of 40 mph buffer zones and village gateway features	AMBER	Target cost received, budget increase to be resolved and works order to follow.

## Fenland Works Programme

### Carried Forward from 2019/20

Total Local Highway Improvement (LHI) Schemes 14  
 Total Completed 13  
 Total Outstanding 1

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Cllr Connor / Cllr Costello	Pondersbridge	B1040 (Ramsey Road, Herne Road) & Oilmills Road	Traffic calming	RED	Works completed on site, but road safety audit has highlighted some required remedial action, meetings held with Councillor and residents. Further scheme amendments are required, additional design work to be undertaken. Re-design being shared with road safety audit team and lighting team for review prior to sharing with applicant.

### Current Schemes for 2020/21

Total LHI Schemes 10  
 Total Completed 3  
 Total Outstanding 7

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Gowing	Fenland Road Safety Campaign	Honey Farm Bends - Sixteen Foot	Installation of safety barriers	GREEN	Awaiting consent response from drainage board applied for Dec 2020. Documents prepared ready for target cost request.
Cllr King	Tydd St Giles	Black Dike	Bridleway bridge repairs	GREEN	Works complete
Cllr Tierney	Wisbech	South Brink	Traffic Calming	RED	Delayed due to engineer being re-deployed as part of Covid-19 response. Initial design undertaken, awaiting further response from applicant, contacted Dec 2020 and again in Jan 2021.
Cllr Hay	Chatteris	Wenny Road	Speed reduction measures	GREEN	Works complete
Cllr King	Parson Drove	Sealeys Lane	New Footway	GREEN	Design completed and now agreed with applicant, order raised, works programmed for 23/02/2021.
Cllr Connor	Benwick	Doddington Road	Mobile Vehicle Activated Sign	AMBER	Delayed due to works on active travel schemes. Unit ordered and received at depot, order raised for post installation in late Jan 21.
Cllr King	Gorefield	High Road	Footway resurfacing	GREEN	Works complete
Cllr King	Leverington	Sutton Road/Leverington Common	Speed limit reduction	RED	Delayed due to engineer being re-deployed as part of Covid-19 response. Further works required with street lighting, costing and policy & regulation to take place Jan 2021.
Cllr Connor	Doddington	High Street	Footway improvements	GREEN	Works order raised and programme for Feb 2021 half term.
Cllr King	Wisbech	North Brink	New one way	RED	Delayed due to work on active travel schemes. In detailed design, site visit undertaken and measures taken, topographical survey received to assist design.

## East Works Programme

### Current Schemes for 2020/21

Total LHI Schemes 13  
Total Completed 1  
Total Outstanding 12

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Schumann	Reach	Fair Green	Vehicle length restriction	GREEN	Agreed with applicant. Traffic Regulation Order details sent to policy & regulation team on 18/01/2021 for advertising.
Cllr Goldsack	Viva Arts & Community Group	Spencer Drove	Carriageway widening / reconstruction	GREEN	Skanska to design and deliver, due to previous engagement with applicant. Invoice for funding dealt with, no further action required by CCC.
Cllr Dupre	Sutton	B1381	Mobile Vehicle Activated Sign	GREEN	Works complete
Cllr Hunt	Haddenham	Hill Row	Mobile Vehicle Activated Sign	RED	Delayed due to work on active travel schemes. In detailed design, awaiting Parish Council confirmation (chased 18/01/2021)
Cllr David Ambrose Smith	Littleport	Ten Mile Bank	Signing & Lining	GREEN	Applicant approved design. Works re-programmed due to operational issues, posts installed awaiting delivery of signs.
Cllr Hunt	Wilburton	High Street	Reduce vehicle speeds	RED	Delayed due to work on active travel schemes. Applicant has requested various additional options, awaiting final confirmation from Parish Council on design.
Cllr Bailey	Ely	Beresford Road	Zebra Crossing	AMBER	Design, lighting design and Road Safety Audit agreed and completed. Target Cost requested Jan 2021. Traffic Regulation Order being advertised end of Jan 2021.
Cllr Shuter	Brinkley	Carlton Road	Buffer zone, speed cushions	RED	Delayed due to work on active travel schemes. In detailed design, additional information was required for design, this has now been gathered, scheme being shared with applicant and traffic regulation order required.
Cllr Schumann	Chippenham	High Street	Mobile Vehicle Activated Sign	AMBER	Delayed due to work on active travel schemes. Unit delivered to applicant, old signs disconnected and removed. Order raised Jan 21 for post installation.
Cllr Shuter	Westley Waterless	Brinkley Road	Traffic calming	RED	Site visit undertaken and applicants have requested a scope change away from the initial feasibility, still reviewing options.
Cllr Dupre	Witchford	Main Street	Footway widening	RED	Delayed due to additional workload within the service. Meeting with Parish Council undertaken Jan 21 to discuss proposals with pros & cons. Further design work taking place Feb 21.
Cllr Schumann	Snailwell	The Street	New Footway	RED	Amendments made in consultation with CCC structures team to be approved by applicant. Target Cost requested Jan 21.
Cllr Shuter	Lode	Lode Road	Mobile Vehicle Activated Sign	GREEN	Arranging delivery of unit whilst still following Government Covid guidelines.



