



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Meeting of the **EAST CAMBRIDGESHIRE DISTRICT COUNCIL** will be held on **THURSDAY 20 OCTOBER 2022** in the **COUNCIL CHAMBER** at **THE GRANGE, NUTHOLT LANE, ELY, CB7 4EE**, commencing at **6.00pm** with up to 15 minutes of Public Question Time, immediately followed by the formal business, and you are summoned to attend for the transaction of the following business.

Following the death of Her Majesty Queen Elizabeth II and the subsequent proclamation of His Majesty King Charles III, the Chairman will read a tribute which will be followed by a one minute silence

AGENDA

- 1. PUBLIC QUESTION TIME** **[oral]**
The meeting will commence with up to 15 minutes Public Question Time
- 2. APOLOGIES FOR ABSENCE** **[oral]**
- 3. DECLARATIONS OF INTEREST** **[oral]**
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct
- 4. MINUTES – 14 JULY 2022**
To confirm as a correct record
- 5. CHAIRMAN'S ANNOUNCEMENTS** **[oral]**
- 6. PARKING ENFORCEMENT**
Update by Superintendent James Sutherland, Cambridgeshire Police **[oral]**
- 7. TO RECEIVE PETITION(S)** **[oral]**

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

(i) Cost of Living

East Cambridgeshire District Council is determined to ensure the protection of the residents of East Cambridgeshire from the cost of living challenge driven by Covid and Vladimir Putin's war in Ukraine, the combined effects of which have led to rising energy prices and residents facing significant cost of living pressures.

This Council is thankful for the significant work by the Government to support the residents of East Cambridgeshire. It notes the benefit of the two-year energy price guarantee and the certainty it will give to residents across the district as well as the enormous help that the £400 energy bill discount will provide to every household.

It further notes the additional support of the £650 cost of living payment for those in receipt of means-tested benefits, £300 for pensioner households and £150 for recipients of disability benefits in East Cambridgeshire and thanks the Government for providing equivalent support for those not on the mains energy grid. It also notes the protection of jobs in East Cambridgeshire that the six-month protection for businesses will provide.

East Cambridgeshire District Council welcomes the plans by Government to secure long term energy independence for the country by maximising domestic energy production through North Sea oil and gas, as well as nuclear and renewables.

This Council is also doing its part to protect our residents from the cost of living challenge, specifically, it:

- Continues to invest in our Housing and Community Advice Service fully utilising our Housing and Community Advice Bus, Community Hubs and advisors at The Grange;
- Supports the provision of warm hubs in the District;
- Works with partners in Peterborough Environment City Trust (PECT) to help residents with energy bills and obtain EPC reports;
- Provides advice to residents through our Energy Advice Officers to access grant funding to undertake energy efficiency measures;

Council notes:

- This Council has frozen its share of Council Tax bills for the last 9 years, the only district, unitary, or county council in the country to have done so;
- This Council has a long track record of having a balanced budget for 2 financial years at a time;
- This Council has no external borrowing;
- This Council has a prudent level of reserves in the General Fund equivalent to 10% of our operating budget.

Therefore, this Council resolves to freeze its share of Council Tax for 2023/24 for a tenth consecutive year.

Proposer: Cllr Anna Bailey
Seconder: Cllr Julia Huffer

(ii) Cost of Living Emergency

This Council notes that:

- Annual price inflation is at a level not seen for 40 years.
- On 1 April 2022, Ofgem increased the energy price cap by 54%.
- On 1 October 2022, energy prices increased by a further 27%.
- Over a period of just over six months the average standard tariff has increased by £1,222 to £2,500 for the average household.
- The Government suspended the pensions 'triple lock' for 2022/3, meaning East Cambridgeshire's 18,000 pensioners have seen a rise of 3.1% this year (instead of 8.3% under the triple lock formula). This will cost pensioners in East Cambridgeshire hundreds of pounds.
- In 2021/22 Foodbanks in East Cambridgeshire distributed 2,981 food parcels (Trussell Trust, 2022).

In addition, people living in rural areas such as East Cambridgeshire are disproportionately affected by fuel price increases because of poor public transport and longer distances to reach work, education and health services.

This Council therefore declares a 'Cost of Living Emergency' and asks the Chief Executive to write to relevant government ministers and our local MPs to ask for urgent action to relieve the cost-of-living crisis through such measures as:

- Provide immediate financial support for consumers of heating oil, bottled gas, solid fuels, those reliant on generators for electricity and those on prepayment meters.
- Consider reducing VAT to 17.5% putting money back into the pockets of average families, boosting the economy and helping to support local retailers
- Deliver a real and immediate increase in investment in UK renewables and an energy plan for the UK which reduces costs for the end user and leads to the decarbonisation of the UK energy network in the long term.

Council also resolves to ask the Chief Executive to develop proposals to:

- Expand the East Cambridgeshire Council Tax Reduction Scheme to reduce the tax burden for lower income households
- To protect and expand funding for partnership grants delivering advice services to residents in next year's budget and future years
- Work with partners to improve access to affordable food across East Cambridgeshire

Finally, Council calls for an East Cambridgeshire Cost-of-Living Emergency Summit, with stakeholders, including all tiers of local government, Citizens Advice, Food Banks, Local Trades Unions, and Chambers of Commerce along with local Members of Parliament.

Proposer: Cllr Mark Inskip

Seconder: Cllr Charlotte Cane

9. TO ANSWER QUESTIONS FROM MEMBERS

[oral]

10. SCHEDULE OF ITEMS RECOMMENDED FROM COMMITTEES AND OTHER MEMBER BODIES:

- a. Local Council Tax Reduction Scheme (LCTRS) Review 2023/24**
- b. Council Tax on Long-Term Empty Properties**

**c. Compulsory Purchase Order of Land at Lode Road,
Bottisham**

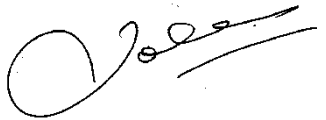
**11. THE MAKING (ADOPTION) OF THE HADDENHAM AND ALDRETH
NEIGHBOURHOOD PLAN**

Due to the size of the document, the Haddenham and Aldreth Neighbourhood Plan, Appendix 1 of the report, has been circulated separately to Councillors. Copies are available on the Council's website www.eastcambs.gov.uk or from Democratic Services

**12. COMMUNITY GOVERNANCE REVIEW – BURROUGH GREEN /
WESTLEY WATERLESS PARISH BOUNDARY**

**13. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED
AUTHORITY UPDATE REPORT**

**14. ACTION TAKEN BY THE CHIEF EXECUTIVE ON THE GROUNDS
OF URGENCY**



J Hill
Chief Executive

To: All Members of the Council

NOTES:

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

The meeting will be webcast and a live stream of the meeting will be available. Further details can be found at www.eastcambs.gov.uk/meetings/council-20102022. Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

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

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

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

Reports are attached for each agenda item unless marked “oral”.

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

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).”

Author: Democratic Services Manager

[illegible]

(c) <u>Compulsory Purchase Order of Land at Lode Road, Bottisham</u> The Committee considered a report seeking approval for the Council to exercise its compulsory purchase order ("CPO") powers on behalf of Bottisham Parish Council ("the Parish Council") to acquire land to construct a new cemetery at Lode Road, Bottisham. <i>(due to the re-scheduling of the Finance & Assets Committee meeting to 4 October 2022 as a result of the death of HM The Queen, the full minute of this item will be circulated after the despatch of the Council Agenda.)</i> It was resolved TO RECOMMEND TO COUNCIL (unanimously): 1. That Council authorise the use of the District Council's compulsory purchase making powers pursuant to section 125 Local Government Act 1972 to acquire land on behalf of the Parish Council to allow for a new cemetery to be constructed. 2. To delegate authority to the Director Legal to: (a) take all necessary steps to secure the making, confirmation and implementation of the CPO, including the publication and service of all relevant notices and to support the presentation of the Parish Council's case at any local public inquiry; (b) serve a requisition for information (in accordance with section 16 Local Government Act 1972) on the reputed owner and other parties that may have an interest in the land as part of the preparatory steps associated with the making and promotion of a CPO; (c) approve terms for the acquisition of legal interests by agreement, either on behalf of the Council or in conjunction with the Parish Council, including for the purposes of resolving any objections to the CPO; (d) take all necessary steps to resolve any compulsory purchase compensation claims, including, if necessary, by making (or responding to) a reference to the Upper Tribunals (Lands Chamber); (e) enter into a suitable agreement with the Parish Council regarding reimbursement of all costs	X68 (attached at Appendix C)
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incurred by the District Council regardless of whether or not the CPO proceeds to completion; (f) transfer the relevant land to the Parish Council if the CPO proceeds to completion via a back-back sale, subject to reimbursement of purchase costs and all other relevant expenses and the inclusion of a restrictive covenant in the transfer to prohibit development or uses other than as a burial ground.	
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AGENDA ITEM 10 APPENDIX A

LOCAL COUNCIL TAX REDUCTION SCHEME REVIEW 2023/24

Committee: Finance and Assets Committee

Date: 4 October 2022

Author: Director, Finance

[X65]

1. ISSUE

- 1.1 Each year the Council is required to review its Local Council Tax Support Reduction Scheme (LCTRS). This report details the annual review of the scheme in 2022 and recommendations for suggested scheme for 2023/24.

2. RECOMMENDATION

- 2.1 Committee is asked to recommend to Full Council that the Council retain the 8.5% reduction scheme, i.e. the maximum reduction for a working age claimant remains at 91.5% for the 2023/24 financial year.

3. BACKGROUND

- 3.1 Councils are required to review their LCTRS schemes annually and consider whether any changes need to be made. Where it is determined to retain the existing scheme, this must be decided by 11th March of the preceding financial year.
- 3.2 Where councils decide that they wish to amend their schemes they need to consult preceptors and stakeholders prior to a wider consultation to inform a final scheme design by 28th February of the preceding financial year.
- 3.3 We are now in the tenth year of LCTRS; a locally set scheme that replaced the previous nationally set Council Tax Benefit (CTB) scheme from April 2013.
- 3.4 In 2013/14 the Council took advantage of a one-off Government grant that compensated in part for the reduction in Government funding for the Working Age scheme that year. This meant that the maximum LCTRS awarded was 91.5%.
- 3.5 For 2014/2015 to 2017/18 the Council retained the original scheme, except that allowances and premiums (the amounts of income from state-administered benefits such as Jobseekers' Allowance) were increased in line with other benefits such as Housing Benefit.
- 3.6 For 2018/19 the Council approved and introduced a proposal to harmonise the scheme with the Department for Works and Pensions (DWP) welfare reforms introduced for Housing Benefit and LCTRS for Pensioners and introduced closer

links to Universal Credit (UC) data share for claims, thereby removing the requirement to make a separate claim.

- 3.7 For 2019/20 the Council kept the same scheme as for 2018/19.
- 3.8 For 2020/21 the Council introduced a fluctuating earnings rule to the treatment of Universal Credit. A weekly tolerance level of £15 (£65 a month) was introduced to reduce the number of monthly reassessments impacting customers every time a revised Universal Credit notification is received.
- 3.9 For 2021/22 there were no changes implemented and the 2020/21 scheme was retained.
- 3.10 For 2022/23 there were four amendments made to the scheme. Reducing the capital threshold from £16,000 to £10,000 and abolishing tariff income for those with under £10,000 of savings. Applying a fixed rate non-dependent deduction of £7.40 per week. Streamlining the Council Tax Support application process by signposting customers to claim Universal Credit and Council Tax Support at the same time. Increasing the Universal Credit income variation rule from £65 to £100 each month.
- 3.11 The current East Cambridgeshire Working Age LCTRS scheme therefore provides a maximum benefit of 91.5% for working age claimants and the scheme also fully protects War Pensioners. The aim in designing the scheme was to achieve a balance in charging an amount of Council Tax to encourage customers back into work whilst setting the amount charged at an affordable and recoverable level during the year.
- 3.12 A statutory scheme applies to Pensioners who can receive up to a maximum 100% reduction of their Council Tax bill.

4. ARGUMENTS / CONCLUSIONS

- 4.1 The Council could determine to retain the 2023-24 scheme in its current form. However, we have outlined two other options below relating to decreasing and increasing the minimum contribution rate.
- 4.2 Options to change the contribution level
 - **Option 1.** Do nothing and retain the current scheme with an 8.5% minimum contribution.
 - **Option 2.** Decrease the contribution rate to zero to support low-income households during the cost-of-living crisis.
 - **Option 3.** Increase the contribution rate to above 8.5% to generate additional receipts for the Council.
- 4.3 With the current “cost of living crisis”, it is felt to be the wrong time to burden the residents of East Cambridgeshire, who are already in receipt of LCTRS, with additional costs, so option 3 is rejected.

4.4 The Council does however continue to believe that the principle of everyone making at least a small contribution towards their Council Tax is the right one and as such option 2 is also rejected.

4.5 Option 1 is therefore recommended as:

- All other things being equal, this will maintain the level of Council Tax income collected to continue to provide funding for services at district and county level.
- There is other support available for those on low incomes and impacted by the “cost of living crisis” within the Housing Team and those affected should also be signposted to maximise benefit take-up, reviewing discounts and exemptions and providing Exceptional Hardship Payments where there is a need.

4.6 A number of technical changes were made to the Scheme and implemented for 2022/23, as detailed in 3.10 above. No further technical changes are recommended for 2023/24.

5. RECOMMENDATION

5.1 The recommendation is to go with option 1 and retain the current scheme with the 8.5% minimum contribution level.

5.2 If this recommendation is accepted no consultation exercise will need to take place in the Autumn.

6. FINANCIAL IMPLICATIONS / EQUALITY / CARBON IMPACT ASSESSMENT

6.1 The recommendation in this paper, to leave the scheme unchanged, will not have an impact on the Council Tax collected by the Council.

