



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone: 01353 665555

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Annual Meeting of the **EAST CAMBRIDGESHIRE DISTRICT COUNCIL** will be held in **THE COUNCIL CHAMBER, NUTHOLT LANE, ELY ON THURSDAY 30 MAY 2019** 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.

**PRIOR TO THE COMMENCEMENT OF THE FORMAL BUSINESS,
PRAYERS WILL BE DELIVERED BY THE VERY REVEREND MARK
BONNEY DEAN OF ELY CATHEDRAL**

AGENDA

- 1. PUBLIC QUESTION TIME** **[oral]**
The meeting will commence with up to 15 minutes public question time
- 2. ELECTION OF CHAIRMAN 2019/20**

Nomination	Proposed By	Seconded By
Councillor Lis Every	Councillor Anna Bailey	Councillor Joshua Schumann
- 3. VOTE OF THANKS TO OUTGOING CHAIRMAN AND PRESENTATION OF PAST CHAIRMAN'S MEDALLION AND SCROLL**
- 4. APOLOGIES FOR ABSENCE** **[oral]**
- 5. 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.
- 6. MINUTES - 11 APRIL 2019**
To confirm as a correct record

7. APPOINTMENT OF VICE-CHAIRMAN 2019/20

Nomination	Proposed By	Seconded By
Councillor Alan Sharp	Councillor Anna Bailey	Councillor Joshua Schumann
Councillor Sue Austen	Councillor Lorna Dupré	Councillor Charlotte Cane

8. ELECTION RESULTS

9. CHAIRMAN'S ANNOUNCEMENTS [oral]

10. TO RECEIVE PETITION(S) (IF ANY) [oral]

11. NOTICE OF MOTIONS UNDER PROCEDURE RULE 10 [oral]

This Council:

1. welcomes the passage of Statutory Instrument 2019 No. 682 which came into force on 23 April 2019 and which permits accommodation provided by a private registered provider under an agreement with the Cambridgeshire and Peterborough Combined Authority to be let as social housing at an affordable rent;
2. acknowledges receipt of the letter dated 1 May 2019 from the Director of Housing & Development at the Cambridgeshire and Peterborough Combined Authority inviting the council to discuss schemes with the Combined Authority now that it is able to invest in new affordable homes across all tenures;
3. recognises the pressing need for affordable homes, including homes for rent, in East Cambridgeshire, and the fact that affordable house building completions in the district have fallen below 5 per cent in at least two recent years;
4. believes that in becoming a commercial property developer, the Council should aim to provide homes for those most in need even when the development is not new-build;
5. notes with concern the council's current proposals to provide only 15 affordable homes, none of them for rent, out of the 92 refurbished MOD homes in Ely;
6. resolves to revisit its proposals for the MOD scheme, and to put to the Combined Authority a scheme to increase the proportion of affordable homes on the site to at least 50 per cent, including a significant number of homes for affordable rent.

Proposer: Cllr Lorna Dupré
Seconder: Cllr Charlotte Cane

12. TO ANSWER QUESTIONS FROM MEMBERS (IF ANY) [oral]

13. LEADER AND DEPUTY LEADER OF THE COUNCIL, GROUP LEADERS AND DEPUTY GROUP LEADERS
14. POLITICAL PROPORTIONALITY
15. MEMBERSHIP OF COMMITTEES AND SUB COMMITTEES (INCLUDING SUBSTITUTES) AND OTHER MEMBER BODIES 2019/20
16. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY
 - (a) Appointments to Combined Authority
 - (b) Update Report
17. SUTTON NEIGHBOURHOOD PLAN ADOPTION

Due to being an A4 colour document, the Sutton Neighbourhood Plan has been circulated separately. A copy is available on the Council's website www.eastcambs.gov.uk and on request from Democratic Services.



J Hill
Chief Executive

To: All Members of the Council

NOTE:

AT THE CONCLUSION OF THE ANNUAL COUNCIL MEETING, THE FOLLOWING COMMITTEES/SUB-COMMITTEES WILL MEET IN THE COUNCIL CHAMBER TO ELECT A CHAIRMAN AND APPOINT A VICE-CHAIRMAN, ETC, FOR 2019/20:

- **FINANCE AND ASSETS COMMITTEE**
- **OPERATIONAL SERVICES COMMITTEE**
- **LICENSING COMMITTEE**
- **PLANNING COMMITTEE**

NOTES:

1. Members of the public are welcome to attend this meeting. If you are visiting The Grange during normal office hours you should report to the main reception desk, where you will be asked to fill in a visitor's pass that must be worn at all times whilst you are in the building. Please remember to return your pass before you leave.

This will not apply if you come to an evening meeting: in this case you will enter via the rear access doors in the glass atrium at the back of the building and a Facilities Assistant will direct you to the room in which the meeting will take place.

The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons. Allowing for Member/Officer attendance and room layout constraints, this will normally give a capacity for public attendance of 50 people. Admittance to the Council Chamber is on a "first come, first served" basis and public access will be from 15 minutes before the start time of the meeting.

There are a number of schemes aimed at encouraging public participation in the Council's activities and meetings. These include public question times and a process to enable petitions to be submitted. Details of these can be obtained by calling the telephone number as listed at the top of this agenda or by logging onto the Council's website.

2. Fire instructions for meetings:
 - If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.
 - The fire assembly point is in the front staff car park by the exit barrier.
 - This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.
 - The Committee Officer will sweep the area to ensure that everyone is out of this area.
3. Reports are attached for each agenda item unless marked "oral".
4. 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
5. 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

Agenda Item 6

Minutes of the Meeting of East Cambridgeshire District Council held in the Council Chamber, The Grange, Nutholt Lane, Ely on Thursday 11 April 2019 at 6.00pm

P R E S E N T

Councillor Christine Ambrose-Smith	Councillor Richard Hobbs
Councillor David Ambrose-Smith	Councillor Julia Huffer
Councillor Sue Austen	Councillor Mark Hugo
Councillor Anna Bailey	Councillor Bill Hunt
Councillor Ian Bovingdon	Councillor Charles Roberts
Councillor Mike Bradley	Councillor Hamish Ross
Councillor David Chaplin	Councillor Mike Rouse
Councillor Steve Cheetham	Councillor Joshua Schumann
Councillor Peter Cresswell (Chairman)	Councillor Alan Sharp
Councillor Lorna Dupré	Councillor Mathew Shuter
Councillor Lis Every	Councillor Stuart Smith
Councillor Mark Goldsack	Councillor Lisa Stubbs
Councillor Coralie Green	Councillor Christine Whelan
Councillor Elaine Griffin-Singh	
Councillor Neil Hitchin	

79. **FORMER COUNCILLOR AND HONORARY ALDERMAN OF THE COUNCIL ANDREW WRIGHT**

The Chairman gave the following tribute to former Councillor and Honorary Alderman Andrew (Andy) Wright:

It was with much sadness that I learnt last month of the death of former Councillor Andrew Wright.

Andy served on the Council for an amazing 39 years from 1976 until 2015. He was Chairman of the Council from 1988 to 1990.

As an Independent Member for Littleport, he represented his local community with great distinction.

Here at East Cambridgeshire District Council he served as Chairman on a variety of Committees during his lengthy service.

Members will recall that last year he was bestowed with the title of Honorary Alderman; the first person to have that honour bestowed upon them. This was agreed unanimously by Council and was richly deserved.

Before I ask you to stand in silent tribute to Andy, are there any Members who wish to pay their own tribute?

Councillor Christine Ambrose-Smith then spoke as follows as a Littleport Ward Councillor:

Councillor Andy Wright has represented the community of Littleport for as long as I can remember and was always the person to go to for his exceptional memory and knowledge of all things to do with the area. He was still serving as a Parish Council Member until his death and could be regarded as a hereditary politician, as his father had been a Councillor before him. I know that he took great pleasure from being bestowed with the position of Honorary Alderman, which he truly deserved.

The Chairman then asked, as a token of respect, that Councillors stand for a minute in silent tribute to a truly outstanding former Councillor and Honorary Alderman, Andy Wright.

80. **PUBLIC QUESTION TIME**

There were no questions from members of the public.

81. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Alderson, Allan, Beckett, Brown, Cox, Edwards, Morris, Pearson, Dan Schumann, Sennitt and Webber.

82. **DECLARATIONS OF INTEREST**

Declarations of Interests were made by the following Councillors as detailed in respect of Agenda Items:

10 – Councillors Bailey and Roberts Prejudicial Interests as Directors of ECTC and ECSS.

83. **MINUTES**

It was resolved:

That the Minutes of the meeting held on 21 February 2019 be confirmed as a correct record and signed by the Chairman.

84. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

As you are aware, this is the last meeting of the current Council's 4 year term.

A number of Councillors will not be seeking re-election next month and will be retiring from the Council. It is therefore appropriate that we place on record our appreciation to them for the service they have rendered. I know only too well how demanding the role can be. On your behalf I know you will wish to record our thanks to them for the contribution they have made.

On a personal note, I will be retiring from public life next month. Serving as Chairman of the Council again has been a great privilege. May I thank Members, past and present, for the friendship and courtesy they have shown me during my period of service on the Council.

Although I will no longer be a Councillor after the forthcoming elections, I will remain as Chairman of the Council until the Annual Meeting. I will undertake various civic engagements, on behalf of the Council, during that 3 week period.

85. **PETITIONS**

No Petitions had been received.

86. **MOTIONS**

No motions were received.

87. **QUESTIONS FROM MEMBERS**

No questions from Members were received.

88. **MOTION TO COUNCIL 19 APRIL 2018 - PURGE ON PLASTICS ANNUAL STATEMENT**

Council received a report, T244 previously circulated, providing an annual statement on progress made against the Purge on Plastics Statement of Intent adopted by the Council on 19th April 2018. The Director Operations, Jo Brooks, presented the annual statement highlighting the wide range of actions taken by the Council and proposed for implementation in the near future.

The Deputy Leader of the Council, Councillor Anna Bailey, spoke as follows on the progress made detailed in the report:

In April last year, full Council unanimously supported the Purge on Plastics motion and the Statement of Intent and this is the first annual update of progress.

Since then, Service Leads and staff across the organisation have embraced the idea and have been getting on with making changes in their departments to reduce the our use of single use plastics, getting our own house in order. The Council has replaced, where practicable, all single use plastic products with biodegradable materials or recycled plastics – items such as disposable gloves, shoe covers, cups and cleaning products. Staff also have been looking for ways to reuse or recycle waste where possible, for example computer parts and toner cartridges. The Grange has reduced the use of single use plastic by around 50% to date and over the past 12 months has recycled approximately 18 tonnes of waste.

Ely Markets has always been ahead of the rest of us on this and has led the way with their Bring Your Own campaign. Around 45% of food and drink customers are now bringing their own re-usable cups with the remainder being served with biodegradable cups and there is a marked increase in shoppers bringing their own bags and reusable containers. New traders are required by Ely Markets to use non-plastic or no packaging, where appropriate. The Markets are about to embark on a new promotion to encourage shoppers and stall holders to take away and re-use veg boxes and crates.

As the waste and recycling collection authority, we clearly have a big part to play across the whole District. Bringing waste and recycling in-house into East Cambridgeshire Street Scene (ECSS) has made it easier to make service changes and the introduction of the second blue recycling bin for a one-off fee of £25 with no ongoing cost for it to be emptied, has been popular with residents – around 1,000 households have now taken up the offer. Our residents are doing a fantastic job at recycling – they hit our monthly recycling rate to date of 63% in December 2018, the best in Cambridgeshire, and against an England average of around 45%. It's a great start for the District that clearly has residents that want to do the right thing and play their part.

The average contamination rate of recycled material sits at 5.36% against our target of less than 5%. We are confident we will meet both our 60% average recycling rate and our less than 5% contamination rate. The black plastic waste sacks that were selected this year in themselves reduce the amount of plastic sent to landfill by 40 tonnes.

For difficult to process items that can't be accepted in kerbside collections, we have introduced collection points in The Grange Reception – crisp packets, batteries and, of this week, coffee/tea pods can all be dropped off for recycling. In one

month, 1,180 crisp packets were collected – these go through a process of separation of materials so they can be reused.

The Council's award winning 'Michael Recycle' social media campaign continues and has expanded to include a blog. Education campaigns have been carried out with community organisations and schools across the District and we have worked with partners such as Sanctuary Housing to educate their tenants.

A study has been carried out to identify low performing areas for recycling rates and a new focussed educational campaign is being developed. A further independent survey will be undertaken in 2019 to identify the types and quantity of waste being incorrectly sent to landfill, so that further focussed education campaigns can be developed.

The Council supports the Government's Waste and Resource Strategy, which has a number of strands, some of which will have direct implications for the District Council. The Strategy aims to move England to a circular economy.

Various elements are out to consultation and the District Council will be responding alongside our RECAP partners. Consultations include:

- Extended Producer Responsibility – uppermost in the hierarchy and places responsibilities and burdens on producers of packaging;
- Consistency – this is about consistency of materials and having a consistent kerbside service throughout England;
- Deposit Return Scheme – e.g. single use plastic drinks bottles;
- Plastics Tax – a new tax from 2022 to encourage more recycled plastic.

Goals include:

- Roll-out of Extended Producer Responsibility and Deposit Return Scheme by 2023 (jury's out on Deposit Return Scheme);
- 70% recycling rate by 2030;
- 75% recycling of packaging by 2030;
- 10% or less 'municipal' waste to landfill by 2035 (commercial waste that looks like household waste);
- More powers locally for environmental crime.

Consistency is the area that most directly affects us as a waste collection authority and could potentially mean the introduction

of a third wheeled bin for household (black sack) waste across England and possible weekly collection of food waste.

From our current understanding, we think we are actually in quite a good place with our current collection methods and frequencies, to meet the challenges of the proposed legislative changes to kerbside collections, but clearly we need to understand exactly what those implications are before making any investment in the future of the service. We will continue to work with RECAP to understand what is required.

I would like to thank Jo Brooks, Ely Markets and staff across the organisation for the way the Council has embraced the Purge on Plastics motion of last year. I would particularly like to thank our Officers and our Waste Champion, Councillor Huffer, for giving us such good advice and confidence to bring the Waste Service in-house and I would like to pay tribute to the huge performance improvements of our East Cambs Street Scene staff. Their role is so critical and it puts us in the best possible position to embrace the changes that will come and to make a difference to responsible waste management in East Cambridgeshire.

Councillor Hunt commended Jo Brooks on her report and stated that the comprehensive and dynamic approach detailed therein was a hallmark of her style of leadership and working. In the context of the report, Councillor Hunt made the suggestion that a water fountain be re-installed in the Market Place, as historically had been the case.

It was resolved:

That Council note and commend the progress made.

89. **RESTRUCTURING OF COMMITTEES 2019/20 – REVISED TERMS OF REFERENCE POLICY COMMITTEES & SHAREHOLDER AGREEMENTS**

Councillors Bailey and Roberts left the meeting for the duration of this item.

Council received a report, T245 previously circulated, containing revised Terms of Reference for the two Policy Committees and amended Shareholder Agreements for the Council's Trading Companies arising from the restructuring of Committees to take effect from May 2019.

Councillor Dupré stated that she would be opposing the proposals in view of the recommendations she made at the previous Council meeting that were not supported, regarding the establishment of area-based Planning Committees and a Committee specifically to deal with the Local Plan; as well as the fact that there would no longer be a dedicated Shareholder Committee and that the Shareholder

Agenda Item 6 – Page 6

function now would be discharged by the new Finance and Assets Committee 'predominantly' via two all Member Shareholder meetings each year. Councillor Dupré considered the latter to be an inadequate manner in which to effectively scrutinise and monitor the Council's Trading Companies.

Councillors Bradley and Chaplin, as Chairman and Vice-Chairman of the current Shareholder Committee, stated that Councillor Dupré's comments had been noted at the previous Council meeting but not supported. The agreed arrangements appeared satisfactory and adequate, but could be re-considered by the new Council, if it desired to do so.

It was resolved:

1. That approval be given to the implementation from Annual Council in May 2019 of:
 - (i) the draft Terms of Reference as detailed in Appendix A to the submitted report;
 - (ii) the draft Shareholder Agreements for ECTC and ECSS attached at Appendix B to the submitted report.
2. That the Chief Executive and the Monitoring Officer be authorised to make any consequential amendments to the Constitution arising from these changes.

Councillors Bailey and Roberts returned to the meeting.

90. **COMBINED AUTHORITY UPDATE REPORTS:**

- a. **February 2019**
- b. **March 2019**

Council received reports on the activities of the Combined Authority from the Council's appointees.

The following question was asked by Councillor Lorna Dupré in relation to the report of the Combined Authority Board for 27th February 2019:

With regard to the £100M Affordable Housing Programme to deliver 2,000 affordable homes across the County, referred to in paragraph 3.1 of the report, can the Council's representative to the Combined Authority advise how many affordable housing units and particularly affordable rented housing units he is going to secure on the former MOD Site at Ely, bearing in mind there is currently a bar by Central Government for using the £100M for affordable rented housing?

The Leader of the Council, Councillor Charles Roberts, reported that the Council still was in the early preparation stages for the former

MOD Site at Ely, but it was hoped that it would be possible to secure an affordable rented housing element due to an anticipated change in Government policy on the £100M Affordable Housing Programme. Councillor Roberts stated that every effort would be made to deliver the maximum affordable housing units possible.

In connection with the report of the Combined Authority Board for 27th March 2019, Councillor Bradley highlighted the item on the A10 Corridor - Strategic Outline Case and Next Steps included on the Agenda for that meeting.

It was resolved:

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

The meeting concluded at 6.31pm.

Chairman.....

Date 30 May 2019

DISTRICT COUNCIL ELECTION RESULTS

Committee: Annual Council

Date: 30 May 2019

Author: Democratic Services Manager

[U1]

Ward	Councillor	Party
Bottisham	Charlotte Cane	Lib Dem
	John Trapp	Lib Dem
Burwell	David Brown	Cons
	Lavinia Edwards	Cons
Downham	Anna Bailey	Cons
Ely East	Matthew Downey	Lib Dem
	Lis Every	Cons
Ely North	Alison Whelan	Lib Dem
	Simon Harries	Lib Dem
Ely West	Sue Austen	Lib Dem
	Christine Whelan	Lib Dem
	Paola Trimarco	Lib Dem
Fordham & Isleham	Julia Huffer	Cons
	Joshua Schumann	Cons
Haddenham	Gareth Wilson	Lib Dem
Littleport	Christine Ambrose-Smith	Cons
	David Ambrose-Smith	Cons
	Jo Webber	Cons
Soham North	Victoria Charlesworth	Lib Dem
	Alec Jones	Lib Dem
Soham South	Ian Bovingdon	Cons
	Daniel Schumann	Cons

Stretham	William Hunt	Cons
	Lisa Stubbs	Cons
Sutton	Lorna Dupre	Lib Dem
	Mark Inskip	Lib Dem
Woodditton	Alan Sharp	Cons
	Amy Starkey	Cons

Conservatives	15
Liberal Democrats	13

Councillors Total 28

LEADER AND DEPUTY LEADER OF THE COUNCIL, GROUP LEADERS AND DEPUTIES

Committee: Annual Council

Date: 30 May 2019

Author: Democratic Services Manager

[U2]

1.0 ISSUE

- 1.1 To receive details of the Leader and Deputy Leader of the Council; Political Groups; and Group Leaders and Deputies for the forthcoming year.

2.0 RECOMMENDATION

- 2.1 That the details of the Leader and Deputy Leader of the Council; Political Groups; and Group Leaders and Deputies for the forthcoming municipal year, as reported at the Annual Council meeting be noted.

3.0 BACKGROUND

- 3.1 The Council's declared Political Groups and their Leaders and Deputies are as follows:

<u>Conservative</u>	<u>Liberal Democrat</u>
Anna Bailey (Leader)	Lorna Dupré (Leader)
Joshua Schumann (Deputy)	Charlotte Cane (Deputy)

- 3.2 In accordance with Article 2.03(b) of the Council Constitution, the declared Leader of the Council is Councillor Anna Bailey as Leader of the Conservative Group. In accordance with Article 2.03(c) of the Council Constitution, the declared Deputy Leader of the Council is Councillor Joshua Schumann as Deputy Leader of the Conservative Group.

Background Documents

None

Location

Room 214B
The Grange
Ely

Contact Officer

Tracy Couper
Democratic Services Manager
(01353) 665555
E-mail:
tracy.couper@eastcambs.gov.uk

POLITICAL PROPORTIONALITY

Committee: Annual Council

Date: 30 May 2019

Author: Democratic Services Manager

[U3]

1.0 ISSUE

- 1.1 To receive details of the political balance of the Council and the implications for the allocation of seats on Committees, Sub-Committees and other Member Bodies.

2.0 RECOMMENDATION(S)

- 2.1 That Council notes the details of the political balance of the Council as set out in Appendix 1 and approves the allocation of seats on Committees, Sub-Committees and other Member Bodies as set out in Appendix 2, or agrees an alternative (on a Nem Con basis, if necessary).