## South Cambridgeshire Works Programme

### Carried Forward from 2019/20

Total Local Highway Improvement (LHI) Schemes 17  
 Total Completed 16  
 Total Outstanding 1

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/20 completion date)	Project Update and any Issues or Variance Explanation
Cllr Howell	Cambourne Parish Council	Eastgate	Zebra Crossing	RED	Delayed due to road adopted to become public highway and Covid-19 delays. Target cost submitted. Expect completion this financial year. Work order raised with contractor 20/01/2021

### Current Schemes for 2020/21

Total LHI Schemes 18  
 Total Completed 14  
 Total Outstanding 4

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Batchelor	Bartlow	Three buffer zones on Linton Road, Camps Road and Ashdon Road Bartlow with gates to emphasise the speed limit.	<b>Speed Limit</b> - Three buffer zones on Linton Road, Camps Road and Ashton Road with gates to emphasise the speed limit.	GREEN	Work complete
Cllr Van Den Ven	Litlington	Bassingbourn Road	<b>Speed Limit / Civils</b> - New 50mph speed limit and footpath maintenance works.	AMBER	Speed limit works order installed. Waiting on start date from contractor, due to proximity to school works likely to take place during Easter break under full road closure, unless we can take advantage of new lockdown extending into early March.
Cllr Bradman	Fen Ditton	Village wide	<b>MVAS</b>	GREEN	Work complete
Cllr McDonald	Ickleton	Butchers Hill	<b>Lining</b> - Re-line existing edge line to help delineate between vehicular movements and pedestrian movements. Patch parts of the existing informal footway section to ensure pedestrians.	GREEN	Work complete
Cllr Harford	Girton	Various central locations within village	<b>Raised Features / Speed Limit</b> - Install 20mph zone on extents previously identified. Allow for additional 2 sets of speed cushions to be installed in the large gaps between existing calming features. Additionally Parish would like an MVAS with possible mounting locations to be determined later probably on existing street furniture.	AMBER	Submitted for pricing 08/12/2020. Expect completion before year end.
Cllr Kindersley	Arrington	A1198 Arrington village within 40mph and 30mph speed limits	<b>MVAS</b> unit and mounting posts.	GREEN	Work complete
Cllr Jenkins	Histon & Impington	Village wide - Impington Lane, The Coppice, New Road, Milton Road, New School Road, rear of Manor Park	<b>Civils</b> - Various footway works - either utilising overlay or inlay technique depending on the state of the specific path.	GREEN	Work complete

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/21 completion date)	Project Update and any Issues or Variance Explanation
Cllr Bradman	Horningsea	Village Wide	<b>Signs / lines</b> - new warning signs in village near bend of 40 mph buffer zones on both approaches plus relevant road markings.	GREEN	Work complete
Cllr Batchelor	Carlton	Church Road	<b>Speed Limit</b> - Install 40mph through Carlton Green ONLY.	GREEN	Work complete
Cllr Harford	Dry Drayton	Various locations around village	<b>Flashing wig-wags</b> and <b>MVAS</b> unit.	GREEN	Work complete
Cllr Kindersley	Wimpole & Orwell	Junctions at Fishers Lane and Hurdleditch Road (Orwell) Junction at Old Wimpole Road (Wimpole)	<b>Signs / Lines</b> - New signs to warn of junctions, red anti-skid to further highlight this, and new road markings as required to improve driver safety.	GREEN	Work complete
Cllr Batchelor	Balsham	Dolls Close, West Wickham Road, West Wrating Road, High Street, Cambridge Road and Linton Road.	<b>MVAS</b> unit.	GREEN	Work complete
Cllr Howell	Bourn	Broadway	<b>Civils</b> - Priority give way feature.	AMBER	Submitted for pricing 21/12/2020. Expect completion this financial year.
Cllr Nieto	Hardwick	Cambridge Road	<b>Civils</b> - Installation of priority give way build outs along Cambridge Rd.	AMBER	Design agreed and in for safety auditing. Intention is to tie in with a cycling team scheme later on this financial year. However dependent on contractor turning around pricing in swift manner and cycle scheme programme.
Cllr Smith	Swavesey	Boxworth End	<b>Civils</b> - Footpath maintenance	GREEN	Work complete
Cllr Batchelor	Horseheath	West Wickham Road	<b>Signs / lines</b> - Gateway treatment and highlighting existing 30mph limit further	GREEN	Work complete
Cllr Batchelor	West Wickham	Streetly End	<b>Signs / Lines</b> - New lining and signs at village entrances to highlight vehicles are entering 30mph limit.	GREEN	Work complete
Cllr Hickford	Harston	Cambridge Road	<b>Civils</b> - Island repair and maintenance	GREEN	Work complete