6.2 The existing LCTRS scheme continues the DWP’s previous Council Tax Benefit scheme conventions established over many years, regarding protections for vulnerable groups, including children, the disabled and the Armed Forces.

6.3 Equality Impact Assessment (INRA) is not required.

6.4 Carbon Impact Assessment (CIA) is not required.

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
	Room 104 The Grange Ely	Lorraine King, Head of Benefits, Council Tax Billing and Systems, ARP Tel: 07931862997 Email: Lorraine.king@angliarevenues.gov.uk Ian Smith Director, Finance Telephone: (01353) 616470 E-mail: ian.smith@eastcambs.gov.uk

MEDIUM TERM FINANCIAL STRATEGY UPDATE

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Director, Finance

[X66]

1 ISSUE

- 1.1 To provide Committee with an up-date on the Medium Term Financial Strategy (MTFS) since the 2022/23 budget was approved in February 2022.

2 RECOMMENDATIONS

- 2.1 Members are requested to note the contents of this report.
- 2.2 Members are requested to recommend to Full Council the increased premiums chargeable on long term empty properties as detailed in Paragraph 5.4.

3 BACKGROUND

- 3.1 The Council approved the budget for 2022/23 and with it the MTFS for 2023/24 to 2025/26 at its meeting on the 22nd February 2022. At that point, via the use of its Surplus Savings Reserve, the Council had a balanced budget for 2022/23 and 2023/24, but with then significant savings to be found in the following years.
- 3.2 The Budget / MTFS was approved on the basis that the Council would not put up Council Tax in the budget year, but then put it up by the maximum allowed, £5 per year, each subsequent year. This paper is drafted on the same assumption, no Council Tax increase in the budget year (2023/24), but with then a £5 increase in each future year.

4 CHANGES TO THE PLAN SINCE FEBRUARY 2022

- 4.1 The Council ended the 2021/22 financial year with an underspend of £2,367,039 this has been added to the Surplus Savings Reserve and is available to support the MTFS in future years.
- 4.2 The Council is also forecasting an overspend of £106,400 in 2022/23, this will be an additional draw on the Surplus Savings Reserve in year, and has again been included in these MTFS papers.

5 ASSUMPTIONS MADE

5.1 Fair Funding Review

Members will be aware that the Fair Funding Review has been promised, but not delivered by Government for a number of years (originally planned for 2020). In simplistic terms, the Fair Funding Review is Government calculating how much of its

overall funding of Local Government goes to each individual Council. As a full Baseline reset is expected at this time, this Council would lose the benefit it is currently receiving from the high level of Business Rate growth in the District since 2013. The delay has therefore been good news for us.

No decision has yet been announced regarding if the Fair Funding Review will take place this year and the Government's official position remains that it will take place from April 2023. That said, with the current issues facing Central Government, regarding the new leader determining their route forward and the general cost of living crisis and a lack of any consultation documents regarding the Review, the strong opinion of most commentators, including our own advisers, Pixel Financial Management, is that the Review will not be implemented until April 2025 after the next General Election.

In preparing this report, I have assumed that the Review will not be implemented until April 2025, and it therefore shows a far more favourable position than previous reports as we gain from the Business Rate growth in 2023/24 and 2024/25.

Clearly if the Review does go ahead in April 2023, there will be a considerable downside to the Council, compared to the figures in this report, but this report does present what is strongly believed to be the most likely scenario. I will of course be monitoring the situation throughout the autumn period and will up-date Committee immediately if this assumption proves wrong, before presenting the draft budget report to Committee in January, at which point we will have full details of all Government Funding.

5.2 Inflation

The Council has benefited in previous years from low inflation levels that have allowed us to leave many budgets at the same cash value as previous years. While this will still remain the case on some budgets, far more will need to have an inflationary element added to them to ensure that service levels can be maintained in the coming years.

I have made some assumptions regarding inflation levels in this report, but over the coming months, the amount of inflation needed to be added to individual budget lines will be reviewed as additional information becomes available, especially, as an example if the April 2022 pay claim is settled. My final budget report will further contain some sensitivity analysis about the impact of inflation at various levels moving forward.

Taking pay as an example, I have included an 8% increase between the 2022/23 and 2023/24 budget. This is only an estimate, but represents the cost of a 6% rise from April 2022 (we already have 2% in) and a further 4% rise from April 2023.

5.3 Council Tax

The Council and all the other preceptors determine, as part of their budget preparations, how much they wish to collect in Council Tax and set their tax level in February, prior to the year of collection, at a value to ensure that the required amount is collected. In year, this Council (as the collection authority) will pay across to the

other preceptors and indeed ourselves, the budgeted value from the Council Tax Collection Fund.

The amount of Council Tax collected is usually determined by two factors, the Council Tax value for a band D property as determined by the Council and the number of band D equivalent properties in the District. But perhaps a third factor this year, will be the number of accounts getting into arrears because of the cost of living crisis.

It is assumed at this stage that the value of Council Tax in 2023/24 for a band D property will remain at £142.14.

An initial calculation of the number of equivalent Band D properties in the District will be undertaken shortly, but I have made allowance in the figures in this report for the potential of more rate payers getting into arrears, as compared to the number in the budget report approved in February 2022. Again, this figure will be reviewed and updated over the Autumn period.

5.4 Council Tax – Long Term Empty Property Premium

Since April 2013 Councils have had the discretion to charge up to 50% empty homes premium for properties that have been empty for over two years. In offering these powers, Government was seeking to influence owners to bring empty homes back into use. This Council has previously agreed to charge this 50% premium on these properties, resulting in the total bill being 150% of the “normal value”.

More recently Government has announced further flexibilities in relation to charging additional Council Tax premiums on Long Term Empty properties. Legislation now allows Councils to charge an additional 50% on empty properties over two years old, bringing the premium to 100% and the total Council Tax bill to 200%. With, in addition, a further 100% increase on properties empty for over five years, bringing the premium to 200% and the total Council Tax bill to 300%. And then further still, a further 100% increase after 10 years, bringing the premium to 300% and the total Council Tax bill to 400%.

Initial estimates suggest that there are 143 properties in East Cambridgeshire that would be required to pay these additional premiums benefiting this Council by around £19,000 with our other preceptors benefiting more or less depending on the size of their precept.

While clearly, there is a financial benefit here, the main reason for the change is the hope that the additional premium will encourage homeowners to bring these properties back into use and Committee is therefore asked to recommend to Full Council that these additional premiums are applied to bills with effect from 1st April 2023.

5.5 Business Rates

Councils are required to prepare a report to Government (called the NNDR1) by the end of January each year, detailing the amount of Business Rates they anticipate collecting during the following financial year. The final budget presented to Council in February will reflect the figures detailed in this return, but for now, the figures in this report match those forecast by Pixel Financial Management and assume the

continuation of the benefit we are gaining from Business Rate growth in the District as discussed in 5.1 above.

6 IMPACT ON THE MTFS

- 6.1 As eluded to above, it is very difficult at this time to forecast the longer term implications on the Council's finances, with the major unknowns being around the timing of the Fair Funding Review for local government, inflation and Council Tax receipts.
- 6.2 The figures detailed in appendix 1, therefore need to be treated with great caution, these will be up-dated further during the coming months as further information becomes available, with the Director, Finance up-dating Finance and Assets Committee as appropriate.
- 6.3 The figures presented however show that the 2023/24 financial year remains balanced via the use of the Surplus Savings Reserve, and we are now also showing 2024/25 as balanced. This is mainly as the result of the change of assumption around the timing of the Fair Funding Review.
- 6.4 While therefore the Council is not expecting any issues with being able to publish a legal budget for 2023/24, savings are still required in year three of the MTFS period (2025/26), after the implementation of the Fair Funding Review. It is important therefore that work must continue to look for opportunities and put in place plans to make savings or increasing income levels in 2023/24 and future years, to reduce the immediate draw from the Surplus Savings Reserve, so that further funds are available in the future.
- 6.5 To this end, options to resolve the budget shortfalls in future years come from:
- Efficiencies in the cost of service delivery
 - Reductions in service levels
 - Increased income from fees and charges
 - Increased commercialisation via its trading companies

7 APPENDIX

7.1 Appendix 1 – MTFS Model as at 1st September 2022

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
2022/23 Budget as approved by Full Council on the 22 nd February 2022, Agenda item 11	Room 104 The Grange Ely	Ian Smith Director, Finance Telephone: (01353) 616470 E-mail: ian.smith@eastcambbs.gov.uk

DRAFT BUDGET 2023-24

	Budget 2022-23 £	Estimate 2023-24 £	Estimate 2024-25 £	Estimate 2025-26 £	Estimate 2026-27 £
Committees:					
Operational Services	5,802,153	6,302,526	6,847,149	6,963,096	7,074,424
Finance & Assets	5,607,728	5,949,926	6,181,810	6,593,252	6,793,012
Net District Spending	11,409,881	12,252,452	13,028,959	13,556,348	13,867,436
New Homes Bonus Grant	-1,112,624	-600,000	-600,000	0	0
Rural / Lower Tier Services Grant	-452,410	-452,410	-452,410	-169,586	-169,586
Covid-19 Grant	0	0	0	0	0
Internal Drainage Board Levies	571,955	598,764	616,727	629,062	641,643
Contributions to / from Corporate Reserves	216,132	216,132	216,132	216,132	216,132
Net Operating Expenditure	10,632,934	12,014,938	12,809,408	14,231,956	14,555,625
Contribution from Surplus Savings Reserve	-1,221,563	-2,343,005	-2,429,838	-2,030,101	0
Savings to be identified	0	0	0	-2,354,960	-4,468,400
ECDC Budget Requirement	9,411,371	9,671,933	10,379,570	9,846,895	10,087,225
Parish Council Precepts	2,739,806	2,849,398	2,920,633	2,993,649	3,068,490
DISTRICT BUDGET REQUIREMENT	12,151,177	12,521,331	13,300,203	12,840,544	13,155,715
<u>Financed by:</u>					
Council's share of Collection Funds Surplus/Def	-283,649	201,376	0	0	0
Revenue Support Grant	-12,579	-12,579	86,263	-389,202	-394,910
Locally retained Non-Domestic Rates	-3,999,110	-4,630,360	-5,003,828	-3,757,982	-3,822,568
Plus: NNDR from Renewable Energy	-693,304	-764,928	-764,928	-764,928	-764,928
COUNCIL TAX REQUIREMENT	7,162,535	7,314,840	7,617,710	7,928,432	8,173,309

	Estimate 2022-23 £	Estimate 2023-24 £	Estimate 2024-25 £	Estimate 2025-26 £	Estimate 2026-27 £
Unallocated Surplus Savings Reserve					
In hand at 1st April	8,130,907	6,802,944	4,459,939	2,030,101	0
Movement in year	-1,327,963	-2,343,005	-2,429,838	-2,030,101	0
In hand at 31st March	6,802,944	4,459,939	2,030,101	0	0

IMPLIED BAND 'D' COUNCIL TAX (District only i.e. excluding parish levies)					
Demand on Collection Fund as above	7,162,535	7,314,840	7,617,710	7,928,432	8,173,309
Less Parish Precepts as above	2,739,806	2,849,398	2,920,633	2,993,649	3,068,490
	4,422,729	4,465,442	4,697,077	4,934,783	5,104,819
Council Tax Base	31,115.3	31,415.8	31,922.5	32,435.8	32,485.8
District Council Tax - Band D	142.14	142.14	147.14	152.14	157.14

AGENDA ITEM 10 APPENDIX C

COMPULSORY PURCHASE OF LAND AT LODGE ROAD BOTTISHAM

Committee: Finance & Assets Committee

Date: 4 October 2022

Author: Director Legal & Monitoring Officer

[X68]

1.0 ISSUE

- 1.1 To seek approval for the Council to exercise its compulsory purchase order ("CPO") powers on behalf of Bottisham Parish Council ("the Parish Council") to acquire land to construct a new cemetery at Lodge Road, Bottisham.

2.0 RECOMMENDATION(S)

- 2.1 That Council be recommended to authorise the use of the District Council's compulsory purchase making powers pursuant to section 125 Local Government Act 1972 to acquire land on behalf of the Parish Council to allow for a new cemetery to be constructed; and
- 2.2 To delegate authority to the Director Legal to:
- (a) take all necessary steps to secure the making, confirmation and implementation of the CPO, including the publication and service of all relevant notices and to support the presentation of the Parish Council's case at any local public inquiry;
 - (b) serve a requisition for information (in accordance with section 16 Local Government Act 1972) on the reputed owner and other parties that may have an interest in the land as part of the preparatory steps associated with the making and promotion of a CPO;
 - (c) approve terms for the acquisition of legal interests by agreement, either on behalf of the Council or in conjunction with the Parish Council, including for the purposes of resolving any objections to the CPO;
 - (d) take all necessary steps to resolve any compulsory purchase compensation claims, including, if necessary, by making (or responding to) a reference to the Upper Tribunals (Lands Chamber);
 - (e) enter into a suitable agreement with the Parish Council regarding reimbursement of all costs incurred by the District Council regardless of whether or not the CPO proceeds to completion;

- (f) transfer the relevant land to the Parish Council if the CPO proceeds to completion via a back-back sale, subject to reimbursement of purchase costs and all other relevant expenses and the inclusion of a restrictive covenant in the transfer to prohibit development or uses other than as a burial ground.

3.0 BACKGROUND/OPTIONS

Introduction

- 3.1 The Parish Council have requested the District Council to compulsorily purchase some land at Lode Road, Bottisham for the purposes of a new cemetery. This follows a formal resolution by Bottisham Parish Council on 3rd December 2018 to request the District Council to take forward the compulsory purchase of the land. This matter has taken some time to bring all the elements together and these are now in place for the compulsory purchase to be taken forward.