3.0 BACKGROUND

- 3.1 Attached at Appendix 1 is a table showing the allocation of places on Committees, Sub-Committees and other Member Bodies in accordance with the requirements of the proportionality rules. Under Section 15(5)(a) of the Local Government and Housing Act 1989 (see below), all seats on a Committee/Sub-Committee cannot be allocated to the same Political Group.
- 3.2 Group Leaders have been advised of the number of places available on each Committee to be filled by their Groups, and of any necessary adjustments to be made between the political Groups in their overall seat allocations.
- 3.3 At the Annual Council meeting held on 14 May 2013, the dissolution of the Council's Scrutiny Committee was approved. Similarly, the revised Committee structures approved by the Council on 15 April 2014, 11 April 2017 and 11 April 2019 did not include a Scrutiny Committee.
- 3.4 Agenda Item 15 deals with the appointments to be made to fill those places on Committees and other Member bodies.

4.0 THE LOCAL GOVERNMENT AND HOUSING ACT 1989

- 4.1 Section 15(5) of the Act sets down the principles for the allocation of seats on Committees between the political Groups on the Council. The principles are applied in sequence and provide a safeguard to enable any distortion caused by rounding up or down to be remedied. The principles require, in effect, that:

- (a) all seats are not allocated to the same political Group.
- (b) the majority of seats are allocated to the political Group having a majority of the authority's membership.
- (c) subject to (a) and (b) above, the number of seats on the TOTAL of all committees allocated to a political Group bears the same proportion as the proportion of the seats held on full Council (this principle allows any accumulated distortion caused by rounding up or down in (d) below to be remedied).
- (d) subject to (a) to (c) above, the number of seats on each Committee allocated to a political Group bears the same proportion to the proportion on full Council.

4.2 The effect of rounding up or down across the overall number of seats to be allocated on Committees can be quite significant which is why the principles explicitly provide for any distortion to be rectified.

5.0 FINANCIAL IMPLICATIONS

5.1 None arising from this report.

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Local Government and Housing Act 1989 (Section 15) Local Government (Committees and Political Groups) Regulations 1990	Room 214B The Grange Ely	Tracy Couper Democratic Services Manager (01353) 665555 E-mail: tracy.couper@eastcambs.gov.uk

POLITICAL PROPORTIONALITY

28 Members aligned to Political Groups

28 aligned Members – 51 seats: 1 Member = 1.821 seats

APPENDIX 1

PARTY	NO. OF COUNCILLORS	PROPORTION OF TOTAL
Conservative	15	53.57%
Liberal Democrat	13	46.43%
	28	100%

BODY	TOTAL MEMBERS ON BODY	CONSERVATIVE [proportion of seats: 53.57%]		LIBERAL DEMOCRAT [proportion of seats: 46.43%]	
Full Council	28	15	15	13	13
Finance & Assets	9	4.821	5	4.179	4
Operational Services	9	4.821	5	4.179	4
Others:					
Licensing	10	5.357	5	4.643	5
Planning	11	5.893	6	5.107	5
F&A Hearings Sub-Cttee	7	3.750	4	3.250	3
Licensing Sub-Cttee	5	2.679	3	2.322	2
Total Seats on ordinary committees under strict proportionality	51	27.321	28	23.679	23
Total Seats	51	27 (need to cede 1)		24 (Need to gain 1)	

Notes:

Following consultation with Group Leaders, the Conservative Group have ceded one place on Licensing Sub-Committee to the Liberal Democrat Group.

Proportionality does not apply to Anglia Revenues Partnership Joint Committee and previously it has been agreed by a Nem Con vote that proportionality should not be applied to Personnel Appeals Sub-Committee. The following allocations were agreed as a result of consultation with Group Leaders for 2019/20:

	Total Members on Body	Conservative	Liberal Democrat	Independent
Anglia Revenues Partnership Joint Committee	1	1	0	0
Personnel Appeals Sub- Committee	3	2	1	0

POLITICAL PROPORTIONALITY

28 Members aligned to Political Groups

28 aligned Members – 51 seats: 1 Member = 1.821 seats

APPENDIX 2

PARTY	NO. OF COUNCILLORS	PROPORTION OF TOTAL
Conservative	15	53.57%
Liberal Democrat	13	46.43%
	28	100%

BODY	TOTAL MEMBERS ON BODY	CONSERVATIVE [proportion of seats: 53.57%]		LIBERAL DEMOCRAT [proportion of seats: 46.43%]	
Full Council	28	15	15	13	13
Finance & Assets	9	4.821	5	4.179	4
Operational Services	9	4.821	5	4.179	4
Others:					
Licensing	10	5.357	5	4.643	5
Planning	11	5.893	6	5.107	5
F&A Hearings Sub-Cttee	7	3.750	4	3.250	3
Licensing Sub-Cttee	5	-	2	-	3
Total Seats on ordinary committees under strict proportionality	51	27.321	27	23.679	24
Total Seats	51	27		24	

Notes:

Following consultation with Group Leaders, the Conservative Group have ceded one place on Licensing Sub-Committee to the Liberal Democrat Group.

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	Total Members on Body	Conservative	Liberal Democrat	Independent
Anglia Revenues Partnership Joint Committee	1	1	0	0
Personnel Appeals Sub- Committee	3	2	1	0

MEMBERSHIP OF COMMITTEES AND SUB-COMMITTEES (INCLUDING SUBSTITUTES) AND OTHER MEMBER BODIES 2019/20

To: Annual Council

Date: 30 May 2019

Author: Democratic Services Manager

[U4]

1.0 ISSUE

- 1.1 To consider the appointment of Members and substitutes to Committees, Sub-Committees and to other Member bodies for 2019/20.

2.0 RECOMMENDATIONS

That Council:

- 2.1 Authorise the Chief Executive and the Monitoring Officer to make amendments to the Shareholder Agreement and terms of reference of the appropriate Committees to facilitate the following changes, specifically:-
- that the Finance and Assets Committee undertake the 'shareholder' function for East Cambs Trading Company (ECTC);
 - that the Operational Services Committee undertake the 'shareholder' function for East Cambs Street Scene (ECSS).
- 2.2 Approves the appointment of Leader of Council and Chairman, Operational Services Committee to the ECTC Board of Directors.
- 2.3 Approves the appointment of Deputy Leader of Council and Chairman, Finance & Assets Committee to the ECSS Board of Directors.
- 2.4 Approves the appointment of three substitutes from each of the Conservative and Liberal Democrat Groups for the Licensing Committee.
- 2.5 Approves the membership of Committees, Sub-Committees and other Member bodies for 2019/20.

3.0 BACKGROUND

- 3.1 A list of Committees, Sub-Committees and other Member bodies for 2019/20 is set out in Appendix 1. A number of Sub-Committees and other informal Member bodies were set up in 2015/16 by the relevant Committees and those continuing in 2019/20 will be re-appointed to at the 'mini meetings' of Committees that follow this Council meeting.

- 3.2 Group Leaders have been advised of the number of places available to be filled by their respective Groups on each body under the rules relating to proportionality (see also Agenda Item 14). The details of the proposed membership of Committees, Sub-Committees and other Member bodies for 2019/20 are shown in Appendix 1.
- 3.3 The Council on 21 February 2019 (Agenda Item 12) agreed that the 'shareholder' function for ECTC and ECSS be transferred to the new Finance and Assets Committee. Given the specific remit of ECSS and the delivery of 'front line' operational services, it would seem logical to transfer the 'shareholder' function for ECSS to the new Operational Services Committee (See recommendation 2.1). In addition, following the retirement of former Councillor Charles Roberts as a Councillor, Leader of the Council and Director of the Council's Trading Companies, it has been necessary to review the current Councillor Directors. Recommendations for new appointments are detailed in recommendations 2.2 and 2.3 above.
- 3.4 Arising from the review of the Committee structure and more balanced composition of the Council following the District Council Elections, further consideration has been given to the appointment of substitutes for the Licensing Committee. Having regard to the benefits expressed by the Political Groups of the appointment of substitutes for Planning Committee, the Monitoring Officer has agreed to the principle of the appointment of substitutes for Licensing Committee on the same basis as for Planning Committee, that those substitutes must have attended appropriate Licensing training before serving on the Committee.

4.0 APPENDICES

- 4.1 Appendix 1 - List of Membership of Committees, Sub-Committees and other Member bodies for 2019/20.

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
ECDC Constitution	Room 214B The Grange Ely	Tracy Couper Democratic Services Manager (01353) 665555 E-mail: tracy.couper@eastcambs.gov.uk

COMMITTEES, SUB-COMMITTEES AND OTHER MEMBER BODIES 2019/20

FINANCE & ASSETS COMMITTEE (9) 5:4 and up to 3 Subs	OPERATIONAL SERVICES COMMITTEE (9) 5:4 and up to 3 Subs	PLANNING COMMITTEE (11) 6:5 and up to 3 Subs	LICENSING COMMITTEE (10) 5:5 and up 3 subs
<u>CONSERVATIVE</u> Christine Ambrose Smith Ian Bovingdon David Brown Bill Hunt Alan Sharp <u>Substitutes:</u> Dan Schumann Josh Schumann Jo Webber	<u>CONSERVATIVE</u> David Ambrose Smith Lis Every Julia Huffer Amy Starkey Jo Webber <u>Substitutes:</u> Anna Bailey Dan Schumann Lisa Stubbs	<u>CONSERVATIVE</u> Christine Ambrose Smith David Brown Lavinia Edwards Bill Hunt Josh Schumann Lisa Stubbs <u>Substitutes:</u> Lis Every Julia Huffer Dan Schumann	<u>CONSERVATIVE</u> David Ambrose Smith Lavinia Edwards Julia Huffer Alan Sharp Jo Webber <u>Substitutes:</u> Christine Ambrose Smith Ian Bovingdon Lisa Stubbs
<u>LIB DEM</u> Alison Whelan (Lead Member) Charlotte Cane Simon Harries John Trapp <u>Substitutes:</u> Christine Whelan Gareth Wilson Matt Downey	<u>LIB DEM</u> Mark Inskip (Lead Member) Christine Whelan Paola Trimarco Victoria Charlesworth <u>Substitutes:</u> Simon Harries Alison Whelan John Trapp	<u>LIB DEM</u> Matt Downey (Lead Member) Gareth Wilson Sue Austen John Trapp Alec Jones <u>Substitutes:</u> Christine Whelan Charlotte Cane Simon Harries	<u>LIB DEM</u> Sue Austen (Lead Member) Alec Jones Alison Whelan Mark Inskip Simon Harries <u>Substitutes:</u>

COMMITTEES, SUB-COMMITTEES AND OTHER MEMBER BODIES 2019/20

ANGLIA REVENUES PARTNERSHIP JOINT COMMITTEE (1) [22/10/15] 1:0 and 2 Subs			
<u>CONSERVATIVE</u> David Ambrose Smith <u>Substitutes:</u> David Brown Josh Schumann			
<u>LIB DEM</u> None <u>Substitutes:</u> None			

Appendix 1

Overview and Scrutiny Committee of 14

POLITICAL BALANCE ACROSS THE COUNTY as at 3 May 2019

	Total	Vacancy	Conservative	Labour	Putting Street Neots	Independent	Werrington First	Liberal Party	Liberal Democrats	Green	UKIP	Total	Entitlement 2018	Entitlement 2019
CAMBRIDGESHIRE	2	0	36	7	2	0	0	0	15	0	0	60	1 Con & 1 Lib Dem	1 Con/1 Lib Dem
PETERBOROUGH	2	0	28	17	0	0	3	1	9	2	0	60	1 Con & 1 Lab	1 Con/1 Lab
HUNTINGDONSHIRE	2	0	30	4	6	0	0	0	7	0	0	47	1 Cons 1 Indep	1 Con/1 Lib Dem
EAST CAMBS	2	0	15	0	0	0	0	0	13	0	0	28	2 Cons	1 Con/1 Lib Dem
SOUTH CAMBS	2	0	11	2	0	0	0	0	30	0	0	43	1 Cons & 1 Lib Dem	1 Con/1 Lib Dem
CAMBRIDGE CITY	2	0	0	26	0	0	0	0	15	0	0	41	1 Lab 1 Lib Dem	1 Lab/1 Lib Dem
FENLAND	2	0	26	0	0	0	0	0	2	1	0	29	2 Cons	2 Cons
TOTAL		0	146	56	8	0	3	1	91	3	0	308		
POLITICAL BALANCE %			47.40	18.18	2.60	0.00	0.97	0.32	29.55	0.97	0.00	100.00		
Seat allocation May 2018			8	2	0	1	0	0	3	0	0	14		
Committee seat allocation	14		6.64	2.55	0.36	0.00	0.14	0.05	4.14	0.14	0.00	14.00		

Seat allocation May 19	7	2	0	0	0	0	5	0
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Appendix 2

Audit and Governance Committee of 7

POLITICAL BALANCE ACROSS THE COUNTY as at 3 May 2019

	Total	Vacancy	Conservative	Labour	Putting St Neots	Independent	Werrington First	Liberal Party	Liberal Democrat	Green	UKIP	Total	Entitlement 2018	Entitlement 2019
CAMBRIDGESHIRE	1	0	36	7	2	0	0	0	15	0	0	60	1 Lib Dem	1 Con
PETERBOROUGH	1	0	28	17	0	0	3	1	9	2	0	60	1 Conservative	1 Lib Dem
HUNTINGDONSHIRE tbc	1	0	30	4	6	0	0	0	7	0	0	47	1 Conservative	1 Con
EAST CAMBS	1	0	15	0	0	0	0	0	13	0	0	28	1 Conservatives	1 Con
SOUTH CAMBS tbc	1	0	11	2	0	0	0	0	30	0	0	43	1 Lib Dem	1 Lib Dem
CAMBRIDGE CITY	1	0	0	26	0	0	0	0	15	0	0	41	1 Labour	1 Lab
FENLAND	1	0	26	0	0	0	0	0	2	1	0	29	1 Conservatives	1 Con
TOTAL		0	146	56	8	0	3	1	91	3	0	308		
POLITICAL BALANCE %			47.40	18.18	2.60	0.00	0.97	0.32	29.55	0.97	0.00	100.00		
Seat allocation May 2018			4	1	0	0	0	0	2	0	0	7		
Committee seat allocation	7		3.32	1.27	0.18	0.00	0.07	0.02	2.07	0.07	0.00	7.00		

Seat allocation May 2019

4

1

0

2

**CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY –
MEMBERSHIP AND OTHER APPOINTMENTS**

Committee: Council

Date: 30 May 2019

Author: Chief Executive

[U5]

1.0 **ISSUE**

- 1.1 This report requests the Council to make appointments to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2019/2020.

2.0 **RECOMMENDATIONS**

- 2.1 Members are requested to make the following appointments/nominations to the Cambridgeshire and Peterborough Combined Authority for the municipal year 2019/2020:
- (a) appoint the Leader of Council to act as the Council's appointee to the Combined Authority and one substitute member;
 - (b) nominate two members (one from the Conservative party and one from the Liberal Democrat party) to the Overview and Scrutiny Committee, and two substitute members from the same political parties as those appointed;
 - (c) nominate one member from the Conservative party to the Audit and Governance Committee and one substitute member from the same political party.
- 2.2 That the Chief Executive be authorised to make any amendments to the appointments to the Overview and Scrutiny Committee and the Audit and Governance Committee in consultation with the Political Group Leaders, if the political balance is amended by the Combined Authority between now and the next Council meeting.

3.0 **BACKGROUND**

- 3.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, each Constituent Council must appoint one of its elected members and a substitute member to the Combined Authority. This is normally the Leader. The Council is asked to appoint a member and substitute member for the municipal year 2019/20.

Non-Executive Committees

- 3.2 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016 requires the Combined Authority to establish an Overview and Scrutiny Committee and an Audit Committee. The Order sets out the rules for membership. The membership of the Overview and Scrutiny and the Audit Committees as a whole should reflect so far as reasonably practicable the balance of political parties of the constituent councils when taken together. The

balance is based on membership of political parties, not political groups, on constituent councils across Cambridgeshire and Peterborough.

- 3.3 On 2 May 2019, there were local elections for a number of constituent councils. The Combined Authority has reviewed the political balance on constituent councils and has requested constituent councils to make the following appointments to these committees. As this Council's Annual Council meeting now has been moved to 30 May (due to the European Elections being scheduled for 23 May) which is after the Combined Authority's annual meeting on 29 May, the nominations received from Group Leaders have been notified to the CPCA.

Overview and Scrutiny Committee

- 3.4 The Combined Authority agreed that to ensure an equitable representation across each constituent authority, two members from each council should be appointed to the Overview and Scrutiny Committee representing a total membership of fourteen members.
- 3.5 The implications of applying political proportionality to a fourteen member Overview and Scrutiny Committee are detailed in Appendix 1.
- 3.6 The Council is required to nominate two members (one from the Conservative party and one from the Liberal Democrat party) to the Overview and Scrutiny Committee for the municipal year 2019/20 based on the political balance set out in Appendix 1.

Audit and Governance Committee

- 3.7 The Combined Authority agreed to establish an Audit and Governance Committee consisting of seven constituent members: one member from each constituent council.
- 3.8 The implications of applying political proportionality to a seven member Audit and Governance Committee are detailed in Appendix 2. The Council is required to nominate one member from the Conservative party to sit on the Audit and Governance Committee for the municipal year 2019/20 based on the political balance set out in Appendix 2.

Substitute members

- 3.9 The Combined Authority has agreed that substitute members should be appointed for each position on the Audit and Governance Committee and the Overview and Scrutiny Committee. Any substitute members should come from the same party as the Member they are substituting for to maintain political balance.
- 3.10 For the Overview and Scrutiny Committee, if constituent councils have appointed members from the same political parties, those Councils might only wish to appoint one substitute rather than two. The quorum set down in legislation is two thirds of the total membership. Therefore, it is preferable to appoint two members in case both members are absent from a meeting and need to substitute.

Conclusion

- 3.11 All appointments and nominations made by constituent councils will be reported to the Combined Authority's annual meeting on 29 May 2019.
- 3.12 The political balance calculations in the Appendices are based on up to date statistics given by constituent councils and take account of the outcome of constituent council elections. However, there may be last minute changes in the lead up to constituent councils' annual meetings and Combined Authority's annual meeting on 29 May.
- 3.13 If there are consequential changes to the overall political balance, the Combined Authority may need to review the membership and the allocation of seats to political parties on the above committees. The Monitoring Officer will advise constituent councils if any subsequent changes have been necessary, and whether any changes need to be made to their nominations.
- 3.14 If there is no provision in Constituent Council's Standing Orders, the Council may wish to consider giving delegated powers for the Chief Executive to approve any consequential changes to these appointments in consultation with the relevant Party Group leaders.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 4.1 In accordance with the Cambridgeshire and Peterborough Combined Authority Order 2017, no remuneration is to be payable by the Combined Authority to its members.

5.0 LEGAL IMPLICATIONS

- 5.1 These are set out in the report. The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016 requires a combined authority to ensure that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the constituent councils when taken together.

6.0 APPENDICES

- 6.1 Appendix 1 – Overview and Scrutiny Committee political balance calculations.