Trees

Countrywide Summary - Highway Service

Update as at 05.11.2020

Total to date Countywide (starting 1 January 2017)

Removed 193  
Planted 2917

Trees	City	South	East	Fenland	Hunts	Total Countywide
Removed 1st January 2017 to 31st March 2019	10	30	8	4	35	87
Planted 1st January 2017 to 31st March 2019	3	1	2752	0	0	2756
Removed 2019/2020	1	14	62	1	16	94
Planted 2019/2020	0	63	32	8	31	134

This financial year summary:

Trees	City	South	East	Fenland	Hunts	Total Countywide
Removed 2020/2021	1	5	4	0	2	12
Planted 2020/2021	1	10	16	0	0	27

Comparison to previous month:

Dec-20	Removed	Planted
City	0	0
South	1	2
East	1	3
Fenland	0	0
Hunts	0	0
Total	2	5

Jan-21	Removed	Planted
City	0	0
South	1	5
East	1	0
Fenland	0	0
Hunts	0	0
Total	2	5

**Please Note:** This data comprises of only trees removed and replanted by Highways Maintenance and Highways Projects & Road Safety Teams (inc. LHIs) and Infrastructure and Growth. Whilst officers endeavour to replace trees in the same location they are removed, there are exceptions where alternative locations are selected, as per the county council policy. However trees are replanted in the same divisional area that they were removed.

2018 - 2678 new trees planted as Ely Bypass Scheme  
**Feb 2020** 43 trees were removed in relation to the A1303 Road Safety Scheme in East  
**Feb 2020** 25 trees countywide came down during the recent storms Ciara and Dennis (16 in East and 9 in Hunts)



Key

Background colour	Highlights
Green	Tree Replaced

Cambridge City Tree Works

Total Removed in Current Month      JAN    0  
Total Planted in Current Month      JAN    0

Ward	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Number of trees Replaced in Area
Coleridge	Sandra Crawford	Coldhams Lane	6	Subsidence	Y	
Castle	Jocelynn Scutt	Frenchs Road	1	Obstruction	Y	
Castle	Claire Richards	Mitchams Corner	3	Obstruction	Y	
Newnham	Lucy Nethsingham	Skaters Meadow	1	Obstruction	Y	3
		Fendon Road	1	Major Scheme - Fendon Road Roundabout, replaces a tree removed previously in the year		1
-	-	Total	12	-	-	4

## South Tree Works

Total Removed in Current Month      JAN    1  
 Total Planted in Current Month      JAN    5