Background

- 3.2 The Parish Council has a power to acquire land by agreement for the purposes of a cemetery under s214 Local Government Act 1972, but there is no compulsory purchase power associated with this power.
- 3.3 The Compulsory Purchase Act 1965 and the Acquisition of Land Act 1981 do not permit a parish council to compulsorily purchase land; however, under section 125 Local Government Act 1972, a parish council may request the relevant “principal authority” to compulsorily purchase land on its behalf if it is otherwise unable to acquire it by agreement on reasonable terms. The District Council is the relevant “principal authority” in relation to the Parish Council.
- 3.4 The District Council must be satisfied that the land cannot be acquired on reasonable terms by agreement. If the District Council refuses the Parish Council’s request, the legislation states that the Parish Council can then approach the Secretary of State to request compulsory purchase of the land.
- 3.5 The land which the Parish Council wish to have compulsorily purchased is agricultural land and is currently owned by the National Trust for Places of Historic Interest or Natural Beauty under Title Number CB 340760 and is let to the Fairhaven estate.
- 3.6 The land is held by the National Trust as “inalienable” land under s21 National Trust Act 1907 or s8 National Trust Act 1939. The effect of being held as “inalienable” land means that the National Trust cannot voluntarily part with the land by agreement and transfer in the ordinary way to the Parish Council.

- 3.7 As stated above, the land is currently let to the Fairhaven family as farmland. The Parish Council currently have a licence for access to the land with the Fairhaven family to allow the Parish Council to carry out environmental assessments in connection with the proposed cemetery. The Fairhaven family are fully supportive of the proposals and are unlikely to make any objections to an application for compulsory purchase of the land.
- 3.8 As set out more fully in 3.21, the Parish Council have negotiated with the National Trust for a long lease but National Trust will not agree and therefore the Parish Council would prefer to obtain the freehold interest in the land in the long term.
- 3.9 The National Trust are fully supportive of the Parish Council's plans to acquire the land as the Parish Council had early engagement with them, the National Trust have allowed the Parish Council to access the land and have provided formal approval of the Parish's plans. The National Trust commissioned a valuation report of the land from Carter Jonas and the National Trust is working with the Fairhaven family to obtain a surrender of their current tenancy agreement for the land.
- 3.10 It is understood that the project to obtain land for a new cemetery commenced in 2013 when a formal residents' survey was carried out, examining the future needs of the village of Bottisham for interments. The Parish Council identified only one area of land within walking distance of the village that is suitable as all other land identified was too low lying or close to a watercourse; both matters are critical for a cemetery.
- 3.11 The project was communicated on numerous occasions to the village, both through the Parish magazine and at Parish Annual meetings. Throughout the process, the Parish Council state that they have only experienced support and no residents have raised any objections as to the choice of location, as residents understand that the chosen location is the only choice.
- 3.12 In promoting a CPO, Councils are advised by Government Guidance "*Guidance on Compulsory Purchase and the Criche! Down Rules*" (July 2019) ("the Guidance") that the Secretary of State will not confirm a CPO unless he is satisfied that there is a compelling case in the public interest.
- 3.13 In order to confirm a CPO, the Secretary of State must be satisfied that the District Council has a clear idea of how it intends to use the land it is proposing to acquire, that the District Council can show that it has all the necessary resources to achieve the objective of acquiring the land and the reason for acquiring the land will not be blocked by any physical or legal impediments to implementation.
- 3.14 The District Council would be seeking to compulsorily purchase the land and then transfer the land to the Parish Council for the purpose of a new

cemetery and therefore there is a clear idea of how the land is intended to be used.

- 3.15 In terms of resources, the District Council can recover from the Parish Council any expenses incurred, which would include administrative expenses, the cost of any inquiry that may be required, legal costs awarded, etc. In the first instance, the District Council would be responsible for costs but these would be recoverable from the Parish Council under a written agreement. The Parish Council have confirmed that they have a budget in the region of £250,000 which would meet those costs.
- 3.16 In terms of impediments, the Parish Council obtained pre-application planning advice from the District Council in 2015. The enquiry was in respect of the principle of the construction of a cemetery, parking area and additional space for recreation/planting. The Parish Council submitted a planning application on 9th June 2022 for the new cemetery under planning reference 22/00703/FUM and this is expected to go to Planning committee in the next few months with a recommendation for approval. If planning permission is granted, this would further support an application for compulsory purchase.
- 3.17 The Guidance makes it clear that in promoting a CPO, Councils should be sure that the purposes for which the CPO is made sufficiently justify interfering with the human rights of those with an interest in the land affected. Councils must also consider their public sector equality duty contained in the Equality Act 2010. In making this assessment, the Council should have regard, in particular, to the provisions of Article 1 of the First Protocol and Article 6 of the European Convention on Human Rights (“the Convention”). Article 1 states that:
- “.... Every natural or legal person is entitled to peaceful enjoyment of his possessions...no one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by the law and by the general principles of international law...”*
- 3.18 Whilst the owner of the land may be deprived of their property if the CPO is confirmed, this will be in accordance with the law and appropriate financial recompense for the loss of property will be made. The CPO is being pursued in the public interest as required by Article 1 of the First Protocol as the District Council considers that the proposed CPO strikes a fair balance between the public interest underpinning the reason for which it is being sought, i.e. to secure more land for burial plots and the private rights affected.
- 3.19 Article 6 of the Convention provides that:

“In determining his civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law”. It is clear from case law that any

person affected by the proposals will have the opportunity to object, including attending at an inquiry into the CPO and therefore this requirement is satisfied in this instance.

- 3.20 Government guidance also provides that the Council is expected to provide “*evidence that meaningful attempts at negotiation have been pursued or at least genuinely attempted*”. Due to the land being “inalienable” land, voluntary transfer of the land has not been possible.
- 3.21 The Parish Council have attempted to negotiate a long lease of the land but the National Trust were not supportive of this as they are of the view that the land would effectively be unusable for any other purpose after interments. The Parish Council had sought a 999-year lease, but as the National Trust could seek compensation for lost rental to the Fairhaven family, the Parish Council consider that the cost of compensation over 999 years would far exceed the cost of purchase. Therefore, the Parish Council would prefer to obtain the freehold interest in the long term.
- 3.22 The District Council is also required to have regard to the extent of land held in the neighbourhood by the current owner and to the convenience of other property belonging to the same owner and shall, as far as practicable, avoid taking an undue, or an inconvenient, quantity of land from any one owner. The land sought is part of a much larger parcel of land in the same ownership and the amount sought represents a very small percentage of the agricultural land held within that parcel of land. Following the acquisition of the land, the owner will be left with a large parcel and the loss of part of their land will not impact on their ability to access the balance of their land.
- 3.23 The District Council must consider whether the disposal to the Parish Council is compliant with statutory restrictions and its own policy requirements.
- 3.24 In accordance with section 123 of the Local Government Act 1972 the District Council must obtain best consideration for disposals. Therefore, it must consider if a back to back transfer to the Parish Council is permissible.
- 3.25 A local authority is able to sell a site for less than its market value, but the general rule it must seek consent to do so from the Secretary of State. However specific consent is not needed where a council can demonstrate the sale will help to secure the improvement of the economic, social or environmental wellbeing of the local area, and the undervalue is only up to £2m less than market value. In these limited circumstances socio and economic benefits can be relevant rather than monetary value alone. The undervalue itself still needs to comply with normal and prudent commercial practices, including obtaining the view of a professionally qualified valuer as set out in the Technical Appendix attached to Government Circular 06/03.

- 3.26 It is considered that the provision of the land for a cemetery will improve the social well-being of the area and therefore the transfer of the land to the Parish Council without going to the open market is appropriate.
- 3.27 The District Council has two options, which are: -
- (A) Support the Parish Council and approve the recommendations at 2.1 and 2.2 of this report; or
 - (B) Refuse the Parish Council's request, giving full reasons, and the Parish Council may then approach the Secretary of State directly.

4.0 ARGUMENT/CONCLUSIONS

- 4.1 Arguments in support of option (A) above are that the current cemetery at Bottisham is reaching capacity due to increased interments (including some arising from the Covid 19 pandemic) and the Parish Council are in danger of not being able to offer residents burial in the village without the additional land.
- 4.2 Arguments for (B) are that the District Council would initially be liable for the costs of obtaining the CPO, which could be as much as £120,000 (including compensation to the National Trust). Although the District Council would be able to seek these costs from the Parish Council, there is currently no budget for this matter.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

- 5.1 The legislation (s125(5) Local Government Act 1972) provides a mechanism by which the District Council may recover from the Parish Council all the costs and expenses it incurs in connection with the acquisition of the land on behalf of the Parish Council in reliance on the CPO procedure. If approval is given, the District Council will enter into an agreement with the Parish Council in respect of recovery of all costs, regardless of whether or not the CPO proceeds to completion.
- 5.2 External legal advice sought has indicated that the costs are likely to have a ceiling of £40,000 if the matter proceeds to an inquiry. A further sum of £65,000 to £80,000 will be payable in respect of compensation to the National Trust in addition to these costs.
- 5.3 Equality Impact Assessment (EIA) not required. The District Council has had due regard to its Equalities Duties as specified under section 149 of the Equality Act 2010 to date and will continue to do so throughout this matter. In taking the decision to make a CPO, the Council considers that the proposal is fully compliant with the Equality Act and compatible with the Public Sector Equality Duty

The District Council considers that CPO action will be compatible with the Public Sector Equality Duty and as it will not have a significant negative impact upon protected groups. The land is not used disproportionately by any group with protected characteristics as it is currently used for agricultural purposes.

5.4 Carbon Impact Assessment (CIA) completed. In summary, the CIA concluded as follows:

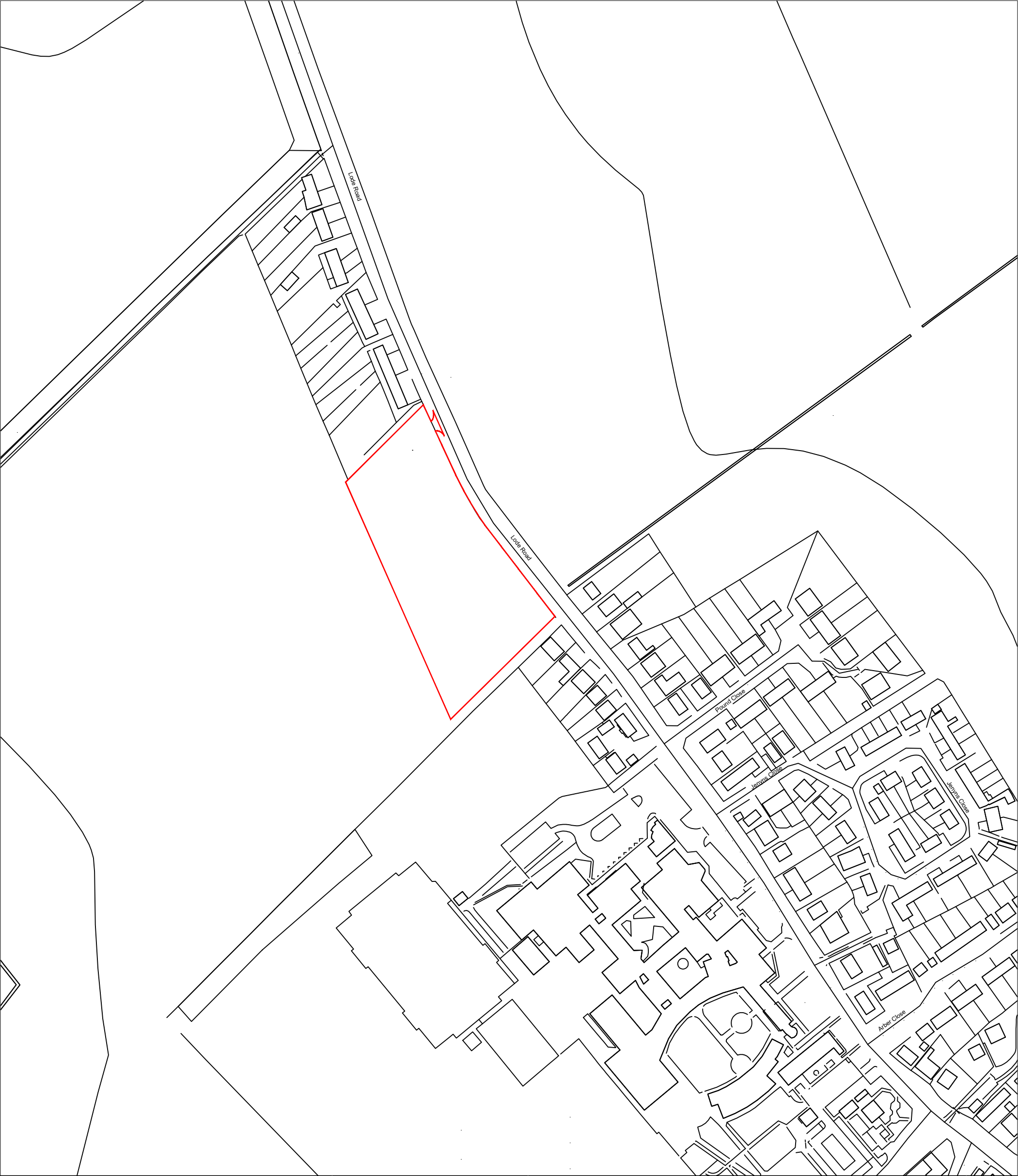
For the Council, the overall impact is neutral as the Council's role is simply that of a purchaser/transferor of land and that action in itself has no meaningful carbon impact arising.