Appendix 2 – Audit and Governance Committee political balance calculations

Background Documents	<u>Location</u>	<u>Contact Officer</u>
Council – 24 May 2018 Agenda Item No. 15a	Room 103 The Grange Ely	John Hill Chief Executive (01353) 616271 E-mail: john.hill@eastcambs.gov.uk



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item: 16b

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meeting	Representative
Overview and Scrutiny	25th March 2019	Councillors Mike Bradley and Alan Sharp Substitutes: Councillors Julia Huffer and Chris Morris
Combined Authority Board	27th March 2019	Councillor Charles Roberts Substitute: Councillor Anna Bailey
Audit and Governance	29th March 2019	Councillor Chris Morris Substitute: Councillor Alan Sharp

The above meetings have taken place in March 2019

Overview and Scrutiny Committee- Monday 25th March 2019

The Overview and Scrutiny Committee met on 25 March 2019 and the decision summary is attached at **Appendix 1**

Combined Authority Board – Wednesday 27th March 2019

The Combined Authority Board met on 27 March 2019 and the decision summary is attached at **Appendix 2**

Audit and Governance Committee- Friday 29th March 2019

The Audit and Governance Committee met on 29 March and the decision summary is attached as **Appendix 3**

The agendas and minutes of the meetings are on the Combined Authority's website – Links in the appendices

Appendix 1



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Overview and Scrutiny Committee - Decision Summary

Meeting: 25 March 2019

Agenda/Minutes: [Overview and Scrutiny](#)

Chair: Cllr Lucy Nethsingha

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Apologies received from: Cllr Doug Dew Cllr Tom Sanderson substituted by Cllr Barry Chapman Cllr Ed Murphy substituted by Cllr Shaz Nawaz
2.	Declaration of Interests	There were no declarations of interest.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
3.	Minutes	The minutes of the meeting held on the 25 th February 2019 were agreed as a correct record.
4.	Public Questions	There were no public questions received.
5.	Business Board Update	The Director of Business and Skills gave an overview of the functions of the Business Board and summarised the written report submitted and introduced the Chair of the Business Board. It was noted that the Local Industrial Strategy (LIS) would be presented to the Business Board and recommended for approval by the Cambridgeshire and Peterborough Combined Authority Board on Wednesday 27th March 2019. The following points were raised: • There needed to be a focus on ensuring an even distribution of job creation and increased productivity across the county to address the North- South divide. • Concern was expressed that environmental issues and sustainability had not been given adequate consideration with the growth of industry. Gender representation was not considered to be balanced and focus was needed to redress this. • Consideration was needed to ensure that digital expansion was aligned with the developing infrastructure. • It was explained by the Chair of the Business Board that they would continue to assist the development of small and medium businesses and noted that the Local Growth Fund would assist with the advancements in digital connectivity whilst ensuring infrastructure compatibility. • The Director of Business and Skills explained that efforts were being made to profile and target businesses that could address the gender imbalance

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		and in response to concerns raised about environmental issues, it was noted that focus would be on companies committed to sustainability. The Committee noted the report. The Committee thanked the Chair of the Business Board for attending the meeting.
6.	Mayor for the Combined Authority	The Committee members had been given the opportunity to submit questions prior to the meeting and written response had been provided (Appendix 1). The Chair opened the floor for questions from the members. The following points were raised during the discussion:- • In response to questions asked, the Mayor explained that the CAM would allow and improve freedom of movement across Cambridgeshire and explained that a number of suggestions had been considered about bus services including franchising. The proposed CAM would include 2 underground stops in Cambridgeshire which would reduce congestion in the City Centre and would further allow the bus services to be more reliable and effective. • The Mayor confirmed that he would welcome the involvement of the Overview and Scrutiny Committee in the CAM and wanted to work alongside them and committed to further discussions on accessing some of the associated exempt information. • In response to concerns raised about congestion on the A428 in part due to some commuters accessing the East Coast Main Line (ECML) the

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		Mayor explained that he was in discussion with Huntingdonshire District Council to allow the Metro to provide links to the ECML. • The Mayor explained that garden cities would assist in the commitment to the delivery of housing and that an uplift in land value would provide funding in infrastructure. He reported that there was a projection of a 44% reduction in car use once the CAM was in place and that eco-garden cities would be complimentary in the reduction of pollution and progression to more clean air. • The Mayor confirmed that there was £1million in the budget for the current year for the bus review and that there was a need for a short, medium and long term bus solutions, which would include working with the bus companies, possible franchising and eventually integrating the bus system with the metro • In response to a further question, the Mayor explained that the non-statutory spatial plan covered some of the environmental concerns raised and noted that he had extensive dialogue with Anglian Water and the Environment Agency. • The Chair of the Task and Finish Group queried whether the Mayor would be willing to work with Overview and Scrutiny on some of the gaps that had been identified within the Strategic Outline Business Case for the CAM and consider the report produced by the Task and Finish group, in conjunction with the CFPS, to incorporate some of the points discussed within the report in the Outline Business Case; the Mayor agreed. The Committee thanked the Mayor for attending the meeting and answering the questions posed.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
7	University of Peterborough Update	The Committee received the report from the Director of Business and Skills which provided an update on the University of Peterborough and reported that the University of Peterborough was a key feature of the devolution deal agreed with central government. It was explained that Peterborough was lacking in Higher Education (HE) education and skills and that the provision of the University would go some way in addressing this through offering technical qualifications to meet the needs of local businesses. It was noted that three independent reviews had been commissioned and completed and that the findings and recommendations of those would be outlined in a Skills Committee paper for the 3rd April 2019 meeting. The Committee agreed that they would meet in April to discuss the Peterborough University and the reports taken to the Skills Committee on the 3rd April 2019. The Committee noted the report.
8	Skills Strategy Update	Committee received the report from the Director for Business and Skills which provided an update on the Skills Strategy for the Combined Authority. The Director of Business and Skills elaborated on the report and explained that the new Skills Strategy would identify priorities and interventions that would enable the economy to grow and respond to the needs of the varying communities. He explained that there were 7 different sub economies under the Combined Authority and noted that there was some skills inequality which the proposed Skills Strategy could address. The Committee commented that there were examples of Higher and Further Education establishments in the region having increased financial pressures and

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		that a commitment was needed to ensure that there would not be a reduction in the provision of them. There was a perceived inequality between the availability and delivery of education across the County and emphasis needed to be placed on businesses to inspire people to get skills. There was agreement that there was a need for teachers, pupils and businesses to incentives people to acquire the correct skills. The Committee noted the contents of the report
9.	Review of the Combined Authority Board Agenda	The Committee reviewed the agenda due to come to the Board on Wednesday 27th March 2019. The Committee agreed to raise the following questions to the Board: Item 3.1 Budget Monitoring Update 1) Could future budget monitoring reports include information relating to the spend on housing? 2) The Committee asked that information contained within the Capital Programme differentiate between cash flow and capital e.g. loan to East Cambs? Item 4.1 Housing Development Company 3) Can the Board reassure members that the Housing Director will not be distracted from their commitment to provide 100,000 new homes once seconded to the Development Company 4) Will there be conflict and/or competition with other Council's that have set up and continue to run their own Housing Development Companies? 5) What mechanisms are to be used for member scrutiny and engagement of the Development Company.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		Item 4.2 CAM Metro 6) The Overview and Scrutiny Committee is concerned that there is no risk assessment of the Cases in the Strategic Outline Business Case 7) Can assurance be given that there will be alignment of the CAM Metro with other public transport systems? 8) Overview and Scrutiny would want proper governance to be put in place for all aspects of CAM and not just the provision of the tunnels and underground stations as identified in the SOBC? 9) The Committee raised some concerns around the Financial Case and that it was unfortunate that they had not been able to see the exempt appendices. 10) Overview and Scrutiny thanked the Mayor for his agreement that the gaps and concerns that they have raised for the SOBC compared with the questions that they identified with the Centre for Public Scrutiny will be taken into account by the Mayor and officers in drawing up the Outline Business Case. 11) Overview and Scrutiny noted that engagement will be happening shortly with the Department for Transport in respect of the Strategic Outline Business Case Item 4.3 A10 Corridor – Strategic Outline Case and Next Steps 12) Overview and Scrutiny is concerned that junction improvements which were highly rated are not being looked at in the Next Steps. 13) Can the Committee get clarification whether consideration of climate change and environmental issue has been given due weight in respect of improvements on the A10?

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		Item 4.4 Bus Reform Task Force – Governance and Subsidies 14) The Committee was concerned that the recommendations included in this report differed from those agreed at the January meeting. In particular the long term proposal: 15) Approval, to develop and deliver a Business case assessment of the benefits of operational models open to the Combined Authority including Enhanced Partnerships and franchising opportunities in line with DfT Guidelines and as set out in the Bus Service Act. The business case will be completed in Q1 2021. Could the status of this recommendation be clarified?
10.	Member Update on Activity of Combined Authority	No updates were received from members
11.	Combined Authority Forward Plan	The Committee considered the Combined Authority Forward Plan and had no comments or suggestions at this time.
12.	Overview and Scrutiny Work Programme Report	The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19. The Committee requested that a further report on the University of Peterborough be considered at the next meeting to include additional information from the Skills Committee on the 3rd April 2019. The Committee invited the Director of Business and Skills to attend the next meeting to respond to question raised in relation to the University of Peterborough. The Committee requested that they become more involved in the Bus Task Force and would welcome an opportunity to discuss this in future.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Chair advised that she discuss with the Interim Chief Executive the Committees access to exempt papers. The Chair advised that she would work with the Interim Scrutiny Officer on the committees work programme and would circulate this to members.
13.	Date of Next Meeting	The Committee agreed that the next meeting would be held at Council Chamber, Peterborough City Council Town Hall; Bridge Street; Peterborough PE1 1HG with a start time of 11am and a pre-meeting starting at 10:15am on Thursday 18 th April 2019.

Appendix 2



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY - Decision Summary

Meeting: 27 March 2019

Agenda/Minutes: [Combined Authority Board](#)

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Aamir Khalid (substituted by Professor Andy Neely)

1.2	Minutes – 27 th February 2019	It was resolved to: Approve the minutes of the meeting of 27th February 2019 as a correct record.
1.3	Petitions	None received.
1.4	Public Questions	Four questions were received. A summary of the questions and responses is published at the following link - Combined Authority: Public Questions
1.5	Forward Plan	It was resolved to note the Forward Plan.
1.6	Designation of Statutory Officer	The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees Order 2017 states that, a Combined Authority must designate one of its officers as the scrutiny officer of the Overview and Scrutiny Committee. It was resolved to: Designate Emma Powley as Scrutiny Officer for the duration of the maternity leave of the current officer.
	Part 2- Employment Committee Recommendations to the Combined Authority	
2.1	Appointment of Chief Executive and Monitoring Officer	The Board considered a report recommending the authority approves the recommendations of the Employment Committee for the appointment of the Chief Executive of the authority and the appointment of the Monitoring officer. It was resolved to: a) Extend the existing appointment of the interim joint Chief Executives, John Hill and Kim Sawyer, until the annual meeting in May 2019;

		b) Appoint Mr Howard Norris as the Monitoring Officer until the annual meeting in May 2019.
	Part 3- Finance	
3.1	Budget Monitor Update	The Board considered a report providing an update of income and expenditure of the Combined Authority for the period up until the end of January 2019. It was resolved to: Note the financial position of the Combined Authority for the year to date.
	Part 4- Combined Authority Matters	
4.1	Housing Development Company	The Board considered a report outlining the key objectives and principles of the Housing Strategy approved on 26 September 2018. The Housing Strategy recommended that the Combined Authority accelerate housing delivery by establishing a wholly owned company to enable direct intervention in the housing market, which would enable the development of new homes and affordable homes in the region. It was resolved to: a) Approve the Business Case for establishing a Combined Authority Trading Company (CATC) as detailed in Appendix 1; b) Approve the Combined Authority Trading Company Business Plan and as detailed in Appendix 2; c) Approve the Housing Development Company (DevCo) business plan as detailed in Appendix 3

		d) Approve the funding strategy for the Housing Development Company (paragraph 6); e) Approve the composition of the CATC Board as set out in Appendix 2 (ref: P8 para 4.1.1 and P9 para 4.1.2); Furthermore, in order to implement a)-c), authorise and approve: f) The Chief Executive to enter into a loan agreement with CATC as detailed in paragraph 6; g) The Chief Executive and the Corporate Services Director to complete the necessary legal documentation to implement the above.
4.2	CAM Metro - Strategic Outline Business Case	The Board considered a report presenting the findings from the Strategic Outline Business Case (SOBC) and recommending that the Board give its approval to move into the next stage of the Cambridgeshire Autonomous Metro (CAM) program. It was resolved to: a) Note that the CAM SOBC has been founded upon CPIER growth scenarios as set out in section 2.6 to 2.9. b) Note the strong strategic and economic case made in the SOBC for the CAM and that this case has been made drawing upon only 50% of the total potential economic growth in the CPIER report. c) Note the links between the timeline of the CAM outline business case and the Non-Statutory Spatial Plan.

		d) Agree that the funding solution for the CAM will be drawn from blend of sources as set out in section 3.9. e) Agree to release £1m of funding from the 2019/20 budget for the procurement and development of the Outline Business Case, the accompanying technical packages (including funding) and programme of stakeholder engagement. f) Agree to delegate authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to enter into the contractual relationships following the procurement of the external consultants required to undertake the Outline Business Case and accompanying technical packages
4.3	A10 Corridor- Strategic Outline Case and Next Steps	The Board considered a report providing an update on the progress to date of the A10 Corridor project and the proposed next steps for this work. It was resolved to: a) Note the results of the A10 Corridor Strategic Outline Case and associated reports. b) Agree to release £500k of funding from the 2019/20 budget for the procurement and development of the Strategic Outline Business Case (SOBC) for: i. the A10 Dualling Project; ii. A10 junction improvement projects. c) Note the additional projects related to the A10 Corridor (Modal-shift interventions and junction improvements), and that if necessary business cases for these projects will be brought forward separately.

		d) Approve the approach towards engaging with the Department for Transport on funding streams for the A10; e) Approve the commencement of procurement of a professional services consultancy to undertake the work required to progress to SOBC for: i. A10 Dualling; ii. A10 junction upgrades. f) Delegate Authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to agree and proceed with the appointment of a professional services consultancy following the completion of an appropriate procurement procedure.
4.4	Bus Reform Task Force - Governance and Subsidies	The Board considered a report requesting approval of the governance arrangements of the Bus Reform Group/Task Force and the work required to design and implement a system for the evaluation and award bus subsidies. It was resolved to: a) Approve the governance arrangements for the Bus Reform Task Force including proposals for member engagement; b) Approve the work required to design and implement a system for the evaluation and award of bus subsidies c) Approval to draw-down up to £400k, of the £1m allocated within the 2019/20 budget, to commence the work of the Bus Reform task force including preparing the brief, bus subsidy assessment framework and procuring external consultancy support for the business case.

		d) Delegate authority to the Transport Committee to spend funding within the allocated £1M budget upon recommendation from the Bus Reform Task Group.
4.5	Cambridge South Station (Interim Solution)	The Board considered a report requesting the release of funds that had been identified for the use of the Cambridge South Station (Interim) project in the 2019/20 budget, in order to appoint consultants to provide the Combined Authority a report with details the feasibility of implementing an interim station on an accelerated timescales, and the likely capital and revenue costs of doing so. It was resolved to: a) Release the £100k allocated in the 2019/20 budget under the <i>Cambridge South Station – Interim Concept</i>; b) Delegate authority to the Chief Executive to appoint an external consultant to deliver a Cambridge South Station – Interim Station Study following the conclusion of the procurement process.
4.6	Huntingdon Third River Crossing	The Board considered a report requesting the release of funding for the Huntingdon Third River Crossing and to delegate authority to the Chief Executive enter into arrangements to procure and make the study. It was resolved to: a) Agree to release £200k of funding from the 2019/20 and carry forward £198k from 2018/19 for the procurement and development of the Huntingdon Third River Crossing feasibility study; b) Delegate authority to the Chief Executive, in consultation with the Chair of the Transport and Infrastructure Committee, to enter into the contractual

		relationships following the procurement of the external consultants required to undertake the study.
4.7	A505: Strategic Study	The Board considered a report evaluating the current transportation challenges and opportunities between Royston and Granta Park including the A505 and side road challenges, including the interaction with the M11, A11, A1301 and A1307 and how these interact with the proposed CAM route serving this area. It was resolved to: a) Endorse the commissioning of a multi-modal strategic transport study for the A505 corridor; b) Release to CCC the £1m allocation within 2018/19 capital budget; c) Agree the project inception and instruct officers to commence the procurement by competitive tender of this work; d) Following the completion of the procurement, delegate authority for contract award to the Chief Executive Officer, in consultation with the Chair of the Transport and Infrastructure Committee.
4.8	Adult Education Budget: Delegation of Grant Provision for 2019/20 Academic Year	The Board considered a report requesting delegated authority for the Skills Committee Chair and Director of Business & Skills to award the Adult Education Budget (AEB) Grant allocation to the 12 local college and Local Authority Providers in April 2019. It was resolved to: a) Provide delegated authority to the Director of Business and Skills, in consultation with the Chair of the Skills Committee, to award Grants to the 12 Grant Funded Providers of AEB upon successful completion of Delivery

		Plans including a variance of up to a 25% on the condition that a new learning aim or approach is demonstrated in line with the Cambridgeshire and Peterborough Combined Authority (CPCA) Strategic Priorities.
4.9	Monitoring and Evaluation Framework	The Board considered a report outlining and seeking approval of the 2019 Monitoring & Evaluation Framework for the Combined Authority. It was resolved to: a) Agree the 2019 Monitoring & Evaluation Framework for the Combined Authority. b) Note the resource implications for effective Monitoring & Evaluation to be delivered alongside the Combined Authority's major projects.
	Part 5 – Business Board/Committee Recommendations to the Combined Authority	
5.1	Growth Deal Project Proposals March 2019	The Board considered a report requesting that they consider and make recommendations against new applications that have been submitted for the Growth Deal. It was resolved to: a) Approve Applicants 2 and 3; b) Note that Applicants 1 and 4 had been asked to bring forward further detail to enable a final approval decision.

5.2	Local Industrial Strategy	The Board considered a report outlining the inaugural Cambridgeshire and Peterborough Industrial Strategy to the Board for comments and approval. It was resolved to: a) Approve the Cambridgeshire and Peterborough Industrial Strategy to the Combined Authority Board for approval b) Delegate authority to the Business Board and the Director of Business and Skills, in consultation with the Chair of the Housing and Communities Committee, to take the Industrial Strategy through the remaining stages of national sign-off, and refine.
5.3	Growth Programme Update	The Board considered a report providing and update on the Growth Deal programme's performance since April 2015, a summary of the programme monitoring report to Government to end December 2018 and the current in-year position to end February 2019 for the Growth Deal and Growing Place Funds combined. It was resolved to: a) Note the accumulative and in-year programme position to 28 February 2019 for Growth Deal and Growing Places Fund. b) Agree the submission of the Growth Deal monitoring report to Government to end Q3 2018/19.
5.4	Local Assurance Framework	The Board considered a report requesting that the Business Board approves a revised single Assurance Framework following the Ministry of Housing, Community & Local Government's revised National Local Growth Assurance Framework for Mayoral Authorities with a Single Pot and Local Enterprise Partnerships.

		It was resolved to: a) Agree the revised single Assurance Framework which is in line with the Ministry of Housing, Communities & Local Government's revised National Local Growth Assurance Framework for Mayoral Combined Authorities with a Single Pot and Local Enterprise Partnerships.
	Part 6- Motion Submitted under Proceedings of Meetings Rule 14	
6.1	Motion from Councillor Bridget Smith	On being put to the vote, the Motion was lost.
	Part 7 – Date of Next Meeting	
7.1	Wednesday 29 May 2019, Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE	



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Appendix 3

AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 29 March 2019

Agenda/Minutes: [Audit and Governance](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
1.	Apologies and Declarations of Interests	Apologies were received from Councillors Morris and Hay. No declarations of interest were made.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
2.	Chairs Announcement's	The Chair stated that he would write to the Councils about the tightness of the quoracy rules and the importance of attendance by members or their deputies. The inability of the Committee to conduct its full business reflected adversely on the Combined Authority's reputation Members of the Committee were asked if they would agree to have a joint induction with the Members of the Overview and Scrutiny Committee. The Committee agreed that members of the Audit and Governance Committee have a joint induction with members of the Overview and Scrutiny Committee in May 2019. Members were requested to consider whether to hold future meetings at the Alconbury office or continue rotating around the constituent councils. The Committee agreed that the Audit and Governance Committee would continue to hold their meetings at constituent councils.
3.	Minutes of the meeting held on 30 th November 2018	The minutes of the meeting held on the 30 th November 2018 were agreed as a correct record.
4a)	Finance Review	The Programme Director (CIPFA) reported that he had been commissioned by the Combined Authority to undertake an independent assurance review related to the production of the Authority's 2019/20 budget. The Committee received a presentation which provided a summary of the timelines and noted that the review was scoped to: • Review the process undertaken to complete the 2019/20 budget • Asses and/or test the assumptions that underpin it • Asses the governance in place to report, asses and, where appropriate, intervene in the delivery of the budget.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		It was explained that the reporting process for the budget showed marked improvements between the draft and the final. Having reviewed the relevant documents and discussions with key officers, it was confirmed that CIPFA were satisfied that; a) The Authority had prepared and was in the process of signing off its 2019/20 Budget and Medium-Term Financial Plan (MTFP) in accordance with the policies and procedures outlined in the Constitution. b) That the 2019/20 Budget's content including assumption and revenue/capital split were clear and appropriate c) That the Authority has in place robust and comprehensive budget monitoring and reporting process and procedures that will now include regular reporting to the Combined Authority Board. It was noted that there were no material findings or failings that had been identified as part of the review. The Chair thanked the Programme Director for his presentation.
4b)	Internal Auditors Update Budget Review	The Internal Auditor submitted a report and elaborated thereon. He explained that the work carried out by the internal auditors differed greatly to that of CIPFA. It was noted that the Internal Audit provided assurance to the Audit and Governance Committee that activities undertaken across the Combined Authority were appropriately managed, monitored and delivered in accordance with set governance and risk management frameworks. The Committee were reassured that despite receiving assurance from the External Auditors, the Internal Auditors would only give assurance once they had independently carried out their review.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		The Interim Chief Executive responded to questions asked of the Committee and explained that the Mayor had the authority to decide his staffing structure to deliver his priorities. It was noted that the Combined Authority could challenge the Mayoral expenditure but there had been majority vote in favour of the proposed staffing structure. The Interim Chief Finance Officer reported that approved funding had been spent on building schemes and capital monies had been spent on acquiring roads. He further noted that the Combined Authority followed the CIPFA accounting code and that funding was sourced from central government. In response to questions raised, the internal auditor reported that there were no areas where he would consider issuing ‘no assurance’. The Chair noted that additional progress needed to be made on value for money (vfm) and the significance between capital and revenue needs, The Interim Chief Finance Officer commented that if helpful for Members of the Committee, he could prepare a briefing note on the combined Authority’s policy documents relating to the rules and regulations adhered to in the national policies, followed also by CIPFA. The Committee noted that all monitoring reports were taken to the Combined Authority Board for review and transparency purposes.
5.	Internal Audit Progress Report	The Committee received and noted the report from the Head of Finance which provided the Audit and Governance Committee with an update on the Combined Authority (CPCA)’s Treasury Management and requested that the cost of the strategy be factored into the next report.
6.	Treasury Management	The Committee received and noted the report from the External Auditor which provided the 2018/19 Outline Audit Plan as prepared by Ernst & Young LLP (EY).