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
<b>Comberton</b>	Lina Nieto	<b>Kentings</b>	1	Diseased / Dead	Y	Y	1
<b>Cottenham</b>	Tim Wotherspoon	<b>Twentypence Road</b>	2	Natural Disaster	2017-12-02	2017-12-02	2
<b>Duxford</b>	Peter Topping	<b>Ickleton Road</b>	1	Diseased / Dead	2017-02-02	2017-02-02	1
<b>Sawston</b>	Roger Hickford	<b>Mill Lane</b>	12	Diseased / Dead	2017-12-02	2017-12-02	12
<b>Little Shelford</b>	Roger Hickford	<b>Whittlesford Road</b>	1	Obstruction	2018-10-25	2018-10-25	1
<b>Longstowe</b>	Mark Howell	<b>High Street</b>	1	Diseased / Dead	2017-10-10	2017-10-10	1
<b>Oakington</b>	Peter Hudson	<b>Queensway</b>	3	Diseased / Dead	2018-10-25	2018-10-25	3
<b>Sawston</b>	Roger Hickford	<b>Resbury Close</b>	1	Diseased / Dead	2018-10-25	2018-10-25	1
<b>Bassingbourn</b>	Susan van de Ven	<b>North End</b>	2	Diseased / Dead	2018-10-29	2018-10-29	2
<b>Bourn</b>	Mark Howell	<b>Riddy Lane (behind 3 Baldwins Close)</b>	1	Diseased / Dead	2018-10-29	2018-10-29	1
<b>Grantchester</b>	Lina Nieto	<b>Barton Road</b>	1	Diseased / Dead	2018-10-29	2018-10-29	1
<b>Histon</b>	David Jenkins	<b>Parlour Close</b>	1	Damaged	2017-12-02	2017-12-02	1
<b>Girton</b>	Lynda Harford	<b>Thornton Close</b>	1	Diseased / Dead	2018-10-25	2018-10-25	1
<b>Grantchester</b>	Lina Nieto	<b>Mill Way</b>	1	Subsidence	2018-10-29	2018-10-29	1
<b>Little Wilbraham</b>	John Williams	<b>O/s 89 High Street</b>	1	Obstruction	2018-06-01	2018-06-01	1
<b>Waterbeach</b>	Anna Bradnam	<b>Clayhithe Road</b>	1	Diseased / Dead	2019-03-11	2019-03-11	1
<b>Bourn</b>	Mark Howell	<b>Riddy Lane (Church St) corner</b>	4	Diseased / Dead	2019-11-04	2019-11-04	4
<b>Hardwick</b>	Lina Nieto	<b>St Neots Rd</b>	8	Diseased / Dead	2019-11-04	2019-11-04	8
							21
<b>Comberton</b>	Lina Nieto	<b>Swaynes Lane</b>	1	Obstruction	2020-02-27	2020-02-27	
<b>Girton</b>	Lynda Harford	<b>Cambridge Road</b>	1	Diseased / Dead	2020-04-30	2020-04-20	1
<b>Foxton</b>					2020-09-25	2020-09-25	2
<b>Gamlingay</b>	Sebastian Kindersley	<b>Stocks Lane</b>	1	Diseased / Dead	2020-11-02	2020-11-02	2
<b>Gamlingay</b>	Sebastian Kindersley	<b>Northfield Close</b>	1	Diseased / Dead	2020-11-02	2020-11-02	2
<b>Grantchester</b>	Lina Nieto	<b>Coton Road</b>	1	Dead	2020-12-02		2
<b>Foxton</b>	Caroline ilott	<b>O/S 73 High street</b>	1	Dead	2021-01-18	2021-01-18	1
-	-	<b>Total</b>	<b>49</b>		-	-	<b>74</b>



## East Tree Works

Total Removed in Current Month      JAN    1  
 Total Planted in Current Month      JAN    0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Ely	Anna Bailey	The Gallery	1	Diseased / Dead	2017-09-01	2017-09-01	1
Littleport	David Ambrose Smith	Queens Road no.5	1	Diseased / Dead	2017-03-24	2017-03-24	1
Ely	Anna Bailey	Angel Drove	1	Diseased / Dead	2017-09-01	2017-09-01	1
Ely	Bill Hunt	Main St, Lt Thetford No.16	1	Diseased / Dead	2018-09-20	2018-08-02	1
Ely	Anna Bailey	St Catherines	1	Diseased / Dead	2018-07-11	2018-07-11	1
Ely	Anna Bailey & Lis Every	Lynn Road 83a/85	1	Natural Disaster	2018-07-11	2018-07-11	1
Ely	Anna Bailey	The Gallery	1	Diseased / Dead	2017-09-01	2017-06-22	1
Ely	Anna Bailey	Witchford Road	2	Diseased / Dead	2020-07-16	2020-07-16	2
Burwell	Josh Schumann	Causeway	1	Diseased / Dead	2018-11-19	2018-11-19	1
Snailwell	Josh Schumann	The Street	1	Natural Disaster	2019-05-11	2019-05-11	1
Sutton	Lorna Dupre	Bury Lane	1	Diseased / Dead	2019-09-25	2019-09-25	2
Lode	Mathew Shuter	Northfields	1	Removed in Error	2020-01-27	2020-01-27	1
Ely	Anna Bailey & Lis Every	Lynn Road 83a/85	1	Natural Disaster	2020-02-10	2020-02-10	1
Stow cum Quay / Lode / Swaffham Bulbeck	Mathew Shuter / John Williams	A1303	43	A1303 Safety Scheme	2019-11-19	2019-11-19	
Dullingham	Mathew Shuter	Brinkley Road	3	Natural Disaster	2020-20-10	2020-20-10	1
Dullingham	Mathew Shuter	Station Road	2	Natural Disaster	2020-20-10	2020-20-10	1
Cheveley	Mathew Shuter	Broad Green	5	Natural Disaster	2020-20-10	2020-20-10	1
Soham	Mark Goldsack	Northfields	1	Natural Disaster	2020-20-10	2020-20-10	1
Snailwell	Josh Schumann	Newmarket Road	1	Natural Disaster	2020-20-10	2020-20-10	1
Snailwell	Josh Schumann	The Street	1	Natural Disaster	2020-20-10	2020-20-10	1
Chippenham	Josh Schumann	Chippenham Rd	1	Natural Disaster	2020-20-10	2020-20-10	1
Cheveley	Mathew Shuter	Ditton Green	1	Natural Disaster	2020-20-10	2020-20-10	1
Sutton	Lorna Dupre	The Row	1	Dead	2021-01-14	2021-01-14	3
Lt Thetford	Anna Baily	Ely Rd	1	Natural Disaster	2020-15-09	2020-15-09	
-	-	Total	74	-	-	-	26



