



## **CAMBRIDGE JOINT AREA COMMITTEE**

**Wednesday, 12 June 2024**

**Democratic and Members' Services**  
Emma Duncan  
Service Director: Legal and Governance

**16:00**

New Shire Hall  
Alconbury Weald  
Huntingdon  
PE28 4YE

**Council Chamber, Guildhall  
Market Square, Cambridge, CB2 3QJ**

### **AGENDA**

**Open to Public and Press**

#### **CONSTITUTIONAL MATTERS**

- 1 Election of Chair**
- 2 Election of Vice-Chair**
- 3 Apologies for Absence and Declarations of Interest**  
*Guidance on declaring interests is available in [Chapter 6 of the Council's Constitution \(Members' Code of Conduct\)](#)*

#### **4 Public Questions and Petitions**

#### **DECISIONS**

<b>5</b>	<b>Overview of County Council Services Relevant to the Cambridge Joint Area Committee</b>	<b>5 - 14</b>
<b>6</b>	<b>Overview of City Council Services Relevant to the Cambridge Joint Area Committee</b>	<b>15 - 20</b>
<b>7</b>	<b>Pavement Licences</b>	<b>21 - 24</b>
<b>8</b>	<b>Cambridge Joint Area Committee Agenda Plan</b>	<b>25 - 26</b>

The County Council and City Council are committed to open government and members of the public are welcome to attend Committee meetings. They support the principle of transparency and encourage filming, recording and taking photographs at meetings that are open to the public. They also welcome the use of social networking and micro-blogging websites to communicate with people about what is happening, as it happens. These arrangements are set out in the [Filming Protocol](#).

Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting [Democratic Services](#) no later than 12.00 noon three working days before the meeting. Full details of arrangements for public speaking are set out in Section 9, Part 4.4 (Committee Procedure Rules) of the [Council's Constitution](#).

Meetings are streamed to the City Council's [YouTube website](#).

The Cambridge Joint Area Committee comprises the following members:

Councillor Dave Baigent Councillor Naomi Bennett Councillor Rosy Moore Councillor Richard Robertson Councillor Katie Thornburrow and Councillor Karen Young Councillor Alex Beckett Councillor Gerri Bird Councillor Mike Black Councillor Alex Bulat Councillor Neil Shailer and Councillor Philippa Slatter

Clerk Name:	Nicholas Mills
Clerk Telephone:	01223 699763
Clerk Email:	Nicholas.Mills@cambridgeshire.gov.uk



## Overview of County Council Services Relevant to the Cambridge Joint Area Committee

To: Cambridge Joint Area Committee

Meeting Date: 12 June 2024

From: Acting Assistant Director Transport Strategy and Network Management (County Council)

Electoral division(s): County Council divisions within Cambridge: All  
City Council wards: All

Executive summary: To provide an introduction to the County Council services which are relevant to the Committee's terms of reference.

Recommendation: The Committee is recommended to:  
Note the contents of the report.

Officer contact  
Name: Sonia Hansen  
Post: Traffic Manager  
Email: [Sonia.hansen@cambridgeshire.gov.uk](mailto:Sonia.hansen@cambridgeshire.gov.uk)