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
7.	External Audit Progress Report	The Committee received the report form the Interim Monitoring Officer which outlined provided them with the factual background relating to the circumstances of the resignation of the former Chief Executive. The following points were made:- • The External Auditor reported that the Interim Monitoring Officer had provided requested information relating to the Chief Executive's departure and subsequent severance. Based on this information the external auditor had concluded that the Combined Authority had acted lawfully and reasonably. • The Committee was advised that the Mayor had the authority to get external legal advice and commit the authority to expenditure as he had the general power of competence which was set out in the legislation. • Under the Localism Act 2011 the Mayor like other local authorities had to work within the budget set by the authority. • The Committee was assured by the external auditors that the severance package provided to the Chief Executive Officer was reasonable.
8.	Internal Audit Plan	The Committee received and noted the report from the Assurance Manager which asked the committee to review the Combined Authority Corporate Risk Register and suggest any changes they would like to put forward as a recommendation to the Board.
9.	Combined Authority Board Update	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate.
10.	Business Board Governance Update	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11.	Corporate Risk Register Annual Review	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate
12.	Assurance Framework	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate
13.	Staffing Structure Update	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate
14.	Work Programme	This item was deferred to the next meeting of the Audit and Governance Committee due to the meeting becoming inquorate
15.	Date of Next Meeting	The Committee agreed the next meeting shall be held on 31 st May 2019 at East Cambridgeshire Council.

SUTTON

NEIGHBOURHOOD PLAN

2017-2036



MADE VERSION
30 May 2019

Neighbourhood Plan Working Group Members

The following people have contributed to the preparation of the Sutton Neighbourhood Plan
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Allen Marking

Keith Brownell

Cllr Lisa Stubbs – East Cambridgeshire District Council

Cllr Lorna Dupre – East Cambridgeshire District Council & Cambridgeshire County Council

Residents

Richard Wisdom

Jon Megginson

Kim Osborne

Liz Hawkins

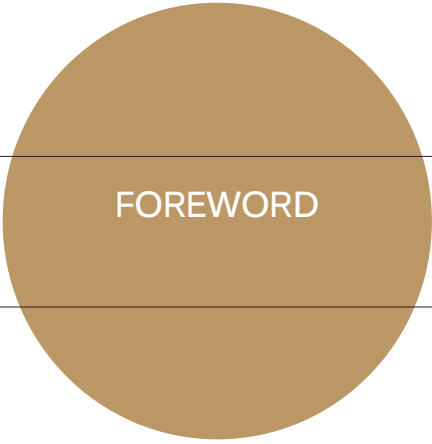
Planning Consultant

Ian Poole, Places4People Planning Consultancy



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Photographs in this Plan have been provided by Alex J P Scott Photography, Sutton Parish Council, Places4People, Alison Rawson via www.geograph.org.uk/ (Stankers Pond) and Richard Humphrey via www.geograph.org.uk/ (Sutton Gault flooding)



FOREWORD

Thank you for taking the time to read Sutton's Neighbourhood Plan. This is an important document which will help shape the future development of our local area. The area covered by the Neighbourhood Plan is the Parish of Sutton which includes the village of Sutton, Sutton Gault and surrounding countryside.

East Cambridgeshire is a growing district with significant demands for additional housing. The government's Localism Act enables Parish Councils to work with their local communities to create neighbourhood plans to shape future development in their villages. It is against this background that the Parish Council decided to embark on the journey towards developing a Neighbourhood Plan for Sutton.

The Neighbourhood Plan is a formal planning document which contains a number of Planning Policies. The policies define where new developments should take place and where new developments should not be allowed. The policies also describe the nature of those developments and the protection afforded to the existing built and natural environment. The policies also identify key infrastructure improvements that should accompany any major developments.

The Parish Council embarked on the process of creating a Neighbourhood Plan to give local residents the opportunity to have a say in the way that our local community develops. Much of the work to create the plan has been undertaken by the Parish Council's Neighbourhood Plan Working Party. At key points in the development of the plan the working party has engaged with the local community to seek views and ideas to ensure that the plan meets local community needs.

The Neighbourhood Plan Working Party began by gathering residents' views to create a vision for Sutton, identifying the key improvements that our local community needed and the key aspects that were most important to protect. We established for example that most residents want any significant new development to be north of The Brook, that there is a desire to see more affordable housing and that there are concerns about the ability of the schools and the GP surgery to cope with additional demands. Traffic and transport are also major topics of concern.

The Neighbourhood Plan is required by law to be in 'general conformity' with East Cambridgeshire District Council's Local Plan. The working party has had to be mindful of the district council's proposals, and to seek to influence and shape them in line with local community views.

During the community engagement activities many ideas for local improvements were suggested which cannot be progressed through planning policies. The adoption of a neighbourhood plan:

- enables our community to identify projects and proposals that it would like to see delivered in the coming years;
- increases the proportion of East Cambridgeshire's Community Infrastructure Levy (CIL) paid by developers to the Parish Council from 15% to 25% to help deliver some of those projects and;
- adds local detail to the East Cambridgeshire Local Plan to help protect what we cherish about Sutton.

In July 2018 the draft Neighbourhood Plan was subject to a formal six-weeks "pre-submission" consultation and, as a result of comments received, this is the amended Plan as submitted to East Cambridgeshire District Council for further consultation and examination.

The independent examination of the Sutton Neighbourhood Plan was conducted in January and February 2019. In February 2019 East Cambridgeshire District Council withdrew the then emerging Local Plan Review from examination, meaning that the Local Plan adopted in 2015 remains the one in force for the Sutton Neighbourhood Plan Area until superseded by a new Local Plan. The Neighbourhood Plan submitted for examination was examined against the 2015 Local Plan but made a number of references to the now withdrawn Local Plan Review. The Examiner concluded that, subject to the inclusion of recommended changes and the removal of references to the Local Plan Review (other than any particular contextual points which it might be helpful to retain as background), the Plan should proceed to referendum. This version of the Plan has been modified to reflect the outcome of the examination and to bring the Plan factually up-to-date.



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1. INTRODUCTION

1.1 A neighbourhood plan is a community-led planning framework for guiding the future development, regeneration and conservation of an area. It is about the use and development of land and contains a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development.

1.2 The right for communities to prepare neighbourhood plans was established by The Localism Act 2011 and gives direct power to allow communities to shape new development in their area.

1.3 Town and Parish councils are encouraged to produce their own neighbourhood plans enabling local people to have a say in how their neighbourhood grows and develops. In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning.

1.4 Neighbourhood plans cannot contradict the main government planning policies or the strategic policies in the Local Plan for the area. For example, they cannot propose less development than is planned for in the Local Plan.

1.5 Sutton Neighbourhood Plan is submitted by Sutton Parish Council which is a qualifying body as defined in the Localism Act 2011.

1.6 The Neighbourhood Plan has been prepared by Sutton Parish Council and a working party consisting of members of the Parish Council and residents of the village. The development of the Neighbourhood Plan has been led by the community and shaped by results of surveys,



consultations, open days and events to ensure that the Neighbourhood Plan reflects the aspirations of the community.

Designating the Neighbourhood Area

1.7 Sutton Parish Council applied to East Cambridgeshire District Council to designate a Neighbourhood Area covering the whole parish on 6 November 2014. Following a six-week consultation period, East Cambridgeshire District Council approved the application on 8 January 2015 and formally designated Sutton Parish as a Neighbourhood Area as identified on the map on the next page. There are no other designated neighbourhood plan areas within this boundary and the Parish Council is the “appropriate body” responsible for the preparation of the neighbourhood plan for this area. The Neighbourhood Plan period covers the period 2017 to 2036.

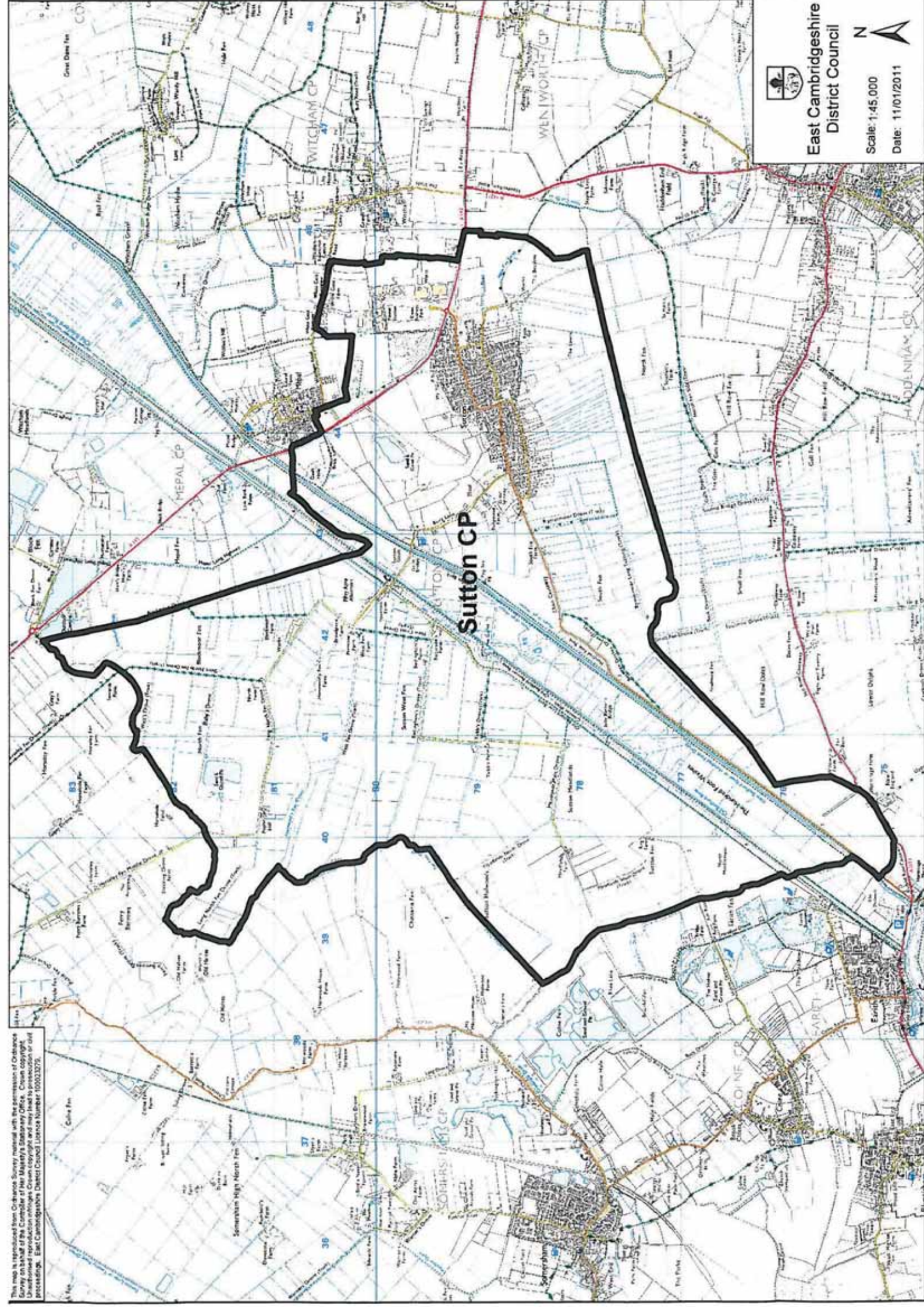


East Cambridgeshire
District Council



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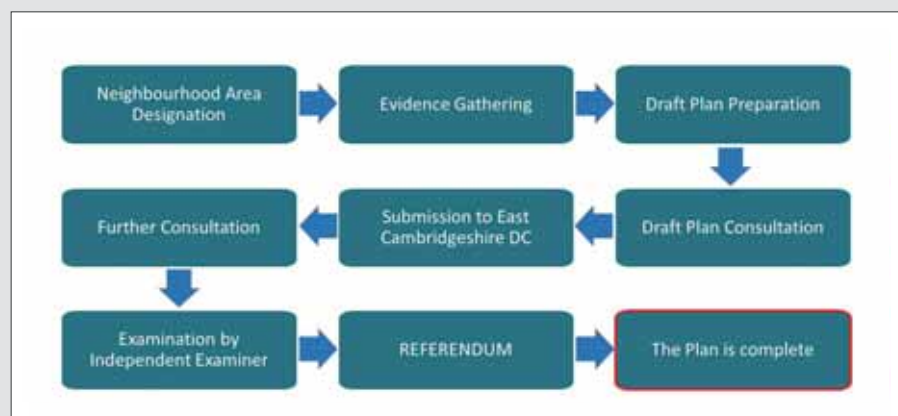


Community Engagement

1.8 A robust programme of community engagement and proportionate evidence base has helped to make sure that the neighbourhood plan is based on a proper understanding of the area and of the views, aspirations, wants and needs of local people.

A 'Planning the future of your village – have your say' survey was distributed to all houses in the village in January 2015. This provided residents with their first real opportunity to contribute to the Neighbourhood Plan.

- An Open Forum was held on 19 February 2015 at which residents had the opportunity to hear about the results of the survey and to learn more about neighbourhood plans in general.
- An Open Day was held at the Glebe on 3 October 2015 aimed at gathering information from residents for the purpose of formulating the Vision, Aims and Objectives for the Neighbourhood Plan. Agreed on six categories Biodiversity; Housing; Sport & Recreation; Services; Employment; Transport & Traffic.
- A second survey was held in January 2016. The purpose of this was to provide residents with the opportunity of commenting on the proposed objectives that came out of the Open Day.
- A Business Forum was held at the Elean Business Park on 19 May 2016 to gain the views of local businesses on what we require for the future.
- A set of draft policies was developed and published in July 2016 in the Parish Council Summer Newsletter and on the Neighbourhood Plan website with an online survey used to collect feedback.
- An Open Day was held at The Glebe on 24 March 2018, aimed at launching the draft Neighbourhood Plan to the community.
- In July 2018 the draft Neighbourhood Plan was subject to a formal six-weeks "pre-submission" consultation
- In November 2018, the Neighbourhood Plan was submitted to East Cambridgeshire District Council for further consultation and examination.
- In January and February 2019 the Plan was examined and, subject to the inclusion of the Examiner's modifications, it was recommended that the Plan proceed to referendum. This version of the Plan has been modified to reflect the modifications and to bring the Plan factually up-to-date.



Sutton Parish Neighbourhood Plan
Have Your Say

Planning the future of our village - Have your say

The Sutton Neighbourhood Plan is your opportunity to have a real say in how our community develops. For example, do we need more housing, retail and employment? If so what type and where? more or better community facilities? If so what type? what are the key transport issues for the village?

We would value your opinion, so please complete and return this questionnaire to the School, the Doctor's Surgery, the Giebe or for those living in the Gault - 'The Lilies', The Gault by 7th February 2015. Additional copies of the questionnaire can be obtained from the Parish Council Office. Alternatively you can complete this questionnaire online at: <http://suttonintheisland.org.uk>

Open Forum: Following the questionnaire we will be holding an Open Forum for all residents at The Giebe in Sutton on 19th February 2015, doors open at 7pm for a 7.30pm start to talk further about our Neighbourhood Plan and to discuss the requirements for the village.

Q1. What type of housing do you consider is needed in the Parish?

Starter homes	Yes ☐	No ☐
Retirement homes	Yes ☐	No ☐
Family	Yes ☐	No ☐
Rental	Yes ☐	No ☐
Other, please specify		

Q2. If housing is needed where would you like to see these new homes built?

Within existing village boundaries	Yes ☐	No ☐
Land at the end of Mepal Road	Yes ☐	No ☐
Land at the top of Fieldgate	Yes ☐	No ☐
Land east of Lawn Lane	Yes ☐	No ☐
Other, please specify		

Q3. Do you consider that the local area needs more employment?

Yes ☐ No ☐

If so, what kind? _____

Q4. What do you consider are the main transport issues within the local area?

HGVs (lorries)	☐	Provision of safe cycle routes	☐
Speeding traffic	☐	Parking	☐
Frequency of local bus service	☐		

Household Survey - January 2015

Sutton's Neighbourhood Plan

The Neighbourhood Plan for Sutton is our chance as residents to influence development in the village.

The Neighbourhood Plan Working Group has been looking at what matters to the Sutton community. It has held a number of consultations over the last twelve months, including a well-attended event at The Giebe last October.

The Group has listed the issues that matter, within six different topic areas:

- Housing
- Biodiversity
- Traffic and transport
- Local services
- Business
- Sport and recreation



Sutton Parish Neighbourhood Plan
Have Your Say

Find out more online at sutton-in-the-isle.org.uk

Who is on the Plan working group?

The members of Sutton's local plan working group are as follows:

- Richard Wadson, chair of the working group
- Rosie Hughes, clerk to Sutton Parish Council
- Mark Inskip, chair of Sutton Parish Council
- Lorna Dupont, district and county councillor
- Jan Meggs
- Kim Osborne
- Shelagh Patterington, parish councillor
- Stan Smith, parish councillor
- Lise Stubbs, district councillor

Land North of The Brook

A couple of months ago, Linden Homes presented to the Parish Council their masterplan for the 46 acres of land stretching from behind St Andrew's Close, The Orchards and Tower Road to Mepal Road and Millfield. This proposal is a test for our draft policies, and an opportunity to gain benefits for Sutton if it goes ahead.

Challenges

All development has challenges. Will there be traffic disruption while major construction is under way? Will the utilities cope with the increased pressure? Will local services be funded to expand for the increase in numbers?

Opportunities

However, such a large development can also provide opportunities to improve facilities. Sutton Parish Council and the Neighbourhood Plan Working Group have suggested several issues that we feel

Linden Homes should address, and several community benefits that should be included in the next draft of their Masterplan.

Money for local projects

Sutton will also receive a proportion of the 'Community Infrastructure Levy' that developers pay for each house built.

If a Neighbourhood Plan is in place before the final planning permission is given, Sutton's share increases from 15% of the total levy payable, to 25%.

Getting the balance right

If this large development is to take place, we would want to balance the disruption to our environment and community against the benefits it could bring, together with the legacy of a significant sum of money for the village through the Community Infrastructure Levy.

Let us have your views

We would welcome any comments you would like to make on this. Please use the Comments section of the Insured survey - thank you.



Initial ideas for the Linden Homes masterplan for land north of The Brook, as presented to Sutton Parish Council.

So what could Sutton gain from the Linden Homes proposal?

Opportunities identified for the village include:

Biodiversity

- Provision of extensive landscaping to the north of the site.
- Securing the existing biodiversity of trees and hedges, lining (1) to form wildlife corridors within the development.
- Provision of new green space and new play areas for toddlers, juniors and youths.
- Use of best practice green building techniques.
- Linking to the footpath and cycleway network.
- Provision of land for new burial ground (perhaps not on this immediate site).
- Provision of land for allotments.

Built environment and housing

- The site should be broken down with different styles and ranges of accommodation to meet housing needs, and should include for at least 30 per cent affordable housing and detailed mechanisms for its delivery.
- There is scope to build on the existing community facilities to create a village green resource located on new playing fields, the school and the Brooklands Centre.
- Ensure stepped development of local services, and safe transport and traffic links.

Business

- Ensure the provision of highest speed broadband to all.
- Safe links by foot and cycle to all local businesses.

- Consider the provision of small starter business units on site.
- Expansion of larger B2/B8 businesses off the immediate site.

Local services

- Extension of health facilities, capacity in the local school, and provision of permanent library services will be encouraged in order to keep pace with the needs of an expanding local population.
- Retention of existing shops, services and facilities will be supported, and additional retail and community facilities encouraged to broaden the village's offer.

Sport and recreation

- Provision of two additional adult football pitches and a new pavilion.
- Provision of an all-weather sports pitch facility.
- Provision of a skate park facility.
- Providing linking access to existing footpaths and bridleways.