Additional Trees

Parish	Cllr name	Location	Number of trees	Replaced Date	Planted Narrative - Which trees are being replaced (Location)
Witchford	Lorna Dupre	plot of land	70	Phased rollout - On-going	70 Trees agreed to be planted following initiative between the Parish Council and CCC to help reduce the deficit of trees that had been lost countywide.
Witchford	Lorna Dupre	plot of land	26	Phased rollout - On-going	26 further trees agreed to be planted following initiative between the Parish Council and CCC to help reduce the deficit of trees that had been lost countywide.
Ely		Ely Bypass Project	2678	Project completed in 2018	Number of trees planted as part of the Ely Bypass Scheme
-	-	Total	2774	-	-

Total planted per area = 2800

Fenland Tree Works

Total Removed in Current Month      JAN    0  
Total Planted in Current Month      JAN    0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Wisbech	Samantha Hoy	Westmead Avenue	1	Diseased / Dead	2018-02-20	2018-02-20	1
March	Janet French	Elliott Road (Avenue Jct with)	1	Diseased / Dead	2018-02-20	2018-02-20	1
Wisbech	Simon Tierney	Southwell Rd	1	Natural Disaster	2018-02-20	2018-02-20	1
March	Janet French	Elwyndene Road	1	Diseased / Dead	2018-05-21	2018-10-23	1
Wisbech	Samantha Hoy	Rochford Walk	1	Diseased / Dead	2019-08-01	2019-08-01	1
-	-	-	-	-	-	-	3
-	-	Total	5	-	-	-	8

## Huntingdon Tree Works

Total Removed in Current Month JAN 0  
Total Planted in Current Month JAN 0

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
Eaton Ford	Derek Giles	Orchard Close	2	Diseased / Dead	2018-03-27	2018-10-29	1
Elton	Simon Bywater	Back Lane	1	Subsidence	2018-03-27	2+C8:G329/10/2018	1
Fenstanton	Ian Bates	Harrison Way	1	Diseased / Dead	2018-03-27	2018-10-29	1
Godmanches ter	Graham Wilson	Cambridge Villas	3	Diseased / Dead	2018-03-27	2018-10-29	3
Hartford	Mike Shellens	Longstaff Way	1	Subsidence	2018-03-27	2018-10-29	1
Hemingford Grey	Ian Bates	The Thorpe	1	Natural Disaster	2018-03-27	2018-10-29	1
Huntingdon	Graham Wilson	Coldhams North	1	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Mike Shellens	Norfolk Road	2	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Graham Wilson	Queens Drive	1	Diseased / Dead	2018-03-27	2018-10-29	1
St Ives	Ryan Fuller & Kevin Reynolds	Ramsey Rd	1	Natural Disaster	2018-03-27	2018-10-29	1
Wyton	Ian Bates	Banks End	1	Diseased / Dead	2018-03-27	2018-10-29	1
Yaxley	Mac McGuire	Windsor Rd	1	Diseased / Dead	2018-03-27	2018-10-29	1
Warboys	Terence Rogers	Mill Green	2	Subsidence	2018-03-27	2018-10-29	2
Fenstanton	Ian Bates	Little Moor	1	Diseased / Dead	2018-03-27	2018-10-29	1
Hartford	Mike Shellens	Arundel Rd	1	Diseased / Dead	2018-03-27	2018-10-29	1
Huntingdon	Tom Sanderson	Horse Common Lane	1	Diseased / Dead	2018-03-27	2018-10-29	1
St Ives	Ryan Fuller	Chestnut Rd	2	Diseased / Dead	2018-03-27	2018-10-29	2
St Neots	Simone Taylor	Cromwell Rd	2	Diseased / Dead	2018-03-27	2018-10-29	2
Yaxley	Mac McGuire	London Rd/Broadway	1	Natural Disaster	2018-03-27	2018-10-29	1
Yaxley	Mac McGuire	Windsor Rd	1	Subsidence	2018-03-27	2018-10-29	1
Hilton	Ian Bates	Graveley Way	1	Diseased / Dead	2018-03-27	2018-10-29	1
Brampton	Peter Downes	Buckden Road O/S Golf Club	1	Natural Disaster	2018-10-17	2018-10-17	1
Godmanches ter	Graham Wilson	O/S School	1	Obstruction	2018-10-17	2018-10-17	1
Huntingdon	Graham Wilson	Claytons Way O/S no 13	1	Diseased / Dead	2018-10-17	2018-10-17	1
Ramsey	Adela Costello	Biggin Lane O/S 29	1	Natural Disaster	2018-10-17	2018-10-17	1
Ramsey Heights	Adela Costello	Upwood Rd O/S Clad's Cottage	1	Diseased / Dead	2018-10-17	2018-10-17	1

