

# East Cambridgeshire District Council

## NOTICE OF MEETING

**NOTICE IS HEREBY GIVEN** that a Meeting of the **EAST CAMBRIDGESHIRE DISTRICT COUNCIL** will be held on **THURSDAY 17 OCTOBER 2024** in the **COUNCIL CHAMBER** at **THE GRANGE, NUTHOLT LANE, ELY, CB7 4EE**, commencing at **6:00pm** with up to 15 minutes of Public Question Time, immediately followed by the formal business, and you are summoned to attend for the transaction of the following business

## AGENDA

### 1. PUBLIC QUESTION TIME

**[oral]**

The meeting will commence with up to 15 minutes Public Question Time (PQT) – questions/statements can be submitted in advance or placed in the PQT box in the Council Chamber prior to the commencement of the meeting – see Notes below for further information on the PQT scheme.

### 2. APOLOGIES FOR ABSENCE

**[oral]**

### 3. DECLARATIONS OF INTEREST

**[oral]**

To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct.

### 4. MINUTES – 25 JULY 2024

**P5**

To confirm as a correct record.

### 5. CHAIR'S ANNOUNCEMENTS

**[oral]**

### 6. TO RECEIVE PETITION(S)

**[oral]**

### 7. NOTICE OF MOTIONS UNDER PROCEDURE RULE 10

#### a) Changes to the Winter Fuel Allowance and Protecting Pensioners from Fuel Poverty

This Council notes:

- The Labour Government's cruel decision to take away Winter Fuel Payments from all pensioners except those in receipt of means-tested benefits like Pension Credit.
- The estimated impact of this decision, which Age UK says will mean 2 million pensioners who badly need the money to stay warm this winter, including 16,658 pensioners in East Cambridgeshire, will not receive it.
- The significant role that Winter Fuel Payments play in helping older residents of East Cambridgeshire and across the UK afford heating during the coldest months, thereby preventing 'heat or eat' dilemmas and safeguarding health.

- The criticism from Age UK, the Countryside Alliance and other charities, highlighting the social injustice and potential health risks posed by this sudden policy change.
- The additional strain this decision will place on vulnerable pensioners, many of whom do not claim Pension Credit despite being eligible, further exacerbating their financial hardship.

This Council believes:

- That the Winter Fuel Payment has been a lifeline for many older people across the UK and that restricting its availability solely to those on Pension Credit risks leaving many pensioners in financial hardship.
- Many thousands across East Cambridgeshire sit just above the cut-off for Pension Credit and will now lose their allowance.
- The decision to means-test Winter Fuel Payments, especially with such short notice and without adequate compensatory measures, is deeply unfair and will disproportionately affect the health and well-being of our poorest older residents.
- The Government's approach fails to consider the administrative barriers and stigma that prevent eligible pensioners from claiming Pension Credit, leaving many without the support they desperately need.

This Council resolves to:

- Increase the Council's local awareness campaign which has been underway for several weeks now, to alert those eligible for Pension Credit to apply by the deadline of 21st December 2024, to try to ensure Winter Fuel Payments still get to those most in need.
- Continue to encourage local efforts to promote Pension Credit uptake through Council services, Anglia Revenues Partnership, and other partnerships with local charities and community organisations to ensure that all eligible pensioners in East Cambridgeshire are supported in claiming their entitlement.
- Request that the Council Leader write to the Chancellor of the Exchequer, urging a review of the decision to means-test the Winter Fuel Payment and asking the Government to take urgent steps to ensure that vulnerable pensioners, particularly those who do not claim Pension Credit, are protected from fuel poverty.
- Write to all Members offering them the opportunity to sign the 'Save the Winter Fuel Payment for Struggling Pensioners' petition being run by Age UK.

**Proposer: Cllr Anna Bailey**  
**Seconder: Cllr Julia Huffer**

#### **b) Sea Toilets**

This Council notes the importance to our area of the Great Ouse and its tributaries, for navigation, leisure, and the conveyance of water.

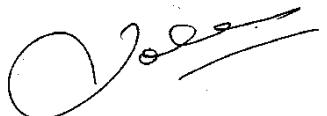
This Council further notes that control of the Great Ouse rests with the Environment Agency which currently permits the use of sea toilets which discharge human waste and other materials directly into the river.

The discharge of sea toilets is permitted by regulation on all inland waterways unless specifically banned.

This Council believes that this practice should be prohibited on the Great Ouse and its tributaries, and therefore resolves to request the Environment Agency to take the necessary steps to achieve a ban.

**Proposer: Cllr Kathrin Holtzmann**  
**Seconder: Cllr Lorna Dupré**

<b>8. TO ANSWER QUESTIONS FROM MEMBERS</b>	<b>[oral]</b>
<b>9. SCHEDULE OF ITEMS RECOMMENDED FROM COMMITTEES AND OTHER MEMBER BODIES:</b>	<b>P17</b>
1. <b><u>Licensing Committee – 11 September 2024</u></b>	<b>P21</b>
a. Gambling Policy Consultation	
2. <b><u>Operational Services Committee – 23 September 2024</u></b>	
a. Waste & Street Cleansing Service Proposals	<b>P55</b>
b. Waste & Street Cleansing Delivery Model	<b>P85</b>
<b>10. LOCAL PLAN</b>	<b>P95</b>
<b>11. SOHAM NEIGHBOURHOOD PLAN</b>	<b>P113</b>
<b>12. CHEVELEY NEIGHBOURHOOD PLAN</b>	<b>P117</b>
<b>13. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY UPDATE REPORT</b> July, August & September 2024	<b>P121</b>



**J Hill**  
**Chief Executive**

To: All Members of the Council

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**NOTES:**

Members of the public are welcome to attend this meeting. Admittance is on a "first come, first served" basis and public access will be from 30 minutes before the start time of the meeting. Due to room capacity restrictions, members of the public are asked, where possible, to notify Democratic Services ([democratic.services@eastcambs.gov.uk](mailto:democratic.services@eastcambs.gov.uk) or 01353 665555) of their intention to attend a meeting.

The meeting will be webcast and a live stream of the meeting will be available. Further details can be found at [Council 17.10.24 | East Cambridgeshire District Council \(eastcambs.gov.uk\)](https://www.eastcambs.gov.uk/council-meetings/17-10-24). Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

Public Questions/Statements are welcomed on any topic related to the Council's functions as long as there is no suspicion that it is improper (e.g. offensive, slanderous or might lead to disclosures of Exempt or Confidential information). Up to 15 minutes is allocated for this at the start of the meeting. Further details about the Public Question Time scheme are available at: <https://www.eastcambs.gov.uk/committees/public-question-time-scheme>

The Council has adopted a 'Purge on Plastics' strategy and is working towards the removal of all consumer single-use plastics in our workplace. Therefore, we do not provide disposable cups at our meetings and would ask members of the public to bring their own drink to the meeting, if required.

Fire instructions for meeting: The instructions in the event of a fire at the venue will be announced at the commencement of the meeting.

Reports are attached for each agenda item unless marked "oral".

If required, all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: [translate@eastcambs.gov.uk](mailto:translate@eastcambs.gov.uk)

If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

"That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended)."



# East Cambridgeshire District Council

Minutes of a Meeting of East Cambridgeshire District Council  
held at The Grange, Nutholt Lane, Ely, CB7 4EE  
on Thursday 25 July 2024 at 6.00pm

## PRESENT

Councillor Christine Ambrose Smith  
Councillor Anna Bailey  
Councillor Ian Bovingdon  
Councillor Christine Colbert  
Councillor Lorna Dupré  
Councillor Lavinia Edwards  
Councillor Mark Goldsack (Chair)  
Councillor Martin Goodearl  
Councillor Keith Horgan  
Councillor Bill Hunt  
Councillor Mark Inskip

Councillor James Lay  
Councillor David Miller  
Councillor Kelli Pettitt  
Councillor Alan Sharp  
Councillor Caroline Shepherd  
Councillor John Trapp  
Councillor Ross Trent  
Councillor Lucius Vellacott  
Councillor Alison Whelan  
Councillor Christine Whelan  
Councillor Gareth Wilson

*A minute's silence was observed as a mark of respect following the death of former Councillor Paul Cox, District Councillor for Littleport West Ward from 2015 to 2019.*

*Cllr Christine Ambrose-Smith – “This is very much a personal memoir as Paul was only here for one term, however, I knew him for much longer. I first met Paul Cox in 1963 when I was about 7 years old. My family had moved to a rambling property on Victoria Street in Littleport during that year, to the rear of the property was a large building yard with workshops and garages. Exploring, as children do, I came across a young man doggedly digging some post holes across the width of the yard, this was Paul. With his soon-to-be-wife Maureen, he purchased a plot of land at the furthest end, fronting onto Barkhams Lane, the fence he was starting to erect was the first stage in the build of the property which was to become their home for the rest of their lives. Paul was also about to become our neighbour. Paul was born during the early stages of World War II, spending his childhood in a house near my grandparents, in City Road. He was a contemporary of my father’s youngest brother and they were close friends until Richard’s early death. Leaving school, Paul took up an apprenticeship with Pye’s of Cambridge, at that time, a significant developer and maker of TV sets and their operating systems. This was to prove a perfect occupation, as Paul was always interested in the detail and improvement of anything he was involved in. As a young man, he became a founding member of a local skiffle group, not entirely sure how accomplished a musician he was, but within the world of skiffle, no doubt enthusiasm was the thing, and he forever remembered this as a golden period. In the fullness of time, Paul and Maureen became the proud parents of twins, settling into family life. Paul*

became something of a sportsman; ten-pin bowling, windsurfing, badminton, early morning running, and the necessity to keep fit. With a group of friends, Paul became a founding member of the Rotary Club Littleport. As my husband was also a member, I remember the following years as one long round of fundraising and community events, raising considerable funds for local, national and international causes. When IT was in its domestic infancy, Paul took a deep and informed interest in this, and he became the local helpdesk for many of us. Some friends were convinced that emails would never catch on, a view Paul would have no truck with at all. During the mid-1970s, David and I cleared the workshop and garages behind my family home to build our own house. We became the sandwich filling, with the Cox's on one side and my parents on the other. Moving on, Paul became a Parish Councillor, serving as Chair of that organisation. He was eager to push forward computerised use within the Parish Council and designed the first CCTV system within Littleport. A true man of Littleport, Paul felt that Littleport should have the best that could be provided. I joined Paul at the Parish Council somewhat later and was later successfully elected as one of the four District councillors. Paul became very interested in this, so I suggested that he get himself elected as a candidate, which he did. Already old and great friends and colleagues together, we toured the outer reaches of Littleport, coming across many obscure Fen roads and tracks, unknown previously to either of us. Following the reduction in the number of wards and councillors within East Cambs, Paul sadly didn't get to be a candidate again but continued serving the people of our community as a Parish Councillor. Paul was interested in a wide range of subjects; classical and ancient history, more recent British history, local history, the drainage of the Fens, skating in the Fens, musical types, genealogy, wartime scientific advances, just a few of these come to mind. I've so many memories of the phone ringing, usually at some inconvenient moment to hear his voice, "Hello Christine, this is Paul, You'll never believe..." and so it went on; this was the moment to draw up a chair and prepare for the long haul. Although we had both visited Bletchley Park separately during the early days of that secret site being revealed and opened, we had great plans for a joint visit to see the more recent improvements and as, with many such plans, we never did get to go there together. Paul lost his beloved Maureen quite suddenly and far too early. With considerable courage, Paul remade his life and continued to find further subjects of interest to work on. Paul had suffered from various health issues for many years, until his health deteriorated quite quickly, passing away peacefully on the 6<sup>th</sup> of June this year. So, to sum up, Paul was a well-rounded person with a wide circle of friends, someone who always wanted to improve the community he had been born into and had spent his life in and Paul is sadly missed by many."

## 20. PUBLIC QUESTION TIME

**Question from Bill Pepper, Chair, Wicken Parish Council to Cllr Vellacott:**  
Read out by the Democratic Services & Elections Manager.

"I write regarding the existing bus service which serves Wicken.

The only public transport Wicken benefits from is the weekly service, operating on a Thursday and travelling from Upware to Ely, via Wicken and Soham. The bus departs Wicken at circa 10:45, returning at circa 14:30. This has not changed for many years despite calls for an increased service.

Whilst this service is welcome, it fails to provide a viable option to private transport: many people who use the Thursday service, rely on friends, family or taxis for the return journey and the vast majority of Wicken inhabitants rely on private transport for commuting and for other day to day journeys.

Wicken Fen, a destination of national importance is visited by over 70,000 people annually and this level of tourism adds pressure on the local road network in addition to available parking at the Fen. A bus service particularly operating on a Saturday, from Ely or another origin would help alleviate such congestion as well as providing a welcome addition to the existing transport service to the village.

Under the East Cambs Local Plan 2015, it states under 8.41, Infrastructure and community facilities, Improvements to public transport services: “ The District Councils aspiration is to see existing service levels retained, and to encourage and support self-sufficient demand responsive transport services including committee transport.....” To date, no enhancement of the public transport service has been implemented.

I acknowledge you have regularly fielded questions from both parishioners and parish councillors regarding the existing limited bus service and have been both understanding and supportive within the confines you’re able to operate in. I further acknowledge you did ask the Mayor at the recent Combined Authority Overview and Scrutiny Committee for an update about the demand Response Transport in relation to Wicken. I understand that a route via Wicken is being considered in a Rural Community Study which will be ongoing until later this year.

Whilst it would be unreasonable to expect for the council to provide a multi-day, fully comprehensive public bus service for Wicken, could the Council please give an update on plans to increase the bus service to Wicken and also the time scale envisaged. “

**Response from Cllr Vellacott:**

“Thank you, Bill, for your very timely question.

I want to commend the fact that Wicken Parish Council supported a weekly Dial-A-Ride service, a service to the world-famous Wicken Fen, and supported two new cycle routes through the village.

I am a huge advocate of the motorist, and I believe young people should be supported to work hard and obtain their freedom, but you should not be forced to own a car to live in Wicken. There is no shop, no school and no bus – some children are even taking taxpayer-funded taxis to school.

I first contacted the Mayor, Nik Johnson, when he announced that the Mayoral Precept would rise by 200%, to discuss what we could do to restore a bus service via Wicken. This tax rise was an unnecessary overstep; the Cambridgeshire and Peterborough Combined Authority has missed out on millions of Government Bus Improvement funding.

And it wasn't due to a lack of commitment to road charging, as they claimed. I am inclined to put it down to a poor culture and six different CEOs in three years.

Whatever has gone wrong at the Combined Authority, the result is that East Cambs pays more and gets less, when some services near Cambridge are subsidised at a cost of over £100 per return journey. Nik said to me at the time that 'expanded Demand Responsive Transport services are to be closely aligned with the newly proposed Soham to Cambridge bus route' – and I will hold him to ensuring that Wicken is linked into this.

After all, within those plans to be scrutinised, some good proposals are already present. I'm delighted that Sutton will be linked into the St Ives Busway, and Soham to Cambridge. We just need to make sure more rural dwellers can access these services, that is only fair, as they pay the same precept.

I was pleased that this Council appointed me to the CPCA Overview and Scrutiny Committee, where the Mayor confirmed to me that a route via Wicken was being considered in a Rural Community Study. I await further details of this study in the autumn. There is to be an investment in a demand-responsive trial area in East Cambs – but the Mayor insisted that we must demonstrate community support for the project.

We can do that very easily, but we must have the assurance that the Mayor will action it using the data we provide. In any case, we are in the system, and I am working closely with the Director of Place and Sustainability to make sure the word 'Wicken' appears on every document the Mayor looks at going forward. This will help to demonstrate strong community demand.

I found it quite amusing that, when I was scrutinising the Mayor on this issue, he asked me if I had obtained my under-25 Tiger Card bus pass yet. I made the point that in order for that to be remotely justified, he had to give me a bus to use in the first place.

The Combined Authority are also about to consult on their proposals for Bus Reform across the region, which includes some franchising elements so that which services run is in public control. That could be good news for those affected by cuts, like the No.8 service via Littleport. The consultation responses must be taken seriously, unlike some congestion charging consultations undertaken by other authorities. I encourage Wicken Parish Council to participate fully in this, as I will.

It's a shame as well that the Mayor is not focusing more on rail too. With a bus to Soham and a dual line at the station, I fully envisage that Wicken could be linked directly to Cambridge and London. It could be transformative for local business and tourism, and excellent value for money for the taxpayer. We need carrots, not sticks, to encourage people onto public transport.

But it starts with making sure we include everyone, and the residents of beautiful Wicken need that assurance. In terms of a timescale, I acknowledge that we may have a long way to go before the familiar rumble of a bus engine is heard picking up passengers on North Street, but we are closer than we have been in years. I am quite stubborn when necessary, and whilst I am in office, I will not rest until I arrive at a

Wicken Parish Council meeting by bus and maybe then, I might even apply for a Tiger Card."

**21. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Akinwale, Brown, Cane, Holtzmann, Huffer, Pettitt and Wade.

**22. DECLARATIONS OF INTEREST**

No declarations of interest were received from Councillors.

**23. MINUTES – 23 MAY 2024**

It was resolved unanimously:

That the Minutes of the Council meeting held on 23 May 2024 be confirmed as a correct record and signed by the Chair.<sup>1</sup>

**24. CHAIR'S ANNOUNCEMENTS**

The Chair made the following announcements:

- **Cllr Cane**  
The Chair congratulated Cllr Cane and wished her good luck as the MP for the East Cambs District. The Chair also thanked Lucy Frazer for her hard work.
- **Staff Achievement Awards**  
The Chair expressed his pleasure in presenting awards for service and achievements by Council Officers. Peter Hiscott was recognised for his outstanding 55 years of service; starting with the waste service when the Council was known as Newmarket Rural District Council.

**25. PETITIONS**

No petitions had been received.

**26. NOTICE OF MOTIONS UNDER PROCEDURE RULE 10**

No Motion under Procedure Rule 10 had been received.

**27. QUESTIONS FROM MEMBERS**

Two questions were received, and responses given as follows:

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<sup>1</sup> Minute 12 (2) - Response from the Leader – First Sentence – “Conservatives first put forward in 2019”.  
*Following the meeting, the Leader acknowledged that Cllr Dupré was the first to support the idea in 2016.*

1.

**Question from Councillor Kelli Pettitt to the Leader of the Council:**

(Read by the Chair)

"What is the Council doing in response to the Sunnica decision earlier this month?"

**Response from the Leader, Cllr Anna Bailey:**

"It is extremely disappointing that after years of making the clear case that a solar farm of this magnitude is in the wrong place, the Secretary of State has decided to grant a development order against the wishes of the community, the four affected councils and against the expert advice of the Examiner.

There is currently no direct benefit to our communities from this site. It is deemed to have a significant impact on our communities and there are also biodiversity concerns. Added to this, unlike other Solar farms, the community will not benefit from cheaper energy, nor will the Council receive any potential business rates income from the facility.

Together with Cambridgeshire County Council, Suffolk County Council and West Suffolk Council, we are examining the Secretary of State decision. As the solar farm is deemed to be nationally significant infrastructure and the development order is granted by the Government, we are not able to appeal the decision. Instead, our only recourse is to undertake a Judicial Review of the decision, known as a JR.

A JR is not an appeal process and cannot be launched because we don't like the decision made. A JR reviews whether a decision has been made lawfully, has it considered the correct issues and has it followed the right processes. Even if a procedural issue is identified, it does not mean the decision will change, it would simply be a re-run of the decision-making process. The bar for even getting the grounds for a JR heard is incredibly high, and incredibly costly. We are working with the other Councils to understand whether there are substantive and material grounds to challenge the decision.

Any action needs to be agreed by Council as the cost and officer time is considerable. I must be assured by the advice received from the Barristers commissioned by Suffolk County and West Suffolk that there is a clear path to a successful challenge. Any decision made will have to consider the risk associated with the challenge and that the financial sustainability of the Council is not compromised.

Time is pressing and any intention to act needs to be submitted by the middle of next week. Therefore, I am meeting with Leaders from the other Councils on Monday, following receipt of the Barristers' advice, to discuss this situation further.

Finally, if we are not able to take further action or are unsuccessful in a challenge, then the Council is committed to trying to reduce the impact of this facility on our communities. We will work with Sunnica to ensure biodiversity and management of the ecology on site is not an afterthought and get round

the table to identify added benefits Sunnica can bring to communities affected by the solar farm. I will also lobby government to get business rates coming back to the Council rather than into central government in order that the financial benefits can be felt locally. There remains a long road ahead, but the Council is committed to hold Sunnica and the Government to account."

**2. Question from Cllr Christine Whelan to the Leader of the Council:**

"We have had a number of residents contact us about parking. We were promised a visionary scheme by the administration 3 years ago. We have not seen a recent update on this. Please can you confirm how many people have volunteered and how many people have been trained for this scheme?"

**Response from the Leader, Cllr Anna Bailey:**

"Cambridgeshire Constabulary's Change Board met at the end of November 2023 and an agreement was reached that a pilot would be explored to establish the Road Safety Police Support Volunteer (RSPSV) role but that initially their remit (and delegated powers) be limited to road-safety issues, i.e. speeding and dangerous parking. Should the pilot be successful proposals for expanding their role (and powers) which can include parking enforcement could be submitted.

The Police were exploring the possibility of using Special Constables for the scheme as there are some Specials who are not currently operational, and this does open various deployment possibilities as they retain full powers (including all road traffic powers).

Officers have requested an update from Superintendent Sutherland, the Constabulary lead on this and once received it will be circulated to all Members."

**28. CORPORATE PLAN**

Council considered an updated Action Plan 2024-25 (Z40, previously circulated) to support the implementation of the 2023-27 Corporate Plan.

The recommendation in the report was proposed by Cllr Bailey and seconded by Cllr Horgan. Cllr Bailey discussed the priorities and actions outlined in the Corporate Plan, focusing on the planned actions for 2024/25. In particular, the Council would continue with its aim to raise Council Tax only as a last resort, having delivered a Council Tax freeze for an 11<sup>th</sup> consecutive year.

- Applications were now being accepted for the four £100k homes at the Eden Square Project for local eligible individuals.
- The Planning Review had been completed and it was determined that the service was being well managed, with any necessary improvements already in progress and leading to further enhancements.
- The long-term changes in waste and recycling services that would be implemented in 2026 were progressing well, and the cross-party working group were thanked for their efforts on this project.
- Collaboration with Sustrans will continue to enhance cycling and walking routes and build a case for investment from other organisations.

- The Council successfully opposed the Cambridge congestion charge proposal by the Greater Cambridge Partnership and remained vigilant about future measures planned by the Greater Cambridgeshire Partnership, the Mayor and the Combined Authority.
- The project team had now been established for the new bereavement centre near Mepal, with construction scheduled to begin in late 2025.

The Leader of the Liberal Democrat Group expressed approval for certain parts of the Corporate Plan and Actions, such as the play spaces audit, and efforts towards inclusive play. She emphasised the importance of digital inclusion to prevent anyone from being left out due to technology barriers, as well as access to reliable mobile data. However, she believed that some aspects, especially regarding climate and nature actions and goals could be more ambitious. The actions outlined in the plan could not be relied upon, as she believed that the conservative administration had purposely concealed the inclusion of a crematorium to allocate funds to it discreetly, and as long as this remained part of the plan, then she would not endorse it. Cllr Dupré also expressed concern about whether the Council would be able to maintain essential services and asked why they had abstained on the Combined Authority's bus reform work and why the Road Safety Volunteer Scheme had not yet been implemented. She added that the Action Plan lacked clarity.

Cllr Trapp supported the priorities but pointed out that there were no specific actions outlined to address environmental crime in the district, help local businesses succeed in East Cambridgeshire or establish plans for a new local plan.

Cllr Vellacott stated that the Council was committed to providing valuable services to residents. The Council had collaborated with both parties to include the Inclusive Play Strategy and audit in its proposals. The new Digital Inclusion Project aimed to ensure that everyone was included. The Council's engagement with the CPCA Bus Reform Review should focus on rural communities and Cllr Vellacott supported the proposal for Road Safety Police Volunteers but expressed concern about the slow progress and urged the Council to push the Police to take responsibility. He also mentioned that he looked forward to implementing the waste and street cleansing review, including the introduction of black wheelie bins and improved recycling service. He expressed delight about the construction of the Soham to Wicken cycleway over the Summer. The Corporate Action Plan prioritised value for money and excellent service delivery, which Cllr Vellacott fully supported.

Cllr Sharp echoed Cllr Dupré's remarks about the joint party motion on the inclusive play policy. He also expressed gratitude to the cross-party working party for their efforts on the Sustrans and active travel initiatives, which he had brought up at the Cambridgeshire County Council's Highways and Transport Committee meeting.

Speaking as seconder of the Motion, Cllr Horgan supported and agreed with many points made, emphasising the collaboration between both parties on projects like auditing council-owned play areas to enhance them. Additionally, the need for a bereavement centre in the district was highlighted as important to residents.

Summing up as proposer of the recommendations, the Leader, Cllr Bailey agreed with Cllr Dupré's concerns about digital exclusion. However, she was disappointed with Cllr

Dupré's remarks regarding climate and nature work, as they were inaccurate and belittled the efforts of the authority. The Council was dedicated to achieving true net zero by 2035 and demonstrated the steps it was taking to reach this goal. The Council will be delivering the bereavement centre, and it was standard practice to develop potentially sensitive proposals in a confidential meeting before the information was made public. There had been no other proposal presented that took into account the biodiversity and species on the site, and no plan could support the creation of an outdoor leisure centre.

Following a vote, the Motion was carried (12 in favour, 0 against and 9 abstentions).

It was resolved:

- a) That the updated Action Plan for 2024-25 at Appendix 1, be approved.
- b) That the completed actions and progress made during the past 12 months be noted.

## **29. RECOMMENDATIONS FROM COMMITTEES AND OTHER MEMBER BODIES**

Council considered report Z41, previously circulated, detailing recommendations from Committees as follows:

### **1. Finance & Assets Committee – 27 June 2024**

#### a) Treasury Operations Annual Performance Report

The Chair of the Finance & Assets Committee, Cllr Sharp, proposed that the Treasury Operations Annual Performance Report, as attached at Appendix B, be approved.

The recommendations in the report were proposed by Cllr Sharp and seconded by Cllr Bovingdon.

Cllr Sharp expressed gratitude to the Finance Team for their efforts in managing the Council's finances. He mentioned that the Council made over £2 million in interest from the money markets last year. As a result, the Council was able to shift towards longer-term investments, ranging from three to six months to generate higher returns consistently. It was worth noting that there was no external borrowing in 2023/24, which marked a significant accomplishment for the Council.

The Leader mentioned that she was pleased to see that the earnings from East Cambs Trading Company, which amounted to £255,000, demonstrated how the Council had implemented new approaches. Additionally, East Cambs Street Scene had brought in £5.8 million for the Council so far.

Cllr Alison Whelan stated that it was positive to observe the funds being handled in a manner that produced returns, but it did bring up some concerns. The financial experts had already predicted the interest rates prior to the budget being formulated, so there should not be any surprise about the significant positive difference. In Cllr

Alison Whelan's opinion, this underscored the lack of financial proficiency in budgeting by the current administration.

Cllr Hunt was taken aback by Cllr Alison Whelan's comments and expressed gratitude to the financial team for their efforts. Their hard work resulted in investments rising by £1.6 million and the loan to East Cambs Trading Company decreasing by £1 million. Additionally, the interest on investments increased, leading to the Council receiving an annual return of £5.49 million.

Cllr Vellacott raised a rhetorical question asking how using interest rates when they were set, rather than assuming them beforehand, could possibly represent poor financial management.

Summing up as proposer of the Motion, Cllr Sharp recommended the report to Council and expressed that he disagreed with Cllr Alison Whelan's comments. He restated that her perspective did not align with his understanding of how the Council operated.

It was resolved unanimously:

That the Finance & Assets Treasury Operations Annual Performance Review be approved.

**30. THE MAKING OF BOTH THE MEPAL NEIGHBOURHOOD PLAN AND THE SUTTON REPLACEMENT NEIGHBOURHOOD PLAN**

Council considered (Z42, previously circulated) both the Mepal Neighbourhood Plan and the Sutton Replacement Neighbourhood Plan.

The recommendations in the report were proposed by the Chair and seconded by Cllr Inskip.

Speaking as seconder of the Motion, Cllr Inskip emphasised the positive impact the Plans had on the local communities; these plans were required by law for planning purposes, with the communities' input taken into consideration during the development process. The Sutton Plan was created to replace the previous one, reflecting new planning laws and community priorities that had evolved over the past five years. Cllr Inskip praised the quality of both plans and urged the Council to endorse and support them.

Cllr Dupré was particularly pleased that both neighbourhood plans were being presented for making, as they had received strong support from the local communities during the referendum. Neighbourhood Plans were important in the planning process because they allowed local communities to have an impact on their area. Cllr Dupré thanked and congratulated the Parish Councils of Mepal and Sutton, as well as the community members who had participated in the process. She was delighted to support the proposals.

The Chair concluded by stating that both plans, one initial and one revised, were excellent examples that he welcomed and commented that these plans would be beneficial for other communities to use as models.

It was resolved unanimously that:

- a) Mepal Parish Council and Sutton Parish Council be congratulated on their preparation of a Neighbourhood Plan and Replacement Neighbourhood Plan respectively, and a successful referendum outcome in each case,
- b) That the Mepal Neighbourhood Plan and the Sutton Replacement Neighbourhood Plan be made part of the Development Plan for East Cambridgeshire with immediate effect.