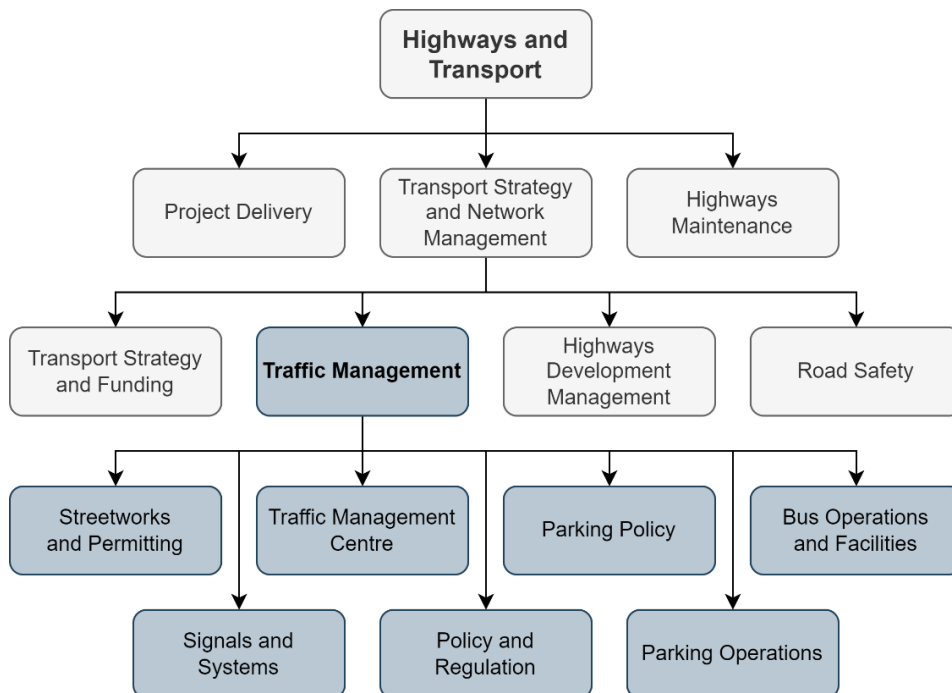
# 1. Background

1.1 The Traffic Management service was established in response to the Traffic Management Act 2004 for the delivery of the network management duty. It sits within the Transport Strategy and Network Management directorate, which is one of three directorates in the County Councils Highways and Transport service area, the other two being Project Delivery and Highways Maintenance. The Traffic Management service consists of seven teams that all play a role in the expeditious movement of all types of traffic across Cambridgeshire, ranging from back-office processes to front-line operations and services.

1.2 The seven teams within the Traffic Management service are:

- Streetworks and Permitting
- Signals and Systems
- Traffic Management Centre
- Policy and Regulation
- Parking Policy
- Parking Operations
- Bus Operations and Facilities

1.3 The structure of Traffic Management within the Highways and Transport directorate is set in the following structure chart:



1.3 The Traffic Management Team works closely with other services within the County Council, as well as partners and stakeholders, to coordinate works, events, and schemes smoothly and legally, whilst keeping all parties, Councillors, and the public informed.

1.4 These services include:

- The Highways Maintenance service, which is responsible for managing, maintaining and improving the county’s transport network. The service covers Highways Asset Management, Highways Maintenance and Public Rights of Way.

- Project Delivery, which delivers new transport infrastructure on the network managed by the County Council.
- The Active Travel team in Transport Strategy and Funding is responsible for developing active travel scheme proposals and promoting cycling and walking.

1.5 Contact details for the various teams are attached at Appendix 1.

## 2. Main Issues

### Streetworks and Permitting Team

- 2.1 The Streetworks and Permitting team is responsible for administering streetworks permits, liaising with all those wishing to work on the highway and ensuring coordination between contractors across Cambridgeshire, with the aim of minimising disruption of such works to the travelling public. It issues Temporary Traffic Regulation Orders (TTROs) to facilitate road closures, directional changes, footway closures etc. when these are required for works to be undertaken safely, legally and with the least disruption. It also makes sure that any diversion routes are suitable and free of any other works to aid in the continuous movement of traffic.
- 2.2 The team is responsible for issuing, administering, and coordinating all skips, scaffolding, and hoarding licenses across the county. It approves all third-party automatic traffic counts. It works closely with other agencies across the county on the traffic management element on planned works, such as National Highways and Network Rail, where this impacts the County Council's managed transport network.
- 2.3 The Streetworks and Permitting team leads on the Highway Authorities and Utilities Committee (HAUC (UK)), a liaison forum involving highways authorities and utility companies, ensuring communication and coordination between all parties. The team is also responsible for reviewing and updating the catalogue of traffic sensitive streets for Cambridgeshire.