Parish	Cllr name	Location	Number of trees Removed	Reason Removed	Cllr Informed	Parish informed	Number of trees Replaced in Area
St Ives	Ryan Fuller & Kevin Reynolds	Ramsey Rd	1	Subsidence	2018-10-17	2018-10-17	
Hemingford Grey	Ian Bates	High St O/S no 2	1	Diseased / Dead	2018-10-17	2018-10-17	
St Ives	Ryan Fuller & Kevin Reynolds	Michigan Road	3	Dead	2019-06-18	2019-06-18	
St Ives	Ryan Fuller & Kevin Reynolds	Acacia Road	1	Subsidence	2019-06-18	2019-06-18	
Bluntisham	Steve Criswell	High St O/S no 2	1	Dead	2019-07-24	2019-07-24	
Bluntisham	Steve Criswell	Sayers Court	1	Diseased / Dead	2019-07-24	2019-07-24	
Hemingford Grey	Ian Bates	Green Close	1	Dead	2020-01-09	2020-01-09	
Brington	Ian Gardener	High Street	1	Natural Disaster	2020-02-10	2020-02-10	
Great Stukeley	Terence Rogers	Ermine Street	1	Natural Disaster	2020-02-10	2020-02-10	
Bury	Adela Costello	Tunkers Lane	1	Natural Disaster	2020-02-10	2020-02-10	
Warboys	Terence Rogers	Ramsey Rd	1	Natural Disaster	2020-02-10	2020-02-10	
St Ives	Ryan Fuller & Kevin Reynolds	Harrison Way	1	Natural Disaster	2020-02-10	2020-02-10	
Hemingford Grey	Ian Bates	Marsh Lane	1	Natural Disaster	2020-02-10	2020-02-10	
Ramsey	Adela Costello	Wood Lane	1	Natural Disaster	2020-02-10	2020-02-10	
Offord Cluny	Peter Downes	New Road	1	Natural Disaster	2020-02-10	2020-02-10	
Godmanches ter	Graham Wilson	West Street	1	Natural Disaster	2020-02-10	2020-02-10	
Woodhurst	Steve Criswell	West End	1	Dead	2020-08-06	2020-08-06	
Pidley	Steve Criswell	Warboys Road	1	Dead	2020-09-01	2020-09-01	
-	-	Total	53	-	-	-	31



**Summary of Place & Economy establishment (P&E) - Data reported as of 31<sup>st</sup> January 2021**

The table below shows:






- Number of FTE employed in P&E
- Total number FTE on the establishment
- The number of “true vacancies” on the establishment. We are now only reporting the vacancies from our establishment, which means there is a single source.

Notes on data:

- The percentage of “true vacancies” in P&E as of the 31<sup>st</sup> January 2021 was 23.1% of the overall establishment of posts (93.7 FTE vacant, from an overall establishment of 404.8 FTE)
- Please be advised that as of the 31<sup>st</sup> January 2021, 9 vacancies (8.74 FTE) were in progress to be filled, i.e. a candidate was being progressed through the recruitment process. Assuming these posts were subsequently filled, the total percentage of vacancies across P&E reduces to 21.4%.