However, from a District wide perspective, the Council's role is directly facilitating the activity to proceed and as a consequence, albeit indirectly, the Council is facilitating the District wide impacts that may arise from the proposal. The overall District wide carbon impact is likely to be negative due to construction stage and the materials used on site. There is only likely to be a very minor carbon offset by planning tree planting, planting of shrubs on site and the addition of rich meadow grassland seed mix used for the proposed amenity area. Biodiversity has the potential to be a positive net gain, compared with "do nothing" subject to detailed planning consent.

6.0 APPENDICES

6.1 Appendix 1 – Location plan

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Legal file Ref: 1625 Government Guidance on Compulsory purchase process and the Crichel Down Rules	Room 112 The Grange, Ely	Maggie Camp Director Legal & Monitoring Officer (01353) 616277 E-mail: maggie.camp@eastcambs.gov.uk



LEGEND

— Development Area

0 50 100 Meters

Scale 1:2500 @ A3

Notes:

1) Site Mid Point
Easting: 553916
Northing: 261222

2) Background mapping OS Vector Map Local
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TGMS 4 Doolittle Mill,
Froggall Road, Ampthill,
Bedfordshire, MK45 2ND
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Directors: Charles Henderson, Aileen Le Blau.

Revisions					
Rev	Date	Description	Drawn By	Checked By	
1	12/05/2022	Development area amended to reflect revised access road location.	OM	RE	

Drawing Title

Site Location Plan

Project : Lode Road Cemetery

Client : Bottisham PC

Consultant : Richard Earl

Date : 06/01/2022	Drawing Status : Planning	
Scale : 1:2500	Paper Size : A3	
Drawn by : OM	Checked by : RE	Approved by : RE

Drawing Number

TGMS1053.6-5

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Revision

1

Agenda Item 10 - page 19

AGENDA ITEM NO 11

THE MAKING (ADOPTION) OF THE HADDENHAM AND ALDRETH NEIGHBOURHOOD PLAN

Committee: Full Council

Date: 20 October 2022

Author: Richard Kay, Strategic Planning Manager

[X93]

1.0 ISSUE

- 1.1 Following the successful referendum on 29 September 2022, the Haddenham and Aldreth 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 and other made Neighbourhood Plans) 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 Haddenham Parish Council on its preparation of a Neighbourhood Plan and a successful referendum outcome, becoming the fifth parish council to do so in East Cambridgeshire; and
- (B) formally makes the Haddenham and Aldreth 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 Haddenham Neighbourhood Area was designated by East Cambridgeshire District Council in August 2019, and the Area was slightly updated in June 2021 to match the latest parish boundaries and avoid any overlap with other Neighbourhood Areas. Having a designated Neighbourhood Area enables a Neighbourhood Plan to be prepared.
- 3.2 Following preliminary consultation and evidence gathering, the Haddenham and Aldreth Neighbourhood Plan was submitted to the Council by Haddenham and Aldreth Parish Council on 13 April 2022. As required by legislation, the District Council then published the Plan, for the purpose of final consultation, from 14 April to 31 May 2022. Following the publication period, the District Council submitted the Plan for independent examination. The examination took place in June and July 2022. The examination 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, the Haddenham and Aldreth Neighbourhood Plan makes

appropriate provision for sustainable development; has appropriate regard to national policy; is in general conformity with the strategic policies in the development plan for the local area; and is compatible with EU obligations (as transposed into UK law), including human rights requirements.

- 3.4 In August 2022, with the agreement of Haddenham Parish Council, the Strategic Planning Team modified the Haddenham and Aldreth Neighbourhood Plan as per the examiner's recommendations.
- 3.5 The *Decision Statement*¹, published 15 August 2022, confirms that the District Council is satisfied the modified Haddenham and Aldreth Neighbourhood Plan meets the 'basic conditions' and other legal requirements. Following publication of the Decision Statement, the Council proceeded to arrange a referendum.
- 3.6 The Independent Examiner recommended that the Haddenham and Aldreth Neighbourhood Area (i.e. Haddenham parish boundary) form the referendum area. People listed on the Council's electoral register (at the date of the vote) within the Neighbourhood Area were entitled to vote.
- 3.7 The Council proceeded to hold the referendum on Thursday 29 September 2022. Voters in Haddenham parish were asked the following question (the question wording being set by legislation):
- Do you want East Cambridgeshire District Council to use the neighbourhood plan for Haddenham and Aldreth to help it decide planning applications in the neighbourhood area?*
- 3.8 Of the votes cast, 322 were in favour and 34 were against. One ballot paper was rejected. With approximately 90% of votes in favour, the Haddenham and Aldreth Neighbourhood Plan received the majority support it needed.
- 3.9 Following the referendum result, the Neighbourhood Planning Act (2017) automatically gave the Haddenham and Aldreth 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 Haddenham and Aldreth Neighbourhood Plan as part of the Development Plan for the purposes of decision-making. However, despite this automatic post-referendum legal position, East Cambridgeshire District Council is required (by virtue of 38A(4) of the Planning and Compulsory Purchase Act, 2004) to formally 'make' the Haddenham and Aldreth Neighbourhood Plan part of the Development Plan for the district.
- 3.10 The only exception to 38A(4) is if the Council considers "*that the making of the Plan would breach, or would otherwise be incompatible with, any retained EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998)*" (see s38A(6) of the Act). Officers have given careful consideration to these matters

1

<https://www.eastcambs.gov.uk/sites/default/files/6.%20Had%20%26%20A%20NP%20Reg18%20Decision%20Statement%20AC%20checked.pdf>

during the process of preparing the Plan and its evidence base, and have considered the representations received on the Plan and the Examiner's Report, and do not consider there to be any such breach, and hence recommend to Full Council that the Plan be made.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 The Haddenham and Aldreth Neighbourhood Plan received majority support at a duly held referendum of 29 September 2022. The District Council is therefore required to 'make' the Haddenham and Aldreth Neighbourhood Plan part of the Development Plan for East Cambridgeshire, as per the will of the majority of voters in Haddenham parish. In doing so, legally it has, in simple terms, the same status as the 2015 East Cambridgeshire Local Plan.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/ ENVIRONMENTAL 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 £20,000 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.
- 5.3 Environmental Impact Assessment: On the basis that East Cambridgeshire District Council has no legal choice other than to make (adopt) the neighbourhood plan or reject it on the basis of a procedural error (of which, none are known), there is no practical opportunity for the Council to influence, at this stage, the Neighbourhood Plan from a carbon or other environmental aspect. As such, the carbon impact assessment considers the decision recommended in this agenda item to be neutral from a carbon impact perspective.

That said, it is worth noting that the Neighbourhood Plan has some reference to carbon related matters, such as a design policy, a nature conservation policy and a 'sustainable building practices' policy.

6.0 APPENDICES

- 6.1 Appendix 1: Haddenham and Aldreth Neighbourhood Plan (bound separately)

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
	Room 12, The Grange, Ely	Richard Kay Strategic Planning Manager (01353) 616245 E-mail: richard.kay@eastcambs.gov.uk

AGENDA ITEM NO 12

TITLE: COMMUNITY GOVERNANCE REVIEW – BURROUGH GREEN/WESTLEY WATERLESS PARISH BOUNDARY

Committee: Council

Date: 20th October 2022

Author: Adrian Scaites-Stokes, Electoral Services Officer

[X94]

1.0 ISSUE

- 1.1 To consider a change to the parish boundary between the parishes of Burrough Green and Westley Waterless in accordance with the original Community Governance Review.
- 1.2 To consider whether to incorporate the additional boundary change as suggested by Burrough Green Parish Council.
- 1.3 To consider making a request to the Local Government Boundary Commission for England (LGBCE) to amend the related District Ward boundary to align with the new parish boundary.

2.0 RECOMMENDATION(S)

- 2.1 That the parish boundary between the parishes of Burrough Green and Westley Waterless be amended in accordance with the original Community Governance Review.
- 2.2 That the additional boundary change suggested by Burrough Green Parish Council is not approved.
- 2.3 That the Community Governance Order, as shown at Appendix 3, to amend the parish boundary between Burrough Green and Westley Waterless, be approved.
- 2.4 That the Council make a formal request to the Local Government Boundary Commission for England for a related alteration to the District Ward boundary, between the wards of Bottisham and Woodditton, to align it with the new parish boundary between Burrough Green and Westley Waterless.

3.0 BACKGROUND/OPTIONS

- 3.1 The Local Government and Public Involvement in Health Act 2007 devolved the powers to make recommendations to principal councils with regard to community governance within their areas. East Cambridgeshire District Council, therefore, has responsibility for undertaking Community Governance Reviews within its district to encourage 'community empowerment' at a local

level. These Reviews cover a number of issues and include changing parish boundaries.

- 3.2 Following an application received from Westley Waterless Village Meeting in February 2022, following requests made by local residents, the Council conducted a two stage Community Governance Review of the parish boundary between Westley Waterless and Burrough Green.
- 3.3 Stage 1 of the Review was completed and presented to Council on 14th July 2022, where it was agreed to proceed with Stage 2 of the Review. The Stage 2 consultation set out the recommendations made by this Council, highlighting the specific dwellings that would be affected by the boundary change. The Stage 2 consultation concluded on 23rd September 2022.
- 3.4 The overall results of both Stages of the consultations showed no objections to the original proposal affecting the dwellings along Main Street, which would be moved into the Westley Waterless parish. In addition residents of 7 out of the 15 of the affected dwellings gave support to this proposal, their comments are shown in Appendix 1 (residents A to G).
- 3.5 During the Stage 2 consultation an additional suggestion was proposed by Burrough Green Parish Council to change a different part of the parish boundary between Burrough Green and Westley Waterless, so that two properties would be transferred from Westley Waterless parish into Burrough Green parish. As a result of this suggestion, an additional consultation document, shown at Appendix 4, was circulated to the original consultees plus the residents of the two dwellings involved.
- 3.6 This additional consultation resulted in an objections from both of the two dwellings involved in the new suggested boundary amendment, as shown in Appendix 1 (residents H and I).
- 3.7 Amending the parish boundary would mean that the District Ward boundary between Bottisham and Woodditton would then not be co-terminous with the new parish boundary, meaning the boundaries would be different.
- 3.8 As only the LGBCE could amend district ward boundaries, the Council needs to consider making a formal request for it to amend the related district ward boundary, so it would be co-terminous with the new parish boundary.
- 3.9 The Council has a number of options when considering the parish boundary change:
 - Reject the recommendations – in this case no boundary changes would take place.
 - Approve the original proposed parish boundary amendment only, with no changes.
 - Approve the original and additional parish boundary amendments with no changes.

- 3.10 The Council has a number of options when considering whether to make a request to the LGBCE to amend the related district ward boundary:
- Do not make a request to amend that district ward boundary – this will mean that the status quo would be maintained where some properties in the new Westley Waterless parish would remain in the Bottisham Ward and some in the Woodditton Ward.
 - Make a request to amend that district ward boundary – this would move all the affected properties into the Bottisham Ward.

4.0 ARGUMENTS/CONCLUSIONS

- 4.1 The originally proposed parish boundary change was prompted by local residents and it is apparent that the consultees were content with the proposals, as no objections were received and there were a number of supportive comments from some of the residents that would be affected. Therefore, this parish boundary amendment should be approved.
- 4.2 The subsequent suggestion from Burrough Green Parish Council resulted in an objection from the residents of one of the two dwellings that would be affected by this suggestion. Their objections related to their heavy involvement within the Westley Waterless community, which would be affected by this amendment. Therefore, as this suggestion came from Burrough Green Parish Council with no apparent resident support this additional amendment to the parish boundary is not recommended for approval.
- 4.3 The approval of the parish boundary change requires the Council to submit a copy of the Community Governance Order to the LGBCE. The LGBCE requested Councils to submit any potential boundary changes to it by 1st October 2022, as it would take several months to check any Community Governance Orders. On contacting the LGBCE, it was prepared to accept a late submission and, although no guarantees could be made, expected that the parish boundary change would be in place for the May 2023 parish elections.
- 4.4 Following the parish boundary amendment, the District Ward boundary would not be aligned with it. Therefore, an official request should be made to the LGCBE as soon as possible. Such requests usually take between three to fourth months to be processed, but that would give the LGBCE the chance to approve the amended ward boundary and similarly, with no guarantees, could be in place in time for the May 2023 District Council elections.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

- 5.1 There are no financial implications for the District Council, as all costs will be met within budget.
- 5.2 Equality Impact Assessment not required, as this is not a change in Council policy nor does it impact on any other Council policy, therefore no persons will be directly adversely impacted by the boundary change.