Traffic and transport

- Undertake a study of the traffic generation aspects of any new developments, and pressure on the A142 roundabout and Mepal Road roundabout at peak travel times.
- Promote links to the guided bus route at Longampton.
- Ensure safe traffic flows through development and encourage pedestrian and cycle links to the school and retail facilities in the village.





Consultation Feedback – Published July 2016

2. THE NEIGHBOURHOOD AREA



Location

2.1 Sutton-in-the-Isle is on the south-western edge of the Isle of Ely. The Neighbourhood Area, the whole Parish of Sutton in the Isle, comprises the large village of Sutton, the outlying hamlet of Sutton Gault, farmland on the 'Isle' and low lying 'Fen' to the south and west. This includes a section of the Ouse Washes, a drainage scheme that runs from Earith to the south more than 20 miles to Denver Sluice to the north. It is 7 miles west of the small cathedral city of Ely and 16 miles north of Cambridge. The village was once served by the railway that connected Ely with St Ives. However, passenger services were withdrawn in 1931 and, although the line remained in use for freight, the final part of the line between the village and Ely closed in July 1964.

Landscape and Natural Environment

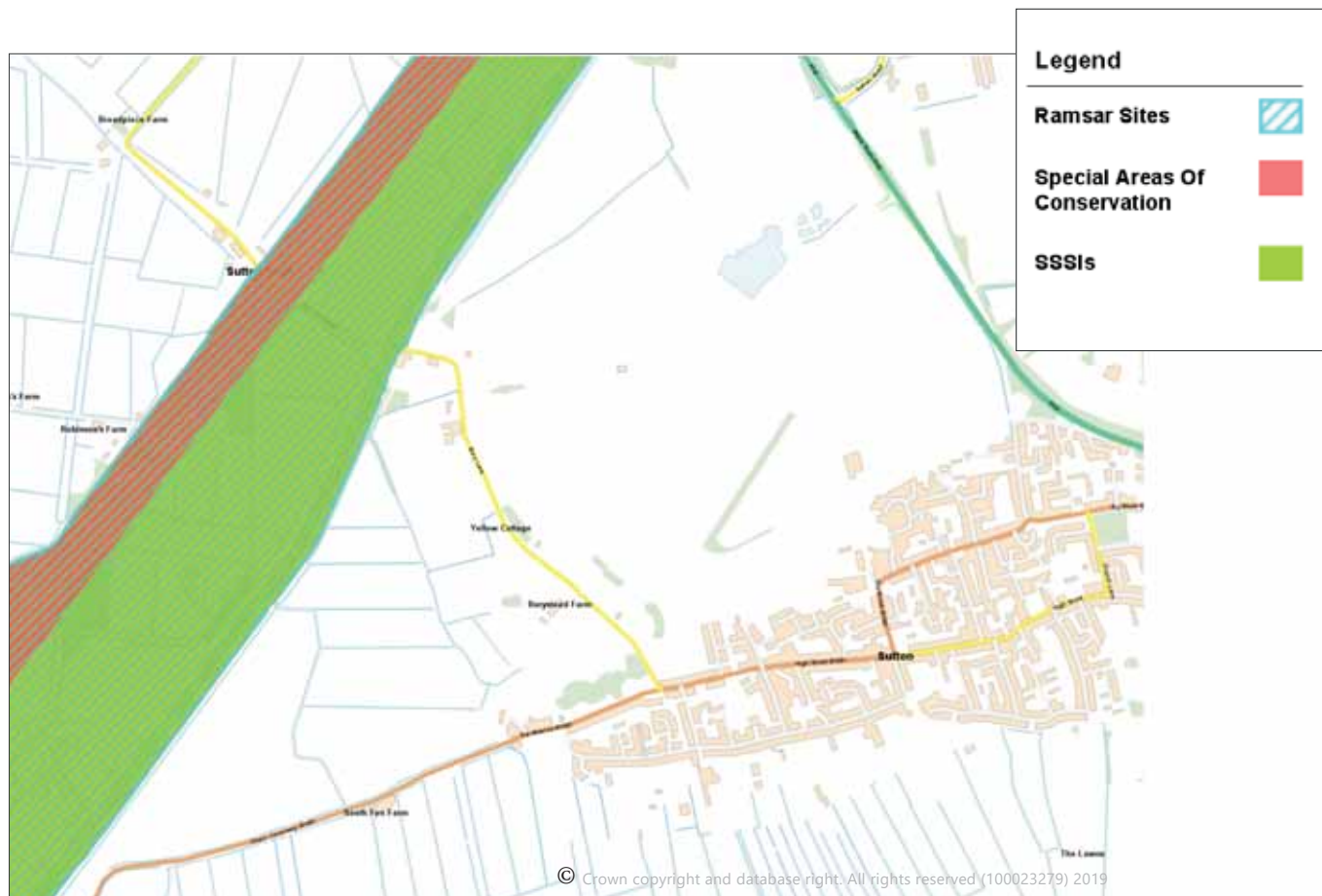
2.2 The Parish landscape is split between Fen Island, Kimmeridge Clay and sands and gravels, and drained peat fenland. The main road through the village centre is along the ridge on the highest land, around 20m above sea level. The village spreads down the southern slope to the fen edge, coinciding roughly with the 5 metres contour.

2.3 Land to the north of the village is relatively flat fen island (20 – 25 m). Previously the Sutton open fields, it was occupied by Mepal Airfield, a WWII Bomber Command Station from 1942. Later it became a base for Thor Intermediate Range Ballistic Missiles. This use removed historic features including a corn windmill and it is now a relatively featureless area.

2.4 Fen farmland to the west and south is drained by a close network of drainage ditches. The Bedford Rivers, the New and Old Bedford rivers, with the Ouse Washes between, cut north east at Sutton Gault. These waterways are key to the drainage of the Fens. Though the island on which Sutton was built is above sea level the surrounding land is very low lying, some below sea level. The Ouse Washes are an internationally important wetland Site of Special Scientific Interest (SSSI) that is also partly designated as a Special Area of Conservation and has the international Ramsar wetland designation due to its importance for wildfowl.

2.5 There are no other designated sites within the parish, but it is recognised that trees, hedgerows and verges play an important role in the wider biodiversity network, especially on the edge of the built-up area.

2.6 Sutton's position on the southern slopes of the Isle of Ely provided excellent land for fruit growing. Fruit growing is recorded from the 17th century and large-scale maps of the area, up until the mid-20th century show extensive orchards. These orchards with one dwelling on a large orchard plot of several acres led to much of the current pattern of development with each orchard being filled with a close of houses. Thus, in the second half of the 20th century the area covered by the village did not grow significantly but the density of population gradually increased.

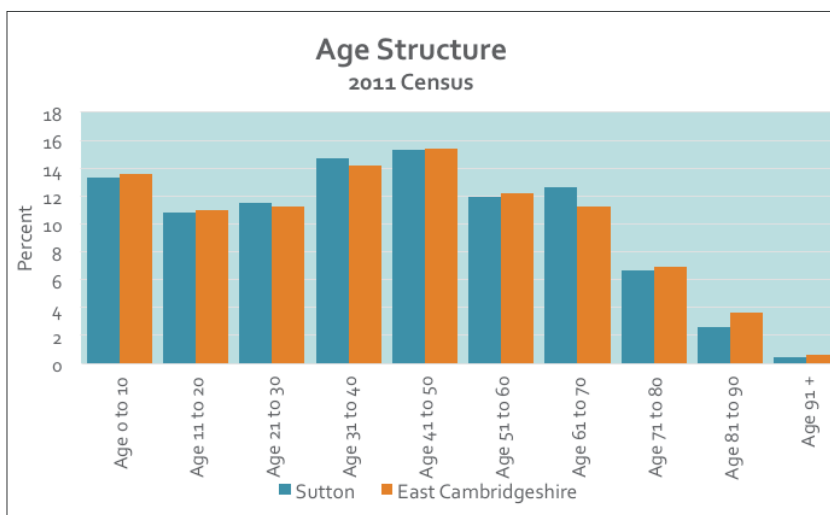


THE OUSE WASHES

Population

2.7 Sutton is the fifth largest settlement in East Cambridgeshire with the 2011 Census recording a population of 3,952. The latest available estimate is 4,040 in 2015. The population age profile of the village is similar to that of East Cambridgeshire as a whole, as is illustrated in the graph below.

2.8 In 1991 13% of the population was aged 65 and over. This had grown to 17% in 2011 and by 2031 it is predicted that a quarter of the village's population will be 65 or over.



Housing

2.9 The current housing stock in Sutton is made up of a concentration of older properties in the central conservation area with a scattering of pre-WWI dwellings across the whole area of the village. There has been infill, first along the existing roads, with some expansion to the north post-WWII. Most recently, development has filled the orchards and small fields with small developments. A significant proportion of dwellings are in cul-de-sacs.

2.10 In 2011 there were 1,677 homes in Sutton, an increase of 317 over the previous ten years. Of these almost half (45.3%) are detached dwellings and 96.6% whole house or bungalow. The average household size is 2.4 people with an average three bedrooms per household. Of these dwellings 76.8% are owner-occupied. 11.6% are social rented and 11% private rented. This means that the present housing stock includes a large proportion of family houses but also a significant rented sector. Since 2011 a further 41 new homes have been completed and as of April 2017 there were planning permissions for a further 11 additional homes in the village.

2. THE NEIGHBOURHOOD AREA

Employment

2.11 Most people travel out of the village for work including some long-distance commuting. In 2011 some 60% of working residents travelled over 10 kilometres (6.2 miles) to work, a slight increase over the 2001 Census results. The number of working residents in the village increased by 21% over the same ten years period while some 1,027 people worked in Sutton in 2011. In 2011 nearly 12% of working residents worked mainly from home, an increase from 9.5% in 2001. The type of occupations is varied with a relatively even distribution shown in the 2011 census data. The principal areas of employment are in retail related industries and in manufacturing while the biggest area of employment growth between 2001 and 2011 was in the education sector.



Heritage

2.12 The historic village centre was designated as a conservation area in February 1973. The District Council produced a Conservation Area Appraisal in May 2013 that provides an analysis of the important characteristics of the area and highlights matters that detract from the area.

2.13 The parish contains 17 listed buildings, most of which are located in the conservation area although three are in the Row and two on the route to Sutton Gault. The Burystead incorporates a late C13 - early C14 chapel of a former monastic grange, which makes it at least as old as the fine Parish Church at the other end of the village. The parish has a long history of occupation. Cambridgeshire Historic Environment Records have nearly 100 records for Sutton including a Palaeolithic hand axe, Roman and medieval finds. In the more remote parts of the parish there are three burial mounds (barrows) that are designated Ancient Monuments.



Transport Links

2.14 Sutton is seven miles from Ely by the A142 road and around 18 miles from the centre of Cambridge. It is possible to cycle all the way to Ely on cycle/pedestrian routes and 30mph areas, although the section from Sutton to Witcham Toll is awaiting upgrade. The railway station in Ely has very good connections south to Cambridge and London, East Anglia and west to Peterborough, Birmingham, Nottingham and Liverpool. There is also quick access (15/20 minutes) to major roads with links east, west, north and south via A14, M11 and A1. The bus service to Ely and Cambridge however is poor with services during the day only and up to two hours apart and no Sunday service. The Guided Bus route to Cambridge is nine miles to the south beyond Willingham. The limited availability of public transport services is reflected in a high vehicle ownership where 91% of households have at least one car or van and over half of the households have at least two cars or vans. In 2011, of those residents in work, 82% travelled there by car.

Living in the area

2.15 The village has a large and expanding Primary School, though it is a concern that the school has almost reached its capacity to extend on its current site. There is a doctor's surgery in Sutton providing a range of NHS services. There are six doctors, an advanced nurse practitioner and two practice nurses as well as other staff and it is also a base for other community health staff. A fire station staffed by on-call fire fighters is based in the village.



2.16 The village is less well served with shops which have steadily declined in number and quality over recent years. There is only one general shop, a pharmacy and a post office. There is a small Deli which is also a café, an Indian restaurant, Chinese take away/fish and chip shop and 2 pubs, though one is a "gastro pub" located at Sutton Gault. In April 2018 planning permission was granted for a further convenience store and take-away at the entrance to the village from the A142.

2.17 The village prides itself on the number and variety of societies that provide leisure activities for its residents including uniformed groups such as the Cubs and Scouts, sports groups for football, cricket and bowls and other groups covering a wide variety of activities from photography, to gardening and quilting. Indeed, it won the Calor Village of the Year award, an award that looks at the life of a village rather than its prettiness.

3. PLANNING POLICY CONTEXT

3.1 The Sutton Neighbourhood Plan must:

- have appropriate regard to national planning policy;
- be in general conformity with strategic policies in the development plan for the local area and contribute to sustainable development; and
- be compatible with European Union (EU) obligations and human rights requirements.

3.2 At the time of the preparation of this Neighbourhood Plan the East Cambridgeshire Local Plan 2015 was the statutory local planning document that covered the parish. It sets out the vision, objectives, spatial strategy and policies for the future development of the district and identifies sites for different types of development, such as housing and employment, to deliver the planned growth for the district to 2031.

3.3 The Local Plan focuses most growth on Ely, Littleport and Soham but acknowledges that a number of larger villages across the district have a role to play in accommodating “more limited” growth to help support local services, shops and community needs. For Sutton, the Local Plan identifies a “development envelope” to prevent sprawl into the open countryside and supports development on infill sites within the envelope. In addition, the Plan allocates a site north of The Brook for 50 new homes.

3.4 Soon after the adoption of the Local Plan the District Council commenced a review of the Plan and, in February 2018, the District Council

submitted the Local Plan Review to the Planning Inspectorate in order that it could be examined and taken through to adoption. The Local Plan Review planned for the amount and location of growth for the period to 2036. For Sutton, it identified the village as a “large village” within a hierarchy of settlements across the district. The Local Plan Review document identified two sites in Sutton village for housing development, an enlarged site north of The Brook for “in the region of” 250 homes and a site east of Garden Close for approximately 25 homes. It also identified the Elean Business Park for employment uses and two areas of open space as Local Green Space.

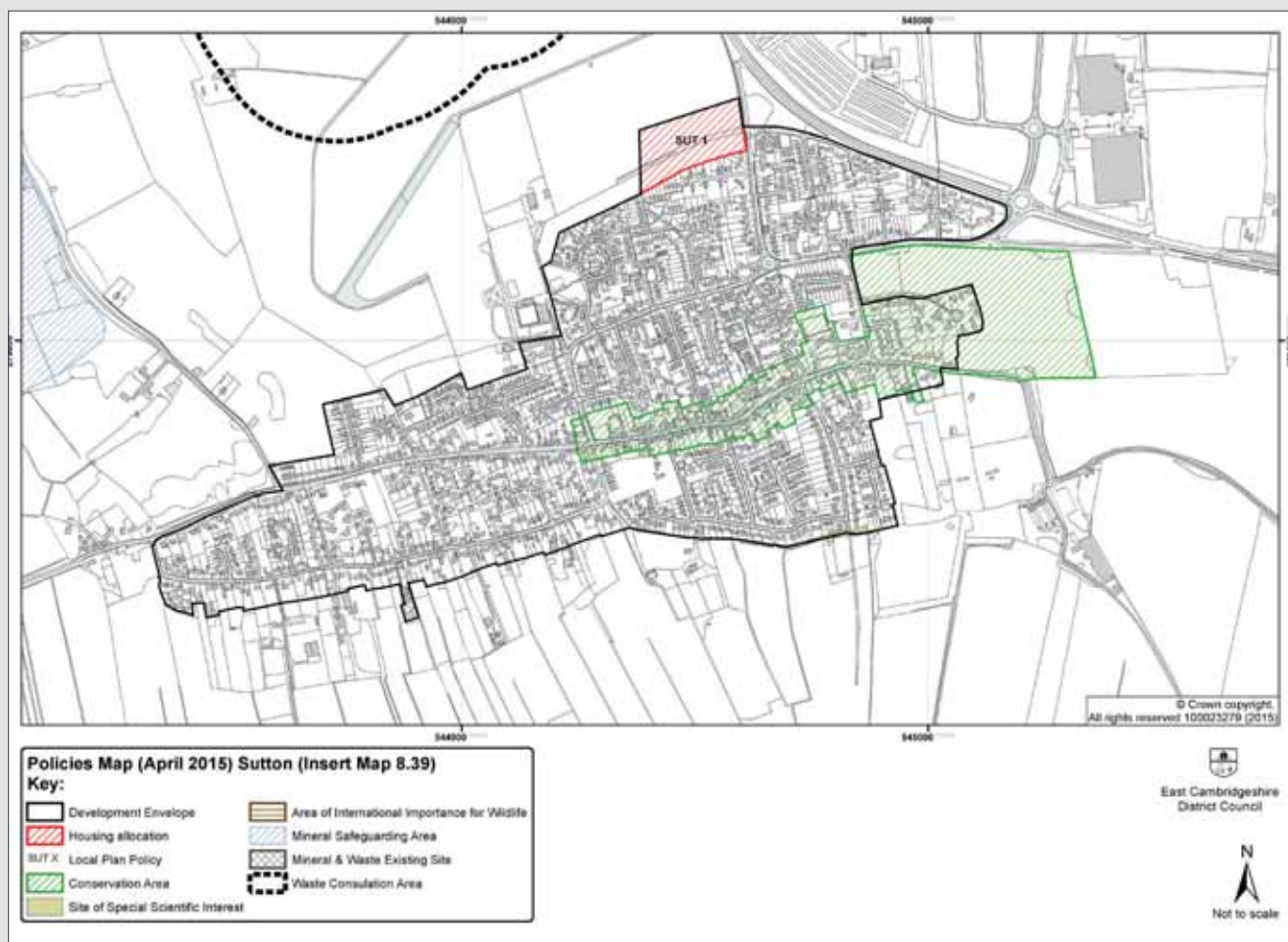
3.5 However, on 21 February 2019 the District Council voted to withdraw the Local Plan Review document from examination. The Plan and all related documents have been removed from the public domain and the adopted 2015 Local Plan remains the adopted Local Plan for East Cambridgeshire at the time this Neighbourhood Plan was prepared.

3.6 This draft Neighbourhood Plan has been prepared to have regard to the emerging Local Plan as it is considered unlikely that a referendum will take place before the Local Plan is adopted. However, the decision to withdraw the Local Plan Review from Examination did not have an impact on the Neighbourhood Plan as it was examined against the adopted 2015 Local Plan.

3.7 The National Planning Policy Framework (NPPF) sets out the Government's high-level planning framework which must be taken in to account in the preparation of development plan documents and when deciding planning applications. The original NPPF was published in 2012 and a revised version was published in July 2018. However, the annex to the 2018 NPPF stated that where plans were in preparation and submitted for examination prior to 24 January 2019, the Plan would be examined against the 2012 NPPF. This Plan has been submitted before the specified date. The Framework sets out a presumption in favour of sustainable development.

Paragraph 14 (NPPF 2012) states: “At the heart of the National Planning Policy Framework is a presumption in favour of sustainable development, which should be seen as a golden thread running through both plan-making and decision-taking. For plan-making this means that:

- local planning authorities should positively seek opportunities to meet the development needs of their area;
- Local Plans should meet objectively assessed needs, with sufficient flexibility to adapt to rapid change, unless:
 - any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or
 - specific policies in this Framework indicate development should be restricted.”



EAST CAMBRIDGESHIRE LOCAL PLAN (2015) – SUTTON INSET MAP

Plan Period, Monitoring and Review

3.8 The Sutton Parish Neighbourhood Plan will run concurrently with the East Cambridgeshire Local Plan 2015 until superseded by the strategic policies of any new local plan documents that include the area.

It will apply for the period 2017 - 2036 and reflects the identified needs and aspirations of the local community as understood at the time of its preparation. It is recognised that current challenges and concerns are likely to change over the plan period. Sutton Parish Council, as the Qualifying Body, will be responsible for maintaining and periodically

revisiting the Plan to ensure relevance and to monitor delivery.

4. KEY ISSUES

4.1 The results of the 'Have your say' survey carried out in January 2015, were reported to the village at a public meeting on 15 February 2015. A summary of the results is available to view on the Sutton Neighbourhood Plan website.

The key issues identified were put into six topic areas, namely:

- A. Biodiversity and the Natural Environment
- B. Housing and Built Environment
- C. Local Services and Amenities
- D. Business, Retail and Employment
- E. Traffic and Transport
- F. Sport, Recreation and Leisure

A Neighbourhood Planning Day was held on 3 October 2015 when further engagement was held based on the six topic areas. The working party and planning consultant worked together to separate the issues that could be covered by Neighbourhood Plan policy and those that would need addressing by the Parish Council as community actions.

A. Biodiversity and the Natural Environment

4.2 Biodiversity and Natural Environment is all around us and should be taken account of at all levels of planning for our Parish. It is important to protect biodiversity in its own right. It is an important asset for the local community and is a key element of local well-being. We should also be planning to enhance and extend biodiversity.