### **31. ECSS MEMORANDUM OF AGREEMENT EXTENSION**

The Council considered (Z43, previously circulated) to consider an extension to the existing Memorandum of Agreement (MOA) between the Council and East Cambs Street Scene (ECSS).

The recommendations in the report were proposed by Cllr Vellacott and seconded by Cllr Sharp.

Cllr Vellacott stated he was happy with the progress towards implementing black wheelie bins by April 2026, and the initiatives to increase recycling rates. Cllr Vellacott was also pleased that both political groups planned to continue with ECSS, as this was considered the most cost-effective option for residents, especially given the improvements in governance and structure over the past year. To maintain continuity and demonstrate ECSS's financial accountability, it was necessary to extend the existing MOA and, he praised ECSS for its efforts to enhance governance and financial responsibility over the recent years, as well as consistently meeting most of its KPIs. Cllr Vellacott explained that operating a trading company with the same priorities as the Council had resulted in shared objectives and cost savings for residents and with a more formal contract in place from 2026, this would firm up the Council's close alliance with the company and ensure the service was fit for the future, which Cllr Vellacott fully supported.

It was resolved unanimously that:

- i. An extension period as set out in 4.3 and 4.4 of the existing Memorandum of Agreement with ECSS be APPROVED.
- ii. The Director Legal be authorised to complete the necessary documentation to bring this decision into effect.

### **32. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY UPDATE REPORTS**

The Council received the reports (previously circulated) from the Combined Authority's Business Board AGM (13 May 2024), the Board (5 June 2024), Skills and Employment Committee (17 June 2024), Environment and Sustainable Communities Committee (19 June 2024), Audit and Governance Committee (20 June 2024), and Transport and Infrastructure Committee (26 June 2024).

It was resolved unanimously:

That the reports on the activities of the Combined Authority from the Council's representatives be noted.

The meeting concluded at 7:16pm

Chair.....

Date.....

**SCHEDULE OF ITEMS RECOMMENDED FROM COMMITTEES AND OTHER MEMBER BODIES**

Committee: Council

Date: 17 October 2024

Author: Democratic Services and Elections Manager & Deputy Monitoring Officer

Report No: Z76

Contact Officer:

Jane Webb, Democratic Services and Elections Manager & Deputy Monitoring Officer

[jane.webb@eastcambs.gov.uk](mailto:jane.webb@eastcambs.gov.uk), 01353 616278, Room 214B, The Grange, Ely

**1.0 LICENSING COMMITTEE – 11 SEPTEMBER 2024**

a) Gambling Policy Consultation

The Committee considered a report, (**Z53 attached at Appendix A**), which detailed a revised version of the Council's Gambling Act 2005 – Statement of Principles for Council adoption.

As a result of the consultation, no objections had been received.

Stewart Broome, the Senior Licensing Officer, explained that accessibility concerns had been addressed, including capitalisation and phraseology throughout the document. He added that matters relating to the white papers had been raised in the previous Committee meeting but these were not in the consultation, or the proposed policy, as they were not yet law. Further, it was noted that should members approve this document it would go to Full Council. If adopted by Council, it would be advertised for a period of 2 months, coming into force on January 31st, 2025.

The Chair invited Members to ask questions.

Cllr Mark Inskip raised a point of notice that in section 11.1 of the document it mentioned the Data Protection Act 1998, however, the most recent version of this Act was in 2018. The Senior Licensing Officer thanked Cllr Inskip for raising this and assured members that while this concern did not materially impact validity at this stage, the document would be comprehensively reviewed prior to being presented before Full Council.

Cllr Alan Sharp expressed concern that the Council would be altering the admission fees for a race course in his ward. The Senior Licensing Officer assured the Committee that the Council had no powers to do this.

Cllr John Trapp raised minor concerns relating to spelling and grammar, which he agreed to go through, in full, with the Senior Licensing Officer after the meeting.

**It was resolved unanimously:**

**That the revisions be accepted, with the Gambling Act 2005 – Statement of Principles (Three Year Review) sent to Full Council for adoption.**

## **2.0 OPERATIONAL SERVICES COMMITTEE – 23 SEPTEMBER 2024**

### **a) Waste and Street Cleansing Service Proposals**

The Committee considered a report, (**Z57 attached at Appendix B**), regarding the proposals from the Member Working Party for the future Waste Collection and Street Cleansing service.

The Director Operations presented the report and Members made comments and asked questions. It was noted that in the third bullet point on page 85 of the agenda regarding a free green waste collection service, the words “twice weekly” should be amended to “fortnightly”.

Cllr John Trapp suggested that more than 52 caddy liners should be provided to residents. The Chair explained that the Council would be providing free caddy liners for the first year only.

Cllr John Trapp suggested that the collection rounds be amended so that the vehicles collected food, non-recyclable and recyclable waste. The Chair explained that collection vehicles were very expensive and so it made financial sense to have specialist vehicles for the different types of waste collected.

The Director Operations explained that the fact that it took longer for waste operatives to collect wheeled bins instead of black bins had been factored in to the collection rounds. Members of the Committee recognised the benefits of wheeled bins as black bags could split and contain sharp items that were a hazard to collection operatives.

Cllr Mark Inskip stated that it was imperative that any changes to the service were fully communicated to residents. Cllr John Trapp suggested that residents should be informed of the savings being realised by the new scheme when being asked to accept it. The Chair stated that all councillors would have a role to play in ensuring residents understood the new scheme.

Cllr Christine Ambrose Smith recommended that all new properties had places to store their bins as part of a planning condition. The Chair added that alternatives would be offered to those properties which had no place to store their bins.

Members of the Committee commended the cross party working group for successfully investigating this issue and coming up with excellent recommendations.

**The Committee unanimously recommended to Full Council:**

- 1. That the Council implements the measures as detailed in section 4.3 - 4.5 of this report and collect food waste in a separate container, on a weekly basis by 31 March 2026.**

2. That the Council implements the collection of residual waste in a 180lt wheeled bin on a fortnightly basis as detailed in section 4.3 - 4.5 of this report by 31 March 2026.
3. That the Council retains a free fortnightly garden waste collection service that is suspended for 6 weeks during winter and Christmas catch up period by 31 March 2026.
4. That the Council removes the annual subscription charge for a second garden waste bin from 1 April 2026.
5. That the Council removes the one-off charge for an additional recycling bin from 1 April 2026.
6. Instruct the Director of Operations to progress with the procurement of vehicles, caddies and bins required to implement 1. and 2. above by 31st March 2026.
7. That the Council approves the supporting mobilisation and communication plans as detailed in Appendices 3 and 4.
8. That the Council retain the current street cleansing service specification, with minor changes to ways of working set out in sections 4.19 - 4.21.
9. That the Council review the Street Cleansing specification in one year's time with regards to how it has enabled performance delivery against the Key Performance Indicators with ECSS (East Cambs Street Scene) to determine any new specification for implementation from 1 April 2026.

b) Waste and Street Cleansing Delivery Model

The Committee considered a report, (**Z59 attached at Appendix C**), regarding the outcomes of the waste service review Working Party to inform the decision on the future delivery model for provision of waste collection and street cleansing services.

The Director Operations presented the report and Members made comments and asked questions.

The Director Operations assured Cllr Kathrin Holtzmann that the carbon footprint of the Waste Service was not considered by this report as it was only looking at the Service's Delivery Model and was covered in the waste collection and street cleansing proposals report previously considered. It was agreed that this fact should be included in future reports.

Cllr Mark Inskip explained that the Working Party had considered going out to tender for an external provider or bringing the service in-house but had concluded that providing a formal contract with the ECSS was the preferable solution. Cllr Lucius Vellacott stated that the ECSS shared the Council's values and ensured a proper use of public funds.

**It was unanimously recommended to Council to:**

- 1. Approve the decision to proceed with using East Cambs Street Scene Ltd (ECSS) as set out in section 4.7-4.8.**
- 2. Authorise the Director Operations to develop the service specification and, in consultation with Director Legal, prepare a new contracting arrangement to commence from 1 April 2026.**

**TITLE: GAMBLING ACT 2005 – LICENSING STATEMENT OF PRINCIPLES (THREE YEAR REVIEW)**

Committee: Licensing Committee

Date: 11 September 2024

Author: Stewart Broome, Senior Licensing Officer

Report number: Z53

Contact officer:

Stewart Broome, Senior Licensing Officer

[stewart.broome@eastcambs.gov.uk](mailto:stewart.broome@eastcambs.gov.uk), 01353 616287, SF208, The Grange, Ely

## 1.0 Issue

1.1 To approve the revised version of the Council's Gambling Act 2005 - Statement of Principles for Licensing for Council adoption.

## 2.0 Recommendations

2.1 That Members consider the content of this report and approve the revised version of the Gambling Act 2005 - Statement of Principles for Licensing, subject to such amendments that they consider appropriate having considered the content of this report.

2.2 That Members recommend the approved Gambling Act 2005 - Statement of Principles for Licensing to full Council for adoption to come into effect on 31 January 2025 following a period of publication to be not less than 28 days.

## 3.0 Background/Options

3.1 The draft Statement of Principles of Licensing (**Appendix 1**) was prepared and approved for formal public consultation by Members of the Licensing Committee on 19 June 2024.

3.2 The formal consultation took place between 16 July 2024 and the 27 August 2024. No consultee responses were received.

3.3 The consultation document removed capitalised headings in order to comply with accessibility standards, updated the figure relating to the population of the District, and replaced date references to reflect the correct dates; these are shown as tracked changes in **Appendix 1**. No other changes were made at this review point.

## 4.0 Arguments/Conclusions

4.1 Section 349 of the Gambling Act 2005 requires all licensing authorities to prepare and publish a Statement of Principles for Licensing that they propose to apply in

exercising their functions under the 2005 Act during the three-year period to which the policy statement applies.

- 4.2 Regulations and the Statutory Guidance to Licensing Authorities, issued by the Gambling Commission specifies the scope and content of the Statement of Principles for Licensing.
- 4.3 The attached draft Statement of Principles for Licensing at **Appendix 1** is in line with these requirements.
- 4.4 Failure to approve a revised policy before 31 January 2025 will result in the inability to determine applications under the 2005 Act until such time as a policy is approved and published.
- 4.5 The consultation exercise did not attract any positive or adverse comments, and for that reason, Members are recommended to recommend Council to adopt these changes in their entirety, as per the consultation document.

## 5.0 Additional Implications Assessment

- 5.1 In the table below, please put Yes or No in each box:

Financial Implications	Legal Implications	Human Resources (HR) Implications
Yes	Yes	No
<b>Equality Impact Assessment (EIA)</b>	<b>Carbon Impact Assessment (CIA)</b>	<b>Data Protection Impact Assessment (DPIA)</b>
Yes	No	No

### Financial and legal implications

- 5.2 There is a cost incurred by the Council due to the costs of convening the necessary hearings to determine this statutory process, and the cost of running the necessary consultation, however, this cost is largely recovered via the licence fees paid by those holding and applying for licences.
- 5.3 The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under section 149 of the Equality Act 2010. In summary, section 149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:
  - (a) eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
  - (c) foster good relations between persons who share a relevant protected characteristics and persons who do not share it.

Section 149(7) of the Equality Act 2010 defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil

partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

5.4 Further to paragraph 5.3, an Equality Impact Assessment has been completed, and there are no identified impacts created by the recommendations in this report.

## **6.0 Appendices**

6.1 Appendix 1 – Draft 2025 Statement of Principles of Gambling

## **7.0 Background documents**

Gambling Act 2005

5<sup>th</sup> Edition: Gambling Commission Statutory Guidance for Licensing Authorities



## East Cambridgeshire District Council

Gambling Act 2005~~AMBLING~~  
~~ACT 2005~~

Statement of Principles~~STATEMENT~~  
~~OF PRINCIPLES~~



Published: tbc  
Effective: tbc  
Version number: 7  
Date of expiry: 30 January 2028

## Foreword

This is the ~~seventhsixth~~ Statement of Principles produced by East Cambridgeshire District Council under the Gambling Act 2005, and it will be the basis for all gambling related licensing decisions taken by the Council as the Licensing Authority over the next three years commencing on 31 January 202~~52~~.

The Gambling Act 2005 created a unified regulator for gambling in Great Britain called the Gambling Commission and also transferred all responsibilities for licensing gambling premises from the Licensing Justices to Licensing Authorities. These authorities are responsible for issuing a number of different permits as well as temporary and occasional use notices.

The Statement of Principles sets out how the Council, as the Licensing Authority, will seek to balance increased leisure opportunities with the protection that children, vulnerable persons and communities need and expect.

The Council recognises how important this sector of the entertainment industry is within the ~~De~~district and well-run businesses will get the support of the Council. New gambling related developments that are well planned and can demonstrate initiatives that prevent gambling from being a source of crime and disorder, ensure that gambling is conducted in a fair and open way and protect people from being harmed or exploited by gambling are welcomed. However, the Council will not hesitate in dealing firmly where problems of gambling related crime and disorder exist.

The Statement of Principles will be kept under review and it will be amended when issues arise that make change necessary. The Council will seek through the licensing process and the decisions it takes to make East Cambridgeshire a safe and welcoming place for both residents and visitors to enjoy.

## Summary of 76<sup>th</sup> Revision

The matters dealt with by this revision are as follows:

- 1) ~~Updated population figure for the District~~<sup>Amendment of paragraph 16.17 to reflect Social</sup>
- 2) ~~Dates changed throughout the document to reflect the period this statement version will cover.~~
- 3) ~~Removal of capitalisation of headings where possible/ appropriate to conform with accessibility requirements.~~
- 2) ~~Responsibility Code Provision 3.5.6 regarding self-exclusion schemes in Local Risk Assessments~~
- 3) ~~Paragraph on premises inspections inserted as paragraph 13.6~~
- 4) ~~Definition of a track inserted as paragraph 24.1~~
- 5) ~~Definition of a day added to paragraph 32.3 regarding OUNS~~
- 6) ~~Updated organisational contact details in Annex B~~

The list of those consulted can be found on page 27.

<u>Section</u>	<u>Contents</u>	<u>Page No</u>
----------------	-----------------	----------------

**PART A**

1.0	Introduction	5
2.0	The Licensing Objectives	5
3.0	Description of the District	5
4.0	Responsibilities under the Act	6
5.0	Statement of Principles	7
6.0	Consultation	7
7.0	Approval of Statement of Principles	8
8.0	Declaration	8
9.0	Responsible Authorities	8
10.0	Interested Parties	8
11.0	Exchange of Information	9
12.0	Public Register	10
13.0	Compliance and Enforcement	10
14.0	Licensing Authority Functions	11

**PART B - PREMISES LICENCES**

15.0	Delegation of Powers	12
16.0	General Principles	12
17.0	Provisional Statements	17
18.0	Representations and Reviews	18
19.0	Adult Gaming Centres	19
20.0	(Licensed) Family Entertainment Centres	19
21.0	Casinos	19
22.0	Bingo Premises	19
23.0	Betting Premises	20
24.0	Tracks	20
25.0	Travelling Fairs	21

**PART C - PERMITS/TEMPORARY OR OCCASIONAL USE NOTICES/REGISTRATIONS**

26.0	General	22
27.0	Unlicensed Family Entertainment	22
	Centre Gaming Permits	
28.0	(Alcohol) Licensed Premises Gaming Machine Permits	22
29.0	Prize Gaming Permits	23
30.0	Club Gaming and Club Machine Permits	23
31.0	Temporary Use Notices	24
32.0	Occasional Use Notices	25
33.0	Small Society Lotteries	25



<u>Section</u>	<u>Contents</u>	<u>Page No</u>
<b>ANNEXES</b>		
35.0	Annex A List of Consultees	26
36.0	Annex B List of Responsible Authorities	27
37.0	Annex C Table of Delegations of Licensing	28

## Part AART-A

### 1.0 INTRODUCTION

1.1 This Statement of Principles sets out the principles East Cambridgeshire District Council, as the Licensing Authority under the Gambling Act 2005, referred to in this document as 'the Act', proposes to apply in discharging its functions to licensed premises for gambling under the Act, as well as:

- designating the body responsible for advising the Licensing Authority on the protection of children from harm;
- determining whether or not a person is an 'Interested Party';
- exchanging information with the Gambling Commission and others; and
- inspecting premises and instituting proceedings for offences under the Act.

### 2.0 The Licensing Objectives

2.1 In exercising most of its functions under the Act, licensing authorities must have regard to the licensing objectives as set out in Section 1 of the Act. The licensing objectives are:

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- ensuring that gambling is conducted in a fair and open way; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

2.2 The Licensing Authority notes that the Gambling Commission has stated that 'the requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling'.

2.3 The Gambling Commission's Licence Conditions and Code of Practice (LCCP) requires gambling premises to undertake a local risk assessment taking into consideration the local information. More information can be found on page 13 starting at section 16.12.

### 3.0 Description of the District

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3.1 East Cambridgeshire District Council is one of five District Authorities and one Unitary Authority that make up the County of Cambridgeshire. It has a population of approximately 894,700 (mid 2018 est.) and covers an area of almost 65,500 hectares. The District is predominantly rural in character and stretches from the Norfolk border in the north to within a few miles of the city of Cambridge in the South; from the long straight stretch of the New Bedford River in the West to a long border with Suffolk to the East. The District has an outstanding built and natural heritage, including the internationally recognised Ely Cathedral, the National Stud, July Racecourse, Wicken Fen and Anglesey Abbey. Close to Cambridge, the District enjoys excellent connections with regional road and rail networks, as well as London Stansted Airport.

**Map of East Cambridgeshire District.**



**4.0 Responsibilities under the Act**

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- 4.1 The Act introduced a licensing regime for commercial gambling to be conducted by the Gambling Commission and by licensing authorities, depending on the matter to be licensed.
- 4.2 The Act establishes each District or Borough Council as the licensing authority whose responsibilities must be discharged by the Licensing Committee created under Section 6 of the Licensing Act 2003. East Cambridgeshire District Council is the Licensing Authority for the East Cambridgeshire District.
- 4.3 The Gambling Commission is responsible for issuing operating and personal licences to persons and organisations who:
  - operate a casino;
  - provide facilities for playing bingo or for pool betting;
  - act as intermediaries for betting;
  - make gaming machines available for use in adult gaming centres and family entertainment centres;
  - manufacture, supply, install, adapt, maintain or repair gaming machines;
  - manufacture, supply, install or adapt gambling machine software; or

- promote a lottery.

**4.4** The Licensing Authority is responsible for licensing premises in which gambling takes place. All types of gambling are covered, other than spread betting and the National Lottery. It is also responsible for issuing permits for premises with gaming machines and for receiving notices from operators wishing to use unlicensed premises for gambling on a temporary basis. It is also responsible for the registration of certain types of exempt small society lotteries.

**4.5** The Licensing Authority cannot become involved in the moral issues of gambling and must aim to permit the use of premises for gambling in so far as they think it is:

- in accordance with any relevant codes of practice;
- in accordance with any relevant Guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives, and
- in accordance with the Licensing Authority's Statement of Principles.

**4.6** Before the Licensing Authority can determine an application for a premises licence, an operating and personal licence, or both, must have been obtained from the Gambling Commission.

#### **5.0 Statement of Principles**

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**5.1** The Licensing Authority is required by the Act to publish a Statement of Principles containing the principles it proposes to apply when exercising its functions under the Act.

**5.2** In this document this is referred to as 'the Statement'. This Statement must be reviewed and published every three years. The Statement must also be reviewed from 'time to time' and any proposed amendments and/or additions must be subject to fresh consultation. The 'new' Statement must then be published.

**5.3** This Statement of Principles takes effect on 31 January 20252.

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#### **6.0 Consultation**

**6.1** In producing this Statement, the Licensing Authority consulted widely before finalising and publishing it. In addition to the statutory consultees (listed below), the Licensing Authority chose to consult with additional local groups and individuals. A full list of all groups and persons consulted is provided at Annex A.

**6.2** The Act requires that the following parties are consulted by licensing authorities:

- The Chief Officer of Police for the authority's area;
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area; and
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.

**6.3** The other groups and people consulted were:

- Organisations, including faith groups and voluntary organisations working with people who are problem gamblers, medical practices or primary care trusts and the Citizens' Advice Bureau;
- Social Services;
- Other tiers of local government;
- Businesses who are holders of GA05 premises licences;
- Responsible authorities under the Act.

6.4 The Licensing Authority's consultation took place between 16 July 2024~~30 July 2021~~ and 27 August~~10 September~~2 2024~~024~~.

## 7.0 Approval of Statement of Principles

7.1 This Statement was approved at a meeting of the full Council on tbc~~21 October 2021~~ and was published via its website. Copies are available on request.

7.2 It should be noted that this Statement does not override the right of any person to make an application, to make representations about an application, or to apply for a review of a licence, as each case will be considered on its own merit and according to the statutory requirements of the Gambling Act 2005.

## 8.0 Declaration

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8.1 In this Statement the Licensing Authority declares that it has had regard to the licensing objectives of the Act, formal Guidance issued to licensing authorities by the Gambling Commission and any responses from those consulted during the consultation process.

8.2 The Council recognises its diverse responsibilities under equality legislation and will monitor the impact of these statutory duties through its various corporate schemes such as the Impacts Needs Assessment Scheme.

8.3 Any information and guidance contained within this Statement of Principles is intended only to assist readers and should not be interpreted as legal advice or as constituent of the Licensing Authority's policy. Readers of this document are strongly advised to seek their own legal advice if they are unsure of the requirements of the Gambling Act 2005 or the Guidance or Regulations issued under the Act.

## 9.0 Responsible Authorities

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9.1 A full list of the responsible authorities designated under the Act and their contact details are given in Annex B. It should be noted that under the Act, the Licensing Authority is designated as a responsible authority.

9.2 The Licensing Authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body that is competent to advise it about the protection of children from harm. In making this designation the following principles have been applied:

- the competency of the body to advise the licensing authority;
- the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
- the need for the body to be answerable to democratically elected persons rather than any particular interest group etc.

9.3 In accordance with the Gambling Commission's Guidance to Local Authorities, the Licensing Authority designates Cambridgeshire Local Safeguarding Children Board, for this purpose.

## 10.0 Interested Parties

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10.1 Interested parties can make representations about licensing applications or apply for a review of an existing licence. An interested party is defined in the Act as follows:

'... a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the application is made, the person:

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraphs (a) or (b).'

**10.2** Licensing authorities are required by Regulations to state the principles they will apply in exercising their powers under the Act to determine if a person is an interested party. The principles are:

- Each case will be decided upon its own merits. This Licensing Authority will not apply a rigid rule to its decision-making and will consider the examples of considerations provided in the Gambling Commission Guidance to Licensing Authorities.
- The Licensing Authority will also consider the Gambling Commission Guidance that 'business interests' should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

**10.3** Interested parties can be persons who are democratically elected, such as ~~D~~istrict and ~~P~~arish ~~C~~ouncillors and MPs. No specific evidence of being asked to represent an interested person will be required as long as the ~~C~~ouncillor/MP represents the ward likely to be affected. Likewise, ~~P~~arish ~~C~~ouncils likely to be affected will be considered to be interested parties.

**10.4** District Councillors who are members of the Licensing Committee will not qualify to act in this way.

**10.5** Other than those parties listed in 10.3, this authority will generally require written evidence that a person or body (e.g. an advocate/relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities.

**10.6** The Licensing Authority considers that trade associations, trade unions and residents' and tenants' associations qualify as interested parties where they can demonstrate that they represent persons in 10.1 (a) or (b) above.

**10.7** In determining if a person lives or has business interests sufficiently close to the premises that they are likely to be affected by the authorised activities, the Licensing Authority will consider the following factors:

- the size of the premises;
- the nature of the premises;
- the distance of the premises from the location of the person making the representation;
- the potential impact of the premises (e.g. number of customers, routes likely to be taken by those visiting the establishment);
- the circumstances of the complaint. This does not mean the personal characteristics of the complainant but the interest of the complainant, which may be relevant to the distance from the premises;
- the catchment area of the premises (i.e. how far people travel to visit); and
- whether the person making the representation has business interests in that catchment area that might be affected.

## **11.0 Exchange of information**

**11.1** In its exchange of information with parties listed in Schedule 6 of the Act, the Licensing Authority will have regard to:

- Provisions of the Gambling Act 2005, which include the provision that the Data Protection Act 1998 will not be contravened;
- Guidance issued by the Gambling Commission;
- Data Protection Act 1998;

- General Data Protection Regulation (GDPR) will be observed
- Human Rights Act 1998;
- Freedom of Information Act 2000;
- Environmental Information Regulations 2004;
- Common Law Duty of Confidence;
- Electronic Communications Act 2000;
- Computer Misuse Act 1990;
- Criminal Procedure and Investigations Act 1996; and
- Crime and Disorder Act 1998.

**11.2** Exchanges of information will be conducted in a timely and accurate fashion and confirmed in writing in all cases to form an audit trail, which will include:

- record of data disclosed;
- project chronology; and
- notes of meetings with other partners and recent correspondence including phone calls.

**12.0 Public register**

**12.1** The Licensing Authority is required to keep a public register and share information in it with the Gambling Commission and others. Regulations will prescribe what information should be kept in the register. Copies of the register may be obtained on payment of a fee.

**13.0 Compliance and enforcement**

**13.1** In exercising its functions with regard to the inspection of premises and to instituting criminal proceedings in respect of offences specified, the Licensing Authority will follow best practice as promulgated by the Better Regulation Executive and the Hampton review of regulatory inspections and enforcement and endeavour to be:

- Proportionate – Intervention will only be when necessary. Remedies should be appropriate to the risk posed and costs identified and minimised.
- Accountable – The authority must be able to justify decisions and be subject to public scrutiny.
- Consistent – Rules and standards must be joined up and implemented fairly.
- Transparent – Enforcement should be open and regulations kept simple and user friendly.
- Targeted – Enforcement should be focused on the problems and minimise side effects.

**13.2** The Licensing Authority will endeavour to avoid duplication with other regulatory regimes, so far as is possible, and adopt a risk based inspection programme, based on:

- the licensing objectives
- relevant codes of practice
- guidance issued by the Gambling Commission, in particular at Part 36 of the Act;
- the principles set out in this statement of principles.

**13.3** The main enforcement and compliance role of the Licensing Authority in terms of the Act is to ensure compliance with the premises licences and other permissions it authorises.

**13.4** The Gambling Commission is the enforcement body for operating and personal licences. Concerns about the manufacturer, supply or repair of gaming machines are not dealt with by the Licensing Authority but should be notified to the Gambling Commission.

**13.5** The Licensing Authority will keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

**13.6** The Licensing Authority may arrange for the inspection of premises, both licensed and otherwise, in response to specific complaints about those premises and the provision of unauthorised gambling activities therein. The Licensing Authority may also, from time to time, arrange a programme of risk-based inspections of licensed premises, consistent with the principles expressed throughout this document. Should officers witness offences or breaches of an authorisation during an inspection, appropriate action will be taken. Where the Licensing Authority considers a multi-agency approach may be beneficial, it will contact the Commission in the first instance to agree if this is appropriate, this also includes any planned test purchase operations, to ensure that these do not conflict with any other ongoing investigations.

#### **14.0 Licensing Authority functions**

**14.1** Licensing authorities are required under the Act to:

- be responsible for the licensing of premises where gambling activities are to take place by issuing premises licences;
- issue provisional statements;
- regulate members' clubs and miners' welfare institutes who wish to undertake certain gaming activities by issuing club gaming permits and/or club machine permits;
- issue club machine permits to commercial clubs;
- grant permits for the use of certain lower stake gaming machines at unlicensed family entertainment centres;
- receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- issue licensed premises gaming machine permits for premises licensed to sell/supply alcohol for consumption on the licensed premises under the Licensing Act 2003, where there are more than two machines;
- register small society lotteries below prescribed thresholds;
- issue prize gaming permits;
- receive and endorse temporary use notices (TUNs);
- receive occasional use notices (OJUNs);
- provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange');
- maintain registers of the permits and licences that are issued under these functions.

**14.2** It should be noted that licensing authorities are not involved in licensing remote gambling at all, which is regulated by the Gambling Commission via operating licences.

**14.3** It should be noted that licensing authorities are not involved in spread betting activities, which are regulated by the Financial Conduct Authority.

**PartART B**  
**Premises Licences: Consideration of applications**

**15.0 Delegation of powers**

15.1 The Licensing Authority has agreed a scheme of delegation for discharging its functions under the Act and this can be found at Annex C.

**16.0 General principles**

16.1 Premises licences are subject to the requirements set out in the Act, as well as specific mandatory and default conditions detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude or amend default conditions and also attach others, where it is considered appropriate.

**16.2 Decision making**

This Licensing Authority is aware that in making decisions about premises licences it should aim to permit the user of premises for gambling in so far as it considers it is:

- in accordance with any relevant code(s) of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the Authority's statement of licensing policy.

16.3 The Licensing Authority is aware that in accordance with Gambling Commission Guidance to Licensing Authorities 'moral objections to gambling are not a valid reason to reject applications for premises licences', except as regards any 'no casino resolution'.