### Signals and Systems

- 2.4 The Signals and Systems team is responsible for the design, installation, maintenance, inspection, and operation of all Signal Control systems. Systems include traffic signal junctions, pedestrian, cycle and horse crossings (puffin, toucan, pelican and pegasus). It is also responsible for the installation, maintenance, and operation of 'smart signal' strategic traffic control systems such as Urban Traffic Control (UTC), Split Cycle Offset Optimisation Technique (SCOOT) and Microprocessor Optimised Vehicle Actuation (MOVA) systems.
- 2.5 The Signals and Systems team oversees the policy, guidance and advice for traffic signal-controlled junctions and crossings across the county. It manages the maintenance and operation of the Vehicle Activated Speed (VAS) and height warning systems. The team inputs to traffic signal related development proposals and is responsible for major input to traffic signal related road safety audits.

## Traffic Management Centre

- 2.6 The Traffic Management Centre (TMC) runs active traffic management and live road network monitoring, and acts as the communication gateway between the public and Highways team, using a variety of communication tools including social media, electronic roadside Variable Message Signs (VMS) and links to satnav systems and apps through the [One Network website](#).
- 2.7 The TMC has dedicated liaison with event organisers for traffic management and signage compliance, coordination to avoid clashes, to mitigate any disruptions, to respond to concerns, to facilitate liaison between all parties and to grant any Temporary Traffic Regulation Orders that may be required, such as a road closure for a running or cycling race.
- 2.8 The TMC is the administration and training lead for the Cambridgeshire element of the One Network website, including the administration of all County Council users, upkeep of local area mapping, seeking continuous improvements to the system and promoting integration between the system and the Highways and Transport teams. The TMC investigates intelligent transport systems to aid the management of all forms of traffic across the county.
- 2.9 The TMC liaises with the Real Time Bus Information service. It is responsible for the installation and operation of the County's Variable Message Signs and electronic Flood Warning Signs, providing real time car park information with active Parking Guidance Signs operation and data gathering. It is responsible for traffic-monitoring CCTV camera maintenance and operation, and for rising bollards.

## Policy and Regulation

- 2.10 The Policy and Regulation team undertakes the statutory duties for the County Council in relation to consultation, advertisement and making of Traffic Regulation Orders (TROs) for purposes such as avoiding danger, preventing damage, facilitating passage, preventing use, preserving character, preserving amenity, relieving, or preventing congestion.
- 2.11 The team provides design approval for traffic sign design and road markings. It can undertake assessment of projects and third-party proposals to ensure compliance with the Traffic Signs Regulations and General Directions. It will provide traffic calming advice and general guidance on what is permitted on the public highway. The team also undertakes reviews of existing policies that apply to the operation of the highway network. It offers legislative advice to Local Highway Officers (in Highways Maintenance) on bus stop markings, access protection markings, tourist signing and general traffic management queries.

## Parking Policy

- 2.12 The Parking Policy team consists of one officer, who is responsible for reviewing, managing, and implementing parking policy for the county. The officer oversees the implementation of resident parking schemes and coordinates the introduction of Civil Parking Enforcement (CPE) in South Cambridgeshire, Huntingdonshire, and Fenland. The officer also supports the introduction of parking initiatives across the county.



- 2.13 The Parking Policy team is in the process of reviewing the Resident Parking Scheme Policy, a document that provides a framework for the consideration of the introduction, amending and extension of formalised Resident Parking Schemes across the county and sets out the principles for the administration of those schemes. Part of this review will be reevaluating the current permit pricing structure to ensure the service remains cost-neutral to the County Council, whilst offering residents value for money.
- 2.14 The Parking Policy team is in the early stages of the review, with only internal operational teams currently feeding into the process. However, the Chair and Vice-Chair of the Highways and Transport Committee will form part of the wider consultation group, along with the Cambridge Joint Area Committee. A public consultation is due to be undertaken in summer 2024, before the final report is presented to the Highways and Transport Committee in December 2024. Once the policy has been approved, the TRO will be amended accordingly and formally advertised. Once that consultation has closed, residents will be advised of any changes to permit limits, fees or permit terms and conditions.