Key issues that were identified during the Launch Event on 3 October 2015

- 4.3 Issues that may adequately be covered by neighbourhood planning policy:
1. Protection of the Ouse Washes Special Protection Area;
 2. Protection of other local level habitats and green spaces capable of supporting wildlife;
 3. The potential for the creation of additional areas for the enjoyment of leisure and wildlife within the Parish, in particular on the Old Rec;
 4. Encouragement of sustainable building practices;
 5. The value of mature trees and planting around the village;
 6. Ensuring that, if the village grows, it does not grow onto meadowland; and

7. Any future master planning of the land to the north of the village to include areas for biodiversity and wildlife.

4.4 Issues that could be followed up by the Parish Council:

- Encouragement of the production and use of local food and produce;
- Appreciation of local species, both in terms of flora and fauna;
- Ensuring people make the most of their gardens as either a potential habitat or an opportunity to produce sustainable foodstuffs;
- Encouragement of bat boxes, bird houses and other appropriate contributors to the local habitat provided by the village;
- Impacts of rural industry of local ecology and habitats, including the use of pesticides and the operation of the straw burning plant;
- The development of a network of local ecologists that can help record and nurture the wide variety of species that live in the Parish;
- The extension of the Sutton Conservation Area;
- Encouragement of planting of more wildflower species throughout the village, including on verges and in gardens;
- Promotion of the Sutton Conservation Society;
- Planting of trees and new hedgerows in the often quite barren rural area surrounding the village; and
- Educating and building an appreciation within the people of the village in relation to local wildlife and its value.

B. Housing and Built Environment

4.5 This area covers a broad base of new housing in the village and the design and materials that may be used when delivering new development of all kinds. The potential location, scale, mix and general appearance of new development in Sutton with the precise types of home or new building that may be required in both the village and the wider Parish.

Key issues identified during the course of the Launch Event on 3 October 2015.

4.6 Issues that may adequately be covered by neighbourhood planning policy:

1. Respecting and preserving the character of the village through the promotion of high quality design;
2. Protecting and enhancing the conservation area and its setting;
3. Maintaining a mix of house sizes, types and tenure within the village;
4. Protecting the green spaces within the village;
5. Ensuring that the village does not lose its character due to inappropriately dense development;
6. A need for more smaller houses for first time buyers and those seeking to downsize;
7. The provision of an adequate supply of affordable (social) properties in the village;
8. The provision of housing to meet all sectors of the community including older people and people with limited mobility;
9. The avoidance of piecemeal infilling and the provision of a proper vision in terms of how housing will be

delivered in a well-planned fashion, including a consideration of the further promotion of additional land to the north of the village;

10. Protect the historic built environment, such as the conservation area and listed buildings;

11. The proximity of new housing to services and facilities and the ability for infrastructure provision to match housing growth; and

12. Ensuring that adequate parking is provided to keep the streets uncluttered and accessible.

No issues were identified that could be followed up by the Parish Council.

C. Local Services and Amenities

4.7 The East Cambridgeshire Local Plan places a high reliance on the retention and provision of local services. As a community we can do more to identify those shops, community facilities or spaces that we both have and regard as important and don't have but need. And are there ways we can investigate delivering them alongside other forms of development in the village.

Key issues identified during the course of the Launch Event on 3 October 2015.

4.8 Issues that may adequately be covered by neighbourhood planning policy:

1. Retention of the existing range of shops, services and facilities in the village, along with the encouragement of new businesses that broaden the village's offer;
2. Protection of community services, facilities and amenities;
3. Protection of useable open space against development;

4. Support towards the retention and possible upgrade of the doctor's surgery and pharmacy in the village;

5. Recognition of the value of, and protection of, the formal and informal open spaces of the village that add to amenity value; and

6. Provision of additional open space, including recreation land, other types of amenity space including allotments and the additional burial land.

4.9 Issues that could be followed up by the Parish Council:

- Investment in existing open spaces and play areas;
- Attendance of and participation in local clubs, groups and societies;
- Provision of a better public transport service through liaison with providers;
- Encouragement of the use of local businesses;
- Local initiatives to identify ways to ensure that existing and future businesses cater for all customers;
- The varied use of and access to existing meeting places, open spaces and facilities;
- Maintenance of the public realm, including grass cutting, dog fouling and outdoor facilities;
- Community enterprises such as a community shop or pub; and
- Encourage people to appreciate the leisure value of the surrounding countryside.



4. KEY ISSUES

D. Business, Retail and Employment

4.10 Sutton is home to a high number of employers and business types, ranging from self-employed individuals working from their own homes through to the larger businesses based at the Elean Business Park.

Key issues identified during the course of the Launch Event on 3 October 2015

4.11 Issues that may adequately be covered by neighbourhood planning policy:

1. Retention of the existing range of shops, services and facilities in the village, along with the encouragement of new businesses that broaden the village's offer;
2. Encouragement of a greater range of shops and businesses;
3. Protection of community services, facilities and amenities;
4. The valuing and encouragement of, as well as support provided to, small businesses in the Parish;
5. The reuse of some vacant units of the Elean Business Park;
6. Provision of small business units to encourage workers based at home to grow their enterprise;
7. Ease of access to local shops and businesses by a means of transport;
8. Increasing the ability for people to both live and work in Sutton; and
9. Facilitate greater access of future local businesses to high speed connections such as superfast broadband.



4.12 Issues that could be followed up by the Parish Council:

- Promotion of, and the encouragement of the use of, local small businesses;
- Greater engagement with local small businesses to identify their needs;
- The facility for local networking between small business owners and entrepreneurs;
- The provision of superfast broadband throughout the village;
- Encourage local businesses to link up with surrounding colleges and places of training; and
- The creation of a village directory of small businesses.

E. Traffic and Transport

4.13 This topic deals with all issues concerned with traffic and transport. Traffic may include issues related to speeding traffic, traffic congestion, traffic management, parking, or lorries in Sutton. Transport issues could include provisions for pedestrians, cyclists or bus services in Sutton.

Key issues identified during the course of the Launch Event on 3 October 2015

4.14 Issues that may adequately be covered by neighbourhood planning policy:

1. The retention and enhancement of local footpaths and cycle ways, including the provision of new routes;
2. Linking new development to existing shops, services and amenities;
3. Provision of adequate off-street parking to serve new development; and
4. Adequate pick up and drop off points at new traffic generating uses.

4.15 Issues that could be followed up by the Parish Council:

- Provision of a better public transport service through liaison with providers;
- Traffic management measures, including speed calming, HGV routing, additional parking and junction improvements;
- Local police enforcement on the roads;
- Street lighting and highways



maintenance;

- Longer distance footpaths and cycleways linking the village to towns such as Ely and Chatteris; and
- Implementation of new road schemes, such as a bypass for Sutton.

F. Sport, Recreation and Leisure

4.16 There are ways to keep activities within the village by establishing facilities which suit the needs of different groups and ages, clubs and activities. When developing facilities for programmes and services, whether for sport and recreational use or for leisure time and activities, one approach would be to share facilities to meet the varying needs of residents of Sutton and enabling the village to promote individual well-being and to have a positive impact on the overall health of future generations.

Key issues identified during the course of the Launch Event on 3 October 2015.

4.17 Issues that may adequately be

covered by neighbourhood planning policy:

1. Provision of additional open space to accommodate local sports clubs;
2. Protection and retention of existing open space and sports pitches;
3. Provision of additional children's play facilities and play equipment as a part of new developments;
4. The potential relocation of the Scout Hut;
5. Provision of a skate park at an accessible location within the village; and
6. Encouragement of use of the countryside as a source of recreation through enhanced walking and cycling links into and out of the village.

4.18 Issues that could be followed up by the Parish Council:

- Encouragement of provision of and participation in mix gender sports clubs;
- Review of the cost to rent local sports facilities for use
- Maintenance of local facilities

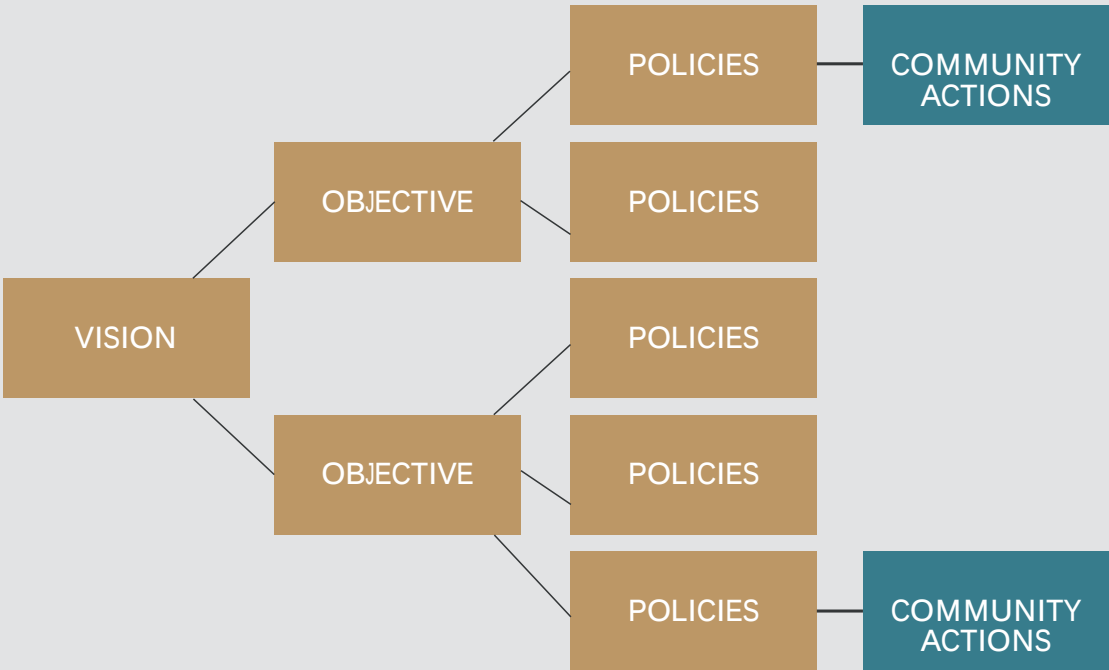
(vandalism, dog fouling, litter, renewal of old pieces of equipment);

- A designated area for dog walkers;
- The availability of a range of clubs that are suitable for all age groups;
- The reuse of the old Recreation Ground;
- An assessment of how the Parish Council could use money received from development to prioritise and implement local initiatives such as those listed in the Sutton Vision section of the 2015 Local Plan; and
- Encouraging greater usage of the multi-use games area (MUGA).

5. THE PLAN

5.1 The topic areas identified in the Issues section above form the foundation for the content of the Plan. They have informed the formulation of the Vision and Objectives and the topic chapters cover policies and potential community actions for each subject.

5.2 The topic chapters contain planning policies that will, when the Plan is completed, form part of the statutory development plan and will be used for determining planning applications in the parish. In addition to the planning policies, community actions to address potential local projects that could be delivered in Sutton are included. It must be emphasised at the outset that community actions do not form part of the “statutory” neighbourhood plan. They are included for completeness to identify other areas of improvement and change that residents have identified during the preparation of the Plan and are listed in the Issues section above. The planning policies appear in boxes numbered NP1, NP2 etc and distinctly different boxes define the non-statutory community actions.



Sustainable Development

5.3 There is no legal requirement for a neighbourhood plan to be accompanied by a sustainability appraisal. However, those preparing the plan must demonstrate how it contributes to achieving sustainable development. The National Planning Policy Framework defines three dimensions of sustainable development (economic, social and environmental) and there is a need for the planning system, including neighbourhood plans, to perform the following roles:

- an economic role – contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure;
- a social role – supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being; and
- an environmental role – contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change including moving to a low carbon economy.

5.4 In some limited circumstances, where a neighbourhood plan is likely to have significant environmental impacts, it may require a strategic environmental assessment. Draft neighbourhood plan proposals are therefore assessed to determine whether the plan is likely to have significant environmental impacts. A screening opinion of the draft Plan is being undertaken to assess whether a Strategic Environmental Assessment and/or a Habitats Regulations Assessment of the Plan will be required.



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6 VISION AND OBJECTIVES

VISION

Sutton should be a Parish where its unique character is appreciated and cherished, the quality of the environment is maintained and continues to improve, the opportunities presented to all, young and old, to live and prosper continue to be enhanced, and the life led by its residents remains a healthy and happy one.

6.1 Arising from the information gathered during the early consultation on the Plan, it was clear that residents wanted to protect the many attractive and unique features of Sutton's historic and natural environment. But at the same time, there was also a recognition that there will continue to be a need for new development in the village to provide for new homes, jobs and services over the coming years. In reflection of this, the following Vision for the village has been developed to set out how Sutton-in-the-Isle will look and feel in 2036.

6.2 The Vision is supported by seven objectives that have informed the policies and community actions in the Neighbourhood Plan.

Objective 1. The important habitats and natural assets of the Parish should be protected and strengthened and, where appropriate, opportunities for their enjoyment by residents should be enhanced.

Objective 2. All new development should be focussed on the way it can best meet the needs of the residents of the Parish, young and old.

Objective 3. New housing should be delivered in a way that ensures it is supported by essential community infrastructure and that ensures the character of the village, in particular the central core and conservation area, is retained and, wherever possible, enhanced.

Objective 4. Existing shops, services and community infrastructure should be protected and supported by the policies of the Plan to ensure that Sutton remains a thriving and fully inclusive rural community.

Objective 5. Small businesses and the opportunities provided to the local workforce should be supported and strengthened through a positive approach to rural diversification and enterprise.

Objective 6. All new development to be delivered in a way which facilitates improvements for pedestrians and cyclists alongside adequate vehicular access and where possible promotes public transport links.

Objective 7. The retention, provision and productive use of open space and leisure facilities in and around the village should be secured wherever reasonably possible.

6.3 The following sections of the Neighbourhood Plan contain the planning policies that will supplement the policies in the Local Plan and the content of the National Planning Policy Framework when East Cambridgeshire District Council are determining planning applications in the village. Land related designations and policies are identified on the Proposals Map and Inset Map at the rear of the Plan.

7 BIODIVERSITY AND NATURAL ENVIRONMENT

Objective 1: The important habitats and natural assets of the Parish should be protected and strengthened and, where appropriate, opportunities for their enjoyment by residents should be enhanced

7.1 The Ouse Washes are statutorily protected sites that are adequately covered by national and local planning policies. Their ongoing management and protection for wildlife is essential and the Neighbourhood Plan ensures that the level and nature of development proposed will not have a detrimental impact on this area.

7.2 The NPPF makes provision for “the designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them.” It states that the designation should only be used where the green space is:

- in reasonably close proximity to the community it serves;
- demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- local in character and is not an extensive tract of land.

It is recognised that the designation of Local Green Spaces (LGS) should not be used simply to block development.

The designation means that no development can take place on the identified site except in exceptional circumstances. The following sites meet the NPPF guidelines and are designated in Policy NP1 as Local Green Spaces:

- the Sports Fields off The Brook;
- the Old Recreation Ground at



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- Lawn Lane;
- the play area and open space at Stirling Way;
- the churchyard and burial ground;
- the allotments south of Lawn Lane;
- the allotments south of The Row; and
- Stanker's Pond in Station Road.

A separate assessment of these spaces against the NPPF criteria has been prepared and is available as an evidence document.

THE LOCAL GREEN SPACES ARE IDENTIFIED ON THE MAPS

Policy NP1 - Local Green Spaces

Local Green Spaces are designated at:

1. The play area and open space at Stirling Way;
2. The churchyard and burial ground;
3. Stanker's Pond, Station Road;
4. Allotments, Lawn Lane;
5. Allotments, south of The Row;
6. The Sports Fields off The Brook; and
7. The Old Recreation Ground, Lawn Lane;

and are identified on the Proposals Map.

Development on these sites will only be permitted in exceptional circumstances, as set out by national policy. Permitted development rights, including the operational requirements of infrastructure providers, are not affected by this designation.



Play area and open space, Stirling Way



Churchyard and burial ground



Allotments, Lawn Lane



Stanker's Pond, Station Road

Community Action 1

The Parish Council will work with Sutton Conservation Society to create an informal nature reserve on the old recreation ground.

Community Action 2

The Parish Council will work with landowners and the County Council's Rights of Way officer to improve and promote existing and new permissive access to provide several circular routes for walkers out into the surrounding countryside from the village.



The Old Recreation Ground, Lawn Lane



The Sports Fields off The Brook



Allotments, south of The Row

7.3 The Plan has sought to identify additional spaces and features where they can contribute to the enjoyment of leisure and wildlife within the Parish and seeks to preserve existing woodland and hedgerows that are important both to the setting of the village and the habitats that they provide. Trees in the conservation area are protected by the conservation area legislation whereby permission from the District Council must be sought to carry out works to them.

7.4 Outside the conservation area there are many important trees that play an important role in the setting of the village and where their loss would cause potential harm to the character of the village and its contribution to the biodiversity network. The Neighbourhood Plan supports the retention of these trees when proposals for new development are being considered. The Plan also seeks to ensure that new development reinforces the tree cover through the implementation of new tree planting.

7.5 The meadowland areas play an important role in providing a natural backdrop for the village. Development outside the Development Envelope is classified as development in the countryside and Policy GROWTH 2: Locational strategy of East Cambridgeshire District Council's Local Plan will apply, restricting development to that which is justified to be located in a rural location.

Policy NP2 – Protecting and Maintaining Features of Landscape and Biodiversity Value

All development proposals will be expected to retain existing features of landscape and biodiversity value (including trees, woodland, hedgerows, the open nature of meadowland and verges) and, where practical to do so, provide a net gain in biodiversity through, for example:

- the creation of new natural habitats;
- the planting of additional trees and hedgerows; and
- restoring and repairing fragmented biodiversity networks.

Where loss or damage is unavoidable, the benefits of the development proposals must be demonstrated clearly to outweigh any impacts and the development shall provide for appropriate replacement planting on site together with a method statement for the ongoing care and maintenance of that planting.

Where a new access is created, or an existing access is widened through an existing hedgerow, a new hedgerow of native species shall be planted on the splay returns into the site to maintain the appearance and continuity of hedgerows in the vicinity.

Objective 2: All new development should be focused on the way it can best meet the needs of the residents of the Parish, young and old

Objective 3: New housing should be delivered in a way that ensures it is supported by essential community infrastructure and that ensures the character of the village, in particular the central core and conservation area, is retained and, wherever possible, enhanced

8.1 The adopted Local Plan identifies the strategy for the location of growth in the district for the period up to 2031. It plans for most growth to take place in Ely, Soham and Littleport but also plans for some growth at Sutton. The document states that 173 new homes would be built in the village between 2013 and 2031, averaging just under 10 a year. There were 32 new homes completed in the parish between 2013 and 2017. At 1 April 2017 there were permissions for a further 11 homes.

8.2 The withdrawn Local Plan Review proposed 11,960 new homes across the district between 2016 and 2036, although it did not identify how many homes Sutton was expected to provide. However, the District Council did write to the Parish Council in November 2018 concerning the Housing Requirement and stated, "that the housing requirement for Sutton Neighbourhood Area over the plan period 2017 – 2036 is a minimum of 150 dwellings." In view of the planning situation at the time of preparing the Plan, the Neighbourhood Plan provides for at least 300 new homes during the period 2017 to 2036. This provision will be made by allocations in this neighbourhood plan and through opportunities that will arise through infill and windfall sites within the defined Development Envelope that come forward and are in accordance with the adopted policies in the Local Plan and Neighbourhood Plan. The Development Envelope is defined on the Inset Map in this Plan and has been amended from that in the adopted Local Plan to include the housing allocations in the Neighbourhood Plan and a recent permission for a dwelling south of Station Road.

Development Envelope

8.3 The Local Plan defines a Development Envelope for the village, within which there is a presumption in favour of new residential development. During the course of the preparation of this Neighbourhood Plan a review of the Development Envelope was undertaken. In the light of the allocations being made in this Neighbourhood Plan, the Development Boundary has been amended to include land north of Mill Field that was granted planning permission for housing in September 2017 and which is allocated for development in this Plan.

Policy NP3 – Sutton Development Envelope

The Sutton Development Envelope is defined on the Proposals Map. Sustainable development proposals within the Envelope will be supported in principle subject to being of an appropriate scale and not having an unacceptable impact on:

- i) the amenity of residents;
- ii) the historic and natural environment;
- iii) the provision of services and facilities; and
- iv) the highway network.

Land outside the Development Envelope is defined as countryside where development will normally only be allowed for agriculture, horticulture, forestry, outdoor recreation and other uses which can demonstrate a need to be located in the countryside.

8.4 In order to fully meet the housing requirement for the Neighbourhood Plan, as identified by the District Council, three sites are allocated for housing development. These reflect the ambitions of the local community, as expressed during the preparation of the Neighbourhood Plan.