**16.4 Definition of premises**

The Act defines 'premises' as including 'any place'. Section 152 of the Act prevents more than one premises licence applying to any one place. A single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building could be reasonably regarded as being different premises. It is for the Licensing Authority to decide whether different parts of a building can be properly regarded as being separate premises although this will always be considered in the light of the Guidance issued by the Gambling Commission. It will always be a question of fact in each circumstance. The Gambling Commission does not, however, consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.

16.5 The Licensing Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed).

16.6 The Licensing Authority takes note of the Gambling Commission's Guidance to licensing authorities which states that licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes, and is aware that:

- the third licensing objective seeks to protect children from being harmed by gambling, which in practice means not only preventing them from taking part in gambling, but also

preventing them from being in close proximity to gambling. Premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating;

- entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not 'drift' into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit;
- customers should be able to participate in the activity named on the premises licence.

**16.7** The Licensing Authority is aware that Gambling Commission Guidance provides relevant access provisions for each premises type and suggests a list of factors to be considered during the application process. The Licensing Authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

**16.8 Premises ready for gambling**

An application can only be made where the applicant holds an operating licence with the Gambling Commission, or has a pending operating licence application with the Gambling Commission for the premises licence type they wish to submit to the Licensing Authority and they also have a legal right to occupy the premises they wish to licence. If the applicant does not yet have a right to occupy their chosen premises, and/or the premises is under construction, an applicant may wish to apply for a provision statement instead to judge whether a development is worth taking forward (see section 17).

**16.9 Plans**

Regulations state that plans must show the location and extent of any part of the premises used for gambling. Applicants will be expected to provide plans which are sufficiently detailed to enable the Licensing Authority to determine it will be compliant with the s153 principles of the Gambling Act 2005.

**16.10** Applicants should note that the Licensing Authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

**16.11 Demand**

Demand is a commercial consideration and is not an issue for the Licensing Authority.

**16.12 Location**

The ~~Council~~ is aware that demand issues (e.g. the likely demand or need for gambling facilities in an area) cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. The ~~Council~~ will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

**16.13** With regards to these objectives it is the ~~Council~~'s policy, upon receipt of any relevant representations to look at specific location issues including:

- the possible impact a gambling premises may have on any premises that provide services to children or young people, i.e. a school, or vulnerable adult centres in the area;
- the possible impact a gambling premises may have on residential areas where there may be a high concentration of families with children;
- the size of the premises and the nature of the activities taking place;
- any levels of organised crime in the area.

**16.14** The ~~Council~~ will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives, if an application is to be refused. From 6 April 2016, it is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under section 10, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have

policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.

**16.15** The LCCP goes on to say licensees must review (and update as necessary) their local risk assessments:

- a. to take account of significant changes in local circumstance, including those identified in this policy;
- b. when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- c. when applying for a variation of a premises licence; and
- d. in any case, undertake a local risk assessment when applying for a new premises licence.

**16.16** The ~~C~~ouncil will expect the local risk assessment to consider as a minimum:

- whether the premises is in an area of deprivation
- whether the premises is in an area subject to high levels of crime and/or disorder
- the ethnic profile of residents in the area
- the demographics of the area in relation to vulnerable groups
- the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather

**16.17** In any case the local risk assessment should show how vulnerable people, including people with gambling dependencies, are protected, and in the case of all non-remote casino and bingo and betting licences (except those at a track) and holders of gaming machine general operating licences for adult gaming centres must include a self-exclusion scheme. The Licensing Authority would consider it desirable to have a self-exclusion scheme where one is not formally required.

**16.18** Other matters that the assessment may include:

- The training of staff in brief intervention when customers show signs of excessive gambling, the ability of staff to offer brief intervention and how the manning of premises affects this.
- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of persons using the premises.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those persons using the premises.
- Arrangements for monitoring and dealing with under age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by etc.
- The provision of signage and documents relating to games rules, gambling care providers and other relevant information be provided in both English and the other prominent first language for that locality.
- Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.

**16.19** Such information may be used to inform the decision the ~~C~~ouncil makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

**16.20** This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

**16.21 Duplication with other regulatory regimes**

The Licensing Authority seeks to avoid any duplication with other statutory / regulatory systems where possible, including planning. The Licensing Authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval in its consideration of it. It will though, listen to and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

**16.22** When dealing with a premises licence application for finished buildings, the Licensing Authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

**16.23 Licensing objectives**

Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, the following will be considered:

- **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime**

The Licensing Authority is aware that there is a distinction between disorder and nuisance and that the prevention of nuisance is not a licensing objective under the Act.

Whilst the Licensing Authority is aware that the Gambling Commission will be taking a leading role in preventing gambling from being a source of crime, it will pay attention to the proposed location of gambling premises in terms of this licensing objective.

Where an area has known high levels of organised crime, the Licensing Authority will consider carefully whether gambling premises are suitable to be located there and the need for conditions, such as the provision of door supervisors.

- **Ensuring that gambling is conducted in a fair and open way**

The Gambling Commission does not generally expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way. The Licensing Authority notes that in relation to the licensing of tracks, its role will be different from other premises in that track operators will not necessarily have an operating licence. In such circumstances, the premises licence may need to contain conditions to ensure that the environment in which betting takes place is suitable.

The Licensing Authority will consider this licensing objective on a case by case basis to determine if specific measures are required at particular premises including tracks.

- **Protecting children and other vulnerable persons from being harmed or exploited by gambling**

In practice, the objective of protecting children from being harmed or exploited by gambling often means preventing them from taking part in, or being in close proximity to, gambling.

The Licensing Authority will consider if specific measures are required at particular premises with regard to this licensing objective.

There is no definition of the term 'vulnerable person' in the Act, but this could include people who are gambling beyond their means and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.

The Licensing Authority will consider this licensing objective on a case by case basis.

**16.24 Conditions**

The Licensing Authority is aware that the mandatory and default conditions imposed by the Gambling Commission will normally be sufficient to regulate gambling premises. In exceptional cases where there are specific risks or problems associated with a particular locality, specific

premises or class of premises, such as buildings subject to multiple premises licences, the Licensing Authority may consider attaching individual conditions related to the licensing objectives.

**16.25** Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed premises suitable as a gambling facility;
- necessary to promote the licensing objectives;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

**16.26** In addition, the Licensing Authority will examine how applicants propose to address the licensing objectives. In considering applications the Licensing Authority will particularly take into account the following, if deemed appropriate:

- proof of age schemes;
- CCTV;
- door supervisors;
- supervision of entrances/machine areas;
- physical separation of areas;
- location of entry;
- notices and signage;
- specific opening hours; and
- with particular regard to vulnerable persons, provision of information, leaflets, helpline numbers for organisations such as Gamcare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

**16.27** The Licensing Authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

**16.28** The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. In line with Guidance issued by the Gambling Commission, the Licensing Authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

**16.29** Decisions upon individual conditions will be made on a case-by-case basis. Consideration will be given to using control measures, should there be a perceived need, such as the use of door supervisors, supervision of adult gaming machines, appropriate signage for adult only areas, etc. Applicants will also be expected to offer their own suggestions as to the way in which the licensing objectives can be effectively met.

**16.30** It is noted that there are conditions that the Licensing Authority cannot attach to premises licences. These are:

- any conditions on the premises licence which make it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated);
- conditions in relation to stakes, fees, and the winning of prizes, except fees for admission to a track.

**16.31 Door supervisors**

The Gambling Commission advises in its Guidance to Licensing Authorities that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by door supervisors and is entitled to impose a premises licence condition to this effect.

**16.32** Where it is decided that supervision of entrances/machines is appropriate for particular cases, the Licensing Authority will consider if the door supervisors are required to be SIA licensed or not. The Licensing Authority will not automatically assume that all door supervisors need to be SIA licensed, as it is aware that the statutory requirements for door supervision for different types of premises vary.

**16.33 Credit**

Credit facilities are prohibited from being provided in casinos and bingo licensed premises. Cash machines (ATMs) may be installed in such premises but the Licensing Authority may apply conditions as to where they are sited.

**16.34 Betting machines**

The Licensing Authority will, in line with Gambling Commission Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under the age of 18 to bet) or by vulnerable persons, when considering the number, nature and circumstances of betting machines an operator proposes to offer.

**16.35** When considering whether to impose a condition to restrict the number of betting machines in particular premises, the Licensing Authority, among other things, shall take into account:

- the size of the premises;
- the number of counter positions available for person to person transactions; and
- the ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons.

**16.36** In deciding whether to impose conditions to limit the number of betting machines, each application will be considered on its own merit and account will be taken of codes of practice or guidance issued under the Act.

**16.37** Nothing contained in paragraphs 16.34 to 16.36 is intended to override the provisions of section 172 of the Gambling Act 2005 to provide gaming machines under the authority of a Premises Licence.

**17.0 Perovisional statements**

**17.1** Developers may wish to apply to the Licensing Authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is

worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

**17.2** S204 of the Gambling Act provides for a person to make an application to the Licensing Authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

**17.3** The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

**17.4** In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

**17.5** The holder of a provisional statement may then apply for a premises licence once the premises is constructed, altered or acquired. The Licensing Authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage; or
- they reflect a change in the applicant's circumstances.

**17.6** In addition, the Licensing Authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by representations at the provisional statement application stage;
- which in the Authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. This must be a substantial change to the plan and the Licensing Authority notes that it can discuss any concerns it has with the applicant before making a decision.

## **18.0 Representations and reviews**

**18.1** Representations and applications for a review of a premises licence may be made by responsible authorities and interested parties.

**18.2** The Licensing Authority can make a representation or apply for a review of the premises licence on the basis of any reason that it thinks is appropriate. For the purpose of exercising its discretion in these matters, the Licensing Authority has designated the Council's Director (Legal Services)Head of Legal Services as being the proper person to act on its behalf.

**18.3** The Licensing Authority will decide if a representation or application for a review is to be carried out on the basis of whether or not the request is:

- frivolous or vexatious;

- based on grounds that will certainly not cause the Licensing Authority to wish to revoke/suspend a licence or remove, amend or attach conditions on the licence;
- substantially the same as previous representations or requests for a review;
- in accordance with any relevant codes of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives.

**18.4** There is no appeal against the Licensing Authority's determination of the relevance of an application for review.

**19.0 Adult gaming centres**

**19.1** Entry to an adult gaming centre is age restricted to persons aged 18 years and over.

**19.2** The Licensing Authority will take account of any conditions applied to an operating licence in respect of such premises.

**20.0 (Licensed) Family entertainment centres**

**20.1** Entry to a (licensed) family entertainment centre is not generally age restricted although entry to certain areas may be restricted, dependent on the category of machines available for use.

**20.2** The Licensing Authority will take account of any conditions applied to an operating licence in respect of such premises.

**21.0 Casinos**

**21.1** The Licensing Authority has not passed a resolution under section 166 of the Act not to issue casino premises licences. Any future decision to pass or not to pass a casino resolution will only be taken after a full consultation process has been undertaken within the area.

**21.2 Casinos and competitive bidding**  
The Licensing Authority is aware that where a licensing authority's area is enabled to grant a premises licence for a new style casino, there are likely to be a number of operators wishing to run a casino. In such situations the Licensing Authority will run a competition in line with Regulations and Codes of Practice issued under the Act by the Secretary of State. It should be noted that at the time this statement of licensing policy was adopted this area had not been so enabled.

**21.3 Betting machines**

The Licensing Authority can restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence or to a casino premises licence where betting is permitted in the casino. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the Licensing Authority, amongst other things will take into account:

- the size of the premises;
- the number of counter positions available for person to person transactions; and
- the ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons.

**21.4** In deciding whether to impose conditions to limit the number of betting machines, each application will be decided on its own merits and account will be taken of Codes of Practice or Guidance issued under the Act.

**21.5 Credit**  
Credit facilities are prohibited in casinos, however, this does not prevent the installation of cash dispensers (ATMs) on the premises, although the Licensing Authority may attach conditions as to the siting of such machines.

## 22.0 Bingo Premises

22.1 Entry to a bingo premises is not generally age restricted although entry to certain areas may be restricted, dependent on the category of machines available for use.

22.2 The Licensing Authority will take account of any conditions applied to an operating licence in respect of such premises.

22.3 **Credit**  
Credit facilities are prohibited in premises licensed for bingo, however, this does not prevent the installation of cash dispensers (ATMs) on the premises, although the Licensing Authority may attach conditions as to the siting of such machines.

## 23.0 Betting premises

23.1 Entry to a premises where betting takes place other than at a track, previously known as a licensed betting shop, is age restricted.

23.2 The Licensing Authority will take account of any conditions applied to an operating licence in respect of such premises.

## 24.0 Tracks

24.1 S.353 of the Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place. The Licensing Authority considers the mention of 'other sporting event' should be interpreted widely, and could therefore, include for example football, cricket, or golf.

24.2 The Licensing Authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track.

24.3 In line with Guidance issued by the Gambling Commission, the Licensing Authority will especially consider the impact upon the third licensing objective, the protection of children and vulnerable persons from being harmed or exploited by gambling and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

24.4 The Licensing Authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

24.5 In addition, the Licensing Authority will examine how applicants propose to address the licensing objectives. In considering applications the Licensing Authority will particularly take into account the following, if deemed appropriate:

- proof of age schemes;
- CCTV;
- door supervisors;
- supervision of entrances/machine areas;
- physical separation of areas;
- location of entry;
- notices and signage;
- specific opening hours; and
- with particular regard to vulnerable persons, provision of information, leaflets, helpline numbers for organisations such as Gamcare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

**24.6 Gaming machines**

Where the applicant holds a pool betting operating licence and is going to use the entitlement for four gaming machines, the machines (other than category D machines) should be located in areas from which children are excluded.

**24.7 Betting machines**

The Licensing Authority will, in line with Part 6 of the Gambling Commission Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under the age of 18 to bet) or by vulnerable persons, when considering the number, nature and circumstances of betting machines an operator proposes to offer.

**25.0 Travelling fairs**

**25.1** The Licensing Authority is responsible for deciding whether, and where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, and that the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

**25.2** The Licensing Authority will also consider whether the applicant falls within the statutory definition of a travelling fair. It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Licensing Authority will work with its neighbouring authorities to ensure that land that crosses the East Cambridgeshire ~~De~~district boundaries is monitored so that the statutory limits are not exceeded.

**PartART C**  
**Permits/Temporary or**  
**Occasional use notices/Rregistrations**

**26.0 General**

**26.1** Forms, method of application, definitions and any additional information required for permits covered by this section are available as separate guidance and information documents.

**27.0 Unlicensed family entertainment centre gaming machine permits**

**27.1** Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the Licensing Authority for a permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

**27.2 Statement of licensing principles**

The Licensing Authority will expect the applicant to show that there are written policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The suitability of such policies and procedures will be considered on their merits, however, they may include:

- a basic Disclosure and Barring (DBS) or equivalent criminal record check for the applicant and the person having the day to day control of the premises;
- how the applicant proposes to ensure that children will be protected from harm whilst on the premises;
- training covering how staff would deal with:
  - unsupervised, very young children being on the premises;
  - children causing perceived problems on/around the premises; and
  - suspected truant children.

**28.0 Gaming machine permits in alcohol licensed premises**

**28.1** There is provision in the Act for premises licensed to sell alcohol under part 3 of the Licensing Act 2003 for consumption on the premises to automatically have two gaming machines of categories C and/or D. To use this entitlement the premises licence holder needs to give notice to the Licensing Authority of the intention to make gaming machines available for use and pay the prescribed fee.

**28.2** Gaming machines can be located on premises for which a licence for the sale by retail of alcohol or supply of alcoholic liquor for consumption on the premises has been issued. Such premises must have a bar for serving customers.

**28.3** Premises restricted to selling alcohol on the premises only with food have no entitlement for the provision of gaming machines on the premises.

**28.4** The Licensing Authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act;
- the premises are mainly used for gaming; or

- an offence under the Act has been committed on the premises.

**28.5** Where an application for more than two gaming machines is received, the Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Licensing Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the gaming machines. Measures will cover such issues as:

- gaming machines being in sight of the bar;
- gaming machines being in sight of staff who will monitor that the machines are not being used by those under 18;
- appropriate notices and signage; and
- as regards the protection of vulnerable persons, the Licensing Authority will consider measures such as the provision of information, leaflets/help line numbers for organisations such as Gamcare.

**28.6** The Licensing Authority can decide to grant an application with a smaller number of machines and/or a different category of machines than that applied for but conditions other than these cannot be attached.

**28.7** The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine(s).

**29.0** **Perize gaming permits**

**29.1** **Statement of licensing principles**  
The Licensing Authority will expect the applicant to show that there are written policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The suitability of such policies and procedures will be considered on their merits, however, they may include:

- a basic Disclosure and Barring (DBS) or equivalent criminal record check for the applicant and the person having the day to day control of the premises;
- how the applicant proposes to ensure that children will be protected from harm whilst on the premises;
- training covering how staff would deal with:
  - unsupervised, very young children being on the premises;
  - children causing perceived problems on/around the premises; and
  - suspected truant children.

**29.2** In making its decision on an application for a permit, the Licensing Authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission Guidance.

**30.0** **Club gaming and club machine permits**

**30.1** Members clubs and miners' welfare institutes may apply for a 'club gaming permit' or a 'club machine permit'. The 'club gaming permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D), equal chance gaming i.e. poker, bingo etc. A 'club machine permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D). Commercial clubs may apply for a 'club machine permit' only.

**30.2** To qualify for these special club permits a members club must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

**30.3** Clubs must have regard to the protection of children and vulnerable persons from harm or being exploited by gambling. They must provide sufficient measures to ensure that under 18 year olds do not use the adult only gaming machines. These measures may include:

- the machines being in close proximity to the bar, or in any other area where they are capable of being adequately supervised
- notices and signage
- the provision of information leaflets / helpline numbers for organisations such as GamCare.

**30.4** Before granting the permit the ~~Co~~ouncil will need to satisfy itself that the premises meets the requirements of a members' club and that the majority of members are over 18.

**30.5** The ~~Co~~ouncil may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which they have applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Commission or the police.

**30.6** There is also a 'fast-track' procedure available for premises which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which the ~~Co~~ouncil can refuse a permit is reduced. The grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming,
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

## **31.0 Temporary Use Notices ~~TEMPORARY USE NOTICES (TUNs)~~**

**31.1** The organisations designated to receive TUNs and to issue objections are:

- Licensing Authority;
- Gambling Commission;
- Cambridgeshire Constabulary;
- HM Commission for Revenues and Customs;
- if applicable, any other licensing authority in whose area the premises are situated (if the premises crosses the border between two licensing authority areas).

**31.2** A TUN may only be granted to a person or company holding an operating licence relevant to the temporary use of the premises. Regulations will be issued by the Secretary of State prescribing the activities to be covered. TUNs can only be issued for equal chance gaming.

**31.3** For the purposes of a TUN, a set of premises is the subject of a TUN if any part of the premises is the subject of the notice. This prevents one large premises from having a TUN in effect for more than 21 days in any 12 month period by giving a notice in respect of different parts.

**31.4** The definition of a 'set of premises' will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of 'a set of premises', the Licensing Authority will consider, amongst other things, the ownership, occupation and control of the premises.

31.5 The Licensing Authority will object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

32.0 **Occasional Use Notices (OUNs)**

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32.1 Occasional Use Notices (OUNs) apply only to tracks. Tracks need not be a permanent fixture.

32.2 OUNs are intended to permit licensed betting operators who have the appropriate permission of the Gambling Commission to use tracks for short periods for conducting betting. The OUN dispenses with the need for a full betting premises licence for the track.

32.3 The Licensing Authority has very little discretion as regards these notices, aside from ensuring that a statutory limit of eight (8) days in a calendar year is not exceeded. A day is defined as midnight to midnight, and not simply 24 hours across 2 days. A separate OUN is required for each day.

32.4 The Licensing Authority will, however, consider the definition of a track and whether the applicant is permitted to avail him/herself of the notice.

32.5 The person designated to receive and validate OUNs is the Environmental Services Manager. A copy of the OUN must be served on the Chief Officer of Police for the ~~District~~ for which the OUN has been served.

33.0 **Small society lotteries**

33.1 A lottery generally refers to schemes under which prizes are distributed by chance among entrants who have given some form of value for their chance to take part.

33.2 The Act creates two principal classes of lotteries: Licensed lotteries and exempt lotteries. Licensed lotteries are large society lotteries and lotteries run for the benefit of local authorities. These will be regulated by the Gambling Commission. Within the class of exempt lotteries there are four sub classes, one of which is small society lotteries.

33.3 A small society lottery is a lottery promoted on behalf of a non-commercial society as defined in the Act which also meets specific financial requirements set out in the Act. These will be administered by the ~~Council~~ for small societies who have a principal office in East Cambridgeshire District Council and want to run such lottery.

33.4 A lottery is small if the total value of tickets put on sale in a single lottery is £20,000 or less and the aggregate value of the tickets put on sale in a calendar year is £250,000 or less.

33.5 To be 'non-commercial' a society must be established and conducted:

- for charitable purposes,
- for the purpose of enabling participation in, or supporting, sport, athletics or a cultural activity; or
- for any other non-commercial purpose other than that of private gain.

33.6 The other types of exempt lotteries are 'incidental lotteries' (formally known as incidental non-commercial lotteries), 'private lotteries' and 'customer lotteries'. If you require guidance on the different categories of lotteries, please visit the licensing pages at [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk).

33.7 The National Lottery is not licensed by the Gambling Act 2005 and continues to be regulated by the National Lottery Commission under the National Lottery Act 1993. A small society lottery requires registration with the Licensing Authority.

#### 34.0 Useful contacts

The Gambling Commission maintains a list of useful contacts of organisations involved in gambling, some of which provide codes of practice on their particular interest area. Their contact details can be found on the Gambling Commission's website [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

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**List of consultees – Annex A**

**Cambridgeshire Constabulary**

**Cambridgeshire Fire and Rescue Service**

**Cambridgeshire Local Safeguarding Children Board**

**Primary care trust**

**East Cambridgeshire Community Safety Partnership**

**East Cambridgeshire District Council Environmental Health (Domestic)**

**East Cambridgeshire District Council Health and Safety Authority**

**East Cambridgeshire District Council Planning Authority**

**Gambling Commission**

**HM Revenue and Customs**

**Parish, Town Councils**

**District Councillors**

**Members of the general public**

**National bodies representing the gambling and licensed trade**

**ECDC Premises Licence holders**

**Local support, faith, and help groups and organisations**

**Responsible authorities – Annex B**

ORGANISATION	CONTACT AND ADDRESS
Cambridgeshire Constabulary	Licensing Section Chief of Police (Licensing) Cambridgeshire Constabulary Parkside Police Station Parkside Cambridge CB1 1JG Tel: 101 Email: <a href="mailto:licensingouth@cambs.pnn.police.uk">licensingouth@cambs.pnn.police.uk</a>
Cambridgeshire Fire and Rescue Service	Cambridge Fire & Rescue Service Cambridge Fire Station Parkside Cambridge Tel: 01223 376201 Email: <a href="mailto:danny.hans@cambsfire.gov.uk">danny.hans@cambsfire.gov.uk</a>
Local Safeguarding Children Board	Email: <a href="mailto:Safeguardingboards@cambridgeshire.gov.uk">Safeguardingboards@cambridgeshire.gov.uk</a>
Planning Authority	Principal Development Control Officer Development Control The Grange Nutholt Lane Ely CB7 4EE Tel: 01353 665555 Email: <a href="mailto:plservices@eastcambs.gov.uk">plservices@eastcambs.gov.uk</a>
Environmental Health Domestic Section	Senior Environmental Health Officer Domestic Section The Grange Nutholt Lane Ely CB7 4EE Tel: 01353 665555 Email: <a href="mailto:domlicenceconsult@eastcambs.gov.uk">domlicenceconsult@eastcambs.gov.uk</a>
Environmental Health Health & Safety	Senior Environmental Health Officer Commercial Section The Grange Nutholt Lane Ely CB7 4EE Tel: 01353 665555 Email: <a href="mailto:foodandsafety@eastcambs.gov.uk">foodandsafety@eastcambs.gov.uk</a>
HM Revenue & Customs	HM Revenue & Customs 12 <sup>th</sup> Floor Alexander House Victoria Avenue Southend-on-Sea Essex SS9 1BD
The Gambling Commission	The Gambling Commission Victoria Square House Victoria Square Birmingham B2 4BP Tel: 0121 230 6500 Email: <a href="mailto:info@gamblingcommission.gov.uk">info@gamblingcommission.gov.uk</a>

**Table of delegations of licensing functions – Annex C**

Matter to be dealt with	Full council	Sub-committee	Officers
Three-year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate			X
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	
Consideration of an Occasional Use Notice			X

**TITLE: Waste and Street Cleansing Service Proposals**

Committee: Operational Services

Date: 23 September 2024

Author: Director Operations

Report number: Z57

Contact officer: Isabel Edgar Director Operations

[Isabel.edgar@eastcambs.gov.uk](mailto:Isabel.edgar@eastcambs.gov.uk), 01353 616301, The Grange, Ely

## **1.0 Issue**

To consider the proposals from Member Working Party (WP) for the future Waste Collection and Street Cleansing service.

## **2.0 Recommendations**

2.1. Members are requested to recommend to Full Council:

- i. That the Council implements the measures as detailed in section 4.3 - 4.5 of this report and collect food waste in a separate container, on a weekly basis by 31 March 2026.
- ii. That the Council implements the collection of residual waste in a 180lt wheeled bin on a fortnightly basis as detailed in section 4.3 - 4.5 of this report by 31 March 2026.
- iii. That the Council retains a free fortnightly garden waste collection service that is suspended for 6 weeks during winter and Christmas catch up period by 31 March 2026.
- iv. That the Council removes the annual subscription charge for a second garden waste bin from 1 April 2026.
- v. That the Council removes the one-off charge for an additional recycling bin from 1 April 2026.
- vi. Instruct the Director of Operations to progress with the procurement of vehicles, caddies and bins required to implement i) and ii) above by 31st March 2026.
- vii. That the Council approves the supporting mobilisation and communication plans as detailed in Appendices 3 and 4
- viii. That the Council retain the current street cleansing service specification, with minor changes to ways of working set out in sections 4.19 - 4.21.
- ix. That the Council review the Street Cleansing specification in one year's time with regards to how it has enabled performance delivery against the Key Performance Indicators with ECSS (East Cambs Street Scene) to determine any new specification for implementation from 1 April 2026.

## **3.0 Background**

### **Legislation Changes**

- 3.1 In November 2021, the Environment Act became law for the UK with waste reduction, increased recycling rates, and the standardisation of waste and recycling collections across local authorities as priority areas.
- 3.2 Secondary legislation then came into force in January 2023, entitled 'The Environmental Targets (Residual Waste) (England) Regulations 2023', the regulations are a statutory instrument which requires the setting of deliverable targets to help reduce the amount of residual waste, on a kg per capita basis by 50% (of the amount in 2019) by 2042.
- 3.3 In May 2024, the Government outlined how the legislation will work, by publishing the Simpler Recycling requirements. The Council's existing recycling service largely complies, but the Council is now required to introduce a weekly collection of food waste from households by 31 March 2026.

### **Member Working Party**

- 3.4 In anticipation of the significant changes brought about by the Environment Act, the Operational Services Committee approved a Strategic Service Review of the waste, recycling and street cleansing service in November 2023. This led to the creation of a cross-party Member Working Party (WP). The WP has met monthly to review the existing services and identify opportunities to achieve the following:
  - i. Compliance with emerging environmental legislation.
  - ii. Move to a wheeled bin service for the collection of residual waste.
  - iii. Improve service quality, safety and visibility.
  - iv. Increase recycling rates for dry mixed recycling, food waste and garden waste and a reduction in residual waste.

- 3.5 The WP initially considered a long list of options for the waste and recycling collections service and narrowed it down to four options based on useability, operational efficiency, cost and environmental improvement. A specialist waste consultant was then commissioned to refine and cost multiple options. See section 3.10 - 3.12

### **Waste and Recycling Collections Performance Overview**

- 3.6 East Cambridgeshire District Council currently has a recycling rate of 55% which has ranked it 22 out of 210 English waste collection authorities. From a height of 60% recycling in 2015/16, the recycling rate has dropped over the years and stayed at around 55%.
- 3.7 The Council sent over 12,000 tonnes of waste to landfill in 2022/23. The amount of residual waste generated by households has fluctuated over the past 10 years, with significant increases in residual waste in 2020 and 2021 (likely caused due to the Covid pandemic and more people working from home). However, in the past 2 years the amount of waste produced has returned to average levels seen previously.

3.8 Residents can recycle their food waste in their green lidded bin, which accounts for nearly a quarter of all the organic waste collected. Despite having this free service available, there remains around one third of food waste being put in the black bag for collection, which is landfilled. The weekly collection of black bags disincentivises residents to put food waste in their green lidded bin, which is collected fortnightly.

### **Street Cleansing and ancillary services**

3.9 The service comprises litter picking and manual sweeping of footpaths, mechanical road sweeping, and maintaining and emptying litter and dog bins (street bins). The district is zoned, and each zone dictates the frequency of work undertaken; the higher footfall zones receive cleansing more frequently.

In addition to this, the service removes fly tipping and graffiti, responds to customer requests to collect bulky waste and deliver waste and recycling bins to households.

### **Options considered - Waste and Recycling Collections Service**

3.10 Table 1 shows a summary of the options that were considered by the WP. The appraisal of each option considered; useability of the service for customers, the operational efficiency, cost, and opportunity to increase recycling rates. Each option is considered in more detail in Appendix 1.