### Parking Operations

- 2.15 The Parking Operations team is responsible for administering Civil Parking Enforcement (CPE) and Bus Lane / Bus Gate Enforcement within Cambridge City and South Cambridgeshire – recovery of outstanding Penalty Charge Notices, liaising with Driver Vehicle Licensing Authority, the Traffic Penalty Tribunal and external enforcement agents.
- 2.16 Parking Operations is responsible for issuing and administering Cambridge City, South Cambridgeshire, and Huntingdonshire Residents' Parking Areas, applying the Parking Policy, and is responsible for the provision of on-street Pay and Display Parking with options to pay by cash or a choice of three cashless providers.
- 2.17 The Parking Operations team facilitates parking bay suspensions, liaising with the Streetworks and Permitting Team to make sure that a permit for the works has been approved, as well as with utilities companies to ensure the works are completed in a timely manner with minor disruptions to residents. It is responsible for issuing Tradesperson Permits within the residents' parking areas in Cambridge.

### Bus Operations and Facilities

- 2.18 The Bus Operations and Facilities team is responsible for the maintenance and management of the five Cambridge city Park & Ride sites. It manages the operation and upkeep of the Guided Busway and its associated Park & Ride sites. It facilitates the Quality Bus Partnership between the County Council and bus operators. It assists the Combined Authority and Greater Cambridge Partnership with the operational and design elements of plans and projects to deliver a world-class sustainable travel network to transform journeys across Greater Cambridge.

### Highways Maintenance

- 2.19 Highways Maintenance maintains all the Highways Infrastructure (not including street lighting and traffic lights), and manages the Highways Asset information. The team comprises of Highway Safety Inspectors, who carry out routine planned safety

inspections to identify defects for repair. These are defined in the Highway Operational Standards document.

- 2.20 A team of Local Highways Officers responds to defects from the public, businesses, and Councillors from the Councils' ['Report It'](#) tool on the County Council's website. The team is the front face of the service for the County Council's customers and Councillors. It can order repairs to defects that have been reported and identified, and in general terms smaller scale work, whilst inputting its local knowledge to the asset teams for larger scale projects and programmes.
- 2.21 The Asset teams comprise of Green Infrastructure Team, Drainage and Resilience, Structures Team, and a Carriageway and Footway Team. These teams develop and deliver the large capital Maintenance Programmes and Projects across the county, which are identified in the Highway Capital Programme document.

### Active Travel (Transport Strategy and Funding)

- 2.22 The Active Travel team sits in the Transport Strategy and Network Management service, and is responsible for promoting, enabling and encouraging active travel, focusing on utilitarian walking and cycling journeys to work, school and other destinations. This includes working with the Strategy and Project Delivery teams to ensure a pipeline of schemes is ready for delivery, inputting into the planning process and working to embed active travel throughout the County. A new 'Active Travel in Cambridgeshire' section on the [County Council's website](#) sets out information about active travel in the county.

## 3. Significant Implications

- 3.1 There are no significant implications.

## 4. Source Documents

- 4.1 [Corporate Travel, Roads and Parking Main Webpage](#)
- 4.2 [Highway Licences and Permits Webpage](#)
- 4.3 [Traffic Regulation Order Webpage](#)
- 4.4 [Highway Events Webpage](#)
- 4.5 [Parking Permits and Fines Webpage](#)
- 4.6 [Guided Busway and Park & Ride Webpage](#)
- 4.7 [one.network](#) - Current/Planned Works and Events Information
- 4.8 [@Cambs\\_Traffic](#) - Our Real Time Traffic and Travel X Feed
- 4.9 [Active Travel in Cambridgeshire | Cambridgeshire County Council](#)
- 4.10 [Travel, Roads And Parking | Cambridgeshire County Council](#)