5.3 Carbon Impact Assessment included, see Appendix 6.

6.0 APPENDICES

- 6.1 Appendix 1 – Responses to Consultations (Stage 1 & 2 & addition)
- 6.2 Appendix 2 – Stage 2 Consultation document and map
- 6.3 Appendix 3 – Community Governance Order 2022
- 6.4 Appendix 4 – Stage 2 Additional Consultation document and map
- 6.5 Appendix 5 – Consultees Lists
- 6.6 Appendix 6 – Carbon Impact Assessment

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	Room 211 The Grange Ely	Adrian Scaites-Stokes Electoral Services Officer Tel: (01353) 616456 E-mail: adrian.scaites-stokes@eastcambs.gov.uk

AGENDA ITEM 12 - APPENDIX 1

Community Governance Review –Consultation Responses, Stages 1 & 2

Stage 1 Consultation Responses

Resident A in Main Street, Westley Waterless	We fully support the proposed Boundary change. We live in Westley Waterless, we access amenities in Westley Waterless and believe we should contribute to that Parish council and not another village's.
Resident B in Main Street, Westley Waterless	With reference to the above-proposed boundary change, we write to say that we fully support the proposed change.
Resident C in Main Street, Westley Waterless	Our address is one of those which is in Borough Green for electoral purposes. When we moved to the village we had no idea that we would be anything but residents of Westley Waterless and were very surprised to discover that we were expected to vote in Borough Green and that our precept would go to Borough Green and not to Westley Waterless. We live just a few hundred yards from Westley Waterless Village Hall and have always regarded ourselves as part of our distinct village community, here in Westley Waterless. In our view, this change will: (i) Reflect the identity of Westley Waterless as a distinct village community, quite separate from Burrough Green; (ii) Be much more convenient - at present we (and many other voters) must walk for 15 minutes - or drive - to vote in Burrough Green, when we should be voting in our own village hall.
Resident D in Main Street, Westley Waterless	I support the suggestion that the boundary between WW and BG is moved to better reflect the community of WW by incorporating the dwellings shown within the shaded area of the map , currently within the BG parish into the WW parish.
Resident E in Main Street, Westley Waterless	I raised this issue many years ago after I attended a Burrough Green parish council meeting where no matters affecting my location at Westley Waterless were raised or indeed thought to be relevant. However I was informed that no change could be made so I did not take the matter further. Hopefully common sense will applied to this review.
Education Authority, Cambridgeshire County Council	This part of the Westley Waterless and Burrough Green parishes in the Burrough Green CE Primary School catchment, which is a partner primary school for Linton VC; hence the change does not make any difference in terms of admissions policies. As this is the case, we have no objections to the proposed change.

Stage 2 Consultation Responses

Resident F in Main Street, Westley Waterless	I live at one of the properties which is subject to the proposed boundary change. I fully support the proposed change. We currently see ourselves as residents of WW and the boundary change will allow us to more fully participate in the governance and life of the village.
Resident G in Main Street, Westley Waterless	We agree completely with the potential move of properties in Westley Waterless from Burrough Green parish. We are owners of one of the properties involved and it is a historical nonsense that we are not currently included in the parish where our property is located. We do hope common sense will prevail!
Burrough Green Parish Council	Suggested that two properties currently in Westley Waterless, Bessboro and Highfields on Brinkley Road, be moved into the Burrough Green parish.
Resident H in Brinkley Road, Westley Waterless	We would not support this proposal. We have lived here for over 25 years and have always played an active part in Westley Waterless community. In addition to general community activities such as supporting the village and church with fundraising events; church cleaning and church yard mowing, we are involved with the Parochial Church Council for Westley Waterless and as a trustee of the Westley Waterless village hall. We believe that our properties are best aligned with Westley Waterless and that a move to Burrough Green would be a retrograde step. We trust that this proposal will not be considered further.
Residents I in Brinkley Road, Westley Waterless	Thank you for your letter proposing a transferral of two houses - ours (Highfields) and that of our neighbours (Bessboro) - from Westley Waterless parish to that of Burrough Green. We wish to remain under the governance of Westley Waterless, because we are committed members of this village community. This includes social events at the village hall, attending services at the church of St Mary's, participating in cleaning up the church yard, voting in the village hall and being active members of the village's What's App and Book groups. Furthermore, the busy Brinkley Road, and the longish walk from our house to Burrough Green make us feel detached from the life of that village.

We live as an extended family of 3 generations who have all expressed their views that they wish to remain in Westley Waterless. Our son has his friends in the village, and my elderly parents value the kindness of neighbours and friends here. Social connections to people in the village, and the activities we share together, are what gives our family a sense that we belong to this small community. While we have nothing against Burrough Green, we know no one there.

One further point, is that looking at the map you kindly provided, the movement of our two houses seems a bit arbitrary and unnecessary. It wasn't clear to us what advantages would arise from the move. Therefore, we cannot see any reasonable grounds for making this change, and it would not have our consent.

**AGENDA ITEM 12 - APPENDIX 2
EAST CAMBRIDGESHIRE DISTRICT COUNCIL**

COMMUNITY GOVERNANCE REVIEW 2022

TERMS OF REFERENCE

A review of parishes under the Local Government and
Public Involvement in Health Act 2007

INTRODUCTION

Aims of the review

East Cambridgeshire District Council has resolved to undertake a Community Governance Review (CRG) pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, to consider the following parish matters;

Parish	Matter to be considered
Westley Waterless	To move the boundary between Westley Waterless and Burrough Green so that those electors living in Westley Waterless all fall within the Westley Waterless Parish

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and The Electoral Commission in April 2008. Also the following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625); Local Government Finance (New Parishes) Regulations 2008 (SI2008/626).

This Council is required to have regard to Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance was published in April 2008 and it has been considered when drawing up the Terms of Reference (TOR).

What is a Community Governance Review (CGR)?

A CGR is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of elections; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

AGENDA ITEM 12 - APPENDIX 2

The Council is required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Is effective and convenient.

In doing so the CGR is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

Why undertake a Community Governance Review?

A CGR provides an opportunity for principal authorities to review and make changes to community governance within their area. Such reviews can be undertaken when there have been changes in population or in reaction to specific, or local new issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities and interests of the community.

The government has emphasised that recommendations made in CGR ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

Government guidance further states that it is good practice to conduct a (full) CG at least every 10-15 years and keep the area under review in the interim. The most recent similar review of the district resulted in the:-

- The District of East Cambridgeshire (Electoral Changes) Order 2018

Specifically, this CGR will consider:

- The boundary between Westley Waterless and Burrough Green

Who will undertake the CGR?

As the principal authority, the District Council is responsible for undertaking any CGR within its electoral area. The Council will approve the final recommendations before a Community Governance Order is made.

CONSULTATION

How the Council proposes to conduct consultations during the Review?

Before making any recommendations or publishing final proposals, the District Council will take full account of the views of local people. The District Council will comply with the statutory consultative requirements by:

- Consulting local government electors for the area under review.
- Consulting any other person or body (including a local authority), which appears to the District Council to have an interest in the review.
- Notifying and consulting the county council.

AGENDA ITEM 12 - APPENDIX 2

- Taking into account any representations received in connection with the review.

Information relating to the CGR will be available on the Council's website and key documents will be on deposit at the District Council's offices at The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE.

When taking account of written representations the District Council is bound to have regard to the need to secure that community governance within the area under review:

- Reflects the identities and interests of the community in that area; and
- Is effective and convenient.

The District Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the CGR are informed of the recommendations and the reasons behind them. The District Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the Review.

A timetable for the CGR

A CGR must, by statute, be concluded within a twelve-month period from the day on which the CGR starts. A CGR starts when the District Council publishes its Terms of Reference and concludes when the District Council publishes the recommendations made in the CGR.

The following is the review timetable:

Action	Timetable	Outline of Action
Terms of Reference (TOR) are published	Start Date 7 th March 2022	District Council publishes TOR and notifies stakeholders, clearly defining extent of CGR
Introductory stage – submissions are invited	Three month period 7 th March 2022	District Council invites proposals from stakeholders on future arrangements under TOR
Draft proposals are prepared	By 14 th July 2022	Draft proposals to be considered by Full Council
Draft proposals are published	By 16 th July 2022	District Council publishes Draft proposals and notifies stakeholders
Consultation	Two month period ending 23 rd September 2022	Consultation with stakeholders
Final Proposals are prepared	By 10 th October 2022	Results of consultation considered and Final Proposals prepared

AGENDA ITEM 12 - APPENDIX 2

Final Recommendations published	By 10 th October 2022	Submissions considered and final recommendations produced
Final Recommendations are published and decision by Council	20 th October 2022	The Council meet to consider Final Recommendations and decide on the extent to which the Council will give effect to them.
Order made	Thereafter	Council publishes the reorganisation Order and requests the Electoral Commission to approve any consequential changes.

ELECTORATE FORECASTS

In considering the electoral arrangements of the parish(s) stated within these Terms of Reference the District Council is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts.

The District Council has used the Register of Electors 2022 published on 1 December 2021 to provide existing local government figures. Electorate forecasts will be prepared using all available information.

THE PRESENT STRUCTURE OF WESTLEY WATERLESS/BURROUGH GREEN PARISH(S) AND THEIR ELECTORAL ARRANGEMENTS

Present Structure of parish governance in the area to be reviewed:

Parish	Current electorate	Forecast electorate
Westley Waterless	119	160
Burrough Green	318	279

Parishes

The Council wishes to ensure that electors should be able to identify clearly with the parish in which they are resident. It considers that this sense of identity and community lends strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representatives and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.

AGENDA ITEM 12 - APPENDIX 2

The Council considers that parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity; the feeling of local community and the wishes of local inhabitants are primary considerations in this Review.

The Council is anxious to balance carefully the considerations of changes that have happened over time, through population shifts or additional development for example, and that have led to a different community identity with historic traditions in its area.

The Council notes the Government's Guidance that community cohesion should be taken into account in this Review.

The Council also notes the Government's strongly stated Guidance that it "expects to see a trend in creation, rather than abolition, of parishes" and that "the abolition of parishes should not be undertaken unless clearly justified". The Council also notes that the Government also considers that, where existing parishes are abolished, "It would be undesirable to see the area becoming unparished with no community governance arrangements in place".

ELECTORAL ARRANGEMENTS

What does 'Electoral Arrangements' mean?

An important part of our Review will comprise giving consideration to 'Electoral Arrangements'. The term covers the way in which a council is constituted for the parish. It covers:

- The ordinary year in which elections are held;
- The number of councillors to be elected to the council;
- The division (or not) of the parish into wards for the purpose of electing councillors;
- The number and boundaries of any such wards;
- The number of councillors to be elected for any such ward;
- The name of any such ward.

Ordinary year of election

The Local Government Act 1972 states that ordinary election of parish councils shall take place in 1976, 1979 and every fourth year thereafter (ie 2011, 2015, 2019, etc). However, the Government has indicated that it would want the parish electoral cycle to coincide with the cycle for the district council, so that the costs of elections can be shared.

If the Review finds that it is appropriate to create new posts for parish councillors then these will come in to effect at the next ordinary day of election i.e. May 2023.

A council for a parish

The legislation lays down the different duties that the Council has with regard to the creation of a council for a parish.

- Where the number of electors is 1,000 or more – a parish council must be created;
- Where the number of electors is 151-999 – a parish council may be created, with a parish meeting being the alternative form of governance;
- Where the number of electors is 150 or fewer – a parish council is not created.

What considerations cover the number of parish councillors?

The Government has advised, and this Council concurs that “it is an important demographic principle that each person’s vote should be of equal weight so far as possible, having regard to other legitimated competing factors, when it comes to the elections of councillors”. Likewise, the Council notes that the number of parish councillors for each parish council shall not be less than five. There is no maximum number. There are no rules relating to the allocations of councillors. However, in dealing with a request the following guidelines, which are based on recommendations from the National Association of Local Councils, will be followed.

Number of Parish Councillors Guidelines

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

The Government’s guidance is that “each area should be considered on its own merits, having regard to its population, geography and the pattern of communities,” and therefore the Council is prepared to pay particular attention to existing levels of representation, the broad pattern of existing council sizes which have stood the test of time and the take-up of seats at elections in its consideration of this matter.

By law, the Council must have regard to the following factors when considering the number of councillors to be elected for the parish:

- The number of local government electors for the parish;
- Any change in that number which is likely to occur in the period of five years beginning with the day when the Review starts.

Parish Warding

The Act requires that in considering whether a parish should be divided into wards for the purposes of elections of the parish council the Council should consider the following:

Whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; Whether it is desirable that any area or areas of the parish should be separately represented on the council.

The Government's guidance is that "the warding of parishes in largely rural areas that are based predominately on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish".

The Council will be mindful of all this guidance, noting further that "each case should be considered on its merits and on the basis of the information and evidence provided during the course of the review."

The Council notes that warding arrangements should be clearly and readily understood by and should have relevance for the electorate of the parish; they should reflect clear physical and social differences within a parish; one parish but comprising different parts.

The Council recognises that ward elections should have merit; not only should they meet the two tests laid down in the Act, but they should also be in the interests of effective and convenient local government. They should not be wasteful of a parish's resources.

District Warding and County Division Boundaries

It is envisaged that the issues which are the subject of this Review will require an alteration to the boundaries of District Wards Bottisham and Woodditton but would not affect the boundaries of the County Divisions. The parish boundary is also the District Ward boundary and an amendment to the Ward boundary would make both type of boundary co-terminous, meaning they would match. This would result in c40 electors being transferred from the Woodditton Ward to the Bottisham Ward.

The Electoral Commission is responsible for deciding whether boundary changes of this nature should be made and requires the Council consult on any such recommendations. Therefore this potential District Ward amendment is incorporated within this consultation.

REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

AGENDA ITEM 12 - APPENDIX 2

The Review will be completed when the Council adopts the Reorganisation of Community Governance Order. Copies of this Order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reason for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's Offices, website and Community Offices.

In accordance with the Guidance issued by the Government the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000. These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Council's office at The Grange, Nutholt Lane, Ely, Cambs. Prints will also be supplied, in accordance with the regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Electoral Commission.

It is proposed that the Order will take effect for financial and administrative purposes on 1st December 2022.

The electoral arrangements for a new or existing parish council will come into force at the next elections to the parish council, which will be on 5 May 2023.

CONSEQUENTIAL MATTERS

General Principles

The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order.

These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters
- Subsequent amendment to the District Ward boundary between the Bottisham Ward and Woodditton Ward.

In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.