3.11 Further analysis was also undertaken to understand the impact on cost and recycling rates of different wheeled bin sizes for residual waste.

3.12 The WP party also considered the impact on cost and recycling performance of charging for garden waste collection versus a free garden waste collection. Around 70% of councils in the UK currently charge for garden waste collections, however the WP agreed that retaining a free service yielded higher recycling rates and made it easier for customers to recycle garden waste.

**Table 1** Waste and Recycling Collection Appraisal

Waste type	Option 1	Option 2	Option 3	Option 4
<b>Residual Waste</b>	Fortnightly, 140lt bin	Fortnightly, 140lt bin	Fortnightly, 180lt bin	Fortnightly, 240lt bin
<b>Food Waste</b>	Weekly, caddy	Weekly, caddy	Weekly, caddy	Weekly, caddy
<b>Recycling</b>	Fortnightly, 240lt bin	Fortnightly, 240lt bin	Fortnightly, 240lt bin	Fortnightly, 240lt bin
<b>Garden Waste</b>	Fortnightly, 240lt bin: free	Fortnightly, 240lt bin: charged	Fortnightly, 240lt bin: free	Fortnightly, 240lt bin: free

**Options Considered – Street Cleansing and Ancillary Services**

3.13 The following options were considered by the WP, considering the performance of the service, cost and opportunity to formalise additional services that have been adopted. Each option in table 2 is considered in more detail in Appendix 2.

**Table 2 Street Cleansing options Appraisal**

Activity	Option 1	Option 2	Option 3	Option 4
Scheduled work	As current, but clarify zone plan	Remap zones with crew assigned	Prescribed schedule of work	Decrease to 9-week frequency, dog bins emptied fortnightly
Graffiti, fly tips, ad-hoc requests	Rapid response crew	Rapid response crew	Rapid response crew	Increase response times
Unscheduled work (leaf fall, chewing gum)	As current	Additional crew	Additional crew	Switch to responsive service

**4.0 Arguments/Conclusions****Waste and Recycling Collection Service**

4.1 The Council must introduce a separate weekly collection of food waste by 31 March 2026. The Council has also previously committed to providing residents with a wheeled bin for residual waste.

4.2 The Council is committed to and recognises the need to act fast, to reduce the Councils and the Districts net carbon emissions as quickly and deeply as possible and is ambitious to achieve the Government's recycling and waste tonnage targets as soon as possible.

4.3 Based on the modelling carried out, the WP unanimously agreed to recommend the Service outlined in Table 3 for the majority of households:

**Table 3 – Proposed Waste and Recycling Collection Service**

Waste Stream	Container	Frequency
Residual Waste	180 litre bin	Fortnightly
Food Waste	23lt kerbside caddy 7lt kitchen caddy	Weekly
Recycling	240 litre bin	Fortnightly
Garden Waste	240 litre bin	Fortnightly

4.4 Where households are not able to store multiple bins, the following service was recommended in Table 4:

**Table 4 – Alternative Waste and Recycling Collection Service**

<b>Waste Stream</b>	<b>Container</b>	<b>Frequency</b>
Residual Waste	3 x purple bags	Fortnightly
Food Waste	23lt kerbside caddy 7lt kitchen caddy	Weekly
Recycling	4 x clear recyclable bags	Fortnightly
Garden Waste	4 x brown paper bags	Fortnightly

4.5 The WP also proposed that:

- i. Garden waste should be maintained as a free service
- ii. Garden waste collections will be suspended for 6 weeks during winter and Christmas catch up. E.g. 3 weeks prior to Christmas and 3 weeks after (dates to be finalised).
- iii. To encourage recycling and take up of the service, the charge for additional garden waste and recycling bins should be removed.
- iv. An alternative service sack collection is recommended to those areas who cannot accommodate a wheeled bin.
- v. An initial supply of 52 food caddy liners will be provided to all residents as part of the new service rollout, to encourage participation.

Further detailed policy and service standards will be considered at the 23 September 2024 Operational Services Committee Agenda item 10

4.6 The proposed service delivers the following benefits and improvements:

- i. Meets government legislation.
- ii. Provides a potential increase in recycling levels of up to 6%.
- iii. Significantly reduces our impact on the environment – by reducing the amount of waste going to landfill by 10% and reducing our Co2 emissions by 20%.
- iv. Provides value for money by mitigating future service cost increases and improves recycling rates.
- v. Increases the capture of food waste from residual waste.

- vi. Residual waste will be within containers, meaning safer working practices for operatives and fewer ripped open bags and spilt litter.
- vii. A 180-litre wheeled bin will provide sufficient capacity to the majority of households in the district, with additional capacity available to those that need it.
- viii. Disposal of food waste will be undertaken in partnership with the County Council, using an Anaerobic Digestion (AD) facility, where the food waste will be turned into methane gas to produce electricity.

**Mobilisation and roll out of the new waste collection services**

- 4.7 A service change of this magnitude will introduce challenges and opportunities. It is anticipated that it will take around 12 -15 months to mobilise and implement the new service.
- 4.8 The council is required to have the new service implemented by 31 March 2026 and therefore following full Council approval the procurement for vehicles and bins will need to start.
- 4.9 A high-level implementation plan is included in Appendix 4, however as procurement progresses the plan will be refined with exact dates for communication and bin deliveries, and then a 'go live' date can be agreed.
- 4.10 The changes proposed will require the Council to engage directly with all those affected by the changes. Therefore, the implementation of the service will also be supported by a comprehensive communications and engagement campaign with residents and stakeholders to support the transition to the new services. Appendix 3 outlines this proposal.
- 4.11 As part of the implementation of the new service a review of collection rounds and collection days will be required to ensure that it operates efficiently and maintains some capacity to accommodate future growth in the district. Invariably changes to round structures are likely to cause disruption to service delivery. Therefore, it is vital that additional resource is provided to address any issues that arise, for example, additional customer service support will be required on the phones to respond to the increase in customer contract both prior to the new service starting and during the first few months as the new service beds in.
- 4.12 Issues such as missed bins or overflowing bins are common issues that arise during the start of a new service roll out, and therefore a comprehensive frequently asked questions will be developed for staff and residents, as well as a clear reporting and response mechanism to ensure issues are addressed swiftly. Additionally, 'mop up' crews may be required to assist with the collection of missed bins or unfinished rounds.
- 4.13 While service disruption is likely during the initial roll out, it is essential the Council plan for this and provide help and support to residents when service performance

drops. The communication and operational response plans will be developed further during 2025 in readiness. This will provide residents and other stakeholders with clear information and quick resolution to any issues that arise.

### **Street Cleansing**

4.14 The review of the Street Cleansing service identified opportunities to improve the visibility and performance of the existing Service. However, the changes proposed do not need a significant change to the service specification, rather just changes to ways of working.

4.15 The street cleansing service has and continues to achieve an improved performance, through a new suite of monitoring measures, increased resilience through a reduction in staff sickness and a proactive approach to managing litter hotspots.

4.16 Due to the considerable changes within the Waste Collection Service the WP agreed that a further review of working practices for the Street Cleansing service should be carried out over the next year to inform potential changes from 1 April 2026. Any proposed service changes will be brought back to Committee.

4.17 The WP agreed that in the meantime and to embed resilience, the Council should request ECSS to maintain a minimum level of resource across street cleansing services, to cover staff absence through leave or sickness.

4.18 Additionally, some changes to ways of working were agreed in i) to iii) below. These changes do not require a change in service specification and can be managed within the existing Memorandum of Agreement (MoA).

- i. Improve communication of the service: the website should be updated with information on the street cleansing regime and that dog waste can be placed in litter bins.
- ii. Applying stickers to fly tips to advise the Council is aware and dealing with it.
- iii. Monitoring of street bin emptying: Gather data on how full a bin is on each collection across a year to determine future service specification.

4.19 More robust processing of street bin requests: There would need to be evidence of a problem to justify the installation of a new street bin.

Efficient use of resources: If garden waste collections were suspended over winter the resources could be diverted to street cleansing work to cover issues such as leaf fall, or infrequently cleansed areas (e.g. roundabouts or laybys).

## **5.0 Additional Implications Assessment**

<b>Financial Implications</b> <b>Yes</b>	<b>Legal Implications</b> <b>Yes</b>	<b>Human Resources (HR) Implications</b> <b>No</b>
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Equality Impact Assessment (EIA)	Carbon Impact Assessment (CIA)	Data Protection Impact Assessment (DPIA)
YES	Yes	NO

### Financial implications – Revenue Costs

5.1 To inform the financial appraisal of the preferred service, the new collection methodology and street cleansing requirement was passed to ECSS for costing. ECSS have provided a revenue cost estimate of the new service comparing it to the current service. The costs below are indicative and based on a number of assumptions. Due to the number of changes being made and the exclusion / offsetting of some costs through new burdens funding, it is important to note that providing a final budget requirement at this stage is not possible.

5.2 Table 5 provides a financial comparison for the purposes of decision making only. The actual cost of the service and the budget for the client-side management of contract will be calculated during the budget setting cycle for 2026/27, when more is known about new burdens revenue and extended producer responsibility payments.

**Table 5 – ECSS management fee comparison illustration - Waste and Street Cleansing:**

Year	Inflation	Existing Service	Proposed Service
2025/26	4%	4,814,351	-
2026/27	3%	4,958,782	5,779,511
		<b>Increase</b>	<b>820,729</b>

5.3 The increase in cost is based on the following assumptions:

- i. Increase in staff – the mandatory introduction of a food waste collection requires 3 additional rounds; this takes into account the reduction of rounds due to moving to a fortnightly collection of residual waste. Each crew will consist of a driver and two operatives. With the rebalancing of the existing rounds, some existing operatives can move over to the food waste collection service, but overall, the number of operatives employed will still increase.
- ii. A baseline staffing provision has been built into the model, as well as 1 additional management post, to build resilience in the service. This will cover sick and holiday leave, which is currently partly managed through agency staff (circa £623k increase).
- iii. Increases in rounds will also require additional revenue for vehicles, fuel, maintenance, PPE (Personal Protective Equipment) etc (circa £189k increase).
- iv. Reduction in income from the sale of garden waste and recycling bins (circa £96k loss)
- v. Saving from the provision of black bags (circa £79k saving)
- vi. Exclusion of recycling credits and MRF credits/debits (see section 5.5 to 5.8)

- 5.4 The ECSS management fee includes costs associated with new RCV's and food collection vehicles. The food vehicle costs will largely be covered by the capital payment made by DEFRA to the council in March 2024 of circa £864k. See section 5.13 below for more details.
- 5.5 There are a number of income and expenditure budgets that the Council will now manage directly, rather than including them within the ECSS Management fee, as is the case now. The income and expenditure are income from recycling credits paid by the County Council, and the credits and debits are for materials processing and onward sales from the new MRF and haulage contract.
- 5.6 Removing these budgets from the ECSS Management fee provides a transparent means to track the costs of the ECSS operation and the variable costs associated with recycling income/costs will be tracked through ECDC Client team.
- 5.7 In 2023/24 ECSS received an income of just under £400,000 for recycling credits. This income will now come directly to ECDC and will partly offset the additional management fee shown in Table 5.
- 5.8 The recently tendered MRF, waste transfer and haulage contract has resulted in a significant increase in the cost of managing recycling. In 2023/24 income from the MRF was £302k and costs were £386k, so a net cost to ECSS of £84k. However, this will now be a projected cost to the Council of circa £750k in 2025/26, although it remains unclear what materials income and Extended Producer Responsibility credits may be to offset these costs.
- 5.9 The government has indicated that there will be a new revenue burdens payment to the council for the introduction of a separate weekly food waste collection. At the time of writing there has been no confirmation of the amount, what it covers, or for how long it will be paid. However, announcements of this new burden funding are expected in November 2024.
- 5.10 The new Extended Producer Responsibility regime is also planned to be implemented in October 2025. The scheme is essentially a financial mechanism to encourage producers of packaging materials to be financially responsible for the recycling / disposal of those materials. Local Authorities will be notified in November 2024 of their payment estimate, with payments expected to be received towards the end of 2025. At the time of writing, it is not clear what impact the scheme will have on the existing recycling credits payment scheme, or the amount of waste materials produced.
- 5.11 DEFRA have confirmed the capital payment made to councils only covers the cost of food waste vehicles and caddies, and no provision is made for other implementation costs. Therefore, a further one off provision will need to be made to cover: the delivery of bins and caddies, communications and marketing literature/materials, additional staffing to support the roll out (e.g. customer service staff), food waste sacks and a round reconfiguration service.

The implementation plan is provided in Appendix 3 and 4. It is proposed that a provisional sum of £200k is made available. However final costs associated with bin deliveries, round reconfiguration, staffing and communications materials will be confirmed in 2025.

### **Financial Implications – Capital costs**

- 5.12 In March 2024 DEFRA made a payment of £864,056 capital funding to the Council for the purchase of food collection vehicles, and kerbside / kitchen caddies to implement the food waste service.
- 5.13 The Council has already included within the 2024/25 capital programme £1m for the purchase of wheeled bins for residual waste and this will be carried over. The most recent quotes from suppliers suggest this amount is adequate, but the Council will not have certainty of costs until a procurement exercise is completed.
- 5.14 The existing refuse collection fleet (black bags only) will need replacing earlier than expected. This is because the types of vehicles needed to collect bins are different to those that are sack collection only. The vehicles were expected to be end of life in March 2027, whereas the new vehicles will be needed by end of March 2026. Therefore, the total depreciation outstanding for the 31 March 2026 will be £185,500. In part this cost can be mitigated by avoidance of maintenance costs in the region of £20k.
- 5.15 Consideration must also be given to the Council's depot in Littleport, which ECSS operate from. The expansion of the fleet and associated extra staff parking that will be required cannot currently be accommodated onsite. The surface of the car parking area has deteriorated and will need replacing, and due to the nature of surfacing in other areas of the site, further work is required to bring these up to a standard that can accommodate large vehicles. A paper will be taken to Finance and Assets committee outlining additional infrastructure costs beyond what is already assigned to the depot refurbishment works in the capital programme.

### **Legal Implications**

- 5.16 Full Council agreed to extend the existing MoA arrangements with ECSS until 31 March 2026.
- 5.17 Also being considered at Operational Services Committee on 23 September 2024 is the preferred service delivery model. The recommendation is for ECSS to continue to provide the waste and street cleansing services on behalf of the Council.
- 5.18 Due to the significant changes proposed to the service specification proposed and because the existing MoA expires on 31 March 2026, a new specification and contracting arrangement needs to be developed for the provision of waste collection and street cleansing between the Council and ECSS Ltd. This will be

agreed in advance of 31 March 2026 when the current MoA is due to expire. This will be brought to Council at the appropriate time in 2025.

### **Carbon Impact Assessment**

5.19 Producing food requires significant resources including land, energy and water. Globally, 25–30% of total food produced is lost or wasted, and food waste is estimated by the Intergovernmental Panel on Climate Change to contribute 8-10% of total man-made greenhouse gas (GHG) emissions.

5.20 The carbon cost of landfilling the collected waste in East Cambridgeshire last year was calculated as likely being around 8850 tCO2e. The proposed new service is targeted to divert 5% of currently landfilled food waste into the food recycling service and 5% of refuse into the recycling bin. This would result in a net carbon emissions saving of 20%, or around 1950 tCO2e per annum.

5.21 The changes outlined to the fleet have also been considered as part of the impact assessment. The replacement [vehicle report](#)<sup>1</sup> provided to Committee in March 2023 explored the market for alternative fuels. At present, electric vehicles are not suitable for this District, and so the new vehicles will be run on Hydrotreated Vegetable Oil (HVO). HVO provides a viable transitional alternative until the other markets (such as electric) mature. It significantly reduces emissions by up to 90% (compared with conventional fossil fuels), is similar in cost to diesel and has been successfully used for the past year by the new recycling and green waste vehicles that were purchased.

5.22 The new fleet of food waste vehicles, running on HVO will produce an additional 7 tonnes of carbon p.a. The existing refuse fleet are already fuelled by HVO, however, switching to fortnightly collections will result in a saving of 40 tonnes of carbon, thus offsetting the impact of introducing the food waste fleet.

5.23 Whilst the purchase of new vehicles and containers (and associated liners) will have a negative impact arising from the embodied carbon (i.e. the energy and emissions arising from the manufacturing process), such negative implications can reasonably be assumed to be offset within a short period of time if the increased diversion of food and recyclables from landfill occurs as forecast.

### **Equalities Impact Assessment**

 This has been addressed under the accompanying report: Waste and Recycling Policy 2026 Agenda item 10

## **6.0 Appendices**

- Appendix 1 - Waste and Recycling Collection Considerations
- Appendix 2 – Street Cleansing Considerations
- Appendix 3 – Communications Plan
- Appendix 4 – Implementation Plan

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<sup>1</sup> <https://www.eastcambs.gov.uk/sites/default/files/agendas/270323ReplacementWasteVehicles.pdf>

## 7.0 Background documents

Household food waste collections guide:

<https://www.wrap.ngo/sites/default/files/2024-02/WRAP-Household-Food-Waste-Collections-Elected-Members-Summary-Guide-PRINT.pdf>

Maximising food waste collections: Case studies:

<https://www.wrap.ngo/resources/case-study/maximising-food-waste-collections-case-studies>

Driving up recycling and reducing residual arisings through changes to residual waste collections:

<https://www.wrap.ngo/resources/webinar/driving-recycling-and-reducing-residual-arisings-through-changes-residual-waste>

Notes of Waste Service Review Working Party meetings held between November 2023 and June 2024

Plan B waste service review report

**Agenda Item 9: Appendix 1****Waste and Recycling Collection Considerations****Food Waste**

The Government has set a legal requirement for councils to introduce a separate weekly collection of food waste from all households by 31st March 2026.

To enable residents to participate and contribute to the Council achieving this, a small internal food waste caddy (approx. 7 litres) will need to be provided to households for use in the kitchen. This provides the household with somewhere to store food waste in the short term and helps improve collection yields.

Residents will empty their food waste into an external 23 litre food waste caddy (approximately 10% of the size of a wheelie bin) which can be placed either on top of or beside their existing bins. Residents in flats etc where larger communal bins are will have larger external bins to empty their internal food waste caddy into.

Waste collection teams will then empty the material from these external caddies or communal bins into a specific food waste collection vehicle.

The Council will need to purchase new dedicated food waste collection vehicles. Current lead times are estimated at a minimum of 12 months and further pressure on the supply chain is likely as all local authorities which do not currently collect food waste will be looking to procure vehicles.

In addition to requiring additional dedicated vehicles there is a need to procure both internal and external food waste caddies, plus additional bins for communal properties.

Evidence from the Waste and Resources Action Programme (WRAP) (see background documents), advises that to maximise participation and therefore yield/diversion of food waste from landfill, local authorities should provide food caddy liners to residents. This helps reduce the perception of mess and smells from using the food waste service. Liners do not need to be compostable; they cannot be broken down through food waste treatment plants and food waste treatment facilities prefer them to be plastic as either way, the liners are removed in the process and are sent for energy recovery. Plastic liners are also less expensive than compostable ones.

The Government has provided the Council with new burdens capital funding of £894,056 for the purchase of food bins (this includes internal kitchen caddies, external kerbside caddies and communal bins, but not liners) and food waste collection vehicles, and has indicated it will provide ongoing new burdens revenue funding. At the time of writing there had been no confirmation of the amount, what that would cover or for how long.

## **Residual Waste**

The Council currently collects residual waste weekly, in single use black plastic bags. Residents are provided with a delivery of bags each year, at an annual cost of around £79,000 (paid for via the management fee to ECSS). Residents are given enough to fill one per week, The Council does not restrict the number of bags it will collect each collection, and residents can purchase more from shops if they wish.

For several years, despite having the desire, the Council has not changed the collection methodology to wheeled bins as it has been waiting for the updated legislation from the Government to ensure any changes would comply long term. It has already set aside budget for the provision of wheeled bins for residual waste of £1,000,000 in its Capital Strategy Budget.

The Council operates six RCVs (including a spare vehicle) to collect residual waste. They were purchased in 2018 and are due to be replaced by 31 March 2027. They do not have the lifting mechanism fitted to enable emptying of wheeled bins.

The most recent waste composition analysis (2021) found that within collected black bags, nearly 25% was recycling and 36% was food that could be captured by the existing recycling and garden/food service.

Based on best practice research and advice from WRAP, the most effective way to increase recycling performance and reduce the Council's environmental impact is to limit residual waste. This has the twin effect of reducing residual wastes and increasing materials presented for recycling.

Limiting residual waste can be achieved through the introduction of rigid wheeled bins and rejecting additional waste. Restricting the frequency of collections also helps to drive residents to use recycling services. The key benefits of wheeled bins are the following:

- Limits the amount of residual waste that can be put out per property, and therefore drives residents to reduce their waste and recycle more.
- Reduces cleansing issues, with a significant reduction in ripped sacks and litter.
- Reduces the Council's impact on the environment through the provision of single use plastic bags every year.
- Safer ways of working for operatives through reducing manual handling and risk of sharps injuries.

It is also difficult to identify non-residential properties placing waste out for collection that should be paid for under a commercial waste service.

## **Garden Waste**

The Council currently co-collect garden and food waste in the green lidded bin. The Council does not make a charge for the collection of this. Charging for the collection of garden waste is allowed under legislation as the collection is not a statutory right, but

food is not allowed to be charged for. Residents can have a second garden waste bin, which they pay an annual subscription for, yielding an average yearly revenue (based on the last 5 years) of £37,000 per annum.

Simpler Recycling allows Local Authorities to continue decide whether they charge for garden waste or provide it free of charge. It also makes provision for Local Authorities to continue to co-collect this waste, but as it contains food, it must be weekly.

In its early stages, the WP considered continuing to co-collect food and garden waste and increase the frequency from fortnightly to weekly to comply with the new legislation. It was realized that this would incur significant capital expenditure (exceeding the new burdens grant from DEFRA) and ongoing revenue costs, as the current fleet of garden waste vehicles would need to be doubled. These vehicles cost approximately £200,000 each. Through the modelling work, providing a separate weekly collection of food, with much smaller vehicles, would be more cost effective.

## Options

The WP considered the performance data provided by the consultants of differing collection options, both financially and in terms of waste yields and therefore recycling performance.

Four service options were modelled for the different material streams (residual, recycling, garden waste and food waste) with variables between each such as the frequency of collection, charging and not charging for garden waste.

**Table 1** Four service options modelled

Material stream	Option 1	Option 2	Option 3	Option 4
<b>Residual waste</b>	Weekly, 140lt WB	Weekly, 140lt WB	Fortnightly, 140lt WB	Fortnightly, 140lt WB
<b>Recycling</b>	Fortnightly 240lt WB	Fortnightly 240lt WB	Fortnightly 240lt WB	Fortnightly 240lt WB
<b>Garden waste</b>	Fortnightly 240lt WB FOC	Fortnightly 240lt WB Charged	Fortnightly 240lt WB Charged	Fortnightly 240lt WB FOC
<b>Food waste</b>	Weekly, 7/23lt caddy	Weekly, 7/23lt caddy	Weekly, 7/23lt caddy	Weekly, 7/23lt caddy

Two versions of each service option were also presented to show the difference in costs between collecting waste in a single stream vehicle or co-collection in a dual body vehicle. Therefore, a total of eight operational solutions where presented.

Co-collections would require a transition to a different Rear Collection Vehicle (RCV) which would have a twin compartment with recycling waste one side and food waste on

the other. As the service had recently procured a fleet of vehicles which would need replacing (at approximately £2 million of extra capital cost) it was agreed that these would not deliver value for money given the other viable options to be considered.

Estimated vehicle CAPEX and operational (revenue) costs were also calculated for each operational solution.

The model clearly demonstrated a significant variation in performance based on the collection frequencies adopted by the Council. Specifically, the frequency of residual waste collection and whether the Council charges or retains a 'free' garden waste collection had a profound effect on the recycling rate and the cost of the service. Table 2 summarises these variances.

**Table 2** The effect of differing frequencies of collection and charging for garden waste on the estimated recycling rate

	Baseline	Option 1	Option 2	Option 3	Option 4
<b>Estimated recycling rate</b>	58.5%	60.5%	54.5%	58.6%	64.5%
<b>Estimated variance in operating cost</b>	-	+28%	-4%	-20%	+11%

Moving to alternate week collection for residual waste could result in a 5% transfer of recyclable waste and 5% transfer of food waste from the residual bin to the recycling bin and food waste bin (by weight).

The modelling showed that option 4 would likely achieve the highest overall recycling rate (c64.5%) and option 2 seeing an overall decrease in the recycling rate (to c54.5%).

Option 3 would yield the most significant saving with an annual reduction in service cost of 20%.

Option 1 would incur the most significant increase in annual service cost of 28%.

*Please note that these cost figures are used on a comparative basis to assess options as part of a desktop exercise. Certain elements were excluded from modelling, such as disposal/treatment costs and recycling income. The modelling cost outputs were not and therefore should not be viewed in the context of budgeting and instead should be used as a strategic tool to compare the different options. All the options and the baseline have been based on the same cost assumptions.*

Overall, the introduction of alternate weekly collection for residual waste and weekly food waste would see an increase in recycling rates, however the impact of introducing a chargeable garden waste service would negate this.

The WP gave considerable thought to introducing a charge to residents for collecting garden waste. There were advantages (mitigates the additional costs incurred from

introducing the collection of food waste) and disadvantages (reduces the recycling rate, reduces opportunity to mitigate additional costs), to this as the model showed. The WP acknowledged that most councils in the UK have introduced a charge for collecting all garden waste. For residents in East Cambridgeshire, the WP agreed that retaining a free collection for every resident, and therefore maximising the opportunity to divert waste from landfill was most important. With this in mind, the WP also agreed to recommend the removal of paying for additional recycling and garden waste bins. This would result in a reduction of c£90,000 per annum.

### Size of the residual waste bin

The original modelling work proved that current levels of residual waste per household in East Cambridgeshire would fit inside a 140lt bin over the two-week period. The size of residual waste bins can encourage/discourage recycling by providing too little or too much capacity.

The WP requested further modelling work to explore options for a larger sized residual waste bin: a 180 lt and 240lt were subsequently modelled. Both options were modelled as a fortnightly collection, with weekly food waste, free of charge garden waste and 'as is' dry recycling collection scheme.

The following table summarises the impact that the different sized bins would have on recycling performance compared to the original 140lt bin model:

**Table 3:** The effect different bin sizes have on recycling performance

Bin size (lt)	180	240
<b>Reduction in recycling rate per additional lt</b>	0.05%	0.05%
<b>Total tonnage lost from food and dry recycling</b>	487	1218
<b>% lost from food and dry recycling</b>	50%	50%
<b>% of lost recycling from food stream</b>	50%	50%
<b>Estimated kerbside recycling rate</b>	62.5%	59.5%
<b>Estimated reduction in kerbside recycling rate by not using 140lt</b>	2%	5%

As referenced through WRAP research, any increase in residual bin size increases the amount of waste sent to landfill and decrease the recycling rate. As well as this, it is important to note that a larger bin size has implications on the operational resource (number of vehicles and operatives) required:

**Table 4:** The effect of different bin sizes on the capacity of the collection rounds

Residual bin size	Average round utilisation	
	Weight	Volume
140lt	74%	79%
180lt	79%	84%
240lt	86%	92%

Providing a 240lt bin as the standard size would disincentivise residents to use their recycling bins and provide opportunity to dispose of waste that would have been taken to the Recycling Centre at Witchford. The modelled increase in waste collected, whilst not requiring an increase in resource, would limit the capacity left in the rounds for periods of more waste being produced (e.g. Christmas) and property growth, and therefore an additional round (1 extra vehicle and 1 driver, 2 loaders) would likely be included in the final costing work carried out by ECSS to provide resilience in the service.

The model showed that providing a 180lt bin would not significantly impact the round capacity, requiring no additional resource and therefore no cost impact compared to the 140lt bin (i.e. the original modelling of vehicle and operative numbers would have capacity for the small increase in waste to be collected). The WP agreed that providing this as the standard bin size could also mean that those who may need additional capacity e.g. larger families or producers of healthcare waste, may find this size of bin adequate and therefore may be less likely to request additional capacity. This would mean that residual waste could be kept low. An option to provide a bigger bin for households that met the policy criteria would be included, and this would be managed through an application process. (see Agenda Item Waste and Recycling Policy 2026 considered at the 23 September 2024 Operational Services Committee).

Therefore, the WP unanimously agreed to progress the following as the preferred model and instruct ECSS to provide a detailed financial model.

**Table 5:** Preferred standard service

Waste Stream	Container	Frequency
Residual Waste	180 litre bin	Fortnightly
Food Waste	23lt kerbside caddy 7lt kitchen caddy	Weekly
Recycling	240 litre bin	Fortnightly
Garden Waste FOC	240 litre bin	Fortnightly

**Agenda Item 9: Appendix 2****Street Cleansing and Ancillary Services Considerations****Background**

East Cambridgeshire District Council is defined as a 'principal litter authority' under Section 86 of the Environmental Protection Act 1990 with responsibility, under Section 89, to keep 'relevant land' and highways clear and clean of litter and refuse, so far as is practicable. In this context 'relevant land' is defined as 'land that is open to the air and is land which is under the direct control of such an authority to which the public are entitled or permitted to have access with or without payment'. It excludes private land and unadopted highways.