4.11 [Report a highways fault | Cambridgeshire County Council](#)

4.12 [Highway policies and capital maintenance programme | Cambridgeshire County Council](#)



## Appendix 1 – Contact Details

- Street Works and Permitting - [street.works@cambridgeshire.gov.uk](mailto:street.works@cambridgeshire.gov.uk)
- Signals and Systems - [signals@cambridgeshire.gov.uk](mailto:signals@cambridgeshire.gov.uk)
- Traffic Management Centre - [Tmc@cambridgeshire.gov.uk](mailto:Tmc@cambridgeshire.gov.uk)
- Highway Events - [Highway.Events@cambridgeshire.gov.uk](mailto:Highway.Events@cambridgeshire.gov.uk)
- Policy and Regulation - [Policy.andRegulation@cambridgeshire.gov.uk](mailto:Policy.andRegulation@cambridgeshire.gov.uk)
- Parking Permits - [Parking.Permits@cambridgeshire.gov.uk](mailto:Parking.Permits@cambridgeshire.gov.uk)
- Parking Control - [parkingcontrol@cambridgeshire.gov.uk](mailto:parkingcontrol@cambridgeshire.gov.uk)
- Parking Services - [parkingservices@cambridgeshire.gov.uk](mailto:parkingservices@cambridgeshire.gov.uk)
- Active Travel Team - [activetravel@cambridgeshire.gov.uk](mailto:activetravel@cambridgeshire.gov.uk)
- Report a Highways fault - [Cambridgeshire County Council - ReportIt](#)



## Overview of City Council Services Related to the Cambridge Joint Area Committee

To: Cambridge Joint Area Committee

Meeting Date: 12 June 2024

From: Assistant Chief Executive (City Council)

Electoral division(s): County Council divisions within Cambridge: All  
City Council wards: All

Executive summary: To provide an introduction to the City Council services which are relevant to the Committee's terms of reference.

Recommendation: The Committee is recommended to:  
  
Note the contents of the report.

### Officer contact

Name: Tim Wetherfield  
Post: Urban Growth Project Manager, Chief Executive's Office, Cambridge City Council  
Email: [tim.wetherfield@cambridge.gov.uk](mailto:tim.wetherfield@cambridge.gov.uk)  
Tel: 01223 457313

## 1. Background

- 1.1 This report sets the context of the relevant services provided by the City Council, apart from pavement licences, which is covered in Agenda Item 7 at the same meeting. Alongside the work of the County Council, the Cambridgeshire and Peterborough Combined Authority and the Greater Cambridge Partnership, these City Council services help to contribute to the bigger picture on local transport issues, active travel and improving people's access to Cambridge and city centre businesses, shops and restaurants.
- 1.2 The City Council's Parking Services, Shopmobility, Taxicard scheme and walking, cycling and active travel promotion grants come under the remit of the Executive Councillor for Planning, Building Control and Infrastructure (currently Councillor Thornburrow). The City Council's approach to advertising boards come within the remit of the Executive Councillor for Open Spaces and City Services (currently Councillor Carling). Meanwhile, decisions on pavement licences are a matter for the City Council's Licensing Committee.