		Sum of FTE employed	Sum of true vacancies	Total FTE on establishment	Percentage of vacancies
<b>Grand Total</b>		<b>311.1</b>	<b>93.7</b>	<b>404.8</b>	<b>23.1%</b>
Environment & Commercial Services	Energy	8.6	0.0	8.6	0.0%
	Flood Risk Management	14.7	3.5	18.2	19.2%
	Historic Environment	9.6	1.0	10.6	9.4%
	County Planning Minerals & Waste	10.8	8.5	19.3	44.2%
	Waste Disposal including PFI	7.3	2.0	9.3	21.4%
<b>Environment &amp; Commercial Services Total</b>		<b>51.0</b>	<b>15.0</b>	<b>66.0</b>	<b>22.8%</b>
Highways	Asst Dir - Highways	2.0	0.0	2.0	0.0%
	Asset Management	11.0	6.0	17.0	35.3%
	Highways Maintenance	35.6	3.0	38.6	7.8%
	Highways Other	9.0	3.0	12.0	25.0%
	Highways Projects and Road Safety	40.6	15.5	56.1	27.7%
	Park & Ride	16.0	1.0	17.0	5.9%
	Parking Enforcement	15.0	2.2	17.2	12.8%
	Street Lighting	5.0	2.0	7.0	28.6%
	Traffic Management	44.4	4.3	48.7	8.8%
<b>Highways Total</b>		<b>178.5</b>	<b>37.0</b>	<b>215.6</b>	<b>17.2%</b>
Infrastructure & Growth Total	Asst Dir -Infrastructure and Growth	2.0	8.0	10.0	80%
	Growth and Development	14.8	1.0	15.8	6.3%
	Highways Development Management	15.0	13.0	28.0	46.4%
	Major Infrastructure Delivery	23.6	15.0	38.6	38.9%
	Transport &Infrastructure Policy & Funding	14.3	1.0	15.3	7.0%
<b>Infrastructure &amp; Growth Total</b>		<b>69.7</b>	<b>38.0</b>	<b>107.7</b>	<b>35.3%</b>
Exec Dir	Executive Director (Including Connecting Cambridgeshire)	11.9	3.6	15.5	30.2%
<b>Exec Dir Total</b>		<b>11.9</b>	<b>3.6</b>	<b>15.5</b>	<b>23.2%</b>

***Monthly Tracker of P&E True Vacancies***

	<b><i>Sum of True Vacancies</i></b>			
	<b>Dec-20</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>
Environment and Commercial Services	14	15 		
Highways	37.8	37 		
Infrastructure and Growth	25	38 		
Exec Director (Including Connecting Cambs)	3.6	3.6 		
<b>Total</b>	<b>80.4</b>	<b>93.7</b> 		

## Environment and Sustainability Committee Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

To: Environment and Sustainability Committee

Meeting Date: 11 March 2021

From: Executive Director: Place & Economy, Steve Cox

Electoral division(s): All

Key decision: No

Outcome: To review the Committee's agenda plan and training plan, and to consider appointments to outside bodies and internal advisory groups and panels.

It is important that the Council is represented on a wide range of outside bodies to enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations.

Recommendation: The Environment and Sustainability Committee is recommended to:

- a) Review its agenda plan attached at Appendix 1;
- b) Review its training plan attached at Appendix 2;
- c) Note the extension to the term of the appointment to Conservators of the River Cam, as detailed in Appendix 3.

### Officer contact:

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### Member contacts:

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Tel: 01223 706398

## 1. Background

- 1.1. The Committee will review its agenda plan and training plan at every meeting.
- 1.2. It is important that the Council is represented on a wide range of outside bodies to enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations.
- 1.3. Appointments to Outside Bodies and Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee

## 2. Main Issues

- 3.1. The Environment and Sustainability Committee appoints to Outside Bodies on an annual basis, and at its meeting on 28<sup>th</sup> May 2020, the Committee appointed Councillor Anna Bradnam as its representative to Conservators of the River Cam.
- 3.2. However, it has been brought to the Council's attention that the River Cam Conservancy Act 1922 requires the Conservators to be appointed for a three-year term. The intention of the Act is that Conservator appointments by each of the four appointing bodies be for three years, but staggered, so that there is continuity.
- 3.3. Under Clause 9 (1) of the Act, the City Council appointees were required to retire on the 1st January 1924 and every three years after that, those appointed by the University Senate on the 1st January 1925, and those appointed by the County Council and what is now the EA on the 1st January 1926. At the end of the three-year term, a retiring Conservator can be re-appointed, or a new appointment made.
- 3.4. Therefore the Committee is asked to note that the term of the appointment is for three years, running until 31<sup>st</sup> December 2022.

## 3. Alignment with Corporate Priorities

- 3.1 A good quality of life for everyone

There are no significant implications for this priority.