To address its statutory obligations, the Council through the Memorandum of Agreement (MoA) with ECSS, undertakes several duties including litter picking and manual sweeping of footpaths, mechanical road sweeping, maintaining and emptying litter and dog bins (street bins), bulky waste collections, refuse bin deliveries and removing fly tipping and graffiti. ECSS through its Business Plan allocated just over £1.4 million of its management fee to deliver these services.

The MoA details a zoned approach to street cleansing across the district. Each zone specifies the frequency of work to be undertaken. Zone 1 areas are on a daily cleansing schedule, Zones 2 and 3 areas are on a three times per week schedule and Zone 4 areas are scheduled every six weeks.

The service operates a 'blended' approach to street cleansing, incorporating a mixture of multi-disciplined mobile teams (x6), a single static cleansing resource in Ely and 2 mechanical sweeper lorries. The service is predominantly proactive in nature, however, as with most services has an element that is reactive, for example fly-tipping and graffiti removal.

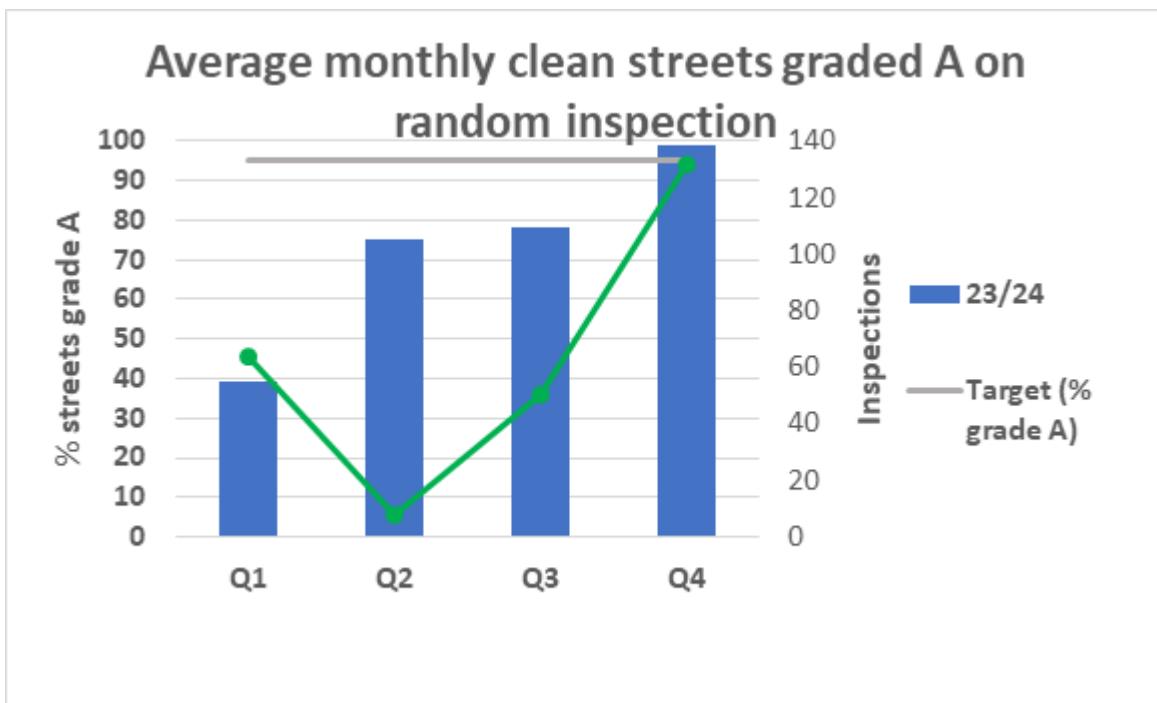
Whilst the management fee has been reviewed and increased recently, the service specification has not been since the MoA was agreed in 2018. New housing growth has not been factored into the different zones and human resources have only modestly increased in the period. Practices have been adopted by ECSS that have not been formalised in the MoA, such as emptying all dog bins every week despite them mostly located in zone 4 which stipulates emptying every 6 weeks. ECSS currently employs a dedicated operative and vehicle to complete this work.

The A14 and A11, which require traffic management in place to facilitate safe litter picking by operatives, and carries additional cost is also absent from the MoA.

There is no policy regarding installing new street bins at the request of Parish Councils (PC). The cost of the initial bin is usually met by the PC, but the ongoing emptying is absorbed by ECSS' budget.

In Spring 2022, the round reconfiguration, coupled with the national HGV driver shortage led to street cleansing resources being diverted to assist with the waste collection service. This resulted in decreased performance in street cleansing.

ECSS undertook an improvement project: Street Smart, to build a resilient, robust and high performing service. The Council also introduced new Key Performance Indicators in April 2023 to give stakeholders a more accurate and clearer record of the performance of the service. This measures performance in four areas; litter/detritus, graffiti, fly tipping and emptying of street bins. The cleanliness of the district's streets has shown steady improvement since the introduction of these measures, as shown in the below table for last year. Members will note this from the quarterly reports submitted through the Operational Services Committee.



*Performance of street cleansing service for 2023/4 – Each area is graded from A to D. Grade A means that an area has no issues whilst the worst affected areas will receive a Grade D.*

The removal of graffiti and fly tipping on public land generally misses the target of 98% within two working days.

Members of the Operational Services Committee have frequently asked whether residents can be advised of the schedule of cleansing activity, so they can move vehicles blocking the kerb line where the mechanical sweeper needs to access.

## Options

The modelling work for the service was completed by officers of the Council. As with collections, the current service was baselined, and then four options were modelled for comparison and consideration, with impacts on cost and resource summarised. The models and background are contained within Appendix 3: Street Cleansing Model.

Unlike collections, assumptions for the resulting performance from changes made to the specification are challenging. Street cleansing specifications tend to be output based, with the emphasis on the result achieved, rather than what resource should go into achieving it. The service is subject to seasonal fluctuations in demand (e.g. autumn leaf fall, litter during summer etc) and therefore needs to be able to be flexible, unlike an input specification, such as for collection services, where services are predictable (e.g. bin collection frequencies are prescribed).

The options considered focused on the cost involved:

Option 1: retain the existing approach but improve the response to clearing fly tips and graffiti with the provision of a rapid response team. Flexibility is maintained in the service as all crews can be deployed to unscheduled work during times of less demand on the service. More information added to the website around the zones (for residents they would know that their road would be cleansed every 6 weeks). Implement a digital management system to enable the effective management of this, i.e. a road would not be cleansed in week 1 of the first cycle, and week then 6 of the second cycle.

Option 2 – As Option 1, but zones would be re-mapped and assigned a crew so that each village would be aware of the week their cleanse would take place within a 6-week schedule. An extra crew would be required to ensure the completion of unscheduled work as the other crews would have to visit every single street and possibly clean ‘clean’ streets. Inefficiency has had to be designed into the service; if the crew completes their scheduled work in less than a week, work on the next village would be unable to take place since its scheduled completion was in the following week. However, as this is unpredictable, equally if it has taken a whole week to complete their work, then there is no additional capacity to complete the unscheduled work.

Option 3 – As option 1, but every road has a designated day of cleanse. This would result in a significant increase in the number of operatives and vehicles needed to provide certainty. As with option 2, inefficiency is designed into the service and a further additional crew is needed to ensure the unscheduled work is completed.

Each of the above options ensured dog bins were emptied weekly, formalised the litter picking of the A14 and A11 and implemented policy that parish councils would be expected to pay for ongoing costs of emptying new street bins that they request, if ECSS had determined there was no need for one in their parish:

Option 4 – This was requested by the WP at a later meeting, to understand the implications of finding savings within the service. Therefore, this option modelled the cost saving of removing a crew (one vehicle and two operatives). This would result in a reduced frequency of cleansing activity and dog bins emptied fortnightly.

It was acknowledged that as the collections service had stabilised through Project Street Smart, with no additional input, so had the street cleansing service. This could be noted through the quarterly performance report.

The service could be stabilised further through the implementation of a minimum resource level – that is to employ a buffer of operatives to account for times of absence through sickness or holiday. This resilience is not in place and performance notably decreases when any operative is off.

**Agenda Item 9: Appendix 3****Draft Communications Plan****1. Context**

Addressing climate change is a key priority for the council and in November 2023, our Council appointed a cross-party working group to guide the development and details of the new service.

The working group has concluded its work and is recommending to committee that the council introduces a weekly food waste collection service in spring 2026, in line with the government's legislated target for all councils to introduce food waste recycling, in order to increase the district's recycling performance and reduce our impact on the planet.

With the current recycling and rubbish collection arrangements, the council achieves a recycling rate of around 58%, which has stagnated in the last five years and is significantly short of the forthcoming national target of 65% by 2035. Analysis of black bag contents showed that over a third was food waste and over 10% were items that could already be recycled in East Cambridgeshire.

To make the most of the new service in increasing recycling rates, promote waste minimisation, and to reduce carbon emissions, the working group is also recommending that at the same time as introducing weekly food waste recycling, the council should move to fortnightly black bin collection for residual waste. The current fortnightly blue lidded bin will continue as is, and the green lidded bin will be used just for garden waste.

These changes, if approved, will represent the first major new recycling service to be introduced in East Cambridgeshire in more than a decade and the most significant change to the council's recycling and rubbish collection service since the challenging round reconfiguration in spring 2022. It will therefore be important to support these changes with a comprehensive communications and engagement plan.

**2. Aim of the communication plan**

The aim of this plan is ultimately to support the council's agreed goal to tackle climate change by increasing household recycling and reducing household waste and carbon emissions, as well as complying with new government legislation.

To do that, however, we need to start with our residents to make sure they understand why we all need to change: that it is no longer feasible to continue as we are; and to support them to shift to weekly food waste collections and fortnightly non-recyclable (black bin) collections, alongside the current fortnightly recycling offer.

It is anticipated to generate some challenges to the reduction in frequency of the residual (black sack) waste collection service, and weaved into the communications plan will be responses to those. Many authorities have already been through this change and there is much information and lessons learned from those experiences,

that this Council can make use of. The service on the whole (subject to approval) is to be enhanced, with a container for rubbish, an additional collection of waste and more opportunity to recycle, and removal of some charges.

We should also recognise that many residents are enthusiastic about being to recycle more (our recycling rate is one of the highest in the country, and the rate of contamination is relatively low) and therefore share positive messages and celebrate successes along the way.

### **3. Objectives – to be developed alongside the waste team**

- Residents put out correct bins on correct days. Measured by feedback from ECSS
- Residual waste is reduced by in first six months
- Baseline for tonnage of mixed recyclables is established and then increased to reflect awareness raising of the need to recycle and additional materials being added to dry recyclables, such as pots, tubs and trays, cling film and carrier bags
- Baseline for tonnage of food waste is established and then reduced to reflect messaging around reducing food waste and only buying what you need
- Council maintains position in top 20 local authorities for recycling

### **Overall communications and engagement – how**

#### **4. Audience**

- All residents, but with specific consideration of:
  - Children and young people
  - Larger households
  - Vulnerable customers / assisted collections
  - People on alternative service
  - Housing associations
  - Areas which have low levels of recycling / high levels of waste
  - Customers without access to the intranet
  - People who live in flats or areas which have difficult access (Fen rounds)
  - People who have moved into the district
  - Gypsy and traveller community
- Council Members
- Council staff
- Community organisations / parish councils
- Media

#### **5. Key Messages**

Message	Explanation	Why

<b>It's simple</b>	There is nothing difficult about this. We can easily get it sorted.	Promotes ease of use for residents
<b>We can easily be the best</b>	Thanks to your support we already recycle half the waste we produce. By working together we can do better	Messaging based on WRAP's behavioural change concept: Encouraging people to do more by celebrating how well they have already done
<b>It benefits the environment</b>	These are easy to make changes that everyone can do to help reduce the amount of waste going to landfill and reduce damaging impacts on the environment	Supports the council's environmental objectives and empowers residents with a tangible means of tackling climate change
<b>There are many benefits to this</b>	FREE green lidded wheeled bin collection, can now recycle soft plastic, extra bin caddy to easily dispose of food waste, wheeled bin for left over rubbish	Highlights the positive benefits of change to residents
<b>Support is on hand</b>	Got a question? We can easily help with the answer	Humanises the campaign and provides residents with reassurance we can sort out their individual concerns

- East Cambs is revamping recycling to make it easier for residents to recycle more
- Residents will receive a weekly food waste collection service from February 2026. All food waste is to go into kerbside caddy
- Residents will continue to receive a twice weekly FREE green waste collection service
- Residents' rubbish (residual waste) collections will move to once a fortnight. What is going in your black bin. Generally don't need a big bin.
- These changes have been introduced following changes in government policy and are being brought in across England
- They help support the environment by reducing the amount of waste going to landfill and increasing the amount of recycling
- Help is here

## 6. Communications and engagement channels

- Social media - digital artwork, videos, engagement, targeted advertising
- Digital media

- Website
- Email newsletters
- Infographics
- Printed material
  - Leaflets: Teaser and new service pack
  - Letters
  - Hard to reach(assisted and alternative service customers and others where required) dedicated communications plan
  - Stickers and bin hangers
  - Stakeholder packs (FAQs, service leaflet, key dates)
  - Local media
  - Local websites
- Fleet and bin info
  - Livery
  - Stamps/stickers on bins
- Roadshows – council offices, markets, libraries, community events
- Schools education programme
  - Name the food waste truck competition
  - Personalise your caddy
- Door knocking
- Internal communications
  - Connect
  - Councillors – email
  - Briefings
  - FAQs
- Internal and external working group
  - Volunteer service change ‘champions’

## 7. Timeline

Activity	When
Outline comms plan – to be agreed	July 2024
Outline policy document – to be agreed	July 2024
Comms plan and timeline for 2024 to be signed off	August 2024
Internal comms – Connect to include details of proposed changes	August 2024
Press release to be drafted in advance of Sept committee	Before 23 September 2024
Op Services Committee	23 September 2024
Press release to be issued	24 September

Recycling Week	16-22 October
Comms plan and timeline for 2025 to be signed off	November 2024
Branding created	Spring 2025
All comms to be drafted	Spring 2025
Food Waste Action Week activities	3-9 March 2025
Website copy drafted	June 2025
Website updated	July 2025
Dedicated internal comms	July 2025
Dedicated Cllr comms	July 2025
Commence mini road shows	July 2025
Work on bin tags and stickers etc	August 2025
Print leaflets	August 2025
LAUNCH CAMPAIGN	SEPTEMBER 2025
Press release: Bins are coming	September 2025
Social media: Bins are coming	September 2025
Commence door knocking	September 2025
Commence schools education	September 2025
Parish Council comms	September 2025
Comms for assisted bin residents	September 2025
Comms for alternative service	September 2025
Paid for advertising (TBC)	September 2025
Bin tag 1: New bins coming	September 2025
Lorry livery in place	September 2025
Calendar and sack delivery	September 2025
Begin work on mini-videos	October 2025

Recycling Week activities	October 2025
Event: Christmas Market stall	November 2025
Comms plan and timeline for 2026 to be signed off	November 2025
Press release: New year, new bins	w/c 5 Jan 2026
Bin tag 2: New year, New bins	w/c 5 Jan 2026
Bin tag 3: New bins next week	w/c 26 Jan or 2 February
BIN DELIVERY ROLL OUT Bin tag 4: Welcome to your new bin	w/c 9 or 16 February
BIN COLLECTIONS BEGIN	TBC

**8. Resources****9. Evaluation**

To agree recording of complaints and reporting back to ECSS

Ensure arrangements for collection of data and monitoring protocols are agreed

Agree post roll-out review – lessons learned, regular updates between council and ECDC (specifically customer service, waste and communication teams)

Theme	Actions	Assigned to	Indicative timeframe
Service design	Agree timetable for scheme implementation		6-12 months
	Agree key assumptions and parameters		
	Review vehicle options and determine vehicle type		
	Design collection rounds		
	Supporting policies - implement		
Procurement of vehicles and containers	Confirm vehicle procurement process & place orders (including when they will be delivered)		6 - 14 months
	Arrange vehicle livery		
	Agree container spec		
	Agree food waste caddy liner supply policy		
	Procure containers (when orders to be placed and receipt of delivery)		
	Appoint container distribution team		
Treatment, processing and bulking	Arrange storage of containers prior to distribution		3 months
	Confirm transfer site for bulking		
	Determine site needs		
Mobilisation	Agree bulking arrangements and contingency with site manager		3 - 6 months
	Recruit additional collection crews or transfer existing staff		
	Appoint temporary Food Waste Recycling Advisors and Customer Contact Centre staff		
	Carry out and complete H&S risk assessments for all aspects of the service		
	Ensure that all staff are provided with appropriate personal protective equipment (PPE) and spill kits for vehicles		
	Identify training needs for collection crews and supervisors		
	Train collection crews and supervisors		
	Identify training needs for Customer Contact Centre staff		
	Train Customer Contact Centre staff and issue FAQs		
	Add vehicles to O licence		
	Arrange vehicle insurance and tax		
	Agree maintenance schedule		
	Agree contingency arrangements in event of breakdown		
	Agree container distribution schedule		
	Delivery of containers		
	Take back or redundant containers		
Communications	Service change communications plan		3 - 12 months
	'Pre-launch' communication activities	Arrange vehicle livery and stamped messages on containers	
		Produce and circulate 'stakeholder information packs' for council members, collection crews, union reps and other key stakeholders	
		Community engagement	
		Prepare FAQs for council staff & presentations to Customer contact centre staff	
		Design and print householder information packs (including instruction leaflets explaining how to use the new service)	
		Circulate introductory letter / 'teaser' information to ensure residents are aware of the planned changes	
	Launch of service communication activities:	Information about the service change on website and social media, press releases	
		Distribute householder information packs	
		Issue contamination tags where material for recycling is incorrectly presented	
		Issue press releases to local media	
		Issue regular social media updates	
		Provide all customer facing staff with stakeholder information packs to enable them to answer any queries they receive in the course of their work	
		Issue regular updates on the progress of the implementation to council members and other key stakeholders	
	'Post-launch' activities	Issue 'thank you' communication to householders	4 - 6 months
		Monitoring & Evaluation (see below)	
	Business as Usual' communications		
Monitoring and evaluation	Agree monitoring protocol, recording of complaints and reporting between ECSS / ECDC		
	Ensure arrangements for collection of data		
	Agree tonnage data returns from treatment / processing plant		
	Post roll-out review		



**TITLE: Waste and Street Cleansing Service Delivery Model**

Committee: Operational Services

Date: 23 September 2024

Author: Director Operations

Report number: Z59

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## **1.0 Issue**

- 1.1. To consider the outcomes of the waste service review Working Party (WP) to inform the decision on the future delivery method for provision of waste collection and street cleansing services.

## **2.0 Recommendations**

- 2.1. Members are requested to recommend to Full Council:
  - i. Approve the decision to proceed with using East Cambs Street Scene Ltd (ECSS) as set out in section 4.7-4.8.
  - ii. Authorise the Director Operations to develop the service specification and, in consultation with Director Legal, prepare a new contracting arrangement to commence from 1 April 2026.

## **3.0 Background/Options**

- 3.1 The management of household waste and street cleansing is one of the key functions of a District Council. It is a function that is important to every resident of the district and in that context, it is imperative that the Council delivers a service that is high performing, cost effective, contributes to the climate change agenda; whilst being sufficiently flexible to meet changing demands as the district grows and evolves. As an area that continues to see considerable sustained growth, the ability of services to adapt is even more important if the Council is to manage future cost pressures.
- 3.2 Over the last 6 years East Cambridgeshire residents have achieved their highest overall levels of recycling (58%) and lowest levels of residual waste. The Council has maintained its position as one of the top 25 authorities for recycling in England.
- 3.3 The Council entered into a Memorandum of Agreement (MoA) with its wholly owned company ECSS on 1 April 2018 for a period of 7 years.
- 3.4 ECSS empty around 360,000 bins and bags every month. Outside of periods of service interruption such as inclement weather, less than 0.05% of these collections result in a resident contacting the council because their bin was not emptied. In

2023/24, ECSS experienced significant challenges resulting from the pandemic, recruitment and retention and a complete round reconfiguration. The Council invested in the ECSS improvement plan: Project Street Smart, which has stabilised the service and resulted in significantly improved performance. The Street Cleansing service is continuing to improve also, although will occasionally see some reduction in performance, particularly around immediate response activities such as graffiti and fly-tipping removal.

- 3.5 The Government have introduced new waste legislation that takes effect from April 2026. To ensure there was no break in service between the MoA end date and the implementation of the new waste collection services in April 2026, the MoA was extended by Council in July 2024 for a further year. The MoA is now due to expire on 31 March 2026.
- 3.6 A Member Working Party (WP) was set up in November 2023 to shape the requirements for a new waste and recycling collection service and street cleansing service. As part of these proposals, the Council is required to agree the delivery model for the service from April 2026 (e.g. inhouse/contracted out/via ECSS).

## **4.0 Arguments/Conclusions**

- 4.1 The WP reviewed the priorities for the next period and considered which delivery model can best achieve these and offer best value. The WP considered:
  - i. The effectiveness of the current service delivery model and what other models could be considered.
  - ii. Waste management best practice.
  - iii. Future industry developments.
  - iv. How services could be packaged to achieve the optimum service performance for the council.
  - v. Priorities for residents and feedback from elected Members.
  - vi. Identifying opportunities for savings and efficiencies.
- 4.2 The Waste Consultants working on the modelling for the collections service, provided an overview of the pros and cons for different service delivery options to help inform the WP review. See appendix 1: Alternative Service Delivery Models.
- 4.3 The options reviewed were:
  - 2.1. Outsource the service - Undertaking a full compliant procurement process to contract out the service to a commercial operator.
  - i. In-house the service – Set up a new Council department to provide the service.
  - ii. Continue the current arrangement albeit with changes to the service specification.
- 4.4 All the options assessed are ultimately achievable methods of delivering the service and subject to resources required. However, the time available, current economic circumstances and organisational capacity all have a bearing on the deliverability of the options considered for a service commencement date of April 2026.

4.5 The option to outsource was discounted for a number of reasons, including:

- i. There is no guarantee that a procurement process would result in a more efficient or cost-effective service being offered by another provider. It was noted that there had been concerns that the previous contractor was willing to incur fines for poor performance rather than invest in improving the service.
- ii. The current market conditions are not as competitive due to the consolidation within the provider market.
  - 2.2. Potential bidders are likely to be more risk averse as the reasons behind the consolidation within the market and reduction in number of potential bidders has been at least partly due to the unprofitable nature of several Local Authority contracts which were previously let.
- iii. General inflation levels, which are currently much higher would also be reflected in any bids.
- iv. The cost of undertaking a procurement process could be around £100k for specialist advice and contract preparation.
- v. The timing of the procurement process would likely impact on the ability of the Council to implement the new collection service by 1 April 2026.

4.6 The option to in-house was a more favourable option, however, it was discounted primarily due to potential risks in relation to the workforce, with harmonisation of terms and conditions and the likely increase in costs due to pension strain. As well as risk of changing the delivery model at the same time as implementation of a new service.

4.7 The option to continue the current arrangements with ECSS has been assessed as the best option available at this time. The reasons for this include:

- i. It represents the best value for money and provides certainties over costs.
- ii. There are no additional implementation costs or disruption to service provision because of changing the delivery model.

4.8 Based on the analysis of a wide range of issues, including cost, inflationary pressures, organisational capacity, reputational risk and the time available, the WP unanimously agreed that the recommendation to Council should be to continue with ECSS to deliver the service under a new service specification and contract arrangement.

## 5.0 Additional Implications Assessment

Financial Implications NO	Legal Implications YES	Human Resources (HR) Implications NO
Equality Impact Assessment (EIA)	Carbon Impact Assessment (CIA) NO	Data Protection Impact Assessment (DPIA) NO

<b>NO</b>		
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## **Legal implications**

5.1 A new service specification and contracting arrangement will need to be prepared to enter an arrangement for ECSS to collect Waste and Recycling and undertake Street Cleansing services for the next 7 years. The final specification and contract will need to be approved by Council in 2025.

## **6.0 Appendices**

Appendix 1 – Alternative Service Delivery Model

## **7.0 Background documents**

Notes of the Member Working Party November 2023 to July 2024

# Service Delivery Models

## 1. Market Changes

Recent years have seen some consolidation within the environmental services market, with the effect of reducing the number of active bidders. In addition, private sector service providers have become generally much more risk adverse and far more selective about which opportunities they pursue.

We have also seen a trend of local authorities to bring services back in-house. This is often delivered through a local authority trading company (LATCo), where the shareholder is the awarding council. The key drivers for this approach appear to be:

- A LATCo has more flexibility on employment terms and conditions than a local authority, particularly in terms of pension provision.
- A Council can award a contract to its LATCo without undertaking an expensive procurement process, providing it meets certain criteria (often referred to as TECKAL).
- A LATCo has the opportunity to offer services more commercially, potentially generating additional profits for its shareholder which can then be used to help fund essential services.

## 2. Long List Options

There are a range of service delivery options that can be used to deliver services, and these are illustrated in Figure 1. Ultimately the approach taken is heavily influenced by the level of risk and reward a Council wishes to take and receive and the degree of influence and control a Council wishes to maintain over the services.

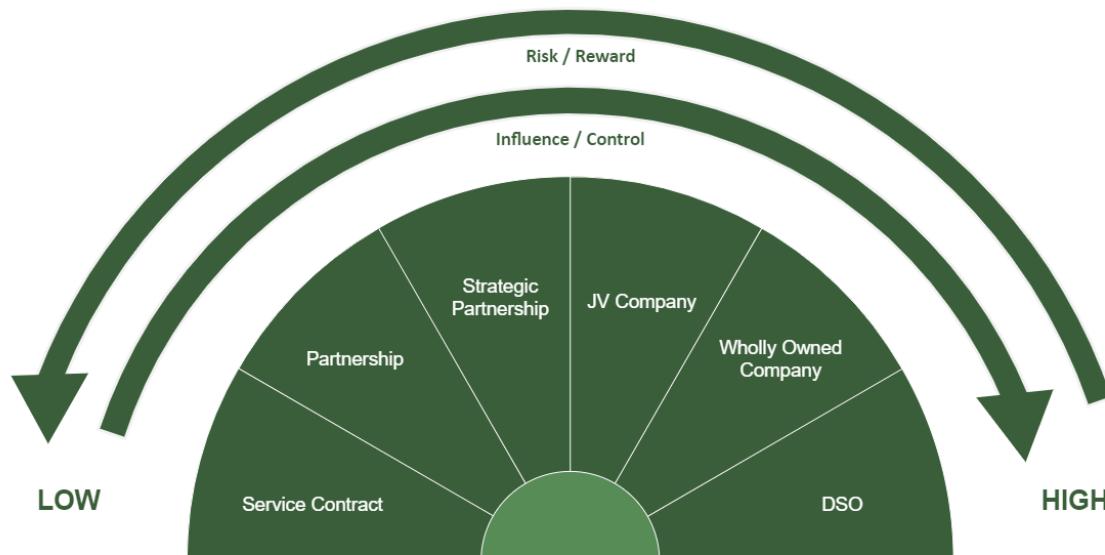


Figure 1: Alternative service delivery model options for delivering services.