## 2. Service Outlines

### Car Parks

- 2.1 The City Council's Parking Services team manages five multi-storey car parks and other publicly accessible off-street car parks across the city, which are run on a commercial basis. These include:
  - (i) Around 3,100 spaces (once Park Street car park comes back online in autumn 2024);
  - (ii) Over 110 Blue Badge parking bays, all including three hours free parking;
  - (iii) Over 100 electric vehicle (EV) charging points already installed, with more to follow;
  - (iv) More than 70 'parent and child' parking bays.
- 2.2 There are other car parks (for example, at Lammas Land, Cherry Hinton Hall and the Meadows Community Centre) run by other City Council teams. In March 2024, feedback was invited on proposals to introduce pay by phone parking for Cherry Hinton Hall car park.
- 2.3 More details about these car parks (including a map) and off-street parking can be found on the City Council's [Parking website](#). This also covers information on parking payments, permits, free parking for Blue Badge holders, the location of EV charging points and links to sections of the County Council's website relating to park and ride sites. Data is also available on the City Council's [controlled parking spaces website](#).
- 2.4 A public consultation on 2024-25 off-street parking charges for car parks managed by the City Council took place during November and December 2023. The feedback was taken into account as part of the review of the Council's fees and charges for 2024-25, which was reported to the City Council's Strategy and Resources Committee in January 2024, and was featured in the Council's Budget-Setting Report for 2024-25 in February 2024.

### Shopmobility

- 2.5 Shopmobility offers free day-hire of mobility aids (for example, manual rollators and wheelchairs, electric wheelchairs and motorised scooters) from the Grand Arcade and Grafton East car parks to anyone with a permanent or temporary disability. People need to register for the service first. Bookings in advance are encouraged.



- 2.6 Shopmobility in Cambridge was used 3,989 times during 2022/23 and 3,705 times in 2023/24. Based on a cautious estimate that every use of this service might lead to, on average, £30 of spend in city centre shops, cafés and restaurants, this could equate to generating over £110,000 per year to the local economy.
- 2.7 More information can be found on the City Council's [Shopmobility website](#). To contact Shopmobility, telephone 01223 457452 (Grand Arcade car park) or 01223 461858 (Grafton East car park).
- 2.8 The running of Shopmobility is supported by volunteers, and more information can be found on the City Council's [volunteering at a Shopmobility office website](#).

## Taxicard

- 2.9 The annual Taxicard scheme (running from April to March) helps disabled people who live in Cambridge and have a low income to pay for taxi journeys. In 2023/2024, the scheme had 374 members.
- 2.10 For 2024/2025, scheme members have received £160 of vouchers for the full year (in £5 and £1 vouchers). Taxicard members can use as many vouchers as they like per trip. Taxicard vouchers can also be redeemed on Cambridge Dial-a-Ride by existing Dial-a-Ride members.
- 2.11 On 1 April 2024, the Cambridgeshire and Peterborough Combined Authority took on the transfer of the City Grant Agreement from Cambridge City Council, and will evaluate the effectiveness of this arrangement after twelve months. More information is available on the [Cambridge Dial-a-Ride website](#).
- 2.12 A survey in 2021 found that the top three reasons for travel using the vouchers were: (1) hospital appointments; (2) shopping and (3) visiting the doctor.
- 2.13 More information about the scheme, eligibility criteria and how to apply can be found on the City Council's [Taxicard website](#).
- 2.14 A review of Taxicard and other transport initiatives was reported to the City Council's Planning and Transport Scrutiny Committee in January 2022.

## Walking, Cycling and Active Travel Promotion Grants

- 2.15 The City Council provides grants of up to £5,000 to help local groups fund projects that: encourage people to walk, cycle or use other forms of active travel more often; and/or promote safer walking or cycling; and/or encourage people to cycle, or use other forms of active travel, for the first time; and/or reduce cycle theft. The overall budget in 2024/25 is around £20,000.
- 2.16 In recent years, the programme has supported Camcycle and Living Streets Cambridge in their promotional work, along with the Cambridgeshire Police programme of 'BikeRegister' cycle marking and registration.
- 2.17 More details (including eligibility criteria) can be found on the City Council's [Walking, Cycling and Active Travel Promotion Grants website](#).

- 2.18 Applications are welcomed throughout the year and are considered on a 'first-come, first served' basis. City Councillors on the Members Active Travel Steering Group (including the Executive Councillor for Planning, Building Control and Infrastructure) are consulted on eligible grant applications.