How to contact us

Should you wish to submit a written representation regarding this review please address to:

Electoral Services
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
Cambridgeshire
CB7 4EE

Alternatively your submission may be emailed to:

elections@eastcambs.gov.uk

Should you require any further information or need clarification on the review process, please contact: Adrian Scaites-Stokes at the office above or adrian.scaites-stokes@eastcambs.gov.uk or by telephone on 01353 616456.

Publication of Terms of Reference

These Terms of Reference will be published on the District Council web site <http://www.eastcambs.gov.uk> and will be available for inspection at the offices at The Grange, Nutholt Lane, Ely, Cambs, CB7 4EE

Notices advertising this Community Governance Review and the availability of the Terms of Reference will also be posted within each Parish.

Date of Publication

16th July 2022



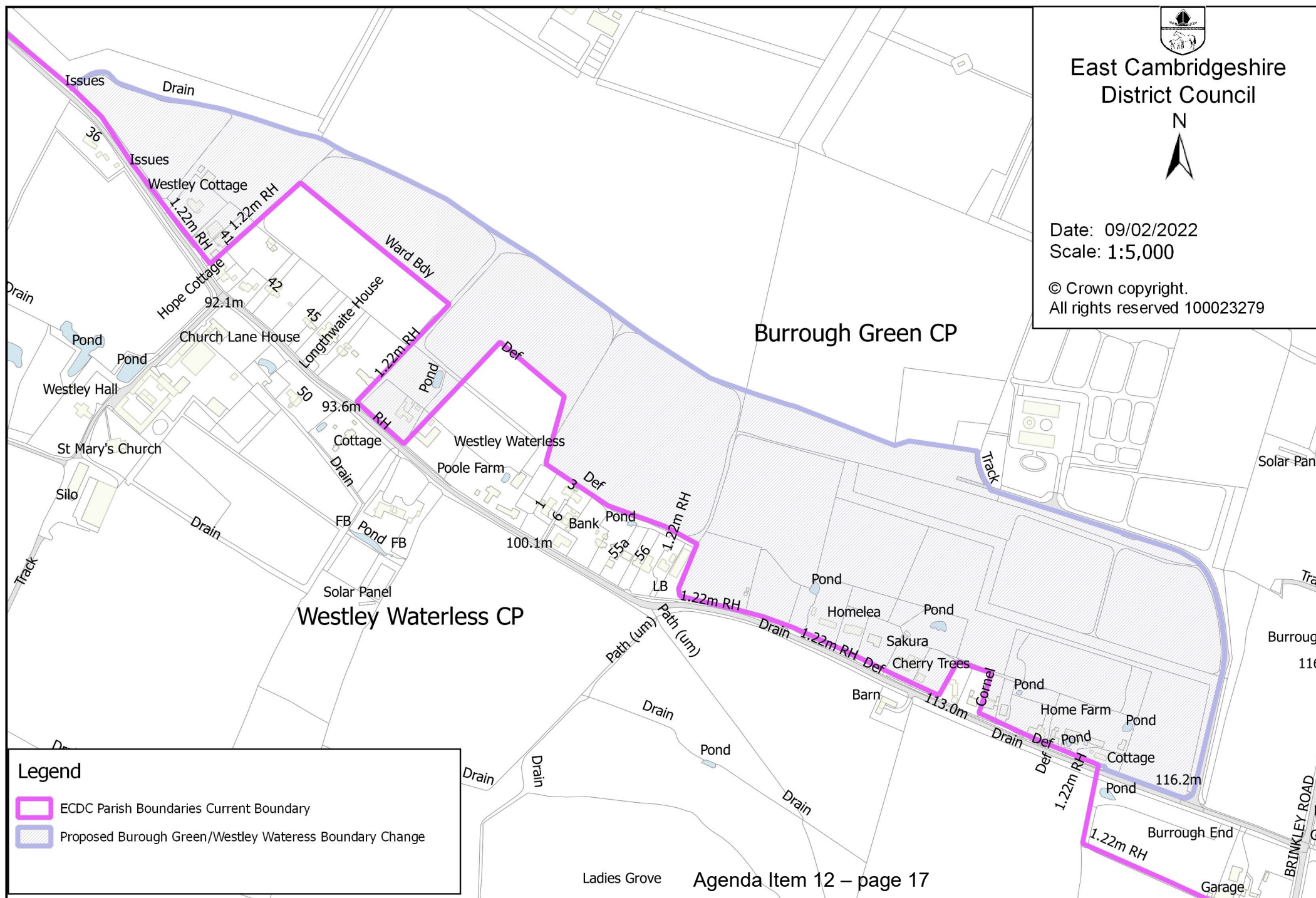
East Cambridgeshire
District Council



Date: 09/02/2022

Scale: 1:5,000

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Legend

-  ECDC Parish Boundaries Current Boundary
-  Proposed Burrough Green/Westley Waterless Boundary Change

AGENDA ITEM 12 - APPENDIX 3
LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The East Cambridgeshire District Council
Community Governance Order 2022

Made on 20 October 2022

Coming into force in accordance with article 1(2) and 1(3)

East Cambridgeshire District Council (“the council”), in accordance with section 83 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), has undertaken a community governance review and made recommendations dated 12 July 2018.

The Council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient.

The Council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section.

The Council makes the following Order in exercise of the powers conferred by section 86 of the 2007 Act.

Citation and commencement

1.

- (1) This Order may be cited as the East Cambridgeshire District Council Community Governance Order 2022.
- (2) For the purposes of proceedings preliminary or relating to the amendment of the parish boundary between the parishes of Burrough Green and Westley Waterless.
- (3) For all other purposes, this Order shall come into force on the ordinary day of election of councillors in 2023.

Interpretation

2. In this Order-

“district”	means the district of East Cambridgeshire;
“map”	means the map marked “Map referred to in the East Cambridgeshire District Council Community Governance Order 2022” and deposited in accordance with section 96(4) of the 2007 Act and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;
“ordinary day of election of councillors”	has the meaning given by section 37 of the Representation of the People Act 1983; and
“Registration Officer”	means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

Effect of Order

- 3.** This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

Area of the Order

- 4.** The area affected by this Order is the existing parishes of Burrough Green and Westley Waterless, a map showing the general outline of which is contained in Schedule 1.

Number of parish councillors for the parishes of Burrough Green and Westley Waterless

- 5.** The number of councillors for the parishes of Burrough Green and Westley Waterless is unchanged.

AGENDA ITEM 12 - APPENDIX 3

Electoral Register

6. The Registration Officer for the district shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purpose of, and in consequence of, this Order.

Order Date

7. 20 October 2022 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

Sealed with the seal of the Council on the 20 day of October 2022.

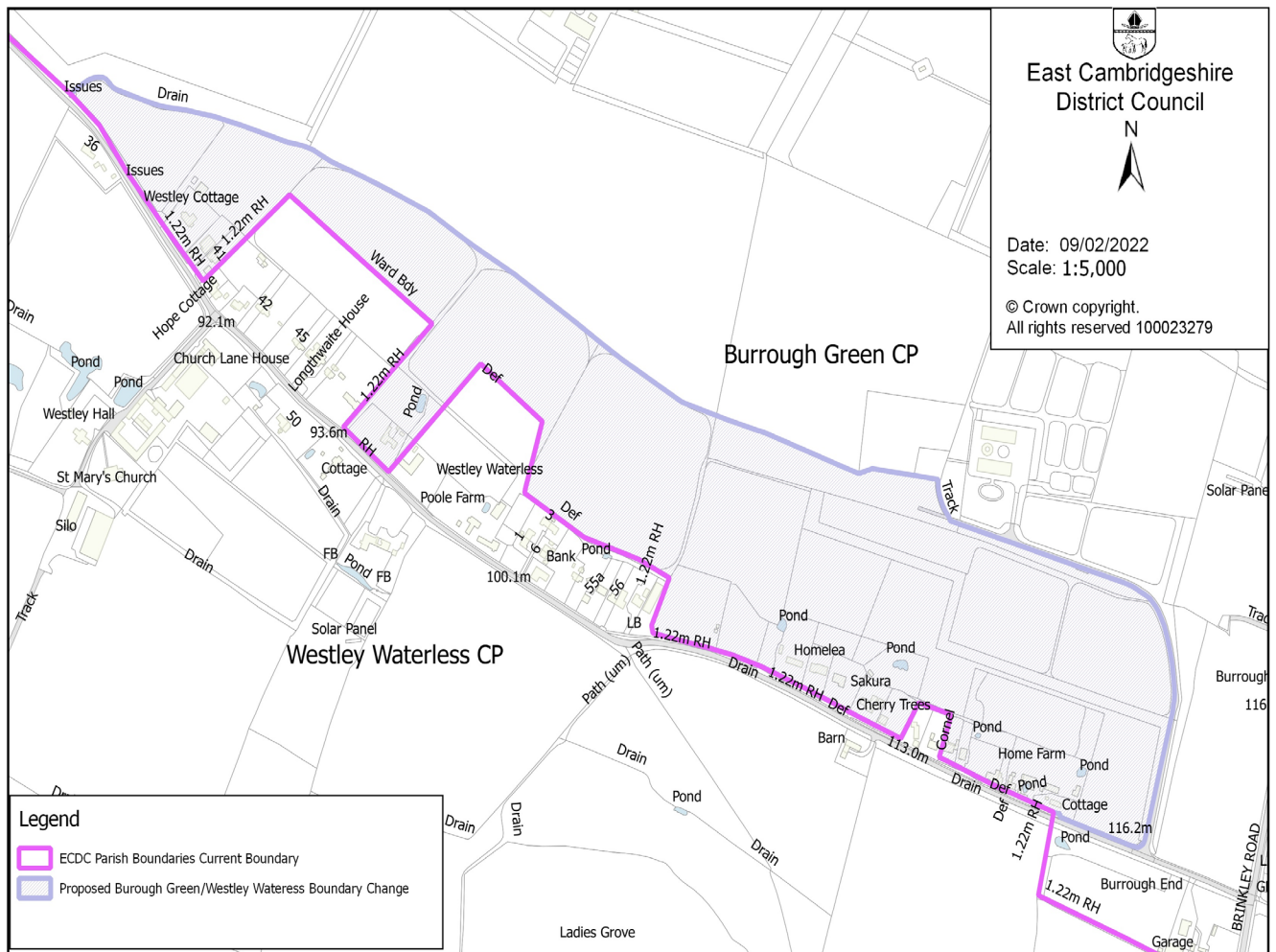
Director Legal/Chief Executive

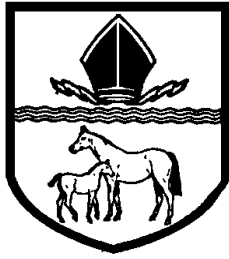
EXPLANATORY NOTE *(This note is not part of the order)*

This Order gives effect to the recommendations made by East Cambridgeshire District Council for the amendment of the parish boundary between the parishes of Burrough Green and Westley Waterless. The electoral arrangements apply in respect of parish elections to be held on and after the ordinary day of election of Councillors in 2023.

SCHEDULE 1

Map showing the parish boundary change between the parishes of Burrough Green and Westley Waterless.





**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**
THE GRANGE, NUTHOLT LANE
ELY, CAMBRIDGESHIRE, CB7 4EE

Telephone: (01353) 665555

Email: elections@eastcambs.gov.uk

Web: www.eastcambs.gov.uk

Owner/Occupier

Adrian Scaites-Stokes

adrian.scaites-stokes@eastcambs.gov.uk

3rd August 2022

Draft Community Governance Review - Burrough Green/Westley Waterless

Further to the Review we have already contacted you about, see letter dated 16th July 2022, we have received comments from Burrough Green Parish Council. It requested that two dwellings, not included in the original Review, be moved from Westley Waterless parish into the Burrough Green parish. This would involve an additional amendment to the parish boundary.

Please see the map enclosed showing the proposed amendment to the parish boundary. The two dwellings involved are on Brinkley Road:

- Bessboro
- Highfields

Please take this proposed amendment when considering the whole Review.

The aim of this stage of the Review is to consult stakeholders who may be affected by the proposals. These documents are also available on the District Council's website at <https://www.eastcambs.gov.uk/elections-voting/review-polling-district-polling-places-and-polling-stations>. If these proposals are accepted, there will be a subsequent need to alter the current District ward boundaries between Bottisham and Woodditch to make them co-terminous, i.e. so they have the same boundary as the parishes. Please also take this into consideration when reviewing the proposals.

If you have views or opinions regarding the proposed boundary changes please let us know by no later than 23rd September 2022.

Yours faithfully

AScaites-Stokes

Adrian Scaites-Stokes

AEA (Cert.), Democratic Services Officer

Suggested Parish Boundary change from Burrough Green Parish Council – shown by the red line (map supplied by Burrough Green Parish Council)



List of Consultees

Affected local electors from the 15 dwellings in the original proposal
Affected local electors from the 2 dwellings in the additional proposal
Burrough Green Parish Council
Westley Waterless Parish Meeting
Local District and County Councillors
The Member of Parliament for that Constituency
Political Parties – Conservative, Green, Labour and Liberal Democrat
The Boundary Commission
The Home Office
The Secretary of State, Department of Levelling Up, Housing & Communities
Ordnance Survey
Office for National Statistics
The Education Authority
Local Land Charges
East Cambridgeshire District Council – various departments
Cambridgeshire County Council
East Cambs Access Group
National Autistic Society
Age Concern
Citizens Advice
Anglia Revenues Partnership
Local Campaigners for the Protection of Rural Ely
The Voluntary Sector
East Cambridgeshire District Council Consultees

ECDC Carbon Impact Assessment:

Once complete, this CIA should be sent to Richard Kay (richard.kay@eastcambs.gov.uk) for review prior to including a summary of this CIA within your committee report.

Please provide a brief description of the policy/decision including the proposed outcomes?