Table 1: Pros and Cons of alternative service delivery models

Service Delivery Model	Description	Pros	Cons
<b>Service Contract</b>	<p>Procure a supplier to deliver a service contract for one or more service – this can be output (performance based), input (frequency based) or a hybrid of the two</p>	<ul style="list-style-type: none"> <li>Large industry players offer support of multi-million-pound parent company.</li> <li>Able to draw on internal operational best practice.</li> <li>Depth / breadth of recent, real-world experience</li> <li>Pool of expertise, readily available</li> <li>Can (but not always) appear more affordable <u>depending on the starting point</u>.</li> </ul>	<ul style="list-style-type: none"> <li>May not be flexible enough to deliver the level of change a council needs in a rapidly changing world.</li> <li>Need to get risk / reward balance right – e.g. onerous performance framework can lead to a confrontational relationship</li> </ul>
<b>Partnership</b>	<p>Partnership between Council and private service provider.</p> <p>Typically, the partnership would deliver a range of services under a single arrangement</p>	<ul style="list-style-type: none"> <li>Greater flexibility than traditional contractual arrangements</li> <li>Shared risk and reward</li> <li>Clear governance structure and responsibilities will need to be established.</li> <li>Joint working / self-monitoring allows for thin client.</li> <li>Management / industry expertise provided by private sector partner.</li> <li>Council retains ownership of services and set strategic direction.</li> <li>Less rigid than traditional style contract giving greater opportunity to deliver change.</li> <li>Better utilises the range of available experience and expertise</li> </ul>	<ul style="list-style-type: none"> <li>Need to get risk / reward balance and scope right – delivers for the client, drives right behaviours from contractor.</li> <li>Need to stay realistic or can become a 'wish-list' of undeliverable aspirations.</li> <li>Prioritisation across the range of services</li> <li>Limited number of service providers that can offer the whole range of services required</li> </ul>
<b>Strategic Partnership</b>	<p>Partnership between Council and other public bodies to jointly develop and manage</p>	<ul style="list-style-type: none"> <li>Potential for economy of scale efficiencies</li> <li>Greater scale makes it more attractive to</li> </ul>	<ul style="list-style-type: none"> <li>Services might not be compatible to deliver desired savings.</li> </ul>

Service Delivery Model	Description	Pros	Cons
	services (typically for neighbouring local authorities).	<p>established industry players.</p> <ul style="list-style-type: none"> <li>Management / industry expertise provided by private sector partner.</li> <li>Clear governance structure and responsibilities will need to be established.</li> <li>Opportunity for thin client savings</li> </ul>	<ul style="list-style-type: none"> <li>Requires alignment of partners (can be easier said than done) – agreed goals, priorities – at both officer and member level.</li> <li>Need to retain autonomy can restrict cross boundary benefits.</li> <li>Who / what takes priority?</li> </ul>
<b>JV Company</b>	Joint venture between the Council and a private company to jointly develop and manage the business	<ul style="list-style-type: none"> <li>Fair balance of risk and reward</li> </ul>	<ul style="list-style-type: none"> <li>Legal complexity</li> <li>Very few examples of this model</li> </ul>
<b>Wholly Owned Company – service</b>	Council owned company which is primarily concerned with delivering services back to the council but does not trade significantly with external organisations	<ul style="list-style-type: none"> <li>Provides a greater level of control for the council.</li> <li>Profits reinvested back into the wider council services</li> <li>Opportunity to engage additional / appropriate industry experience</li> </ul>	<ul style="list-style-type: none"> <li>Added complexity can become a distraction.</li> <li>Financial risk of under performance</li> <li>Lack of in-house experience for this model requires some level of external recruitment.</li> </ul>
<b>Wholly Owned Company – commercial</b>	Council establishes a company to trade in a wider commercial market with a view to generating a profit (rather than just on a broad cost recovery basis)	<ul style="list-style-type: none"> <li>Can provide council with additional revenue routes.</li> <li>Profits available to support council budgets</li> <li>Opportunity to engage additional / appropriate industry experience</li> </ul>	<ul style="list-style-type: none"> <li>Increased commercial risk of operating in an unfamiliar environment.</li> <li>Financial risk of under performance</li> <li>Loss of focus on core activities</li> <li>Lack of in-house experience for this model requires some level of external recruitment.</li> </ul>
<b>DSO</b>	'In-house' services delivered directly by a Council's own team.	<ul style="list-style-type: none"> <li>Provides high level of control for council</li> </ul>	<ul style="list-style-type: none"> <li>DSO's can be insular &amp; often lacking in broad operational experience of running services day to day</li> <li>Miss out on industry development / innovation</li> </ul>

Service Delivery Model	Description	Pros	Cons
			<ul style="list-style-type: none"> <li>• Level of intervention and council control is often a barrier to efficient service delivery which results in higher costs.</li> </ul>

### 3. Cost Comparison

Table 2 below illustrates the likely key differences to the cost profile for the three most common (currently) service delivery options.

**Table 2: Key drivers for cost differentials for alternative service delivery models**

	Outsourced – private sector contract	Insourced – LATCO	Insourced – DSO
<b>Third party income</b>	Yes – retained by contractor	Yes – profits reinvested in services	Limited
<b>Wage rates</b>	TUPE / Market rates	TUPE / Market rates but may get pressure for unions to harmonise	Harmonisation
<b>Pension</b>	Broadly comparable with legacy LGPS only	Broadly comparable with legacy LGPS only, but may get pressure from unions for LGPS	LGPS
<b>Overheads</b>	Corporate infrastructure for support services (IT, HR, QHSE, fleet etc)	Company board would need to be established, plus support functions (outsource or via Council)	Support functions via Council
<b>Procurement costs</b>	Yes – including technical and legal support	No	No
<b>Profit</b>	Retained by contractor	Returned to shareholder (Council)	Offset against service costs

<b>Inflationary pressures</b>	Absorbed by contractor – Council risk limited to contract indexation method	Absorbed by LATCO – Council as sole shareholder would underwrite	Absorbed by DSO – direct impact on council budgets
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**TITLE: New East Cambridgeshire Local Plan: Commencement of Preparation**

Committee: Council

Date: 17 October 2024

Author: Strategic Planning Manager

Report number: Z77

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## **1.0 Issue**

- 1.1. For Council to determine whether or not to commence a full update of its Local Plan.

## **2.0 Recommendations**

- 2.1. That Council:

- i. Agrees to the commencement of a new East Cambridgeshire Local Plan and approves with immediate effect the attached Local Development Scheme (LDS) (Appendix 1), which sets out the timetable for the production of the Local Plan.
- ii. Agrees to establish a Local Plan Member Working Group, in the form as set out in Appendix 2.
- iii. Agrees membership of the Working Group, in line with arrangements set out in paragraph 4.26 of this agenda report.

## **3.0 Background/Options**

- 3.1. On 21<sup>st</sup> April 2015, Council adopted its current Local Plan for East Cambridgeshire. Council had intended to fully update such a plan by 2019, but reluctantly withdrew an almost final updated version due to recommendations being made by the independent Inspector which were not palatable to Council. Instead, a small partial update was later undertaken, concluding in 2023, which had the effect of updating our housing requirement figure but leaving the vast majority of the 2015 Local Plan unaltered.
- 3.2. Thus, our current local plan is known as the *East Cambridgeshire Local Plan, 2015 (as amended 2023)*.
- 3.3. Local Planning Authorities (LPAs) are required to regularly monitor the effectiveness of their local plan and keep it up to date as and when deemed necessary. There is presently no fixed timetable in law when a local plan must be updated. Instead, it is for an LPA to judge when they believe it appropriate for a new one to be prepared and adopted.
- 3.4. Council will be aware that the issue of whether to commence preparing a full local plan has been a matter of discussion over many years. In short, the council has

repeatedly indicated its position to be that a new local plan would commence when a new plan making system was brought in by Government.

- 3.5. Such a new plan making system has, unfortunately, been subject to several delays. First announced in summer 2020, and originally billed as potentially commencing by 2022, this has repeatedly slipped. First, we awaited the primary legislation (now in place, via the Levelling Up and Regeneration Act 2023). Second, we await the necessary secondary legislation and national guidance. This is still not in place, and the new national government has only stated (July 2024) that it is 'presently minded' to introduce it, but not before 'summer or autumn 2025' at the earliest. This is another additional year than previously announced, and some three years later than that originally suggested.
- 3.6. Separately, but linked, the new national government has also proposed (announced July 2024) to extend transitional arrangements for the preparation of a local plan under the current plan making legislation. The previous government stipulated that June 2025 was the deadline for such plans to be prepared and submitted for independent examination. If that deadline was not met, then the applicable LPA would only have the option to commence a new style plan. The new government has extended that date to December 2026.
- 3.7. As a consequence of these shifting dates, it is timely for Council to reconsider whether to commence a full local plan update now, under the current plan-making system; or whether to maintain its previous position of awaiting the new system.

## **4.0 Arguments/Conclusions**

- 4.1. There is no clear answer to the question of whether to start now, with the current system, or continue to wait at least another year for the new system to be put in place.
- 4.2. Deciding should consider factors such as:
  - How necessary is an update
  - How long will it take, and will it fit government mandated timelines
  - Resourcing (staff, evidence base and Inspector fees)
  - Comparisons between the current and new style local plans
  - Uncertainty over the new style plan making arrangements and timing
  - Protecting our 'five year land supply'
- 4.3. Our current local plan is, on balance, still considered to be 'up to date' for the purpose of making decisions on planning applications, and broadly speaking planning application appeal inspectors of recent years have concurred with that view. However, we have to be mindful that the current local plan was predominantly prepared in the period 2012-14 (before being adopted in 2015), so is in effect already of ten years existence. Its official 'end date' is March 2031, so now little over 6 years away. And preparing any new local plan takes three years if done well and to a tight timetable – many LPAs take much longer than that. So, the very earliest we could adopt a new plan would be 2027, and that would require an immediate commencement.
- 4.4. It is clearly evident, therefore, that whilst not absolutely critical, there is a strong case in principle to argue that our local plan is in need of updating, and that case

strengthens each year. Awaiting the new system, which on the most optimistic basis is a year away from the Council being in a legal position to commence, places a much greater risk that our present local plan becomes deemed 'out of date' for decision making prior to adoption of a new plan. Whilst the council has in recent years acted in all reasonableness in terms of waiting for what was oft described as an 'imminent' new system being put in place, the latest delay and the lack of an absolute guarantee by the new government to introduce the new system, adds considerable weight to the council deciding to amend its position. Namely, instead of waiting for the new system, it decides to commence a current style plan immediately, taking advantage of the extended deadline to December 2026 to do so.

4.5. As part of the deliberation, it is very hard to judge whether a 'new' or 'current' style local plan is better for East Cambridgeshire, because there is still very little government guidance on what a new style local plan will be. We think, from indications by the previous government, that a new style local plan will likely be:

- shorter, with less locally specific policy
- slightly quicker produced (2.5-3 years, rather than 3-3.5 years)
- more focus on the map, including more interactive engagement
- continued requirement to identify (and justify via evidence) sites to meet needs for housing, employment, nature conservation and similar, as is the case presently.
- Slightly different consultation and examination arrangements, though these appear to be more technical tweaks rather than fundamental changes.

4.6. At this stage, it is difficult to see the new plan making arrangements being any cheaper (or more expensive) than the current system, or any substantially different timelines for preparation of evidence base requirements.

4.7. For the lay public, it is unlikely individuals will notice the difference between the two types of plan because generally speaking such individuals will focus on potential sites in their community, and a view whether they are comfortable with such proposed sites. Every signal to date indicates that the basic principle of a local plan allocating sites to meet a local need will remain unaltered, and the basic principle of an individual being able to object or support will remain.

4.8. Another important factor for Members to consider is the issue of 'five year land supply' (5YLS). In simple terms, every LPA is routinely tested to see if it can demonstrate five years' worth of deliverable housing sites in its area to meet its needs. Broadly speaking, if an LPA can demonstrate it, it is likely that its local plan (and its allocations and settlement boundaries) remain robust and speculative planning applications typically fall away. If an LPA can't demonstrate five years' worth, then there is a very high chance that speculative applications on unallocated sites will come forward across our district, much of which will be a struggle to resist. It is important to note that, even under such a latter scenario, developers will still have to meet essential planning policy around good quality design, infrastructure requirements and similar. However, the location of such development is no longer plan-led, and this can cause considerable upset in local communities, and cause considerable resourcing strain with development management teams.

- 4.9. At present, and for the past few years, this council has demonstrated a healthy 5YLS position and defended this successfully at recent appeals. This was not the case 5-8 years ago, when it was deemed we did not have such a supply, and consequently speculative applications arose across our district. This was especially so in our medium-large villages, and to some degree, albeit smaller scale sites, in our smaller villages. It was a very challenging period for the planning service to manage, and a very unsettling period for our communities.
- 4.10. Notwithstanding the current healthy position on 5YLS, there is always a risk of losing such a 5YLS, and that risk increases as the age of a local plan increases, the supply of undeveloped allocated sites within it decreases, and the end date of the plan creeps nearer.
- 4.11. The sooner a new plan is started, the greater the chance of maintaining a 5YLS in the medium to long term because a new pool of plan-led allocated sites will enter the system. On this ground, therefore, it adds weight to commencing a local plan now, rather than waiting for the new system. Put simply, losing our 5YLS is at greater risk if we wait for the new style planning system to be put in place.
- 4.12. Other beneficial reasons for commencing a new plan now include:
  - Familiarity with the rules and procedures, which have been established over the past 20 years
  - Ability to reset/reconfirm our policy position on matters such as community-led development, climate change and nature recovery
  - Ability to align and update our local plan to our wider current corporate ambitions on matters such as economic development (including new sites to deliver economic growth), infrastructure requirements and community facilities
- 4.13. Overall there is, therefore, a strong case to justify commencing a new local plan straight away.
- 4.14. However, we should be mindful of the following issues, which weigh more in favour of awaiting a new style local plan.
- 4.15. First, whilst a new-style local plan could not start until the end of 2025 at the earliest, the council could do a more gentle run-in towards that start date, by doing informal evidence gathering and consultation prior to formally commencing. This might help build greater community consensus.
- 4.16. This benefit would be combined with steadily building up our staffing resource to a point of being fully capable of managing the demands of preparing a new local plan. At present, and a significant issue weighing against starting a new local plan straight away, is the lack of a fully resourced planning policy team within the council. Typically, as a minimum, 4FTE experience policy staff are needed for a planning policy team to prepare a local plan whilst also fulfilling wider statutory requirements (such as neighbourhood planning and 5YLS monitoring). We presently only have c1FTE such resource. Commencing a new plan straight away will therefore require a rapid staffing recruitment to take place, possibly through loaning staff in the short term if possible whilst a full team is recruited to. This issue is much more manageable if we wait a year for the new planning system to come into effect.

4.17. A new style plan would also hopefully have a longer ‘shelf life’ than a present style plan (albeit there will highly likely be some form of transitional arrangements put in place by government to avoid LPAs being forced to immediately start a new style plan on completion of a current one).

4.18. Overall, there is much to balance when weighing up which option is the most appropriate for East Cambridgeshire. **However, on balance, it is recommended that a new plan is started straight away, under the current plan making system.** This judgement is primarily made because:

- It presents the best chance to maintain an ‘up to date’ local plan, and with that maintain a healthy ‘five year land supply’
- It avoids the risk and uncertainty of the new plan making system, the details of which are unknown, and the timing still uncertain.

4.19. Before members make a final decision, the following points are considered worthy of mention:

- Neither option has any immediate effect on neighbourhood plans, and to a considerable degree such plans remain protected for five years post their completion. As far as we know, neighbourhood plans are anticipated to continue even once the new national plan making rules are in place.
- Neither option has a significant impact on the quantity of new sites to find or the scale of new housing to meet. Under both scenarios, very roughly the council will likely need to find new sites to accommodate 2,000-5,000 new homes, with a particular focus for such sites being for delivery in the 2030s (the final ‘to find’ figure and timelines will need to be determined as the plan progresses, though our best guess at present is that the most likely target ‘to find’ figure will be in the middle of the above range)
- Both options will require a similar degree of evidence base material to be gathered and updated, similar consultation arrangements with our communities, and similar engagement with developers and landowners.

4.20. If Council does agree to start a new local plan straight away, then it is legally obliged to confirm as such in what is known as a Local Development Scheme (LDS). This is a simple document that sets out a timetable for the preparation of the plan, together with some other basic broad commentary on the scope of the plan to be prepared. This is attached at Appendix 1 for approval.

4.21. Members will note on pages 3-4 of that document a series of scheduled dates for consultation events to take place. Whilst these do not strictly have to be adhered to, there is an expectation that the council broadly does so.

4.22. Members may also find it helpful to understand the immediate first steps, should it be agreed to commence a new local plan. In summary, the headline first steps would be:

- Publish the LDS, and generally make key stakeholders aware we are commencing a new local plan. Inevitably this will raise both expectations and concerns, which will need managing appropriately.

- Establish a likely list of evidence documentation needed, an assessment of the degree we need to commission new evidence (in-house or external) and a timetable for such evidence preparation.
- Prepare a detailed internal project plan, which establishes the precise details of what needs doing and when, including consultation stages
- Commence recruitment
- Prepare early consultation documents. This will include a 'call for sites' methodology and programme, for launch likely in early 2025. Initial sustainability appraisal scoping is also a legal requirement to be commenced early, with engagement with statutory consultees such as Natural England.
- Broad discussions with Members (likely at the recommended Working Group) on some of the key principles the local plan should attempt to achieve, such as a very high level discussion on how growth could be distributed across the district and what policy areas we would be keen to focus special attention on.

4.23. Members should also note that the decision today is largely a binary one. Either a new plan is agreed to start immediately or we await the new system. This view is reached because it is highly unlikely that the aforementioned December 2026 cutoff date could be met if a current style plan is not commenced immediately. In effect, if we don't start now, we default to waiting for the new style planning system.

4.24. Finally, and again if Council decides to commence a Local Plan, it is recommended that arrangements are put in place so that Members are involved in its preparation outside of formal Full Council decisions.

4.25. For the avoidance of doubt, key decisions on the Local Plan will remain with Full Council. However, some form of Member Working Group has proved helpful in the past and is recommended to be set up again. Attached at appendix 2 are the recommended arrangements.

4.26. As can be seen, it recommends five members sit on the Working Group. It is therefore recommended that three Conservative Members and two Liberal Democrat Members are appointed to the Working group.

## 5.0 Additional Implications Assessment

5.1 In the table below, please put Yes or No in each box:

Financial Implications	Legal Implications	Human Resources (HR) Implications
Yes	Yes	Yes
<b>Equality Impact Assessment (EIA)</b> Yes	<b>Carbon Impact Assessment (CIA)</b> Yes	<b>Data Protection Impact Assessment (DPIA)</b> Yes

5.2. A summary of the implications is set out below:

### **(a) Financial implications**

5.3. Preparing a local plan is an expensive commitment by a LPA. The total cost is not easy to quantify in advance, but is primarily made up of four main elements:

- Additional staffing resource, to prepare the evidence, manage consultation events, prepare the plan and defend the plan at independent examination. Typically, this resource is an additional 3FTE for 3 years.
- Evidence base commissioning. Some evidence base material is very technical, and not able to be produced inhouse. For example, transport modelling and water resource modelling. The scale of this is hard to judge but is typically £100,000-£400,000 spread over four years. We would seek promoters of large sites to provide evidence as much as possible, but this would not stretch to district wide capacity studies for example.
- Inspector fees. We are statutorily required to pay for the planning inspector to examine our plan. This is typically £60,000-£120,000.
- Consultation costs. This cost heavily depends on the scale of consultation deemed appropriate.

5.4. Council has already agreed a special £1,000,000 budget for a local plan update, spread over four years starting in 2024/25. At this early stage, that is deemed reasonable to cover the costs outlined, so no additional budget is being sought today. Full Council will be kept informed on actual costs as the plan progresses.

5.5. It is also worth noting that by having an up-to-date local plan in place could help save ongoing running costs of the council (such as in the development management service, which typically runs more effectively and efficiently when an up-to-date plan is in place, rather than a 'planning by appeal' system which can arise when a plan is out of date). A new local plan may also help drive additional growth in the district, and with it increased Community Infrastructure Levy (CIL), Council Tax and Business Rates income.

### **Legal Implications**

5.6. Preparing a local plan is a heavily regulated process. Indeed, as mentioned in the covering agenda report, it is a legal requirement to publish an LDS prior to commencing a new local plan, hence the recommendation today. A key task of officers will be to ensure that the local plan preparation proceeds in accordance with the regulations. Failure to do so would likely lead to an Inspector finding the plan unsound, and the process being abandoned.

5.7. On commencing a new local plan, the council retains the right to pause or stop its production at any time (though this might not be the case under the new plan making system).

5.8. Throughout preparing the plan, the current plan (and Neighbourhood Plans) remain the adopted development plan for making decisions on planning applications. Weight can be given to emerging plans, but in reality, this only takes meaningful effect towards the latter stages.

5.9. Once adopted, existing Neighbourhood Plans remain in force. However, if there is conflict between the new plan and the Neighbourhood Plan, then the provisions of the latest adopted plan must be applied by decision makers.

### **Human Resource Implications**

5.10. If the recommendations are agreed, then the Director Community will proceed to add to the establishment of the council a number of planning policy posts deemed appropriate to meet the demand of preparing a new Local Plan. This is likely to be 3-4FTE. The cost of such staff will be met from the already set aside budget. Temporary staff might be engaged, if recruitment is not immediately possible.

### **Equality Impact Assessment**

5.11. No such assessment has been done at this stage. However, preparing a local plan is subject to the full set of equalities legislation, and will be a matter of examination by an Inspector. As such, throughout preparing the plan, officers will be very mindful of such legislation, both in preparing the content of the plan, as well as in terms of how we engage and consult on the emerging plan. This will all be appropriately documented.

### **Carbon Impact Assessment**

5.12. No such assessment has been done at this stage. However, preparing a local plan is subject to the full set of environment related legislation, and will be a matter of examination by an Inspector. As such, throughout preparing the plan, officers will be very mindful of such legislation. This will all be appropriately documented. Indeed, preparing a new local plan provides a considerable opportunity to strengthen our commitments and policies in respect of climate change and the natural environment.

### **Date protection impact assessment**

5.13. No such assessment has been done at this stage. However, preparing a local plan can involve many 100s of stakeholders, including collection of some sensitive data. Whilst such data is not normally highly sensitive, and is predominantly details such as names, addresses, emails, contact numbers and signatures, there is occasionally a requirement to receive sensitive data for some vulnerable members of the community, or from people of certain protected characteristics. It will be necessary, therefore, for a proportionate data protection system to be put in place as part of the project planning of a new local plan. It is highly likely, therefore, that a DPA will be prepared for this project.

## **6.0 Appendices**

Appendix 1 – Local Development Scheme, October 2024

Appendix 2 – Local Plan Member Working Group Terms of Reference

## **7.0 Background documents**

East Cambridgeshire Local Plan 2015 (as amended 2023)

# East Cambridgeshire District Council



## East Cambridgeshire Local Development Scheme

**October 2024**

[Draft – For Full Council Meeting on 17<sup>th</sup> October 2024]

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## Preface

This East Cambridgeshire Local Development Scheme (LDS) was approved by East Cambridgeshire District Council at a meeting of its Council on 17 October 2024 and came into effect immediately. It replaces the previous LDS, dated 21 April 2022.

If you require any further information regarding the LDS, please contact a planning policy officer of Strategic Planning Team on (01353) 665555 or by email to [planningpolicy@eastcambs.gov.uk](mailto:planningpolicy@eastcambs.gov.uk)

This LDS is produced under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).

# **East Cambridgeshire Local Development Scheme 2024 to 2027**

## **1. Introduction**

- 1.1 The Local Development Scheme (LDS) is a timetable which sets out the Development Plan Document(s) (DPDs) that a local planning authority intends to produce over the next few years. The most common and well known DPD is a district wide Local Plan for an area.
- 1.2 This East Cambridgeshire LDS sets out the timetable for East Cambridgeshire for the period 2024 to 2027. It explains when the Council intends to reach key stages in the preparation of a new East Cambridgeshire Local Plan. This LDS replaces the East Cambridgeshire LDS which was adopted in April 2022
- 1.3 Details of already existing adopted plans and policies in East Cambridgeshire, as October 2024, can be found in Table 2 (Local Plan and Minerals and Waste Plan) and Table 3 (Neighbourhood Plans) in this LDS, and on our website. For a summary of other planning policy documents in the district, such as supplementary planning documents, then please see our website.
- 1.4 This LDS does not set out any timetable for the production or replacement of any those documents, except for the production a new East Cambridgeshire Local Plan.

### **Joint Working Arrangements and Joint Local Plans**

- 1.5 The District Council has a good track record of joint working with other authorities and has especially close ties with other Cambridgeshire districts
- 1.6 However, there are no current plans to establish formal joint working arrangements or a joint committee (under section 29 of the Planning and Compulsory Purchase Act 2004) with any other local planning authority. Nevertheless, the District Council will fulfil its responsibilities under the duty to co-operate requirements of s33A of the Planning and Compulsory Purchase Act and be open to the possible production of joint evidence studies, and, if appropriate, the preparation of a joint plan or SPDs.

## **2.0 Local Plan Timetable**

- 2.1 There are a number of stages involved in producing a new Local Plan. This process allows for opportunities for the public to be involved, early resolution of conflicts/objections, and an independent examination. The stages in producing a Local Plan, and the intended time of those stages are set out in Table 1.

## **3.0 Subject Matter and Geographical area of the proposed new East Cambridgeshire Local Plan**

- 3.1 To meet the requirements of section 15 (2)(b) of the Planning and Compulsory Purchase Act 2004, it is confirmed that the subject matter of the emerging new Local Plan for East Cambridgeshire will cover all policy matters typically found in a comprehensive district wide Local Plan, such as, but not limited to, policies on site allocations, housing, economic development, sustainability, heritage, natural environment, infrastructure and community assets.
- 3.2 There will be consequential amendments to the Policies Map, to reflect the amendments arising from above.
- 3.3 For the avoidance of doubt, the current *East Cambridgeshire Local Plan 2015 (as amended 2023)* will be replaced in full by the new Local Plan.

**Table 1: Timetable for Production of a New East Cambridgeshire Local Plan**

Phase.	Stage	Description	Dates each stage is proposed to take place
1A	Commencement	Publication of an LDS (this document) confirming preparation of a new Local Plan	October 2024
1B	Consult on a sustainability appraisal (SA) scoping report	The SA scoping report sets out the sustainability objectives proposed to be used to appraise the economic, social and environmental effects of the emerging Local Plan policies. The SA scoping report is subject to limited consultation with statutory bodies.	No later than January 2025
1C	Early engagement and evidence gathering	<p>This is a broad stage whereby early evidence is gathered, and a variety of engagement is undertaken.</p> <p>A key element of this stage is a 'call for sites' whereby landowners are asked to submit initial information on whether land is potentially available for allocation in a new local plan.</p>	October 2024 – June 2025 (the 'call for sites' stage will be subject to a specific announcement, and not likely to commence until January 2025. Please do not submit any sites before the announcement is made.)
2A	Public participation (Regulation 18) (Round one)	Opportunity for interested parties and statutory consultees to consider the options for the plan before the final document is produced. This stage may involve one or more public consultation rounds, each for a minimum 6 weeks. We intend two rounds for the forthcoming new Local Plan. This will be round one. It is unlikely this stage will have detailed site allocation proposals, but will likely provide a broad steer on the quantity of growth required and a broad steer (or options) on where that growth could take place.	June-September 2025 (minimum 6 weeks at some point in this window)
2B	Public participation (Regulation 18) (Round two)	This will be the second round consultation. At this stage, the plan will include proposed sites for allocation, and views will be asked on their suitability.	November 2025- February 2026 (minimum 6 weeks at some point in this window)
3	Proposed-Submission Publication (Regulation 19)	This is the final consultation stage. At this point, the Council publishes a full draft Local Plan which is followed with a 6 week period when formal representations can be made on the Local Plan. Representations received are considered by an independent Inspector.	June-September 2026 (6 weeks at some point in this window)

4	Submission (Regulation 22)	The Council submits the Local Plan to the Secretary of State together with the representations received at Regulation 19 stage.	No earlier than October 2026 No later than December 2026
5	Independent Examination (including likely Hearing sessions) and Inspector's Report	Held by a Planning Inspector into objections raised on the Local Plan.  The Inspector's Report at the end of this stage will determine whether the Plan is 'sound' or 'not sound'. The Inspector may make recommendations (including recommended modifications) to make the plan 'sound'	Starts no earlier than October 2026. The length of the examination is a matter for the Inspector to establish. Assume up to one year.
6	Adoption of DPD (Local Plan)	Final stage, the Council will formally need to adopt the Local Plan, and it will then be used in making planning decisions.	June-December 2027

**Table 2: Adopted Development Plan Documents in force in East Cambridgeshire (as at October 2024)**

Document title	Status	Geographical area	Role and content	Adoption Date
East Cambridgeshire Local Plan	DPD	Administrative area of East Cambridgeshire	Sets out the vision, objectives and overall strategy for the spatial development of East Cambridgeshire up to 2026, together with detailed planning policies and site allocations. Prepared by East Cambridgeshire District Council	<b>Adopted April 2015 (as amended 2023)</b>
Cambridgeshire and Peterborough Minerals and Waste Local Plan	DPD	Administrative areas of Cambridgeshire and Peterborough	The Minerals and Waste Local Plan, prepared jointly by Cambridgeshire County Council and Peterborough City Council, sets the framework for all minerals and waste developments until 2036. It sets out policies to guide mineral and waste management development and will: <ul style="list-style-type: none"> <li>ensure a steady supply of minerals (construction materials e.g. sand and gravel) to supply the growth that is planned for the area</li> <li>enable us to have new modern waste management facilities, to manage our waste in a much better way than landfill</li> </ul> It will be used by developers when putting forward proposals and by councils when considering planning applications.	<b>Adopted July 2021</b>

**Table 3: Adopted ('Made') Neighbourhood Plan Documents in force in East Cambridgeshire (as at October 2024)**

Document title	Adoption (or 'Made') Date
Fordham Neighbourhood Plan	<b>18 December 2018</b>
Witchford Neighbourhood Plan	<b>21 May 2020</b>
Isleham Neighbourhood Plan	<b>19 May 2022</b>
Haddenham and Aldreth Neighbourhood Plan	<b>20 October 2022</b>
Swaffham Bulbeck Neighbourhood Plan	<b>21 February 2023</b>
Reach Neighbourhood Plan	<b>20 February 2024</b>
Sutton Neighbourhood Plan	<b>25 July 2024</b>
Mepal Neighbourhood Plan	<b>25 July 2024</b>
Cheveley Neighbourhood Plan	<b>17 October 2024</b>
Soham Neighbourhood Plan	<b>17 October 2024 – subject to outcome of Referendum</b>



## **Appendix 2: Local Plan Member Working Group Terms of Reference**

1. The overarching purpose for the Working Group is to aid greater understanding of the key issues which the Local Plan must consider, and the reasonable options that exist to address those issues.
2. With the benefit of such greater understanding, the Working Group is intended to:
  - Provide recommendations to Full Council on key policy issues which fall within the scope of a Local Plan. If a majority recommendation is not reached by the Working Group, then the alternative views should be provided to Full Council.
  - Help establish public consultation arrangements at draft stages of the Local Plan.
  - Help communicate relevant issues as they arise during the preparation process.
3. Five Members will sit on the Working Group, together with officer representation as appropriate.
4. The Working Group has no decision making powers: its purpose is to aid greater understanding of issues, options and policy development, in order to help achieve the most suitable plan for East Cambridgeshire.
5. The focus of the Working Group is on key issues for the Local Plan, not all detailed issues. This means that not all evidence base material, consultation responses or other detailed matters will be brought to the Working Group.
6. Meetings to be held on an 'as required' basis. This is expected to be approximately four per year.
7. Meetings are not open to the public, but brief minutes of the Working Group to published on the website (once such Minutes are agreed by the Chair).
8. The Working Group must be mindful of any steer given to it by Full Council, as well as the proposed timing of the preparation of the Local Plan. The purpose of the Working Group is to help speed up plan making, not delay it.
9. At the first meeting of the Working Group, a Chair is to be agreed plus any detailed procedural matters (e.g. forthcoming meeting dates, length of meetings, time and location of meetings).
10. The first meeting of the Working Group will likely take place in January 2025.
11. Agendas for each meeting will be sent to attendees 5 working days prior to each meeting of the Working Group. Administration arrangements of the Working Group will be established by the Director Community.
12. Initial Membership of the Working Group to be established by Full Council. Should a Member subsequently resign from the Working Group, then delegation is given to the Leader of the applicable political group to nominate a replacement.
13. The Working Group will cease on adoption of the Local Plan (scheduled 2027).