### Advertising Boards (A-boards)

- 2.19 The City Council's 2014 City Centre Accessibility review identified that advertising boards were an issue within the city. It was determined that a policy to manage them should be drafted. In 2016/17, a policy was produced which was designed to create a street environment that complemented premises-based trading, was sensitive to the needs of users and enhanced the character, ambience, and safety of the local physical environment. The consultation showed that there was a consensus for the policy.
- 2.20 The policy came into effect in November 2017, following a four-month education and enforcement amnesty period. Since its implementation, a re-education campaign was conducted in 2022 (following the Covid-19 period of trading restrictions). Visits have been made and leaflets have been delivered to all city centre businesses.
- 2.21 Enforcement officers respond to all reports or requests for enforcement and take appropriate action in line with the policy. The levels of policy breach by businesses are low, and compliance is high when breaches are identified. There have been six cases in the last 18 months. To date, no seizures of A-boards have taken place.
- 2.22 Advice is available on the City Council's [advertising boards website](#).

## 3. Significant Implications

- 3.1 This report sets the context of City Council services related to this Committee's terms of reference. There are no particular financial, legal, risk, equality and diversity, climate change and environmental implications arising from this report.
- 3.2 The City Council works closely with the Greater Cambridge Partnership (GCP) over its development of the City Access Programme (including the Integrated Parking Strategy) especially in terms of how this relates to the City Council's approach to active travel and car parks in Cambridge. The Leader of the City Council (currently Councillor Davey) serves on the GCP Executive Board, while Councillors Bick, Smith and Thornburrow currently represent the City Council on the GCP Joint Assembly.
- 3.3 There are also important links between the City Council services mentioned in this report and the Cambridgeshire and Peterborough Combined Authority's Transport and Connectivity Plan. City Councillor Anna Smith is currently a member of the Combined Authority Board.

## 4. Source Documents

- 4.1 Links to the City Council's website can be found throughout this report. Further details about the committee reports and engagement/public feedback exercises that have been mentioned are available on the City Council's [Browse Meetings website](#) and [Consultations website](#).

4.1 City Council websites:

- [Parking](#)
- [Controlled Parking Spaces](#)
- [Shopmobility](#)
- [Volunteering at a Shopmobility Office](#)
- [Taxicard](#)
- [Walking, Cycling and Active Travel Promotion Grants](#)
- [Advertising Boards](#)
- [Browse Meetings](#)
- [Consultations](#)

4.2 [Cambridge Dial-a-Ride](#)



## Pavement Licences

To: Cambridge Joint Area Committee

Meeting Date: 12 June 2024

From: Communities Director (Cambridge City Council)

Electoral division(s): County Council divisions within Cambridge: All  
City Council wards: All

Executive summary: To update the committee on the changes to the legislation in relation to pavement licenses, previously known as table and chair licences.

Recommendation: The Committee is recommended to:  
  
Note the changes to the legislation and that the function is now with district authorities

### Officer contact

Name: Yvonne O'Donnell

Post: Environmental Health Manager, Communities Group, Cambridge City Council

Email: [Yvonne.odonnell@cambridge.gov.uk](mailto:Yvonne.odonnell@cambridge.gov.uk)

Tel: 01223 457951

## 1. Background

- 1.1 Under Part 7A of the Highways Act 1980, if a business would like to put tables and chairs on the highway, they would have to apply to the County Council for a table and chair licence, pay the appropriate fee and abide by the conditions set out with that licence. The County Council was responsible for the issuing of such licences. The County Council was the enforcing authority for breaches of licensing conditions and also unlawful placement of tables and chairs on the highway. The responsibility for the table and chairs licensing function changed in July 2020 during the Covid-19 pandemic.