Land north of The Brook and west of Mepal Road

8.5 The adopted Local Plan allocates a site north of The Brook for 50 new homes but acknowledges the potential for additional development on an extended site in the longer term. Policy NP4 reflects this potential and requires the following:

1. On-site provision of open space should include new football pitches and areas of play for infants, juniors and youths. The development should provide land for a new burial ground on-site, or facilitate provision at a suitable location elsewhere in the village;
2. Provide a detailed Travel Assessment and Travel Plan, which will demonstrate, amongst other matters, how any adverse impacts on the local highway network will be mitigated. This Assessment should pay particular attention to demonstrating how cost effective improvements to the transport network will be provided, as required by policies LP16 and LP17, in order to appropriately mitigate against the impacts of development;
3. The site's principal vehicular access should be located at Mepal Road;

4. Pedestrian and cycle routes should link the site with adjacent development and to key locations including the primary school and village centre;
5. A landscaped buffer at the northern boundary is required to frame the development from the open countryside and reduce noise and other health impact from the A142;
6. Ensure sufficient capacity at the village primary school exists, and if it does not, make appropriate developer contributions to fully mitigate the impact on school places. If a practical option to expand the school (in order to mitigate the impact of the development) does not exist, then a reduction in the residential capacity of the site will be necessary to the point where mitigation becomes deliverable.

8.6 The Neighbourhood Plan supports this allocation and provides greater clarity for developers and the local community by including a "concept" plan as required by the Local Plan. In September 2018, 77 dwellings on an area at the south eastern corner of the site, were granted permission by a Planning Inspector following an appeal against a refusal by East Cambridgeshire District Council.



Policy NP4 - Land north of The Brook and west of Mepal Road

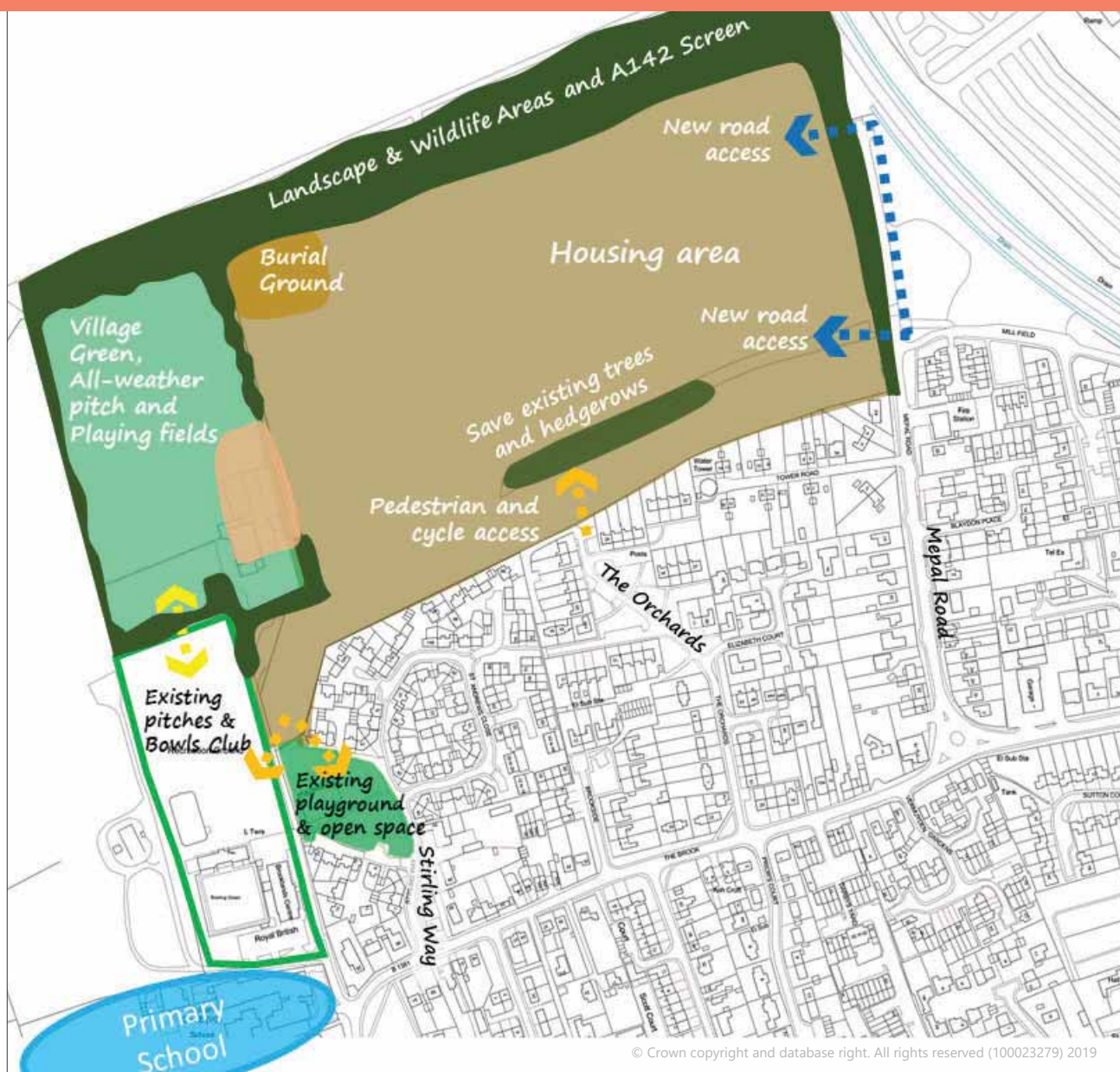
The site is allocated for:

- i) approximately 250 homes, including affordable homes, providing a mix of house types and sizes from starter homes to family homes and retirement homes to meet the requirements of the village;
- ii) integrated and expanded community facilities including:
 - a) a new village green, all weather pitch and sports pitches located adjacent to the existing facilities at the primary school and Brooklands Centre;
 - b) areas of play for infants, juniors and youths at appropriate locations throughout the development in accordance with adopted guidelines;
 - c) the provision of land for a burial ground on-site, or the facilitation of provision at a suitable location elsewhere in the village;
- iii) the retention of existing landscape features and provision of new extensive landscape and wildlife areas and landscape screening from the A142;
- iv) safe routes for pedestrians and cyclists from the site to the village centre (through The Orchards), primary school and recreation facilities (through Stirling Way); and
- v) vehicular access from Mepal Road.

The site should be developed in accordance with the Concept Statement illustrated in Figure 1 in this Plan.

The whole development should be well integrated within the existing village and should be phased in step with the expansion of local infrastructure, particularly schools and health facilities with particular attention to the expansion of

the capacity of the village primary school. Developer contributions, in addition to CIL payments, may be necessary to mitigate the impact of the development on school places. If a practical solution to expand the primary school (in order to mitigate the impact of the development) does not exist, then a reduction in the residential capacity of the site will be necessary to the point where mitigation becomes deliverable. A detailed Travel Assessment and Travel Plan should be prepared for the whole development that must demonstrate, amongst other matters, how any adverse impacts on the local highway network will be mitigated. This Assessment should pay particular attention to demonstrating how cost-effective improvements to the transport network will be provided, in order to appropriately mitigate against the impacts of development.



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Land east of Garden Close

8.7 The Submission version of the Neighbourhood Plan allocated a site at Garden Close for up to 25 dwellings, although a footnote explained that the District Council had resolved to grant planning consent for 53 dwellings on an enlarged site. In January 2019 an appeal against an earlier refusal of planning permission for up to 53 dwellings was allowed by a Planning

Inspector. This was despite objections from a number of residents and the Parish Council.

8.8 Although planning consent has been approved on this site, because it was granted after 1 April 2017, it is therefore allocated in the Plan and contributes towards meeting the housing needs of the village to 2036.

Policy NP5 – Land East of Garden Close

The site was granted outline planning consent on appeal on 18 January 2019 and is allocated for up to 53 dwellings including public open space to be constructed in accordance with the conditions set out in the Inspector's Decision Letter – appeal ref: APP/V0510/W/18/3195976, or any subsequent approval. Additionally, the development should:

- i) be predominantly low-density single-storey dwellings;
- ii) retains existing mature trees and hedgerows;
- iii) preserves and enhances views from the south towards the Church, from Lawn Lane eastwards and Station Road westwards across the cricket fields and open spaces.

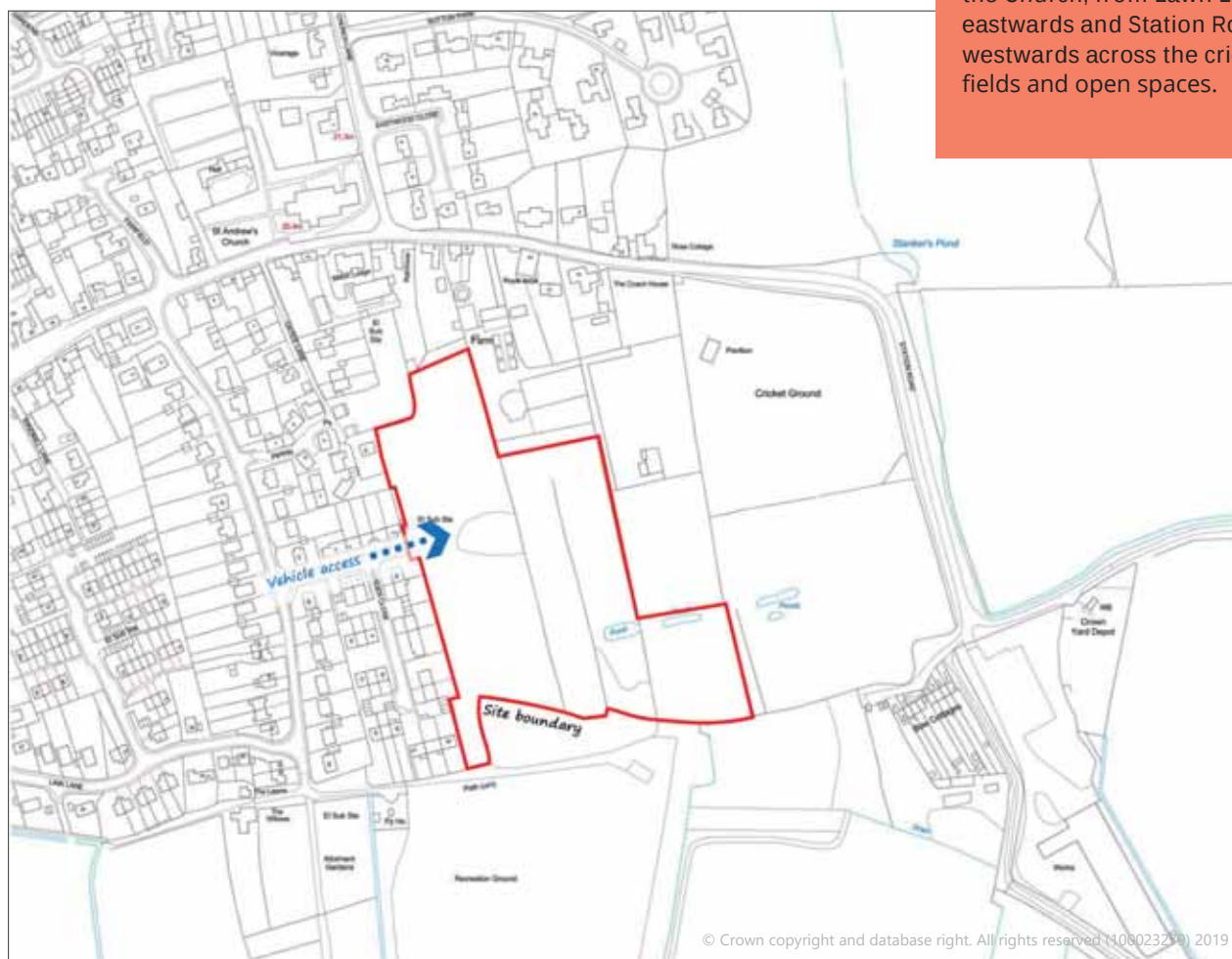


Figure 2 - Site East of Garden Close

Land north of Mill Field, Mepal Road

8.9 In 2017 an outline planning application for residential development on land north of Mill Field was submitted to East Cambridgeshire District Council (ref 17/00284/OUT). The site had an area of 0.39 hectares and the application proposed ten dwellings. The application was approved in September 2017 and, because the neighbourhood plan has a base date of April 2017, the site is allocated in this Plan for development.

Policy NP6 – Land North of Mill Field, Mepal Road

0.39 hectares of land north of Mill Field is allocated for up to 10 dwellings that:

- i) retains the existing screen belt to the north and east of the site boundary; and
- ii) provides measures to reduce the impact on occupants of traffic noise from the A142;



Land North of Mill Field, Mepal Road

8.10 The withdrawn Local Plan Review allocated a site at Brick Lane, Mepal for residential development. The site currently falls within the Sutton parish boundary but, with the withdrawal of the Local Plan Review from examination, the proposed site allocation fell away and, given that it adjoins the built-up area of Mepal, this Neighbourhood Plan does not allocate it.

Housing mix

8.11 Sutton has a smaller proportion of two-bedroomed homes than the other designated “Larger Villages” in the Local Plan. Some 22.5% of the village homes had two bedrooms in 2011 compared with an average of 25% across all larger villages. This would suggest that there needs to be a higher proportion of two-bedroom homes built in the village in order to get a more balanced mix of homes. We will seek that new housing development should, where appropriate, provide a mix of homes that contributes to redressing the shortfall of two-bedroom properties.

Policy NP7 – Housing Mix

Housing development must contribute to meeting the needs of the village. Planning proposals will be supported where development provides a mix of housing types and sizes that reflects the needs of local people, particularly in the need for two bedroomed dwellings as well as the needs of an ageing population looking to downsize into homes suitable for lifetime occupation.

Historic Character

8.12 The character of the built environment of the village has been identified as an important asset that should be protected and enhanced. The Conservation Area helps to achieve this for that part of the village that it covers. However, there are important features outside this area that contribute to the character and history of the village and where insensitive development would diminish the overall contribution that those features make. In addition to the many Listed Buildings in the parish, East Cambridgeshire District Council has identified a number of buildings that are of local importance that have been included in their Register of Buildings of Local Interest that was published in February 2017. Appendix 2 of the Neighbourhood Plan contains details of the buildings in Sutton that are on the Register.

8.13 The preparation of the Neighbourhood Plan identified groups of buildings in The Row, Pound Lane, Station Road and Sutton Gault that are especially important and that should be protected. Most of these buildings are listed and therefore already carry an element of protection, but insensitive development in the vicinity of these buildings will also be discouraged.



The Row

The Row was predominantly a farming settlement with orchards to the north and Fen farms and orchards to the south. The designated area is a line of ten older dwellings, including three listed buildings, most on the south side of The Row backing on to open fields. Victorian and early 20th century maps show buildings next to the road with fields and orchards behind, those to the south extending into the Fen. The gardens and paddocks behind the dwellings on the south side of The Row are undeveloped and afford uninterrupted views from the Row to the Fen and from the Fen to the village edge.



The Row



Pound Lane

Pound Lane

Pound Lane starts in the Conservation Area and runs north. On the east side is an almost continuous stretch of pre-WWI dwellings, some much older. The OS map of 1887 shows this development opposite small fields and orchards.



Station Road CA Map



Sutton Gault CA Map

Station Road

This is a cluster of three older buildings on either side of the road, framing a view up to the Parish Church. It is on the edge of the Conservation area and comprises the former Royal Arms public house and two buildings on the East Cambridgeshire District Council list of Buildings of Local Interest.



Sutton Gault

This is a cluster of three buildings adjacent to the road that crosses the Bedford Rivers at Sutton Gault. It includes the 17th Century Anchor Inn. All three buildings are on the ECDC list of Buildings of Local Interest

8.14 Policy ENV2 of the Local Plan sets out criteria that should be taken into account when considering development proposals. In addition, we have considered the content of the Conservation Area Appraisal in identifying the important characteristics of the built environment that should be taken into account in designing new development that will be in keeping with the village.

Policy NP8 – Preserving the Historic Characteristics of Sutton

Proposals for new development should demonstrate how they protect and, where practicable, enhance historic character and assets of the village, including Listed Buildings, Buildings of Historic local Interest, the designated Conservation Area and other areas including older buildings in The Row, Pound Lane, Station Road and Sutton Gault, as identified on the Proposals Map.

9 LOCAL SERVICES AND AMENITIES

Objective 4: Existing shops, services and community infrastructure should be protected and supported by the policies of the Plan to ensure that Sutton remains a thriving and fully inclusive rural community

9.1 Community facilities and services in the village make an important contribution towards maintaining the health and wellbeing, social, educational, spiritual, recreational, leisure and cultural needs of residents, and in reducing the need to travel. In Sutton, these facilities and services include shops, post office, pubs, the primary school, healthcare facilities, community centre, allotments, village hall, indoor sport facilities and public transport. The retention of these facilities and services is therefore essential to the livelihood of the village and helps reduce rural isolation and social exclusion.

9.2 It is therefore vital that services and facilities are protected and enhanced for the use of current and future residents. However, it is recognised that demands change over time, when planning permission is required to change the use of existing premises, it would be unreasonable to require the retention of facilities if there is no longer a proven need or demand for them. In such circumstance it might be appropriate for those uses to be lost where specific criteria can be met.



High Street

Policy NP9 - Protecting existing services and facilities

Proposals that will result in the loss of valued facilities or services which support a local community (or premises last used for such purposes) will only be permitted where:

- a. it can be demonstrated that the current use is not economically viable nor likely to become viable. Where appropriate, supporting financial evidence should be provided including any efforts to advertise the premises for sale for a minimum of 12 months; and
- b. it can be demonstrated that there is no local demand for the use and that the building/site is not needed for any alternative social, community or leisure use; or
- c. alternative facilities and services are available, or replacement provision is made, of at least equivalent standard, in a location that is accessible to the community it serves with good access by public transport or by cycling or walking.

9.3 The Local Plan recognises that there are priorities for the improvement of community facilities, including:

- Addressing the demand for additional school capacity;
- Additional or expanded medical facilities;
- Additional play equipment; and
- The creation of a new equipped youth play area.

9.4 The Neighbourhood Plan endorses this list and it is important that every opportunity is sought to deliver the facilities. The Parish Council can play an important role in identifying locations for play areas and potentially using its Community Infrastructure Levy receipts to contribute to the provision of facilities.

Community Action 3 – Play Areas and Youth Facilities
The Parish Council will seek to identify a location for a new equipped youth recreation facility in the village and to enhance area for juniors and toddlers.

10 BUSINESS, RETAIL AND EMPLOYMENT

Objective 5: Small businesses and the opportunities provided to the local workforce should be supported and strengthened through a positive approach to rural diversification and enterprise

10.1 The Elean Business Park provides an important source of jobs for Sutton and the wider area. Further areas within the site remain available to provide more job opportunities over future years as long as the development does not have a detrimental impact on the local area. Approximately 17 hectares remains available for development.

Policy NP10 – Elean Business Park

Further development of the Elean Business Park for employment uses will be supported in particular where they include small business start-up units and make provision for safe pedestrian and cycling routes between the Business Park and the main part of the village.



10.2 Given the extensive out-commuting from Sutton to work, it is considered that the Business Park provides the opportunity to provide a better balance of the size and type of business, thereby potentially reducing the need to travel. The site is well positioned with a direct access onto the A142, although the same road creates a significant barrier for residents seeking to access the site on foot or by cycle.

10.3 The Neighbourhood Plan therefore encourages the creation of small business start-up units and better safe pedestrian and cycling links between the Business Park and the main part of the village.

10.4 Within the village centre there remain a number of shops and associated businesses that serve an important role in providing for the day-to-day needs of residents. However, unlike many settlements, the services are not found within a cluster but are spread the length of the High Street. In the same area there is evidence of former shop fronts in buildings that are now converted

to residential use. The continued erosion of these uses through the granting of planning permission for alternative uses, could have a significant detrimental impact on the sustainability of the community and would potentially leave residents isolated from day-to-day shopping needs.

Policy NP11 – Retail premises

Planning applications for the loss or change of use of shops including vacant shops, will not be permitted unless it can be demonstrated that the use is no longer viable or that the change of use will not have a detrimental impact on the vitality and viability of the centre. Proposals for new or extended shops within the existing centre, as defined on the Proposals Map, will be permitted provided that there is no adverse effect on residential amenity or environmental quality or the role, function and hierarchy of other centres in the district.

11 TRAFFIC AND TRANSPORT

Objective 6: All new development to be delivered in a way which facilitates improvements for pedestrians and cyclists alongside adequate vehicular access and where possible promotes public transport links

11.1 The main road through the village, the B1381, provides an important link for traffic travelling between Ely and St Ives or Huntingdon. Heavy commercial vehicles often use the road as a short cut to and from the A14 instead of the recommended Freight Advisory routes, causing increased noise pollution and vibration. The Parish Council continues to lobby for weight restrictions to deter HCV traffic. The volume and speed of traffic also causes problems for pedestrians and cyclists. The Parish Council is therefore working with the County Council to reduce traffic speed and improve crossing points in the village.