To amend the parish, and subsequently the district ward, boundary between the parishes of Burrough Green and Westley Waterless.

Now consider whether any of the following aspects will be affected. Many are likely to be ticked 'neutral':

Aspect	Likely climate effect:			Commentary
	+ve	-ve	neutral	
The council's energy consumption via buildings (electricity, gas, oil). Tick +ve if consumption will reduce.				Not applicable
The council's energy consumption via travel (eg petrol). Tick +ve if consumption will reduce.				Not applicable
The councils water usage (especially hot water). Tick +ve if consumption will reduce.				Not applicable
Creation of renewable energy. Tick +ve if it increases renewable energy production. Tick – ve if renewable energy is lost.				Not applicable
Carbon offsetting – will the proposal offset carbon emissions such as through tree planting. Tick +ve if yes.				Not applicable

Reducing carbon emissions through amending ongoing activities not covered above eg management of land, such as peat soils, in a way which reduces carbon dioxide emissions. Tick +ve if yes.				Potential benefits of electors not using vehicles to access previous polling station.
If the project involves the creation or acquisition of a building, has the energy rating been considered? Are / will measures be included to make the building energy efficient, beyond basic building regulation or other legal requirements? Tick +ve if yes.				Not applicable
Embodied energy - does your project/proposal include construction of buildings or other significant infrastructure? If no, then tick neutral. If yes, have genuine efforts been made to minimise the <i>embodied energy</i> * in the materials being used for that construction, and the source of such materials? If so, tick +ve.				Not applicable

What information is available to help the carbon impacts identified above to be quantified?

(e.g. this might be a estimation of energy consumption provided by a constructor, an estimate of distance travelled to a new site etc.)

Can any negative outcomes be justified as appropriate or necessary?

Not applicable

Are any remedial or mitigation actions required?

Not applicable

Once implemented, will you monitor the actual impact of any +ve or –ve outcomes? Yes / No. If so, how?

No

Overall summary to be included in your covering report (i.e. what you put in this box should be replicated in your committee report, and therefore should provide the overall summary of the carbon impact, in language suitable for being placed in the public domain).

The amendment to the parish (district) boundary will have no direct impact on the Council or its activities. There could be a minor benefit, if the electors moving in to the Westley Waterless parish do not use their vehicles to access their new polling station during elections.

Assessment completed by (name and position)	Adrian Scaites-Stokes Electoral Services Officer
Date CIA completed	
Approved by Richard Kay	

*Embodied energy is the energy used (and therefore carbon dioxide or other greenhouse gases emitted) during the manufacture, transport and construction of building materials. So for example, if you are specifying concrete on a project then carbon dioxide (or equivalent) will have been emitted making that concrete. Different materials have high and low levels of embodied energy, with low being good. Not only can different materials have different embodied energy values, but the same material can also have differing embodied energy values depending on where it was sourced and transported. For example, stone sourced from China would have a far greater embodied energy within it than the same stone sourced locally, due to the carbon dioxide emitted during transportation. By way of examples, using stainless steel will likely have over 10 times more embodied energy within it, per kg, than timber.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee
30 June 2022 and 29 July 2022
Councillor David Brown

Overview and Scrutiny Committee
25 July 2022
Councillor Lorna Dupré
Councillor Alan Sharp

Combined Authority Board
27 July and 31 August 2022
Councillor Anna Bailey

The above meetings have taken place in June, July, and August 2022.

Audit and Governance Committee – 30th June 2022 and 29 July 2022

The Audit and Governance Committee met on 30th June 2022 and 29th July 2022; the decision summaries are attached as Appendices 1 and 2.

Overview and Scrutiny Committee – 25th July 2022

The Overview and Scrutiny Committee met on 25th July 2022; the decision summary is attached as Appendix 3.

Combined Authority Board – 27th July and 31st August 2022

The Combined Authority Board met on 27th July and 31st August 2022; the decision summaries are attached as Appendices 4 and 5.

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

Audit and Governance Committee Decision Summary

Meeting: 30 June 2022

Agenda/Minutes: [Audit and Governance Committee – 30 June 2022](#)

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 Cllr Harvey, substituted by Cllr Atkins. No disclosable interests were declared.
2	Election of Vice- Chair	RESOLVED: That Cllr Wilson be elected Vice-Chair of the Audit and Governance Committee for the municipal year 2022-23.
3	Chair's Announcements	Councillors Ali, Corney, Harvey and Smith were welcomed as the new members of the Committee. The Chair announced that he had cleared the agenda for today's meeting to focus on the response to the Ernst and Young (EY) letter. The Chair of Overview and Scrutiny had been invited to attend the meeting and listen to the debate as the two committees would have to work in harmony over the next year in overseeing the CPCA's response to the External auditors' letter and DHULC involvement.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Chair had had a very constructive online meeting with the newly appointed interim Chief Executive, Gordon Mitchell, and was reassured that Mr Mitchell had the necessary experience to deal with the issues facing the CPCA. The Committee's Annual Report had been successfully reported to the Board at their meeting on Monday 27 June.
4	Minutes of the Previous Meeting and Action Notes	RESOLVED: a) That the minutes of the meeting of 11 March 2022 be approved. b) That the actions from the previous meeting be noted.
6	Engagement with Department for Levelling Up, Housing and Communities (DLUHC) on Auditors' value for money (VFM) risk letter	Jon Alsop, Head of Finance, introduced the report which provided the Committee with an update of the CA's engagement with DLUHC following the letter that the external auditors, EY, had written to the Chair of the Audit and Governance Committee, reporting that they had identified a significant weakness in the authorities' governance. RESOLVED: It was unanimously agreed that the Committee make the following recommendations to the Combined Authority (CA) Board: 1. That the CA Board seek external advice in formulating an action plan to address the significant areas of concern identified by the external auditor. 2. That the CA Board, as a priority, considers its own ways of working. The Committee found it difficult to see how the required changes in culture, governance, leadership and capacity could be identified and delivered without the Combined Authority Board demonstrating collective leadership, acting as a board.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		3. That the Interim Chief Executive: i. obtains appropriate external advice, support and facilitation to drive the required culture change at the Combined Authority, recognising the need for a consensus of ownership by the Board ii. reconsiders the terms of reference for the Improvement Panel, which were currently not fit for purpose iii. commits to rapidly building the Senior Management Team capacity of the organisation. iv. attends A&G Committee in July to report on progress. 4. That the CPCA consult the Internal/External Auditors to help develop a baseline of where the CA needs to be in regard to the proposed action plan.
7	Member Officer Protocol	Jodie Townsend, Interim Head of Governance introduced the report outlining the proposed new member officer Protocol. RESOLVED: The Committee a) Agreed the content for inclusion in a Member Officer Protocol for recommendation to the Combined Authority Board b) Requested that the Combined Authority Board consider the Member Officer Protocol at the earliest opportunity, for adoption into the Constitution in support of relevant Codes of Conduct c) Asked Officers to develop a social media protocol for Members and Officers at the earliest opportunity.
10	Date of next meeting	The Committee would next meet on Friday, 29 July 2022 at 10:00 at Pathfinder House, Huntingdon.

Audit and Governance Committee Decision Summary

Meeting: 29 July 2022

Agenda/Minutes: [Audit and Governance Committee – 29 July 2022](#)

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 Cllr Ali, Cllr Corney and Cllr Wilson. Cllr Coutts attended as a substitute for Cllr Wilson No disclosable interests were declared.
2	Minutes of the Previous Meeting and Action Notes	RESOLVED: i. That the minutes of the meeting of 30 June 2022 be approved subject to the following addition: <i>Members asked for officers' feedback on how capacity shortfalls had affected delivery.</i>
3	Improvement Framework including Review of Governance	Gordon Mitchell, Interim Chief Executive introduced the report which provided an update on the development of an Improvement Plan and associated next steps for the Combined Authority, following consideration of an Improvement Framework report by the Board on 27 July 2022.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		RESOLVED: That the Improvement Framework Report, including the Review of Governance, and the CA Board's response to it, be noted.
4	Corporate Risk Register	Chris Bolton, Head of Programme Management Office introduced the report which asked the Committee to review the revised risk register. RESOLVED: That the Review of Corporate Risk Register and Risk Management Strategy report be noted.
5	Internal Audit Progress Report	RESOLVED: That the Internal Audit progress report for 2020/21 be noted.
6	Internal Audit Annual Report	RESOLVED: That the draft Internal Audit Annual Report for 2021/22 be noted
7	Internal Audit Plan 2022-23	RESOLVED: That the Committee: i. Approves the topics of the reviews proposed in the CA Audit Plan for 2022/23 ii. Recommends that officers adopt a flexible approach and give priority to work that helps the improvement journey.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		That RSM will: iii. Forewarn the Committee of any potential issues it has, or foresees, with delivery against the Plan.
8	Draft Narrative Report and Annual Governance Statement 2021/22	RESOLVED: That the Committee: Note the draft narrative report 2021/22 and the draft Annual Governance Statement and recommend that a post end of year comment detailing latest developments be included in the final report.
9	CPCA Local Authority Trading Companies	RESOLVED: That the update on the Combined Authority Trading Companies be noted.
10	Work Programme	RESOLVED: That the work programme be noted.

Overview and Scrutiny Committee Decision Summary

Meeting: 25 July 2022

Agenda/Minutes: [Overview and Scrutiny Committee – 25 July 2022](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies & Declarations of Interest	Cllr R Robertson, Cambridge City Council substituted by Cllr S Smith Cllr A Van de Weyer, South Cambridgeshire District Council, substituted by Cllr Fane Cllr M Goldsack, Cambridgeshire County Council. There were no declarations of interest.
2.	Public Questions	There were no public questions.
3.	Minutes of the Previous Meeting and Action Log	The minutes of the meeting held on the 28 March 2022 were approved as a correct record. The Chair asked that outstanding Transport Update item noted in the Action Log and the Climate Change item be further discussed under the work programming agenda item.
4.	Improvement Framework	Gordon Mitchell, Interim Chief Executive introduced the report outlining the recommendations that would be made to the Board at their meeting on Wednesday. RESOLVED:

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee noted the report and gave their support to the recommendations to the Board outlined in the report.
5.	Business & Skills Update	The Committee received a report which updated members of the Committee on the strategic direction and performance of existing contracts within Business and Skills at the Combined Authority. RESOLVED That the Committee note the Business and Skills Update Report.
6.	Budget Setting Process	Jodie Townsend, Interim Head of Governance, introduced the report the purpose of which was to set out a proposal for consideration that would allow the Committee more involvement in the budget setting process moving forward. RESOLVED That: a. The Committee agree the budget scrutiny process for 2022/23 as set out in paragraph 3.3 of the report. b. Cllr Sharp be appointed the Lead Member for Finance and Budgetary issues. c. The 26 August reserve meeting date be used, in part, to receive an early report on the budget and in preparation for further discussion on the budget at the Committee's September meeting.
7.	Combined Authority Forward Plan	RESOLVED: The Committee noted the Forward Plan

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
8.	Overview and Scrutiny Work Programme	RESOLVED: That: 1. The reserve meeting date of 26 August be confirmed, and the following items added to the agenda: • Preparatory Budget Report • The Improvement Framework • Update on Warm Homes and The Local Authority Delivery Scheme (LAD2) • Update on the Bus Review, including the 905 Service and the DRT service 2. The scoping document for the review of the Governance of the CPCA's Housing Programme be noted and that it be added to the Work Programme.
9.	Date and Time of Next Meeting	The next meeting would be on Friday 26 August 2022 at 11:00. The venue would be Pathfinder House, Huntingdon.

Combined Authority Board Decision Summary

Meeting: 27 July 2022

Agenda/Minutes: Combined Authority Board - 27 July 2022

Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting

Combined Authority Board Annual Meeting: Decision Statement

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor B Smith, substituted by Councillor J Williams and Police and Crime Commissioner D Preston, substituted by Deputy Police and Crime Commissioner J Peach.

Councillor C Boden declared an interest in Item 2.1: Budget Monitor Report July 2022 as a Trustee of FACT, which provided the No.68 bus route in Wisbech on a non-profit basis.

Professor A Neely declared an interest in relation to Item 5.1: Active Travel Cambridgeshire, in that he is a member of the Greater Cambridge Partnership Board. Professor Neely took part in the debate of the report, but did not vote.

1.2 Minutes of the Extraordinary meeting of the Combined Authority Board 20 May 2022, Minutes of the Combined Authority Annual Meeting 8 June 2022 and Action Log

The minutes of the Extraordinary meeting on 20 May 2022 were deferred to 31 August 2022 for approval.
The minutes of the annual meeting on 8 June 2022 were approved as an accurate record and signed by the Mayor.

The Action Log was noted.

1.3 Petitions

No petitions were received.

1.4 Public Questions

One public question was received from CamCycle from Roxanne De Beaux, Executive Director of Camcycle. A copy of the question and response (when published) can be viewed on the [meeting webpage](#).

1.5 Membership of Combined Authority 2022-23

It was resolved to:

- a) Note the appointment by South Cambridgeshire District Council of Councillor John Williams as its substitute member on the Combined Authority Board for the remainder of the municipal year 2022/2023, replacing Councillor Brian Milnes.
- b) Appoint Councillor Edna Murphy as a co-opted member of the Combined Authority Board for 2022/23 representing the Cambridgeshire and Peterborough Fire Authority and Councillor Mohammed Jamil as substitute member.
- c) Appoint Alex Plant as the Business Board member of the Combined Authority Board for 2022/23, and Professor Andy Neely as the substitute member.
- d) Approve the appointment of Councillor Bridget Smith of South Cambridgeshire District Council as the nominated substitute member for the Mayor and Lead Member for Economic Growth for the Business Board
- e) Note and agree the Mayor's nomination to Lead Member responsibilities for Lead Member for Governance as set out in paragraph 2.9 of this report

Part 2 – Finance

2.1 Budget Monitor Report July 2022 2021-22 Outturn

It was resolved to:

- a) Note the outturn position of the Combined Authority for the 2021- 22 financial year, including £2m of single pot revenue savings and £1.8m capital savings.
- b) Approve the updated requested slippage of unspent project budgets on the approved capital programme of £51.3m and on the revenue budget of £8.4m.