## 2. Main Consideration

- 2.1 The Business and Planning Act 2020 came into force in July 2020 and introduced the pavement licences regime. A pavement licence is a licence granted (or deemed to have been granted) by the district authority, which allows the licence-holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made, for certain purposes. The Business and Planning Act process provides a streamlined and cheaper route for businesses (such as cafés, restaurants and bars) to secure a licence to place furniture on the highway. This provided much-needed income for businesses and protected as many hospitality jobs as possible, particularly during times of re-opening during the Covid-19 pandemic.
- 2.2 This legislation ran in parallel to the table and chairs licensing regime, which was administered and enforced by the County Council under Part 7A of the Highways Act 1980. Businesses which had table and chair licences with the County Council prior to the change in legislation, could renew their licences with the County Council or apply to the City Council for a pavement licence. However, if table and chairs were put out on the highway unlawfully, it would be for the County Council to continue to enforce this and remove the furniture.
- 2.3 The Levelling Up and Regeneration Act 2023 makes permanent the pavement licensing regime under the Business and Planning Act 2020, with a number of changes. The Levelling Up and Regeneration Act introduces a standard fee cap for both new and renewals of licences as well as increased consultation and determination periods. It lengthens the maximum duration of licences and provides district authorities with new powers to remove unlicensed furniture.
- 2.4 This report is to update members on the changes to replace table and chairs licensing regime to pavement licences.

## 3. Significant Implications

The implications for the City Council are as follows.

### 3.1 Finance Implications

The fees must be set for cost recovery of the service.

### 3.2 Legal Implications

This is a regulatory function, which is the responsibility of the City Council's Licensing Committee.

### 3.3 Risk Implications

The granting of the licence must be determined within 28 days of receipt of application: 14 days for consultation and a following 14 days for determination.

If the local authority does not make a determination by the end of the determination period, the licence for which the application was made is deemed to be granted by the authority to the applicant.

### 3.4 Equality and Diversity Implications

When determining an application, the City Council must have regard in particular to:

- (a) The needs of disabled people, and
- (b) The recommended distances required for access by disabled people as set out in guidance issued by the Secretary of State.

### 3.5 Climate Change and Environment Implications

None.

## 4. Source Documents

- 4.1 [Official guidance on Pavement Licenses \(dated 2 April 2024\) from the Department for Levelling Up, Housing and Communities](#)





## Cambridge Joint Area Committee Agenda Plan

Published on 4 June 2024

The following are standard agenda items which are considered at every Committee meeting:

- Apologies for Absence and Declarations of Interest
- Minutes of the Previous Meeting
- Public Questions and Petitions
- Agenda Plan

Note: This initial agenda plan will be reviewed and developed in consultation with the Chair and Vice-Chair of the Committee, once appointed.

Committee date	Agenda item	Lead officer(s)	Deadline for draft reports	Agenda despatch date
12/06/24	Election of Chair		31/05/24	04/06/24
	Election of Vice-Chair			
	Overview of County Council Services Relevant to the Cambridge Joint Area Committee	S Hansen		
	Overview of City Council Services Relevant to the Cambridge Joint Area Committee	T Wetherfield		
	Pavement Licences	Y O'Donnell		
18/09/24	Milton Road Resident Parking Scheme	G Baldwin / J Hostler	06/09/24	10/09/24
	Vinery Road Experimental Traffic Regulation Order	G Weller		
	Pavement Parking and Red Routes Update	S Hansen / GCP		
	Review of Hours/Charges of Existing Resident Parking Schemes Update	N Gardner		
	Cycling and Pedestrian Schemes Update	G Weller / GCP		

Committee date	Agenda item	Lead officer(s)	Deadline for draft reports	Agenda despatch date
	On-street Parking Charges and Policies	P Hammer		
	Active Travel Funding	J Richards		
	Resident Parking Schemes Update	N Gardner / GCP		
18/12/24			06/12/24	10/12/24
12/03/25	City Council Walking, Cycling and Active Travel Promotion Grant Programme	J Richards	28/02/25	04/03/25

Please contact Democratic Services ([democratic.services@cambridgeshire.gov.uk](mailto:democratic.services@cambridgeshire.gov.uk)) if you require this information in a more accessible format.