**TITLE: The making of the Soham and Barway Neighbourhood Plan**

Committee: Full Council

Date: 17 October 2024

Author: Strategic Planning Manager

Report number: Z78

Contact officer: Richard Kay, Strategic Planning Manager

[richard.kay@eastcambs.gov.uk](mailto:richard.kay@eastcambs.gov.uk), 01353 665555, Room 12, The Grange, Ely

## **1.0 Issue**

- 1.1. A referendum is scheduled to take place on 10 October 2024 in respect of the Soham and Barway Neighbourhood Plan. If the plan passes that referendum, then the plan needs to be formally 'made' by East Cambridgeshire District Council and thereby be formalised as part of the Development Plan for East Cambridgeshire (alongside the 2015 Local Plan (as amended 2023) and other made Neighbourhood Plans).
- 1.2. A verbal update will be given at the meeting as to the result of the referendum.

## **2.0 Recommendations**

- 2.1. If the Soham and Barway Neighbourhood Plan receives a majority vote at the scheduled referendum on 10 October 2024, the recommendation is that Council:
  - (i) congratulates Soham Town Council on their preparation of a Neighbourhood Plan, and a successful referendum outcome; and
  - (ii) formally makes the Soham and Barway Neighbourhood Plan (printed separately) part of the Development Plan for East Cambridgeshire with immediate effect.
- 2.2. If the plan does not receive a majority vote, then Council should note the outcome of the referendum result but take no further action other than request officers to work with the Town Council to help it decide how to proceed.

## **3.0 Background/Options**

- 3.1. At the Town Council's request, the Soham and Barway Neighbourhood Area was designated by East Cambridgeshire District Council in June 2019. Following preliminary consultation and evidence gathering, the plan was submitted to the District Council in April 2024. The Council then published the plan, for the purpose of final consultation, from 23 April to 3 June 2024. Following the publication period, the Council submitted the Plan for independent examination. The examination primarily took place through June and July 2024, with the Examiner being Andrew Ashcroft MRTPI. The examination was carried out through written representations, with no public hearing sessions.

- 3.2. The Examiner's report was received on 1 August 2024 and concluded that, subject to recommended modifications being followed, the plan makes appropriate provision for sustainable development; has appropriate regard to national policy; is in general conformity with the strategic policies in the development plan for the local area; and is compatible with EU obligations (as transposed into UK law), including human rights requirements.
- 3.3. With the agreement of the Town Council, the Strategic Planning Team modified the plan as per the Examiner's recommendations.
- 3.4. The Decision Statement, published 6 August 2024, confirms that the District Council is satisfied the modified plan meets the 'basic conditions' and other legal requirements. Following publication of the Decision Statement, the Council proceeded to arrange a referendum for Thursday 10 October 2024, where voters in the parish are asked the following question (the question wording being set by legislation):

*'Do you want East Cambridgeshire District Council to use the neighbourhood plan for Soham and Barway to help it decide planning applications in the neighbourhood area?'*

- 3.5. At the time of publishing this report, the outcome of the referendum is not yet declared. A verbal update will be given at the meeting.
- 3.6. If successful, East Cambridgeshire District Council is required (by virtue of 38A(4) of the Planning and Compulsory Purchase Act, 2004) to formally 'make' the Soham and Barway Neighbourhood Plan part of the Development Plan for the district.
- 3.7. The only exception to 38A(4) is if the Council considers "*that the making of the Plan would breach, or would otherwise be incompatible with, any retained EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998)*" (see s38A(6) of the Act). Officers have given careful consideration to these matters during the process of preparing the Plan and its evidence base, and have considered the representations received on the Plan and the Examiner's Report, and do not consider there to be any such breach, and hence recommend to Full Council that the Plan be made if the plan passes the referendum.
- 3.8. If the plan does not receive a simply majority vote in favour at the referendum, then Council is not permitted to make the plan part of the development plan, and in effect must pass the plan back to the Town Council to decide whether it wishes to prepare an alternative plan, with due consultation, examination and another referendum. It is not obliged to do so, if it chooses not to.
- 3.9. If the plan is made, it will become the eleventh plan to do so in East Cambridgeshire (assuming the Cheveley Neighbourhood Plan is approved in the earlier agenda item today).

## **4.0 Arguments/Conclusions**

- 4.1. Council must receive the result of the Soham and Barway Neighbourhood Plan referendum before deciding how to proceed. If a majority support is received at a duly held referendum on 10 October 2024, then the District Council is required to 'make' the plan part of the Development Plan for East Cambridgeshire, as per the will of the majority of voters in Soham parish. In doing so, legally the plan will have,

in simple terms, the same status as the 2015 East Cambridgeshire Local Plan (as amended 2023).

## 5.0 Additional Implications Assessment

5.1 In the table below, please put Yes or No in each box:

Financial Implications	Legal Implications	Human Resources (HR) Implications
No	Yes	No
<b>Equality Impact Assessment (EIA)</b> No	<b>Carbon Impact Assessment (CIA)</b> No	<b>Data Protection Impact Assessment (DPIA)</b> No

### Legal implications

- 5.2. ECDC is duty bound (s18A of the Neighbourhood Planning (General) Regulations 2012) to determine whether to make a Neighbourhood Plan part of the development plan for its area within 8 weeks of a referendum taking place. This means the council must make a decision no later than 5 December 2024.
- 5.3. If the plan passes the referendum and the recommendations are agreed, then the plan achieves the statutory status of forming part of the development plan for the area. The council, in its capacity as local planning authority, will be duty bound to use the plan to help it determine planning applications and do so in accordance with various town and country planning acts.

### Equality Impact Assessments and Carbon Impact Assessments

- 5.4. Whilst EIA and CIA assessments are listed as 'no' in the above table for the purpose of this report, Members should note that a wide range of equality and sustainability implications are required by legislation to be considered by the town council, the district council and the examiner throughout the preparation of the plan and must pass the various statutory tests accordingly. As such, these two elements have been thoroughly tested and independently examined throughout the process. Consequently, separate such EIA and CIA are not required at this committee stage of the process.

## 6.0 Appendices

Appendix 1: Soham and Barway Neighbourhood Plan

## 7.0 Background documents

None



**TITLE: The making of the Cheveley Neighbourhood Plan**

Committee: Full Council

Date: 17 October 2024

Author: Strategic Planning Manager

Report number: Z79

Contact officer:

Richard Kay, Strategic Planning Manager

[richard.kay@eastcambs.gov.uk](mailto:richard.kay@eastcambs.gov.uk), 01353 665555, Room 12, The Grange, Ely

## **1.0 Issue**

- 1.1. Following the successful referendum on 12 September 2024, the Cheveley Neighbourhood Plan needs to be formally 'made' by East Cambridgeshire District Council and thereby be formalised as part of the Development Plan for East Cambridgeshire (alongside the 2015 Local Plan (as amended 2023) and other made Neighbourhood Plans). Please note that the word 'made' is the word used in legislation when referring to Neighbourhood Plans and means to all intents and purposes 'adopted'.

## **2.0 Recommendations**

- 2.1. That the Council:
  - (i) congratulates Cheveley Parish Council on their preparation of a Neighbourhood Plan, and a successful referendum outcome; and
  - (ii) formally makes the Cheveley Neighbourhood Plan (printed separately) part of the Development Plan for East Cambridgeshire with immediate effect.

## **3.0 Background/Options**

- 3.1. At the Parish Council's request, the Cheveley Neighbourhood Area was designated by East Cambridgeshire District Council in December 2018. Having a designated Neighbourhood Area enables a Neighbourhood Plan to be prepared.
- 3.2. Following preliminary consultation and evidence gathering, the Cheveley Neighbourhood Plan was submitted to the Council by Cheveley Parish Council on 7 February 2024. As required by legislation, the District Council then published the Plan, for the purpose of final consultation, from 19 February to 8 April 2024. Following the publication period, the District Council submitted the Plan for independent examination. The examination primarily took place through May and June 2024, with the Examiner being Andrew Ashcroft MRTPI. The examination was carried out through written representations, with no public hearing sessions.
- 3.3. The Examiner's report was received on 12 June 2024 and concluded that, subject to recommended modifications being followed, the Cheveley Neighbourhood Plan makes appropriate provision for sustainable development; has appropriate regard to national policy; is in general conformity with the strategic policies in the

development plan for the local area; and is compatible with EU obligations (as transposed into UK law), including human rights requirements.

- 3.4. With the agreement of Cheveley Parish Council, the Strategic Planning Team modified the Cheveley Neighbourhood Plan as per the Examiner's recommendations.
- 3.5. The Decision Statement, published 27 June 2024, confirms that the District Council is satisfied the modified Cheveley Neighbourhood Plan meets the 'basic conditions' and other legal requirements. Following publication of the Decision Statement, the Council proceeded to arrange a referendum for Thursday 12 September 2024, where voters in Cheveley parish were asked the following question (the question wording being set by legislation):

*'Do you want East Cambridgeshire District Council to use the neighbourhood plan for Cheveley to help it decide planning applications in the neighbourhood area?'*
- 3.6. Of the votes cast, 140 were in favour and 25 were against. 2 ballot papers were rejected. The turnout was approximately 11%. With approximately 80% of votes in favour, the Cheveley Neighbourhood Plan received the majority support it needed.
- 3.7. Following the referendum result, the Neighbourhood Planning Act (2017) automatically gave the Cheveley Neighbourhood Plan the same legal status as a plan which has been made (or adopted) by the applicable District Council. Accordingly, since the referendum result, the Council has treated the Cheveley Neighbourhood Plan as part of the Development Plan for the purposes of decision-making. However, despite this automatic post-referendum legal position, East Cambridgeshire District Council is required (by virtue of 38A(4) of the Planning and Compulsory Purchase Act, 2004) to formally 'make' the Cheveley Neighbourhood Plan part of the Development Plan for the district.
- 3.8. The only exception to 38A(4) is if the Council considers "*that the making of the Plan would breach, or would otherwise be incompatible with, any retained EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998)*" (see s38A(6) of the Act). Officers have given careful consideration to these matters during the process of preparing the Plan and its evidence base, and have considered the representations received on the Plan and the Examiner's Report, and do not consider there to be any such breach, and hence recommend to Full Council that the Plan be made.
- 3.9. Once made, the plan will become the tenth plan to do so in East Cambridgeshire, the full list being: Fordham (2018); Sutton (2019 and 2024); Witchford (2020); Isleham (2022), Haddenham and Aldreth (2022), Swaffham Bulbeck (2023), Reach (2024) and Mepal (2024). A potential eleventh, for Soham and Barway, is subject to a separate decision on today's agenda.
- 3.10. Several other parishes are also known to be actively working on a plan, but these are not likely to be finalised (i.e. reach referendum stage) until 2025 or beyond.
- 3.11. By way of comparison, the total number of made Neighbourhood Plans in East Cambridgeshire is similar to our near neighbours: Huntingdonshire has ten; South Cambridgeshire has eight; whilst Fenland has three. More urban districts typically have fewer plans, due to a lack of parish councils taking the lead role.

## 4.0 Arguments/Conclusions

4.1. The Cheveley Neighbourhood Plan received majority support at the duly held referendum on 12 September 2024. The District Council is therefore required to 'make' the plan part of the Development Plan for East Cambridgeshire, as per the will of the majority of voters in Cheveley parish. In doing so, legally the plan has, in simple terms, the same status as the 2015 East Cambridgeshire Local Plan (as amended 2023).

## 5.0 Additional Implications Assessment

5.1 In the table below, please put Yes or No in each box:

Financial Implications	Legal Implications	Human Resources (HR) Implications
No	Yes	No
<b>Equality Impact Assessment (EIA)</b> No	<b>Carbon Impact Assessment (CIA)</b> No	<b>Data Protection Impact Assessment (DPIA)</b> No

### Legal implications

5.2. ECDC is duty bound (s18A of the Neighbourhood Planning (General) Regulations 2012) to determine whether to make a Neighbourhood Plan part of the development plan for its area within 8 weeks of a referendum taking place. This means the council must make a decision no later than 7 November 2024.

5.3. If the recommendations are agreed, then the plan achieves the statutory status of forming part of the development plan for the area. The council, in its capacity as local planning authority, will be duty bound to use the plan to help it determine planning applications and do so in accordance with various town and country planning acts.

### Equality Impact Assessments and Carbon Impact Assessments

5.4. Whilst EIA and CIA assessments are listed as 'no' in the above table for the purpose of this report, Members should note that a wide range of equality and sustainability implications are required by legislation to be considered by the parish council, the district council and the examiner throughout the preparation of the plan and must pass the various statutory tests accordingly. As such, these two elements have been thoroughly tested and independently examined throughout the process. Consequently, separate such EIA and CIA are not required at this committee stage of the process.

## 6.0 Appendices

Appendix 1: Cheveley Neighbourhood Plan

## 7.0 Background documents

None





## Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in July, August and September 2024

### **Business Board, 8 July 2024**

Councillor: Mark Inskip

Councillor: Lucius Vellacott

Decision Summary Link: [Business Board \(July\)](#)

### **Overview and Scrutiny Committee, 11 July 2024**

Councillor: Mark Inskip

Councillor: Lucius Vellacott

Decision Summary Link: [Overview and Scrutiny Committee \(July\)](#)

### **Audit and Governance Committee, 18 July 2024**

Councillor: David Brown

Decision Summary Link: [Audit and Governance Committee \(July\)](#)

### **Transport and Infrastructure Committee, 22 July 2024**

Councillor: Alan Sharp

Decision Summary Link: [Transport and Infrastructure Committee \(July\)](#)

### **Combined Authority Board, 24 July 2024**

Councillor: Anna Bailey

Decision Summary Link: [Combined Authority Board \(July\)](#)

### **Skills and Employment Committee, 29 July 2024**

Councillor: Kelli Pettitt

Decision Summary Link: [Skills and Employment Committee \(July\)](#)

### **Environment and Sustainable Communities Committee, 31 July 2024**

Councillor: Martin Goodearl

Decision Summary Link: [Environment and Sustainable Communities Committee \(July\)](#)

### **Investment Committee, 29 August 2024**

Councillor: Alan Sharp

Decision Summary Link: [Investment Committee \(August\)](#)

### **Combined Authority Board, 4 September 2024**

Councillor: Anna Bailey

Decision Summary Link: [Combined Authority Board \(September\)](#)

### **Transport and Infrastructure Committee, 18 September 2024**

Councillor: Alan Sharp

Decision Summary Link: [Transport and Infrastructure Committee \(September\)](#)

### **Audit and Governance Committee, 26 September 2024**

Councillor: David Brown

Decision Summary Link: [Audit and Governance Committee \(September\)](#)



**Business Board: Decision Summary**  
**Meeting: Monday, 8 July 2024**

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

**1 Apologies for Absence**

No apologies were received.

**2 Declaration of Interests**

There were no declaration of interests made.

**3 Minutes of the previous meeting**

The minutes of the meeting held on 13 May 2024 were approved as an accurate record.  
The Action Log was noted.

**4 Business Board Role Profile**

It was resolved to:

A Approve the Business Board member role profile.

**5 Combined Authority Forward Planning**

The Chair asked members of the Business Board to flag any topics with officers that they feel it would be beneficial for the board to discuss or hold a specialised session around.

**6 Business Board Chair's Update**

The Chair updated the Board on meetings and discussions held since the last Board meeting and upcoming opportunities.

**7 Business Board Feedback from Thematic Committees**

Verbal updates were received from the Business Board representatives on the Combined Authority's Thematic Committees, looking at items covered at the previous meetings as well as discussing upcoming topics.

**8 CPCA Director's Update**

The Executive Director for Economy and Growth spoke to the Board about the impact of the General Election as well as providing an update on staffing changes.

**9 Constituent Authority Update**

The Economic Development Officer for Peterborough City Council (CEO at Opportunity Peterborough) updated the Business Board on the constituent authority's key priorities, talking through the Economic Growth Strategy.

**10 Budget and Performance Report**

It was resolved to:

- A Note the budget of the Business Division for the financial year 2024/25.

**11 Post UKREiiF Update**

The Interim Assistant Director Delivery gave a presentation to the Business Board on the outcomes and feedback received following the Combined Authority's representation at the UK's Real Estate Investment and Infrastructure Forum.

**12 Strategic Funds Management Review**

It was resolved to:

- A Note the updates contained within the report.

**13 Exclusion of the Press and Public**

It was resolved that the press and public be excluded from the meeting on the grounds that the next report contained exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.

**14 Bus Reform**

The Executive Director, Place and Connectivity, gave a presentation to the Business Board on the Outline Business Case and draft Audit Letter regarding Bus Reform. Members discussed the proposed recommendations for the Combined Authority Board meeting on 24 July 2024.

**15 Date of Next Meeting**

The next meeting of the Business Board will take place on Monday 30 September 2024 at 2.30pm. The meeting will be held virtually.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

**Overview and Scrutiny Committee: Decision Summary****Meeting: Thursday, 11 July 2024****Published:****Decision Review Deadline:**

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

<b>1</b>	<b>Apologies for Absence</b>
	Apologies received from Cllr Gilderdale, Cllr Van de Weyer substituted by Cllr Fane, Cllr Cane substituted by Cllr Shepherd, Cllr Farooq substituted by temporary substitute by Cllr Atunes.
<b>2</b>	<b>Election of Chair</b>
	Cllr Van de Weyer was elected Chair for the municipal year 24/25.
<b>3</b>	<b>Election of Vice Chair</b>
	Cllr Goldsack was elected the Vice Chair for the municipal year 24/25.
<b>4</b>	<b>Declaration of Interests</b>
	There were no declaration of interests made.
<b>5</b>	<b>Public Questions</b>
	<p>One question was received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the question and response will be appended to the minutes of the meeting.</p> <p>The Committee RESOLVED unanimously to set a working group to consider the Governance of the CPCA's Housing Programme in response to the public question received.</p> <p>The terms of reference for the working group would be circulated to Committee members. The membership would comprise of the following: Cllr Neish, Cllr Shepherd and Van de Weyer.</p>
<b>6</b>	<b>Minutes of the previous meeting</b>
	<p>The minutes of the meeting on 18<sup>th</sup> March 2024 were approved as an accurate record.</p> <p>The Action Log was noted by the Committee.</p>
<b>7</b>	<b>Appointment of Rapporteurs</b>
	<p>Cllr Bradnam and Cllr Neish were agreed as the rapporteurs for the Transport &amp; Infrastructure Committee.</p> <p>Cllr Goldsack and Cllr Divkovic were agreed as the rapporteurs for the Skills &amp; Employment Committee</p>

	Cllr Cahn was agreed as the rapporteur for the Environment & Sustainable Communities Committee.
<b>8</b>	<b>Forward Plan</b>  It was resolved to note the Forward Plan.
<b>9</b>	<b>Bus Reform Working Group Terms of Reference</b>  The Terms of Reference for the Bus Reform Working Group were ratified, and the below membership approved. Cllr Bradnam, Cllr Hay, Cllr Divkovic and Cllr Vellacott.
<b>10</b>	<b>Corporate Strategy and the Budget Process for the Medium -Term Financial Plan (2025/26 TO 2028/29) and Scrutiny Arrangements</b>  The Committee RESOLVED to:  a) Note the proposed timeline for the setting of the refreshed Corporate Strategy and budget and that this may be subject to change in line with Government announcements or other factors.  b) Note and comment on the scrutiny proposals outlined in this report as set out in section 2 in order to agree and approve the budget scrutiny arrangements for the setting of the MTFP from 2025/26;  c) Amend the wording for recommendation C to include 'approve'.  d) Approve the terms of reference for the budget working group and agreed the below membership: Cllr Shepherd and Cllr Atunes.
<b>11</b>	<b>State of the Region</b>  The Committee RESOLVED unanimously to note the report and request this was added to the work programme to be considered twice a year.
<b>12</b>	<b>Shared Ambition</b>  The Committee RESOLVED unanimously to note the report.
<b>13</b>	<b>'Q4 Corporate Performance Report</b>  The Committee RESOLVED to:  Note the report.
<b>14</b>	<b>Improvement Plan Highlight Report</b>  The Committee RESOLVED to note: the progress in March against the identified areas of ongoing concern set out in the

	Best Value Notice received in January 2024. the update from the Chair, Independent Improvement Board following the meeting held on 7 May 2024
<b>15</b>	<b>Mayor in Attendance</b>
	Mayor Nik Johnson attended and responded to questions from the Committee members.
<b>16</b>	<b>Scrutiny Resources Review</b>
	The Committee RESOLVED to note the report.
<b>17</b>	<b>Work Programme</b>
	It was resolved to note the work programme.
<b>18</b>	<b>Exclusion of the Press and Public</b>
	It was resolved that the press and public be excluded from the meeting on the grounds that the next report contains exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.
<b>19</b>	<b>Bus Reform Update</b>
	The Committee RESOLVED to note the report.
<b>20</b>	<b>Date of Next Meeting</b>
	The date of the next meeting is the 12 <sup>th</sup> September and will be the Mayor's Question Time Informal O&S Committee – 8 <sup>th</sup> October O&S Committee – 7 <sup>th</sup> November.

## Notes:

- Statements in **bold type** indicate additional resolutions made at the meeting.
- Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

**Audit and Governance Committee: Decision Summary****Meeting: Thursday, 18 July 2024****Published:****Decision Review Deadline:**

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

<b>1</b>	<b>Apologies for Absence</b>
	Apologies were received from Cllr David Brown, Cllr Keith Horgan Substituted.
<b>2</b>	<b>Declaration of Interests</b>
	There were no declaration of interests made.
<b>3</b>	<b>Chair's Announcements</b>
	<p>The Chair made the following announcements:</p> <p>The Chair advised that he met with the Head of External Audit, who was present at the meeting, where they discussed the next value for money statement and when the committee would receive it for the 2024/2024 accounts.</p> <p>The Chair and the CEO had met where they discussed governance arrangements for Bus Franchising, which officers would bring to the committee at a future meeting</p>
<b>4</b>	<b>Minutes of the previous meeting</b>
	<p>The minutes of the meeting held on the 8th March were approved as a correct record.</p> <p>The action log was noted.</p>
<b>5</b>	<b>Improvement Plan Highlight Report</b>
	<p>The Committee <b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>Note the progress in May against the identified areas of ongoing concern set out in the Best Vale Notice received in January 2024.</li> <li>Note the update from the Chair, Independent Improvement Board following the meeting held on 1 July 2024.</li> </ol>
<b>6</b>	<b>Corporate Risk Register</b>
	<p>The Committee <b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>To note the report and supporting documentation to enable the Committee to undertake a Deep Dive into the Culture risk</li> <li>To note the report and supporting documentation to enable the Committee to undertake a Deep Dive into the Governance VfM risk</li> <li>To note the Corporate Risk Register, Dashboard and Heatmap</li> </ol>

7	<b>Internal Audit Actions Tracker</b>
	The Committee <b>RESOLVED</b> to: a) To note progress on the implementation of internal audit actions
8	<b>Draft Statement of Accounts &amp; Annual Governance Statement 23/24</b>
	The Committee <b>RESOLVED</b> to note the report.
9	<b>External Audit - 23/24 Draft Audit Plan</b>
	The Committee <b>RESOLVED</b> to note the report.
10	<b>Internal Audit - Progress Report</b>
	The Committee RESOLVED to note the report.
11	<b>Treasury Management Outturn Report 23/24</b>
	The Committee <b>RESOLVED</b> to: a) Review and note the actual performance for the year to 31st March 2024 against the adopted prudential and treasury indicators.
12	<b>Code of Conduct &amp; Complaints Update</b>
	The Committee <b>RESOLVED</b> to: a) The annual report on code of conduct complaints be reviewed and an update of complaints about officers be brought back to the committee at the end of this year.
13	<b>Work Programme</b>
	The Committee <b>RESOLVED</b> to: a) To note the draft work programme for the Audit and Governance Committee for the 2023/24 municipal year attached at Appendix 1.
14	<b>Date of Next Meeting</b>
	26th September 2024 at CPCPA Meeting Room Huntingdonshire District Council at 10am. 10th September – Development Session on Teams.

## Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring

Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



## Transport and Infrastructure Committee: Decision Summary

Meeting: Monday, 22 July 2024

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

**NB.** The Chair proposed a change to the running order of the items on the agenda so that items that may have required a move into private session were heard last and also to accommodate guest speakers. This was unanimously agreed by the Committee. The decision summary is laid out in the revised order with the numbers in brackets referring to the original agenda item number as published on the website.

### 1 Apologies for Absence

Apologies were received from the Mayor Dr Nik Johnson, Rebecca Stephens, Business Board Representative and also from Cllr Sam Wakeford who was substituted by Cllr Tom Sanderson.

### 2 Declarations of Interest

Cllr Seaton declared an interest as he was a trustee of FACT Community Transport. This was deemed a non-pecuniary interest and therefore did not affect his participation in items on the agenda.

### 3 Minutes of the previous meeting and Action Log

The minutes of the meeting on 26 June 2024 were approved as an accurate record. The Action Log was noted by the Committee.

### 4 Public Questions

Four public questions had been received. The questions are published on the CPCA website and can be found [here](#) under item 4.

### 5 Forward Plan

It was resolved:

- A To note the Combined Authority Forward Plan.

### 6 Director's Highlight Report

It was resolved:

- A To note the Director's highlight report.

### 7 Bus Service Improvement Plan

On being proposed by the Chair and seconded by Cllr Jamil, the Committee resolved (unanimously) to:

- A To recommend to the Combined Authority Board that it approves the revised Bus Service Improvement Plan (BSIP), as prepared by the Combined Authority at the instruction of the Department for Transport.
- B To recommend to the Combined Authority Board, that subject to approval of the Bus Service Improvement Plan, this be published on the Combined Authority website and a final version to be submitted to the Department for Transport.

**8 (11) England's Economic Heartland's (EEH) Connecting Economies investment brochures**

It was resolved to:

- A To note the updated England's Economic Heartland's Connecting Economies investment brochures and seek comment from Committee members.

**9 A141 & St.Ives Improvement Study - update on progress and engagement**

It was resolved:

- A To note the update on A141 & St. Ives Improvement Study project progress and delivery including the need for future public engagement

**10 Active Travel Plan 2024/25**

On being proposed by the Chair and seconded by Cllr McDonald the Committee resolved unanimously to:

- A Note the five active travel strategic aims for 2024/25.
- B Recommend to the Combined Authority Board to approve the request for redistribution of Medium-Term Financial Plan (MTFP) Transport revenue funding and the moving of £143,907 from subject to approval to approved. Details of proposed spending can be found in Appendix E.
- C Subject to the Combined Authority Board approving recommendation B, approve the use of funds for a community Active Travel Grant.
- D Note the contents of the Active Travel Fund 4 (ATF4) Extension bid.
- E Recommend to the Combined Authority Board to approve the drawdown of £1.1m from Active Travel Fund 4 Extension funding.
- F Recommend to the Combined Authority Board approve the delegation of authority to the Assistant Director, Transport to enter into a Grant Funding Agreement with Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

**11 (12) March Area Transport Study**

On being proposed by the Chair and seconded by Cllr Shailer, the Committee resolved unanimously to:

- A Take note of the progress on March Area Transport Study (MATS).
- B Recommend to the Combined Authority Board to approve the MATS Full Business Case 2 (FBC 2)
- C Recommend to the Combined Authority Board, approve the drawdown of £7,000,000 of the MediumTerm Financial Plan (MTFP) from subject to approval to approved for the MATS project to be spent in Financial Years 2024/2025 and 2025/2026.
- D Recommend to the Combined Authority to delegate authority to the Assistant Director of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council

**12 (13) Work Programme**

It was resolved to:

- A Note the Committee Agenda Plan.

**13 (14) Date of Next Meeting**

The date of the next meeting was confirmed as Wednesday 11 September 2024.

**14 (8) Bus Reform Outline Business Case**

On being proposed by the Chair and seconded by Cllr Sanderson, the Committee voted 4 in favour, with one abstention.