- 3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

There are no significant implications for this priority.

4. Significant Implications

4.1 There are no significant implications within these categories:

- Resource Implications
- Procurement/Contractual/Council Contract Procedure Rules Implications
- Statutory, Legal and Risk Implications
- Equality and Diversity Implications
- Engagement and Communications Implications
- Localism and Local Member Involvement
- Public Health Implications

## Environment and Sustainability Policy and Service Committee Agenda Plan

Published on 1st March 2021

### Notes

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.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Finance Report – The Council's Virtual Meeting Protocol has been amended so monitoring reports (including the Finance report) can be included at the discretion of the Committee.
- Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
11/03/21	Finance Report		Not applicable	26/02/21	02/03/21
	Civic Hub – Investment case	Claire Julian-Smith	2021/029		
	Schools Low Carbon Heating Investments	Chris Parkin	2021/006		
	Babraham Road Park and Ride Smart Energy Grid Investment Decision	Sheryl French	2021/009		
	Sunnica Solar Farm Development	David Carford	Not applicable		

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
08/04/21 (reserve)				25/03/21	29/03/21
03/06/21	Finance Report			28/05/21	01/06/21
	Adoption of the Cambridgeshire and Peterborough Minerals and Waste Local Plan following receipt of the Inspector's Report.	Emma Fitch	2021/016		
	Notification of the Appointment of the Chairman/Chairwoman and Vice Chairman/Chairwoman	Democratic Services			
	CUSPE – Tackling Climate Change Through Community-Based Networks and Resources	Dustin McWherter	Not applicable		
24/06/21 (reserve)	Finance Report		Not aplicable	11/06/21	15/06/21
08/07/21	Finance Report		Not aplicable	25/06/21	29/06/21
12/08/21 (reserve)	Finance Report		Not aplicable	30/07/21	03/08/21
16/09/21	Finance Report		Not aplicable	03/09/21	07/09/21
21/10/21	Finance Report		Not aplicable	08/10/21	21/10/21

Committee Date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
18/11/21 (reserve)	Finance Report		Not aplicable	05/11/21	29/11/21
09/12/21	Finance Report		Not aplicable	26/11/21	30/11/21
13/01/22	Finance Report		Not aplicable	05/11/21	29/11/21
10/02/22 (reserve)	Finance Report		Not aplicable	05/11/21	29/11/21
10/03/22	Finance Report		Not aplicable	05/11/21	29/11/21
14/04/22 (reserve)	Finance Report		Not aplicable	05/11/21	29/11/21
12/05/22	Finance Report		Not aplicable	05/11/21	29/11/21

To be scheduled: Trees & Woodland Strategy (Key Decision) - Emily Bolton/Phil Clark

Please contact Democratic Services [democraticservices@cambridgeshire.gov.uk](mailto:democraticservices@cambridgeshire.gov.uk) if you require this information in a more accessible format

## Environment and Sustainability Committee Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

To: Environment and Sustainability Committee

Meeting Date: 11 March 2021

From: Executive Director: Place & Economy, Steve Cox

Electoral division(s): All

Key decision: No

Outcome: To review the Committee's agenda plan and training plan, and to consider appointments to outside bodies and internal advisory groups and panels.

It is important that the Council is represented on a wide range of outside bodies to enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations.

Recommendation: The Environment and Sustainability Committee is recommended to:

- a) Review its agenda plan attached at Appendix 1;
- b) Review its training plan attached at Appendix 2;
- c) Note the extension to the term of the appointment to Conservators of the River Cam, as detailed in Appendix 3.

### Officer contact:

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### Member contacts:

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Tel: 01223 706398



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## CAMBRIDGESHIRE COUNTY COUNCIL

### APPOINTMENTS TO OUTSIDE BODIES: POLICY & SERVICE COMMITTEES

NAME OF BODY	MEETINGS PER ANNUUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICATION	COMMITTEE TO APPROVE
<b>Conservators of the River Cam</b>  The Conservators are the statutory navigation authority for Cambridge between the Mill Pond in Silver Street to Bottisham Lock with lesser responsibilities up-stream to Byron's Pool.	4	1  3 year appointment from 01/01/20 to 31/12/22	Councillor A Bradnam (LD)  [Sub – Councillor T Wotherspoon (Con)]	Tom Larnach River Manager Conservators of the River Cam Clayhithe Office, Waterbeach Cambridge, CB25 9JB  01223 863785  <a href="mailto:river.manager@camconservators.org.uk">river.manager@camconservators.org.uk</a>	Other Public Body representative	Environment and Sustainability