Part 3 – Mayoral Decisions

3.1 Recycled Local Growth Fund (LGF) Project Funding Awards: MDN 38-2022

It was resolved to note Mayoral Decision Notice MDN38-2022: Recycled Local Growth Fund (LGF) Category 2 funding approval.

Part 4 - Combined Authority Decisions

4.1 Improvement Framework

It was resolved to:

- a) Note the recommendations of the Audit & Governance Committee set out in paragraph 2.7 to 2.12 of this report and provide a response as requested.
- b) Delegate authority to the Interim Chief Executive for the recruitment and appointment of additional resources, including interim Chief Officers and interim Statutory Officers (as defined within the constitution) as set out in paragraph 3.5 to 3.15 of this report.
- c) Delegate authority to the Interim Chief Executive to finalise the senior management structure of the Authority as set out in paragraph 3.16 to 3.18 of this report.

- d) Acknowledge the scope and scale of the intended self-assessment exercise set out in this report and recognition of the scale of the current issues facing the Combined Authority.
- e) Support the self-assessment exercise set out in this report and provide comment on its content, noting the intention to conclude this work and report back to Board at its scheduled meeting on 21 September 2022.
- f) Allocate the use of up to £750,000 from the CPCA Response Fund to enable that money to be utilised on scoping, developing and delivering work relating to CPCA Improvement Activity, and delegate authority to spend to the Interim Chief Executive.
- g) Note the review of governance and ways of working attached at Appendix A.
- h) Request that the Board, and the Chairs of Audit & Governance Committee and the Overview & Scrutiny Committee, receive regular updates on all improvement action.

4.2 Climate and Strategy Business Cases July 2022

It was resolved to:

- a) Approve the Business Case for the Huntingdon Biodiversity For All project and approve £1.2m CPCA capital investment and £150,000 revenue from subject to approval line in the MTFP.
- b) Approve the Business Case for the Fenland Soil project and approve drawdown of £100,000 from the subject to approval line in the MTFP for Climate Commission.
- c) Note the progress of the Waterbeach Renewable Energy Network project.

4.3 Shared Prosperity Fund Investment Plan

It was resolved to:

- a) Approve the final draft Cambridgeshire and Peterborough Local Investment Plan.
- b) Delegate authority to the Chief Executive Officer in consultation with the Chief Finance Officer and Monitoring Officer to make minor final refinements to the Local Investment Plan and to submit that final version to the Department for Levelling Up, Housing and Communities before the 1 August 2022 deadline.
- c) Delegate authority to Chief Executive Officer in consultation with the Chief Finance Officer and Monitoring Officer to make amendments to the Local Investment plan based on any feedback from the Department for Levelling Up, Housing and Communities and after consultation with the Cambridgeshire Public Service Board.

4.4 North Cambridgeshire Training Centre Infrastructure Funding

It was resolved to:

- a) Approve the Business Case for North Cambridgeshire Training Centre additional Infrastructure works and approve £347,000 Grant from the Transforming Cities Fund.
- b) Note formal commitment by project Lead to increase outputs by at least 10% across all learners using the centre per year until 2030 secured by a revised grant funding agreement.
- c) Seek a financial contribution from Metalcraft towards the infrastructure costs.

4.5 Cambridgeshire Peterborough Growth Company Limited (Growth Co) Allotment of New Shares to the Combined Authority

It was resolved to:

Give approval to the Cambridgeshire Peterborough Business Growth Company Limited (Growth Co) to issue 400,000 additional £1.00 shares to the Combined Authority in return for investment of the £400,000 of Recycled Local Growth Fund.

Part 5 - Transport and Infrastructure Committee recommendations to the Combined Authority

5.1 Active Travel (Cambridgeshire)

It was resolved to:

- a) Approve the drawdown of the relevant share of the £753,000 of Active Travel Funding from the Medium-Term Financial Plan to complete a programme of active travel improvements in Cambridgeshire, as delivered by Cambridgeshire County Council.
- b) Delegate authority to the Interim Head of Transport in consultation with the Chief Finance Officer and Monitoring Officer, to conclude a Grant Funding Agreement with Cambridgeshire County Council to enable work to progress.

5.2 Transport Model Replacement

It was resolved to:

- a) Agree the change in delivery for a new transport model with Cambridgeshire County Council being commissioned to lead the delivery of the model on behalf of all partners;
- b) Agree the changes to the spending objectives for the initial transport model budget. Previously approved budget

will now be committed to modelling activities of:

- i. Collection of data to populate current and future transport models; and
- ii. Preparation of a full business case for the design and build of a new transport model.
- iii. Retention of residual to be put towards model development (together with additional funding identified within the 2022/23 MTFP).

c) Note the future arrangements for the review of the model, full business case, and sign-off of medium term financial plan (MTFP) funds (subject to approval) at a future date.

5.3 Peterborough Electric Bus Depot

It was resolved to:

- a) Note the current position in relation to the Peterborough Bus Depot Relocation.
- b) Support the proposal to investigate alternative options for the provision of a bus depot in Peterborough.
- c) Agree a £40,000 drawdown from the £150,000 in the STA revenue budget, to progress this project in a timely manner.

5.4 A141 St Ives Outline Business Case

It was resolved to:

- a) Approve the release of £6m funding for the delivery of the Outline Business Case.
- b) Delegate authority to the Interim Head of Transport and Chief Finance Officer to enter into Grant Funding Agreements with Cambridgeshire County Council.

5.5 East Anglian Alternative Fuels Strategy (EAAFS)

It was resolved to approve a six week public consultation on the EAAFS.

Part 6 - Business Board recommendations to the Combined Authority

6.1 Growth Works Management Review July 2022

It was resolved to note the Growth Works programme performance up to 31 May 2022 (Q6 is April 2022 to 30th June 2022).

Part 7 - Governance Reports

7.1 Member Officer Protocol

It was resolved to:

- a) Agree the Member Officer Protocol attached at Appendix A for adoption into the Constitution.
- b) Note the intention to review the Protocol within 6 months.
- c) Note the intention to develop a Social Media Protocol to support the Member Officer Protocol.

7.2 OneCAM Ltd Audit Report

It was resolved to:

- a) Note the One CAM Audit Report.
- b) Note the key findings and actions in the report.

7.3 Performance Report

It was resolved to note the latest performance report.

7.4 Annotated Forward Plan

It was resolved to approve the Annotated Forward Plan.

Combined Authority Board Decision Summary

Meeting: 31 August 2022

Agenda/Minutes: [Combined Authority Board - 31 August 2022](#)

Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting

Combined Authority Board Annual Meeting: Decision Statement

Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor S Conboy, substituted by Councillor T Sanderson.

Councillor C Boden declared an interest in Item 1.4: Public Questions, as a Cambridgeshire County Council appointed Trustee of FACT, which provides the No.68 bus route in Wisbech.

1.2 Minutes – 27 July 2022 and Action Log

The minutes of the meeting on 27 July 2022 were deferred to 21 September 2022 for approval.

The Action Log was noted.

1.3 Petitions

No petitions were received.

1.4 Public Questions

Three public questions were received from Councillor S Hoy, Cambridgeshire County Councillor, Fenland District Councillor and Leader of Wisbech Town Council; Councillor B Hunt, East Cambridgeshire District Council; and G James, local resident. A copy of the questions and responses (when published) can be viewed on the [meeting webpage](#).

Part 2 – Combined Authority Decisions

Key Decision added under Special Urgency Arrangements

Multiply – The Approach to Programme Delivery (KD2022/052)

It was resolved to:

- a) Accept the Multiply grant funding of £3,999,186 from the Department for Education and approve the creation of a new budget line in the Medium-Term Financial Plan (MTFP) for 2022/23, 2023/24 and 2024/25 financial years as per Table A in Appendix 1 to this report, subject to receipt of the grant funding offer letter from the DfE.
- b) Delegate authority to the Interim Associate Director of Skills, in consultation with the Chief Finance Officer and Monitoring Officer, to commission, enter into and sign grant funding agreements and contracts for services to the providers listed in Tables D and E in Appendix 1 to this report for 'on-menu' delivery and further allocations for 'off-menu', subject to receipt of the grant funding agreement.
- c) Approve the funding allocations to Further Education colleges, local authority Institutes of Adult Learning and procured Independent Training Providers (ITPs), subject to receipt of grant funding from the DfE.
- d) Approve the approach to programme management of Multiply and note the analysis of numeracy levels in the sub-region.

2.1 Green Home Grant LAD2 (KD2022/039)

It was resolved to:

- a) Note the ongoing work with BEIS to manage the recovery plan for the Green Homes Grant (LAD2 programme) and the revised forecast covering the scheme extension by an additional three months to complete installations by 30 September 2022.
- b) Approve the return of additional underspend to BEIS of £33.35m that is detailed in an MOU variation attached as Appendix 1.
- c) Delegate authority to the Interim Chief Executive, the Monitoring Officer and the S73 Officer to return any remaining unspent capital funds at scheme end in line with the revised MOU and scheme conditions.

2.2 Sustainable Warmth Budget (KD2022/049)

It was resolved to:

- a) Note the ongoing challenges and work to manage the recovery plan for the Sustainable Warmth project and the revised forecast covering the scheme to complete installations by 31 March 2023.
- b) Approve the return of underspend to BEIS of £62,619,025 that is detailed in an MOU variation attached as Appendix 1.
- c) Delegate authority to the Interim Chief Executive and Monitoring Officer to return any remaining unspent capital funds at scheme end in line with the original MOU and scheme conditions.
- d) Approve the establishment of a Sustainable Warmth (Retrofit) project board, based on the outline structure in this paper and delegate authority to the Interim Chief Executive, in consultation with the Lead Member for the Environment and Climate Change, Chief Finance Officer and Monitoring Officer, to agree terms of reference.

2.3 Changing Futures

It was resolved to:

Approve the allocation of funds from the corporate response fund of £60,000 per annum for three years (2022-2025, total £180,000) in support of the collaborative Changing Futures project to Cambridgeshire County Council - the accountable body.

Part 3 – Governance Reports

3.1 Forward Plan

It was resolved to approve the Forward Plan for August 2022.

Part 4 – Exempt Matters

It was resolved that the press and public be excluded from the meeting on the grounds that the report contains exempt information under Part 1 of Schedule 12A the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed. That is, information relating to an individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption was deemed to outweigh the public interest in its publication.

4.1 EXEMPT Minutes of the Extraordinary meeting of the Combined Authority Board 20 May 2022

The minutes of the meeting on 20 May 2022 were deferred to 21 September 2022 for approval.

4.2 EXEMPT Employment Matters Part 1

It was resolved to:

1. In relation to Paul Raynes, Director of Delivery and Strategy:

- a) Approve Recommendation 1a.

- 2. In relation to interim arrangements:

- a) To note the proposals set out in this report regarding cover arrangements for Director Delivery & Strategy (6.1.2).

4.2 EXEMPT Employment Matters Part 2

It was resolved to:

- 1. In relation to Robert Parkin, Chief Legal Officer (Monitoring Officer):

- a) Approve recommendation 1a.

- 2. In relation to interim arrangements:

- a) To note the proposals set out in this report regarding cover arrangements for Chief Legal Officer (Monitoring Officer) (6.1.2).

ACTION TAKEN BY THE CHIEF EXECUTIVE ON THE GROUNDS OF URGENCY

Committee: Council

Date: 20 October 2022

Author: John Hill, Chief Executive

[X95]

1.0 ISSUE

1.1 To note the action taken by the Chief Executive on the grounds of urgency.

2.0 RECOMMENDATION

2.1 That the action taken by the Chief Executive on grounds of urgency be noted.

3.0 BACKGROUND

(a) Covid-19 Additional Relief Fund

- 3.1 Further to the Grounds of Urgency request dated 9 February 2022 and reported to full Council on 22 February 2022, which put in place the Council's discretionary Business Rate relief scheme to allocate the £1,649,932 of CARF funding provided by Government. The original intention was to allocate this amount in 2021/22, the year in which the relief applied.
- 3.2 Applications for this relief were far lower than forecast (a National issue, not an ECDC specific one) and so a second round of applications was requested during the early summer, but this still did not generate enough interested to use the full amount allocated.
- 3.3 The deadline for applying reliefs to Business Rate accounts was the 30th September 2022, and in order to allocate as much of the relief as possible, it was recommended that we pay all applications received at a multiple of 6.5 of the GVA reduction suggested by Government (and detailed on the original GoU). The original GoU detailed a multiple of 2.
- 3.4 The decision on the grounds of urgency will enable ARP to apply the reliefs onto the individual Business Rate accounts by the 30 September deadline and ensure that as much as possible of the Government funding is retained within the District. Any money not applied at this date will need to be returned to Government.
- 3.5 Under the Constitution, the Chief Executive is required to consult with the Leader of the Council prior to delegated decisions being made and subsequently inform the Chairman of Council and Leaders of the other Political Groups on the Council.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

4.1 There are no additional financial implications.

4.2 Equality Impact Assessment (INRA) not required for the purposes of this report.

5.0 APPENDICES

None

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Urgent Action Memo dated: 28 September 2022	Room 103 The Grange Ely	John Hill Chief Executive (01353) 665555 john.hill@eastcambs.gov.uk