11.2 The historic core of the village, between the Church and Pound Lane is dominated by signs and lines to control traffic and parking. A sensitively designed parking scheme has been installed outside the Post Office / One Stop shop, but there remains clutter that distracts from the important buildings in this historic environment. Schemes have been installed elsewhere in the country that reduce such impacts and it is considered that such improvements should be carried out in Sutton.

11.3 The A142 is a location for many serious traffic collisions, some of which have resulted in fatalities. As identified elsewhere, it creates a significant barrier to travelling to and from the Elean Business Park by foot or cycle. Improved safe crossings should be provided as part of the continued development of the Business Park.

Community Action 4:

The Parish Council will continue to lobby for weight restrictions to prevent HCV traffic using the B1381 as a short cut to and from the A14 and instead to use the Freight Advisory Routes.

Community Action 5:

The Parish Council will work with the County Council to reduce traffic speed and improve crossing points in the village.



12 SPORT, RECREATION AND LEISURE

Objective 7: The retention, provision and productive use of open space and leisure facilities in and around the village should be secured wherever reasonably possible

12.1 Policy GROWTH 3 of the Local Plan refers to the District Council's Supplementary Planning Document (SPD) on Developer Contributions. The SPD was adopted in 2013 and sets out that the amount of open space and play facilities required on-site is based on benchmark standards set out in the Council's Sports Facilities and Play Areas Assessment (2005) and Informal Open Space Assessment (2005).

12.2 Current play space provision in the village is located in Stirling Way. However, this is remote from many parts of the village and beyond the Fields in Trust recommended 400 metres walking distance for Locally Equipped Areas of Play.

12.3 The main sports facilities are currently located at the Brooklands Centre where there is a football pitch, bowls green and multi-use games area (MUGA). The site was designated as a Local Green Space in the Local Plan Review prior to it being withdrawn by the District Council. These existing facilities will be protected from being lost to development unless new facilities are provided in the village that are of equal or better standard and as equally accessible to residents.



Community Action 6:

The Parish Council will investigate ways to promote 'Sport for All' across all sections of the community, including consideration of suitable locations for new facilities.

Policy NP12 – Sport and Recreation Facilities

Proposals for the provision, enhancement and/or expansion of sport or recreation open space or facilities will be permitted subject to compliance with the Local Plan and other local development documents, as appropriate. Development which will result in the loss of existing sport or recreation open space or facilities will not be allowed unless:

- a. it can be demonstrated that the space or facility is surplus to requirement against the local planning authority's standards for the particular location, and the proposed loss will not result in a likely shortfall during the plan period; or
- b. replacement for the space or facilities lost is made available, of at least equivalent quantity and quality, and in a suitable location to meet the needs of users of the existing space or facility.

Any replacement provision should take account of the needs of the village and the current standards of open space and sports facility provision adopted by the local planning authority.

For the purposes of this policy, the Cricket Field is identified as a Sport and Recreation Facility on the Proposals Map.

GLOSSARY

Amenity - a general term used to describe the tangible and intangible benefits or features associated with a property or location, that contribute to its character, comfort, convenience or attractiveness.

Biodiversity - a contraction of biological diversity, all species of life on earth including plants and animals and the ecosystem of which we are all part.

Birds and Habitats Directives - European Directives to conserve natural habitats and wild fauna and flora.

Brownfield Land - also known as Previously Developed Land, see NPPF.

Community Facilities - facilities including leisure facilities, libraries, public houses, cultural facilities (such as arts and museum facilities), places of worship and community halls.

Conservation Area - a formally designated area of special historic or architectural interest whose character must be preserved or enhanced.

Development Envelope - a boundary on a map beyond which the local planning authority proposes that a village should not be able to extend.

Habitats Regulations Assessment - the identification of any aspects of the emerging Neighbourhood Plan that would have the potential to cause a likely significant effect on Natura 2000 or European sites (Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Ramsar sites), (either in isolation or in combination with other plans and projects), and to identify appropriate avoidance and mitigation strategies where such effects were identified.

Heavy Commercial Vehicle (HCV) - This is defined by s20 of the Roads and Traffic Act 1988, and includes, for example, any goods vehicle which has an operating weight exceeding 7.5 tonnes.

Infill - the use of vacant land and property within a built-up area for further construction or development (see also "windfall site").

Infrastructure - a collective term which relates to all forms of essential services like electricity, water, and road and rail provision

Listed Building - a building or structure designated by the Secretary of State under the Planning (Listed Buildings and Conservation Areas) Act 1990 for its special architectural or historic interest, and therefore included in a 'list' of such buildings and structures.

National Planning Policy Framework (NPPF) - the Government's national planning policies for England and how these are expected to be applied.

Open Space - areas of undeveloped or largely undeveloped land for leisure purposes – including village greens, allotments, children's playgrounds, sports pitches and municipal parks.

Proposals Map - a map on an Ordnance Survey base which shows where policies in Local Plans apply.

Settlement Hierarchy - settlements are categorised into a hierarchy based on the range of facilities, services and employment opportunities available, plus the ability to access other higher ranking settlements by public transport.

Special Areas of Conservation & Special Protection Areas – designations under the European Union Directive on the Conservation of Wild Birds.

Strategic Environmental Assessment - A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

Sustainable Development - usually referred to as "development which meets the needs of the present without compromising the ability of future generations to meet their own needs" (Brundtland, 1987).

Sustainable Drainage Systems (SuDS) - an overall term for systems of surface water drainage management that take into account the quantity and quality of runoff, and the amenity value of surface water in the urban environment. The main focus is on source control and the mimicking of natural processes to enable infiltration and gradual discharge into watercourses.

Use Classes - contained within the Use Class Order: a piece of national secondary legislation which groups types of use of premises into classes, so that no development is involved if a building is changed from one use to another within the same class. Changing the use of a building from one class to another constitutes development, and needs planning permission, but in certain circumstances this may be automatically permitted without the need to submit a planning application.

Windfall Site - a site that comes forward on unallocated land for residential development.

APPENDIX 1 COMMUNITY ENGAGEMENT EVENTS

Residents' Survey in January 2015

A survey was distributed to all houses in the village in January 2015. This provided residents with their first real opportunity to contribute to the Neighbourhood Plan. See Sutton Neighbourhood Plan Questionnaire 2015. Responses could be returned as paper copies or alternatively online.

An Open Forum was held on 19 February 2015 at which residents had the opportunity to hear about the results of the survey and to learn more about neighbourhood plans in general. The presentation on the results is available in Open Forum Presentation 2015.

Open Day in October 2015

An Open Day was held at the Glebe on Saturday 3 October 2015 aimed at gathering information from residents for the purpose of formulating the Vision, Aims and Objectives for the Neighbourhood Plan. Residents were asked for their views on six themes:

1. Housing
2. Biodiversity
3. Traffic and Transport
4. Local Services
5. Business
6. Sport and Recreation

The results from the Open Day were collated and reviewed by the working party together with an external

planning consultant. A vision and set of objectives were then also developed by the working party. This resulted in the publishing of the Sutton Parish Council Neighbourhood Plan Vision and Objectives Report on the Parish Council website.

There was also an interim report back in the Christmas 2015 Pepperpot, see Pepperpot Xmas 2015.

Residents' Survey in January 2016

A second survey was conducted in January 2016. The purpose of this survey was to provide residents with the opportunity of commenting on the proposed objectives that came out of the Open Day and which were captured in the Vision and Objectives Report. The survey document NP Consultation Jan 2016 Questionnaire was made available on the Parish Council website and was also distributed to everyone who provided their contact details at the October 2015 Open Day.

Business Forum in May 2016

A Business Forum was held at the Elean Business Park on 19 May 2016 to gain the views of local businesses on what we require for the future. Further details can be found in the Business Forum Report.

Draft Policy Consultation Summer 2016

The Parish Council's Summer 2016 Newsletter was distributed to all homes in Sutton. The centre spreadsheet of the newsletter provided an update of the Neighbourhood Plan and details of the proposed development to the north of the village. See the Newsletter 2016 centre spread.

A set of draft policies were developed and published in an A4 insert included in the newsletter. Residents were asked to indicate whether or not they supported each of the draft policies and to provide any additional comments. Residents could respond either by returning the paper copy of the insert or by answering the consultation questions online. See the Newsletter 2016 insert.

Draft Neighbourhood Plan Launch - March 2018

The launch of the Draft Neighbourhood Plan was held on Saturday 24 March 2018. A series of display panels provided the background to the Neighbourhood Plan process, information on the East Cambs District Council Local Plan, a summary of the proposals to be contained in the Neighbourhood Plan and a description of the next steps. Residents provided feedback on the forms provided.

Draft Policy Survey Results – September 2016

Total responses: Online 38, Hardcopy 28

	Online	Hard Copy	Totals			
	Yes	No	Yes	No	Yes	No
NP1	28	10	21	2	49	12
NP2	35	3	22	1	47	4
NP3	35	3	25	0	60	3
NP4	36	2	24	0	60	2
NP5	29	9	21	1	50	10
NP6	33	4	22	2	55	6

APPENDIX 2 BUILDINGS OF LOCAL INTEREST REGISTER

Extract from East Cambridgeshire
District Council "Buildings of Local Interest Register" February 2017

CRITERIA FOR LOCAL LIST

Age & Condition

The older a building or structure the more likely it is to be of historical significance;

b) Does it survive in anything like its original form or condition? This would exclude buildings that have been subject to unsympathetic extensions and alterations, including the installation of UPVC windows and doors.

A5	Post 1945	Buildings or structures of exceptional quality and of significant landmark value
A4	1939 – 1945	Rare example of surviving war time building or structure
A3	1914-1939	Buildings or structures that are substantially complete and unaltered and a good example of the style
A2	1840 – 1914	Buildings or structures affected by only minor alterations that could be easily reversed
A1	Pre 1840	Buildings or structures where form is clearly identifiable and there is the potential to restore

Buildings or structures where form is clearly identifiable and there is the potential to restore.

Historical Association

Buildings or structures with well documented associations with locally important people or events that also retain some quality in their physical fabric.

B1 Is it associated with any important historical figure or family?

B2 Is it a rare or fine example of a building or structure that illustrates the local social, economic or industrial history?

B3 Is it associated with an important local historic event?

Architectural Interest

Consideration will be given to a building or structure that is of local architectural value and includes design qualities typical of the local area.

C1 Is it a good example of a local vernacular?

C2 Is it related by age, materials or in any other historically significant way to adjacent listed buildings and contributes positively to their setting?

C3 Is it a rare or pioneering example of a building type or structure?

C4 Was it built by a famous local or national architect?

C5 Is it a particularly good example of an architectural style?

Local Characteristics

Consideration will be given to buildings or structures that contribute to local identity and distinctiveness.

D1 Is it a structure that exhibits distinctive characteristics relative to the area (i.e. post box, milestones, street furniture, etc)?

D2 Is it a structure that is a landmark feature that makes a particularly positive contribution to the distinctive character of the place?

D3 Is it a locally important building type, such as a Church, Chapel, School or water feature?

Townscape Significance

There are individual or groups of buildings that contribute positively to the character or identity of a local townscape, street scene or rural area. These include key landmark buildings, notable buildings on important routes in to the area and those, which create an important vista or contribute to the skyline.

E1 Is the structure associated with a designated park or landscape such as walls, terracing or minor garden buildings?

E2 Is it of identifiable importance to the historic design?

Local reference	Group Value	Selection Criteria	Date	Use	Reason for Inclusion	
BL68 The Grove, Sutton Gault	No	A3,C1,C3	1841-1914	Residential	The building is a good example of a more formal manor house that retains a number of original features that mark the building out as being quite high status. The architectural detailing and quality is unique and makes a positive contribution to the character of the area .	
BL69 Grove Barn, Sutton Gault	No	A3	1841-191	Agriculture	The building is believed to have formerly been used as an Ecclesiastical barn dating from the 15th century (possibly relocated from another location). The building makes a positive contribution to the character of the area .	
BL70 The Anchor, Sutton Gault	No	A1,B2,D3	Pre 1700	Residential	The property is a good example of a traditional public house and is one of only a few surviving public houses that survive along the levels. The property is included for its rarity and heritage value.	
BL71	No	A3,C1,C3	1841-1914	Residential	The building is a good example of a more formal manor house that retains a number of original features that mark the building out as being quite high status. The architectural detailing and quality is unique and makes a positive contribution to the character of the area .	
BL72	No	A3	1841-191	Agriculture	The chapel is one of a number of non conformist places of worship within the village. The building features a high amount of decorative detailing and is a prominent feature in the street scene, making a positive contribution to the character of the area.	

Description	Photograph
The property is constructed of gault brick with a clay pegtile roof and parapet gables with finial detailing. There is a large double chimney stack to the road and stone mouldings about the windows on the front elevation.	
The building sits on the corner of Bury Lane and is constructed of gault brick with clay tile roof and timber boarding.	
The building is two storeys with a one and half storey extension to the rear. It is constructed of rendered brick with a slate roof to the front and pantile roof to the rear. It forms an H plan with two end stacks and a central ridge stack on the rear gable. The building has also been extended to the south where there is a third end stack. The building also retains its timber sashes.	
The property is constructed of gault brick with a clay pegtile roof and parapet gables with finial detailing. There is a large double chimney stack to the road and stone mouldings about the windows on the front elevation .	
The building sits on the corner of Bury Lane and is constructed of gault brick with clay tile roof and timber boarding.	

Local reference	Group Value	Selection Criteria	Date	Use	Reason for Inclusion	
BL73	Yes	A3,CI	1841-1914	Residential	The building is a good example of the traditional vernacular style found in the village. It occupies a visually prominent location in the village and makes a positive contribution to the character of the area forming a pleasant pair with No. 85 .	
BL74 85 High Street	Yes	A3, CI	1841-1914	Residential	The building is a good example of the traditional vernacular style found in the village. It makes a positive contribution to the character of the area with an number of quality features surviving. The building also forms a pleasant pair with→ No.83	
BL75 The Chequers, High Street	No	A2,B2,C1	1701-1840	Public House	The building is a good example of early mid 19th century architecture and makes a positive contribution to the street scene. The property remains in active use as a public house and is of social significance in the village	
BL76 Rose Cottage, Station Road	Yes	A2,C1	1701-1840	Residential	The building is a good example of the traditional vernacular style found in the village and has group value with the property known as East wood. The building makes a positive contribution to the character of the area .	
BL77 Eastwood, Station Road	Yes	A2, CI	1701-1840	Residential	The building is a good example of the traditional vernacular style found in the village and has group value with the property known as Rose Cottage.	
BL78 18 Sutton Park	No	AS,CS	Late 20th century	Residential	The property is a good example of 20th century domestic architecture and is an unusual addition to the street scene. Features such as the hipped roof, and vertical windows give it a recognisable architectural style.	

Description	Photograph
The building is constructed of gault bricks with a slate roof, featuring two end stacks . It features a building mark 'E*b' to the right side of the front door. The roof is a shallow pitch and it has a pronounced overhang to the front elevation. A large centrally placed door with a recessed arch above, the property also retains its traditional tripartite sash windows . There is remnants of earlier red brickwork to the rear elevation which may be evidence of an earlier dwelling .	
The building is constructed of gault bricks with a slate hipped roof with a large modern extension to the rear . The property features two canted bay windows with a central doorway with timber surrounding and lintel. Three bays with timber sashes and an end stack to the west gable .	
The building is two storeys and constructed of gault brick with a slate roof, although the return appears to be constructed of a red brick mix. The front elevation is of three bays with recessed timber sashes with 8-over-8 panes. There has been a large oversized porch added to the front elevation at some point in the past and the property features an end stack to the east gable and an external stack to the west elevation.	
Two storeys constructed of red brick with a clay tile, steeply pitched hipped roof and a large brick stack to the rear gable. The building is three bays with recessed sashes on the ground floor and three flush casements on the first floor. The front elevation has been extensively repaired in the past with a lot of scarring on the brickwork.	
Two storeys and gable end to the road, the property is constructed of red brick with a clay tile roof. There is an end stack to the southern gable and a ridge stack approx ¾ of the way down the roof. The building appears to have been extensively altered in the past with a first floor added and possibly an extension to the north. The windows are all modern replacements.	
Two storey constructed of gault brick with slate hipped roof, the building is set back from the main road and features a half circular detail and lean to facing the street . There is an oversized chimney stack to the western elevation and a linked garage to the east.	

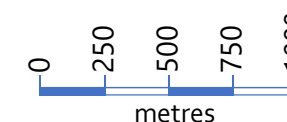


PROPOSALS MAP

Key to Proposal Map and Inset Map

-  Local Green Space (NP1)
-  Development Envelope (NP3)
-  Housing Site (NP4, NP5, NP6)
-  Conservation Area (NP8)
-  Historic Character Areas (NP8)
-  Elean Business Park (NP10)
-  Sport and Recreation Facilities (NP12)
-  Village Centre (NP11)
-  Plan Area Boundary

See Inset Map





SUTTON

NEIGHBOURHOOD PLAN

2017-2036



MADE VERSION
30 May 2019

TITLE: ADOPTION OF THE SUTTON NEIGHBOURHOOD PLAN

Committee: Full Council

Date: 30 May 2019

Author: Richard Kay, Strategic Planning Manager

[U6]

1.0 ISSUE

- 1.1 Following the successful referendum on 2 May 2019 (result announced 3 May 2019), the Sutton Neighbourhood Plan needs to be formally 'made' by East Cambridgeshire District Council and thereby be formalised as part of the Development Plan (alongside the 2015 Local Plan) for East Cambridgeshire. 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 RECOMMENDATION(S)

- 2.1 That the Council:

- (A) congratulates Sutton Parish Council on its preparation of a Neighbourhood Plan and a successful referendum outcome, becoming the second parish council to do so in East Cambridgeshire; and
- (B) formally makes the Sutton Neighbourhood Plan (as attached at Appendix 1) part of the Development Plan for East Cambridgeshire with immediate effect.

3.0 BACKGROUND/OPTIONS

- 3.1 At the Parish Council's request, the Sutton Neighbourhood Area was designated by East Cambridgeshire District Council in January 2015. This paved the way for a Neighbourhood Plan to be prepared.
- 3.2 Following preliminary consultation and evidence gathering, the Sutton Neighbourhood Plan was submitted to the Council by Sutton Parish Council on 28 November 2018. As required by legislation, the District Council then published the Plan, for the purpose of final consultation, in November 2018 (consultation ran until mid January 2019). Following the publication period, the District Council submitted the Plan for independent examination. The examination was held in February and March 2019 and was carried out through written representations. No public hearing session was required.
- 3.3 The examiner's report concluded that, subject to recommended modifications being followed (which were relatively minor in nature), the Sutton 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, including human rights requirements.

- 3.4 In March 2019, the Sutton Neighbourhood Plan was modified as per the examiner's recommendations. The District Council reviewed the modified plan, and was satisfied the Sutton Neighbourhood Plan meets the 'basic conditions' and other legal requirements, as detailed in the required Decision Statement (published 20 March 2019). Following publication of the Decision Statement, the Council proceeded to arrange a referendum.

- 3.5 The referendum was held on Thursday 2 May 2019, with voters in Sutton asked the following question (the question wording being set by legislation):

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

- 3.6 Of the votes cast, 1,105 were in favour and 116 were against. 9 ballot papers were rejected.

- 3.7 With just over 90% of votes in favour, the Sutton Neighbourhood Plan received the majority support it needed. Following the referendum result, the Neighbourhood Planning Act (2017) automatically gave the Sutton 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 Sutton Neighbourhood Plan as part of the Development Plan for the purposes of decision-making.

- 3.8 However, despite this automatic post-referendum legal position, East Cambridgeshire District Council is required to formally 'make' the Sutton Neighbourhood Plan part of the Development Plan for the district. There is no known legal basis for Full Council to 'reject' (or in any way amend) the plan.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 The Sutton Neighbourhood Plan received majority support at a duly held referendum of 2 May 2019 (result announced on 3 May 2019). The District Council is therefore required to 'make' the Sutton Neighbourhood Plan part of the Development Plan for East Cambridgeshire, as per the will of the majority of voters in Sutton. In doing so, legally it has the same status as the 2015 East Cambridgeshire Local Plan.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 There are no financial implications arising from this decision. Costs incurred to date by the District Council (for example, officer support and referendum costs) have been broadly covered by the fixed £25,000 grant payable to East Cambridgeshire District Council by Government (a grant payable for each Neighbourhood Plan which reaches the referendum stage).

5.2 Equality Impact Assessment is not required.

6.0 APPENDICES

6.1 Appendix 1: Sutton Neighbourhood Plan (circulated separately)

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
	Room 12, The Grange, Ely	Edward Dade Strategic Planning Officer (01353) 616458 E-mail: edward.dade@eastcambs.gov.uk