- A To recommend to the CPCB Board to approve the Bus Reform Assessment (also known as the Business Case) dated 1st July 2024, as provided to the independent auditor, in line with approvals received at the September 13th 2023 CPCB board and agree that the Assessment dated 1st July 2024 supersedes Assessment Dated September 2023Recommend to the Combined Authority Board to approve the MATS Full Business Case 2 (FBC 2)
- B To recommend to the CPCB Board to proceed with the proposed bus franchising scheme, by taking the following next steps in the statutory process by: • giving notice of the proposed bus franchising scheme, and to make copies of the proposed bus franchising scheme, consultation document, Bus Reform Assessment and Audit Report available for inspection. • consulting with all statutory consultees as listed under section 123E(4) of the Transport Act 2000, as well as the general public of the region.
- C To recommend to the CPCB Board to note the final draft audit letter, as provided to CPCB by the independent auditor.
- D To recommend to the CPCB Board to delegate to the Executive Director Place and Connectivity to agree and publish the final Bus reform Assessment and to publish final Audit letter as received from the Auditor.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.


**Combined Authority Board: Decision Summary**
**Meeting: Wednesday, 24 July 2024**
**Published: Wednesday 24 July 2024**
**Decision Review Deadline: 1 August 2024**

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

**1 Apologies for Absence**

No apologies for absence were received.

**2 Announcements**

The Mayor congratulated newly elected Members of Parliament and expressed keenness for future collaboration to advance shared goals. He reiterated how Mayoral Combined Authorities play a crucial role in regional regeneration and economic growth.

**3 Declaration of Interests**

No declarations of interest were made.

**4 Combined Authority Membership Update**

It was resolved to:

- A Note the temporary change in substitute member from Cambridge City Council on the Combined Authority's Audit and Governance Committee on 20 June 2024.
- B Note the change in substitute Member from South Cambridgeshire District Council on the Combined Authority's Audit and Governance Committee.
- C Note the appointment by Cambridgeshire and Peterborough Fire Authority of Councillor Edna Murphy as their representative on the Combined Authority Board, with Councillor Mohammed Jamil as the substitute.
- D Note the temporary change in substitute member from East Cambridgeshire District Council on the Combined Authority's Audit and Governance Committee on 18 July 2024.
- E Note the change in membership from Peterborough City Council on the Combined Authority's Skills and Employment Committee.
- F Note the temporary change in substitute member from Peterborough City Council on the Combined Authority's Overview and Scrutiny Committee on 11 July 2024.
- G Note the change in Membership from East Cambridgeshire District Council on the Combined Authority's Overview and Scrutiny Committee.**
- H Note the change in Membership from Cambridge City Council on the Combined Authority's Skills and Employment, and Overview and Scrutiny Committees.**

**5 Minutes of the previous meeting**

The minutes of the meetings held on 5 June 2024 were approved as an accurate record and signed by the Mayor. The action log was noted.

**6 Petitions**

No petitions were received.

**7 Public Questions**

No public questions were received.

**8 Forward Plan**

It was resolved to:

- A Approve the Forward Plan for July 2024.

**9 Audit and Governance Annual Report 2023-24**

It was resolved to:

- A Note the Annual Report of the Chair of the Audit and Governance Committee for 2023-24

**10 Combined Authority Chief Executive Highlight Report**

It was resolved to:

- A Note the contents of the report.

**11 UKREiiF Update**

It was resolved to:

- A Note the contents of the report.

**12 Bus Reform Outline Business Case [KD2024/032]**

It was resolved to:

- A Approve the Bus Reform Assessment (also known as the Outline Business Case or OBC Assessment) dated 1st July 2024, as provided to the independent auditor, in line with approvals received at the September 13th 2023 CPCA board and agree that the Bus Reform Assessment dated 1st July 2024 supersedes the Bus Reform Assessment dated September 2023.
- B Note the final Draft Audit Report, as provided to CPCA by the independent Auditor
- C Proceed with the proposed Bus Franchising Scheme following receipt by CPCA of the issued Audit Report from the Auditor in a form which is substantially the same as that of the final Draft Audit Report, by taking the following next steps in the statutory process by:
  - giving notice of the proposed Bus Franchising Scheme, and to make copies of the proposed Bus Franchising Scheme, Consultation Document, final Bus Reform Assessment and Audit Report available for inspection.
  - consulting with all statutory consultees as listed under section 123E(4) of the Transport Act 2000 (the Act), as well as the general public of the region.
- D Delegate authority to the Executive Director Place and Connectivity to agree and publish the final Bus Reform Assessment and to publish the issued Audit Report as received from the Auditor.

**13 Corporate Performance Report Q4 2023/24**

It was resolved to:

- A Scrutinise performance information relating to the Combined Authority's Corporate Key Performance Indicators.
- B Scrutinise performance information relating to the Combined Authority's Most Complex Programmes and Projects.
- C Scrutinise performance information relating to the Combined Authority's Headline Priority Activities.
- D Note progress to evaluate the impact of the Devolution Deal Investment Fund in a Gateway Review.

**14 Risk Report Q4 2023/24**

It was resolved to:

- A note the risk register, dashboard and heat map in Appendix A-C.
- B note the update on progress of the Risk Software implementation
- C note the plan for risk deep dives

**15 Budget Monitor Update**

It was resolved to:

- A Note the restated 2024/25 revenue budget and capital programme updated for approved carry-forwards.
- B Approve the minor changes to the improvement plan budget as set out in section 3.4
- C Note variances forecast overachievement of Treasury Management Income

**16 Improvement Plan Update**

It was resolved to:

- A Note the progress in May against the identified areas of ongoing concern set out in the Best Value Notice received in January 2024.
- B Note the update from the Chair, Independent Improvement Board following the meeting held on 1 July 2024
- C Note the proposed ongoing arrangements for embedding continuous improvement

**17 Overview and Scrutiny Committee Annual Report 2023/24**

It was resolved to:

- A Defer this item until the next meeting of the Combined Authority Board.**

**18a Delegations to Officers**

It was resolved to:

- A Approve delegations to the Chief Executive (to be added to the constitution) to:
  - Engage with all mayoral candidates leading up to the election of a Mayor for the CPCA
  - Attend meetings with all mayoral candidates leading up to the election of a Mayor for the CPCA
  - Provide guidance and support to all mayoral candidates where required.
- B Approve delegations to the Assistant Director Human Resources (to be added to the constitution) to:
  - Update relevant parts of the constitution and polices relating to Human resources and employment issues due to changes in statute and case law
  - Amend errors relating to Human resources and employment issues in relevant parts of the constitution.
  - Make nonmaterial amendments to processes and policies relating to Human resources and employment issues

**18b Appointment to Outside Bodies Protocol**

It was resolved to:

- A Approve the Appointment to Outside Bodies Protocol for adoption by the Combined Authority and inclusion in the constitution **with additions as agreed at the meeting.**

**19 Appointments to Outside Bodies**

It was resolved:

- A To approve the appointment of **the Mayor** as the Cambridgeshire and Peterborough Combined Authority representative on the Cambridge Growth Company Advisory Council.
- B That members appointed to external bodies provide updates to the CPCA Board at intervals agreed by the CPCA Board.

**20 Allowance of Independent Persons**

It was resolved to:

- A Approve changes to the allowances to ensure that both Independent Persons receive the same.

**21 Business Growth and Social Impact Investment Fund Update**

It was resolved to:

- A Note the progress updates contained within the report.

**22 Appointment of a Director to CPCA Subsidiary Company**

It was resolved to:

- A Appoint David Moore, Assistant Director Business Trade and Investment, CPCA as a director of Peterborough Higher Education Property Company Ltd (PROPCo1)

**23 Recommendations from the Skills and Employment Committee**

It was resolved to approve the recommendations as set out below:

AEB and FCFJ Commissioning and Funding Flexibilities (2024-25 Academic Year) [KD2024/035]

- A Approve CPCA's funding flexibilities for 2024-25 (permitted under the CPCA's devolved AEB powers)

**24 Recommendations from the Environment and Sustainable Communities Committee**

It was resolved to approve the recommendations as set out below:

Local Nature Recovery Strategy [KD2024/028]

- A Delegate authority to the Environment and Sustainable Communities Committee to approve a draft Local Nature Recovery Strategy for public consultation

**25 Recommendations from the Transport and Infrastructure Committee**

It was resolved to approve the recommendations as set out below:

Bus Service Improvement Plan [KD2024/033]

- A approve the revised Bus Service Improvement Plan (BSIP), as prepared by the Combined Authority at the instruction of the Department for Transport
- B (subject to approval of the Bus Service Improvement Plan) approve publication on the Combined Authority website and submission to the Department for Transport

Active Travel Plan [KD2024/023]

- A Note the five active travel strategic aims for 2024/25.
- B approve the request for redistribution of Medium-Term Financial Plan (MTFP) Transport revenue funding and the moving of £143,907 from subject to approval to approved. Details of proposed spending can be found in Appendix E.

- C Subject to approving recommendation B, approve the use of funds for a community Active Travel Grant.
- D Note the contents of the Active Travel Fund 4 (ATF4) Extension bid.
- E approve the drawdown of £1.1m from Active Travel Fund 4 Extension funding.
- F approve the delegation of authority to the Assistant Director, Transport to enter into a Grant Funding Agreement with Cambridgeshire County Council following consultation with the Chief Financial Officer and Monitoring Officer.

March Area Transport Study [KD2024/007]

- A approve the MATS Full Business Case 2 (FBC 2)
- B approve the drawdown of £7,000,000 of the Medium-Term Financial Plan (MTFP) from subject to approval to approved for the MATS project to be spent in Financial Years 2024/2025 and 2025/2026.
- C delegate authority to the Assistant Director of Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.


**Skills and Employment Committee: Decision Summary**
**Meeting: Monday, 29 July 2024**
**Published: Monday, 29 July 2024**

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

**1 Apologies for Absence**

Apologies were received from Charlotte Horobin, Business Board Representative and from Cllr Wakeford, who was substituted by Cllr Pitt.

**2 Declaration of Interests**

No declarations of interests were made.

**3 Minutes of the previous meeting**

The minutes of the meeting on the 17 June 2024 were approved as an accurate record.

The Action Log was noted by the Committee.

**4 Public Questions**

One public question had been received and this was circulated to Members and published on the website. A response was given by the Chair.

**5 Combine Authority Forward Plan**

RESOLVED:

That the Combined Authority Forward Plan be noted.

**6 Further Education (FE) Cold Spots - Feasibility Report**

RESOLVED: (Unanimous)

The Skills and Employment Committee resolved to:

- A. Note Grant Thornton's independent Feasibility Report and accompanying papers, into FE Cold-Spots in East Cambridgeshire and St Neots
- B. Recommend that the Combined Authority Board accepts the proposal to create an Investment and Implementation Plan including a call for skills capital projects, with investment into skills capital in existing FE providers around Cambridgeshire and Peterborough funded from the remaining FE coldspots budget (set out in paragraph 5.1).
- C. Recommend that the Combined Authority delegate authority to the Assistant Director of Skills and Employment to develop the criteria within the proposed Investment and Implementation Plan.
- D. To note that a progress report will be brought to a future Skills and Employment Committee.

**7 Good Work Charter: Progress Report**

RESOLVED:

The Skills and Employment Committee resolved to:

- A. Receive a progress update/ presentation on plans to launch a Good Work Charter in 2025.
- B. Note the collaborative work with partners to gather insights which are helping to inform co-creation.
- C. Note the strategic engagement to date and future intentions, with the opportunity to input and shape the Good Work Charter

**8 Universal Support Programme**

The verbal update was noted by the Committee.

**9 Work Programme**

RESOLVED:

To note the Committee Agenda Plan.

**10 Date of Next Meeting**

The date of the next meeting was confirmed as Monday 9 September 2024.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.


**Environment and Sustainable Communities Committee: Decision**
**Summary**
**Meeting: Wednesday, 31 July 2024**
**Published:**
**Decision Review Deadline:**

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

<b>1</b>	<b>Apologies for Absence</b>
	Apologies were received from Tim Jones and Emma Garfield, Business Board representatives.
<b>2</b>	<b>Declaration of Interests</b>
	No declarations of interests were made.
<b>3</b>	<b>Minutes of the previous meeting</b>
	The minutes of the meeting on 19 June 2024 were approved as an accurate record.  The Action Log was noted by the Committee.
<b>4</b>	<b>Public Questions</b>
	Three public questions were received. The questions and their responses have been published on the website.
<b>5</b>	<b>Forward Plan</b>
	RESOLVED:  To note the Combined Authority Forward Plan.
<b>6</b>	<b>Director's Highlight Report</b>
	RESOLVED:  To note the Director's Highlight Report.
<b>7</b>	<b>Affordable Housing Programme - Update on Implementation</b>
	RESOLVED:  To note the update in the report.
<b>8</b>	<b>Acquiring additional units for the Affordable Housing Programme</b>
	RESOLVED: (Unanimous)  The Environment and Sustainable Communities Committee resolved to:  A. Note the change to the units proposed by Heylo, this being units swapped from the

	<p>Vistry portfolio to the Allison Homes portfolio of 12 units</p> <p>B. Approve the use of clawback funding of approximately £280,000 for the acquisition of further 8 additional units in Peterborough as part of the Affordable Housing Programme</p>
<b>9</b>	<p><b>£100k Homes, Fordham</b></p> <p>RESOLVED:</p> <p>The Environment and Sustainable Communities Committee resolved to:</p> <p>A. Submit a recommendation to the Combined Authority's Board in accordance with point 2 of the Options Appraisal, to release resale price restrictions affecting eight £100k Homes in Fordham. Each restriction is to be released at the next point of sale of each dwelling and purchasers shall immediately enter into replacement resale price agreements with the Local Housing Authority: East Cambridgeshire District Council (ECDC).</p>
<b>10</b>	<p><b>Infrastructure Delivery Framework</b></p> <p>RESOLVED:</p> <p>To note progress on the Infrastructure Delivery Framework and next steps.</p>
<b>11</b>	<p><b>Climate Programme</b></p> <p>RESOLVED: (Unanimous)</p> <p>The Environment and Sustainable Communities Committee resolved to:</p> <p>A. Approve strategic direction of the climate programme and progress towards delivery noting the business case approval will go through Investment Panel and Committee.</p> <p>B. Within the wider climate programme, support the launch of a bidding round this autumn</p> <p>C. Recommend to Board the allocation of funding for the Net Zero Villages programme to our constituent councils to enable local delivery according to Table 4.</p> <p>D. Recommend to Board that the remaining capital funding from the Care Homes Retrofit Programme is redeployed as part of the Climate Programme.</p> <p>E. To note the progress on the Climate Action Plan review for 2025-30, using funds from the climate programme</p>
<b>12</b>	<p><b>Greater South East Net Zero Hub Update</b></p> <p>RESOLVED:</p> <p>A. To note the decisions made by the Executive Director of Resources &amp; Performance (to 05/03/24) and Executive Director of Place &amp; Connectivity (from 20/03/24) based on the recommendations of the Greater South East Net Zero Hub Board.</p> <p>B. To note the update on the Community Energy Fund.</p>
<b>13</b>	<p><b>Work Programme</b></p> <p>RESOLVED:</p>

	To note the Committee Agenda Plan.
<b>14</b>	<b>Date of Next Meeting</b>
	The scheduled September meeting date would now be used for an informal Member briefing session. The next public meeting would be in October when the draft Local Nature Recovery Strategy Plan would be ready to be considered. The date of this meeting was to be confirmed.

## Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

**Investment Committee: Decision Summary****Meeting: Thursday, 29 August 2024****Published:****Decision Review Deadline:**

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

<b>1</b>	<b>Apologies for Absence</b>
	There were no apologies from members of the Committee.
<b>2</b>	<b>Declaration of Interests</b>
	No declaration of interests were made.
<b>3</b>	<b>Chair's Announcements</b>
	The Chair welcomed Members to their first meeting and expressed his pride in chairing this new committee which would build on the existing governance structure to drive more timely, strategic and effective decisions on investments.
<b>4</b>	<b>Election of Vice-Chair</b>
	<p><u>RESOLVED:</u></p> <p>On being proposed by the Chair and seconded by Cllr Smith, Cllr Sam Wakeford was unanimously elected as Vice-Chair of the Committee.</p>
<b>5</b>	<b>Investment Committee Terms of Reference</b>
	<p><u>RESOLVED:</u></p> <p>The Committee noted the Terms of Reference.</p>
<b>6</b>	<b>Single Assurance Framework Business Case Approvals: Chief Executive Officer Decisions</b>
	<p><u>RESOLVED:</u></p> <p>The Investment Committee resolved to:</p> <p>A. Note the Chief Executive business case decisions for projects less than £1m under the Single Assurance Framework.</p>
<b>7</b>	<b>Investment Concept Papers</b>
	<p><u>RESOLVED:</u></p> <p>The Investment Committee resolved to:</p> <p>A. Note and comment upon the concept papers prior to their presentation CPCB Board at its meeting on 4 September 2024:</p>

8	<b>Single Assurance Framework: Reporting of Major Project Performance and Wider CPCA Projects Dashboard</b>
	<p><u>RESOLVED:</u></p> <p>– The Investment Committee resolved to:</p> <p>A. Note the performance against major projects supported by Cambridgeshire and Peterborough Combined Authority (CPCA)</p> <p>B. Note the summary of the wider CPCA project landscape</p>
9	<b>Work Programme</b> <p><u>RESOLVED:</u></p> <p>– The Investment Committee resolved to:</p> <p>A. Note the Work Programme</p>
10	<b>Date of Next Meeting</b> <p>The date of the next meeting was confirmed as Monday 30 September 2024.</p>

## Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



**Combined Authority Board: Decision Summary**  
**Meeting: Wednesday, 4 September 2024**  
**Published: Monday, 9 September 2024**  
**Decision Review Deadline: Tuesday, 17 September 2024**

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

**1 Announcements**

The Mayor welcomed everyone to the first meeting back after the summer break.

**2 Apologies for Absence**

Apologies were received from Councillor Bridget Smith (Councillor John Williams substituting) and Councillor Sarah Conboy (Councillor Sam Wakeford substituting).

**3 Declaration of Interests**

There were no declaration of interests made.

**4 Combined Authority Membership Update**

It was resolved to:

A Note the changes in membership from Peterborough City Council on the following:

- Combined Authority Board
- Overview and Scrutiny Committee.
- Audit and Governance Committee.
- Skills and Employment Committee.
- Transport and Infrastructure Committee.
- Investment Committee

**5 Minutes of the previous meeting**

The minutes of the meeting on 24 July 2024 were approved as an accurate record and signed by the Mayor. The minutes action log was noted.

**6 Petitions**

No petitions were received.

**7 Public Questions**

No public questions were received.

**8 Forward Plan**

It was resolved to:

A Approve the Forward Plan for September 2024.

**9 Combined Authority Chief Executive Highlights Report**

It was resolved to:

A Note the content of the report

**10 Improvement Plan Update**

It was resolved to:

- A Note the Best Value Notice issued in January 2024 for six months has lapsed
- B Note the progress made across the Improvement Plan throughout June and July 2024
- C Note the outcome of the Internal Audit review on the 'Embedding Continuous Change'

**11 Overview and Scrutiny Committee Annual Report 2023-24**

It was resolved to:

- A Note the Annual Report of the Overview and Scrutiny Committee.

**12 Budget Monitoring Update**

It was resolved to:

- A Note the financial performance of the Combined Authority with actuals as at the 30th June 2024.
- B Note the decisions taken by the Chief Executive under powers delegated by the Board in section 7.

**13 25/26 Medium Term Financial Plan and Corporate Plan Process - KD2024/015**

It was resolved to:

- A Approve the proposed arrangements and timeline for the setting of the refreshed Corporate Strategy and the budget and noting that this may be subject to change in accordance with Government announcements or other factors.
- B Note the revised scrutiny arrangements including the feedback from Overview and Scrutiny Committee on the proposed process for the 2025/26 budget and Medium Term Financial Plan as set out in this report.

**14 Appointment of a Combined Authority Returning Officer - KD2024/047**

It was resolved to:

- A re-appoint John Hill, East Cambridgeshire District Council Chief Executive, as the Combined Area Returning Officer for the purposes of Article 6 of the Combined Authorities (Mayoral Elections) Order 2017 for the Mayoral election to be held on 1 May 2025.

**15 Review of Investment Concept Papers**

It was resolved to:

- A approve the concept paper for Cambridgeshire and Peterborough Impact to be developed as a formal business case.
- B approve the concept paper for Delivery of Digital Connectivity Strategy 2025-2029 to be developed as a formal business case.

**16 Recommendations from the Skills and Employment Committee**

It was resolved to approve the recommendations as set out below:

Further Education Cold Spots: Feasibility Report [KD2024/039]

- Accept the proposal to create an Investment and Implementation Plan including a call for skills capital projects, with investment into skills capital in existing FE providers

around Cambridgeshire and Peterborough funded from the remaining FE cold-spots budget

- Delegate authority to the Assistant Director of Skills and Employment to develop the criteria within the proposed Investment and Implementation Plan

## 17 **Recommendations from the Environment and Sustainable Communities Committee**

It was resolved to approve the recommendations as set out below:

£100k Homes, Fordham [KD2024/053]

- In accordance with point 2 of the Options Appraisal, to release resale price restrictions affecting eight £100k Homes in Fordham. Each restriction is to be released at the next point of sale of each dwelling and purchasers shall immediately enter into replacement resale price agreements with the Local Housing Authority: East Cambridgeshire District Council (ECDC).

Climate Programme [KD2024/026]

- To approve the allocation of funding for the Net Zero Villages programme to our constituent councils to enable local delivery
- To approve the remaining capital funding from the Care Homes Retrofit Programme to be redeployed as part of the Climate Programme.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.


**Transport and Infrastructure Committee: Decision Summary**
**Meeting: Wednesday, 18 September 2024**
**Published: Wednesday, 18 September 2024**

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

<b>3</b>	<b>Minutes of the previous meeting</b>
	<u>RESOLVED:</u> The minutes of the meeting on 22 July 2024 were approved as an accurate record. The Action Log was noted by the Committee.
<b>6</b>	<b>Director's Highlight Report</b>
	<u>RESOLVED:</u> To note the Director's Highlight Report.
<b>7</b>	<b>Connecting Cambridgeshire Digital Connectivity Strategy 2021-25 Progress Update and Overview of the proposed 2025-29 Digital Connectivity Strategy</b>
	<u>RESOLVED:</u> (UNANIMOUS) <ul style="list-style-type: none"> <li>A. To note the contents of the report and Appendix A.</li> <li>B. To recommend to the Combined Authority Board to approve the new Digital Connectivity Strategy 2025-2029.</li> </ul>
<b>8</b>	<b>Electric Vehicles Strategy and Funding</b>
	<u>RESOLVED:</u> (UNANIMOUS) <ul style="list-style-type: none"> <li>A. To recommend to the CPCA Board to approve the Cambridgeshire and Peterborough Electric Vehicle Infrastructure Strategy</li> <li>B. Take notice of the progress on Electric Vehicles (EVs) and Local Electric Vehicle Infrastructure (LEVI) business case</li> </ul>
<b>9</b>	<b>English National Concessionary Travel Scheme -Local Concession Proposal for pre 09.30 Bus Travel</b>
	<u>RESOLVED:</u> <ul style="list-style-type: none"> <li>A. To recommend that the Combined Authority Board uses its powers as a local Travel Concession Authority to introduce a local concession allowing pre 9:30 travel for all passholders within the Cambridgeshire &amp; Peterborough Travel Concession Area from May 2025</li> <li>B. To recommend that the Combined Authority Board delegate authority to the Assistant Director for Transport (Public Transport Services) to engage with local operators from the date of decision through to May 2025 to ensure the new local concession is implemented for that date, providing updates to this committee.</li> </ul>
<b>10</b>	<b>East West Rail Update</b>
	<u>RESOLVED:</u> (UNANIMOUS) <ul style="list-style-type: none"> <li>A. Note the contents of the report.</li> </ul>

	<p>B. Delegate authority to the Assistant Director for Transport to coordinate a timely response to the East West Rail consultation, in collaboration with the Chair of the Transport and Infrastructure Committee, should the consultation timeline preclude further discussion at the November meeting.</p>
<b>11</b>	<b>Local Transport &amp; Connectivity Plan and Associated Strategies</b>
	<p><u>RESOLVED:</u> (UNANIMOUS)</p> <p>A. Note the update on the Local Transport and Connectivity Plan (LTCP) associated strategies and welcome comment on scopes and work stream</p> <p>B. Recommend to the Combined Authority Board to delegate authority to the Assistant Director for Transport in consultation with the Chief Finance Officer and Monitoring Officer to enter into one or more contracts with the relevant delivery body, as needed to continue the development of the LTCP sub strategies</p>
<b>12</b>	<b>Vision Zero – Road Harm Reduction Programme Update</b>
	<p><u>RESOLVED:</u></p> <p>The Committee resolved to:</p> <p>A. Take note of the progress on the Vision Zero (VZ) programme and raise any feedback or queries to the transport team.</p>
<b>13</b>	<b>Bus Network Update</b>
	<p><u>RESOLVED:</u></p> <p>The Committee resolved to:</p> <p>A. Note the progress on the improvements funded via the precept to the bus network, via increased and new bus services.</p> <p>B. Note the progress of the Tiger pass, £1 fares for Under 25s in the region.</p>
<b>14</b>	<b>Budget and Performance Report</b>
	<p><u>RESOLVED:</u></p> <p>The Committee resolved to:</p> <p>A. Note the financial position of the Transport Division for the financial year 24/25 to July 2024.</p> <p>B. Review and comment on the current Transport budgets within the Combined Authority's Medium-Term Financial Plan and Capital Programme.</p>

## Notes:

- Statements in **bold type** indicate additional resolutions made at the meeting.
- Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.



## Audit and Governance Committee: Decision Summary

Meeting: Thursday, 26 September 2024

Published: Thursday, 26 September 2024

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

### 1 Apologies for Absence

Apologies received from Cllr Wilson, substituted by Cllr Whelan, Cllr Hodgson-Jones, Cllr Christy substituted by temporary substitute Cllr Nawaz

### 2 Declaration of Interests

There were no declaration of interests made.

### 3 Chair's Announcements

The Chair made the following announcements:

- 1) Welcome to new member Cllr Wiggin the representative from Peterborough City Council.
- 2) The Chair encouraged all members to attend the A&G development sessions.
- 3) External Audit - In response to the challenges facing local government auditors nationally, the Minister of State for Local Government and English Devolution presented a statement to Parliament on the 30th July 2024 setting out the Government's intent to implementing a backstop date for audits of Local Government accounts for the 2022/23 financial year of the 13th December 2024. As a result we will need to consider that year's accounts before the end of November and, under the work programme item, the committee will be asked to consider moving our December meeting to the 28th November.
- 4) 4) Code of Corporate Governance moved to November's meeting

### 4 Minutes of the previous meeting

The minutes of the meeting on 18<sup>th</sup> July 2024 were approved as an accurate record.

The Action Log was noted by the Committee.

### 5 Improvement Plan Report

The Committee RESOLVED to:

- a) Note the contents of the letter from Max Soule, Deputy Director, Local Government Intervention and Stewardship, Ministry of Housing, Communities and Local Government
- b) Recognise the progress that has been made and the work undertaken by staff, Elected Members, partners and agencies to address the areas of identified improvement
- c) Note the close down arrangements for the current improvement programme (phase 3)
- d) Note the proposed revised future role for the Independent Improvement Board

### 6 Internal Audit Action Tracker

The Committee RESOLVED to:

To note and endorse progress on the implementation of internal audit action.

**7 Constitution Update - Procurement**

The Committee RESOLVED to recommend to the Combined Authority Board to approve the changes to the Contract procedure Rules (CPR's) within the constitution which is to be discussed and approved at Board on 16th of October 2024 and will become effective when the new legislation is implemented.

**8 Internal Audit - Progress report**

The Committee RESOLVED to note the report.

**9 Independent Member Recruitment**

The Committee RESOLVED to:

- a) Recommend to the CPCA Board that a new independent person is appointed to sit on Audit Committee for a period of four years which may be renewed up to a maximum of one further term (i.e. total maximum 8 years).
- b) Recommend that the CPCA Board agrees to delegate to the Executive Director of Resources and the Monitoring Officer, in consultation with the Chair of the Audit and Governance Committee, authority to finalise the draft role description, skills, competencies and person specification attached as Appendix 1 and to approve the advert.
- c) Recommend to the CPCA Board that the recruitment of the new Independent Member be led by a panel consisting of the Chairman of the Audit and Governance Committee and three members of the three main political parties of the committee supported by the Executive Director of Resources and the Monitoring Officer. Nominations for members of the committee be provided.
- d) Following the recruitment process, a report to formally appoint the Independent Person will be presented to a future CPCA Board meeting

**10 Work Programme**

The Committee RESOLVED to:

- a) Approve the work programme
- b) Amend the work programme so that the December meeting be rescheduled to 28<sup>th</sup> November.

**11 Exclusion of the Press and Public**

It was resolved that the press and public be excluded from the meeting on the grounds that the next report contains exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.

**12 Corporate Risk Register**

The Committee RESOLVED to:

- a) *To endorse the Corporate Risk Register and Heatmap*
- b) *To undertake a deep dive into Cyber Security risk*
- c) *To note that the annual risk appetite statement exercise has taken place*

**13 Date of Next Meeting**

15<sup>th</sup> October 10am – Development Session (virtual)

8<sup>th</sup> November at 10am at CPCA Meeting Room HDC.

Notes:

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

