



CAMBRIDGE CITY COUNCIL

INFORMATION PACK

Date: Thursday, 16 July 2020

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Item

LIBERAL DEMOCRAT GROUP AMENDMENT TO: Interim update to the Medium Term Financial Strategy (MTFS)

To:

Councillor Richard Robertson, Executive Councillor for Finance and Resources Portfolio

Report by:

Caroline Ryba, Head of Finance

Tel: 01223 - 458134 Email: caroline.ryba@cambridge.gov.uk

Wards affected:

(All) Abbey, Arbury, Castle, Cherry Hinton, Coleridge, East Chesterton, King's Hedges, Market, Newnham, Petersfield, Queen Edith's, Romsey, Trumpington, West Chesterton

Key Decision

Foreword to the Liberal Democrat Group Amendment

This amendment re-instates elements of the budget which would otherwise be eliminated or deferred. Based on the council's declaration of climate and biodiversity emergencies, we regard these items as a priority which are necessary to deliver without delay.

The amendment maintains spending in the current year £370k higher than the reduced level otherwise proposed, raising potential use of reserves from £2.1m to £2.4m, at a point when reserves are at a high of £19.8m, three times their target level. In addition, the recommended savings plan was prepared prior to the July 2nd government announcement of £500m additional financial support for councils which had suffered from loss of income, from which it seems likely that the council will benefit.

Making progress on climate change and biodiversity is too important to sacrifice based on an unnecessarily cautious assessment of the council's financial strength.

Councillor Tim Bick, *Leader of the Liberal Democrat Group*

Councillor Jamie Dalzell, *Liberal Democrat Group Spokesperson on Finance and Resources*

1. Executive Summary

- 1.1 This report sets out amendments proposed by the Lib Dem group to the proposals in the Interim update to the MTFS to be considered by Council on 16 July 2020.

2. Recommendations

Changes to recommendations (pages 123 and 124) are made with additional text underlined, and deleted text ~~struck through~~.

- Note the forecast impact of the Covid-19 crisis on the council's finances
- Approve changes to 2020/21 GF revenue and capital budgets as set out in Section 7 and Appendices 1 and 2, with the exception of the following items which would delay or remove contributions supporting the council's priority to address the climate and biodiversity emergencies, which demand an urgent response:

Revenue (ref Appendix 1)

<u>B4621</u>	<u>Partnership work on climate change research and projects - defer half to following year (B4621)</u>
<u>B4626</u>	<u>Providing consultancy advice on Cutting Carbon Emissions in Current Building Stock - stop project (B4626)</u>
<u>B4640</u>	<u>Climate Change communication and community engagement - defer half to following year (B4640)</u>
<u>B4645</u>	<u>Double current wildflower meadows - delay one year (B4645)</u>
<u>B4662</u>	<u>Street trees fund - delay one year and spread total budget over 4 years (duration of tree canopy project) (B4662)</u>

Capital (ref Appendix 2)

<u>SC724</u>	<u>Provision of extra electric charging points</u>
<u>PR017</u>	<u>Vehicle Replacement Programme</u>

- Approve the use of earmarked reserves, as set out in Section 7 and Appendix 3
- Note the revised savings requirements identified in Section 8 of the officer's report.

3. Revised savings requirement and projected reserve balances

3.1 As a result of the above, the tables within Section 8 of the report are amended as follows:

Savings Targets	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	Total £000
BSR 2020 Current savings target (new savings each year)	0	1,815	772	1,906	677	600	5,770
Covid-19 net pressures - May estimate	9,808						
Additional funding - Covid-19 emergency funding	(1,314)	0	0	0	0	0	
Additional funding - Covid-19 homelessness contingency funding	(25)						
Additional funding - Coronavirus job retention scheme - claim to 31 May 2020	(148)	0	0	0	0	0	
Additional funding - Coronavirus job retention scheme - estimates to end of scheme at 31 October 2020	(230)	0	0	0	0	0	
Remove general inflation uplift	(325)	(325)	(325)	(325)	(325)	(325)	
Review of BSR 2020 approved revenue proposals	(352)	(176)	(170)	(204)	(204)	(204)	
Review of BSR 2020 approved capital proposals - revenue funding released / rephased	(2,061)	1,118	0	0	0	0	
Review of BSR 2020 approved capital proposals - earmarked reserves funding released / rephased	(809)	27	0	0	0	0	
Review of BSR 2020 approved capital proposals - capital receipts available to substitute for revenue funding	(112)	92	0	0	0	0	
Review of BSR 2020 approved capital proposals - unused funding released from completed schemes	(17)	0	0	0	0	0	
Release earmarked reserves	(892)	0	0	0	0	0	
Reduce contribution from NHB to GCP from 30% to 20% (6 months at each of 30% and 10%)	(482)	0	0	0	0	0	
Interest income on Cromwell Road land purchase loan to CIP	(324)	(324)	(81)				
Reduction in Minimum Revenue Provision	(97)	(97)	(97)	(97)	(97)	(97)	
Unwinding of discount on Mill Road Land loan	(199)						
Budget gap - met from further government funding and/or GF reserves	(2,421)						
Net changes to funding and approved budget proposals	0	315	(673)	(626)	(626)	(626)	
Revised savings targets (new savings each year)	0	2,130	(216)	1,953	677	600	5,144

Description	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
Balance at 1 April per BSR 2020 b/fwd (subject to year end procedures)	(16,053)	(19,408)	(19,022)	(18,736)	(18,450)	(18,164)
Contribution (to)/from reserves per BSR 2020	328	386	286	286	286	286
Business rates surplus per BSR 2020	(6,104)	0	0	0	0	0
Use of reserves to support remaining Covid-19 budget gap	2,421	0	0	0	0	0
Balance at 31 March (c/fwd)	(19,408)	(19,022)	(18,736)	(18,450)	(18,164)	(17,878)
Target GF reserves level per BSR 2020	(6,610)	(6,610)	(6,610)	(6,610)	(6,610)	(6,610)

4. Recovery scenarios

4.1 As a result of the above, the table within Section 9 of the report are amended as follows:

5.

Savings Targets	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	Total £000
BSR 2020 Current savings target (new savings each year)	0	1,815	772	1,906	677	600	5,770
Covid-19 net pressures - 2020/21 impact only - as above	9,808						
Revised savings targets (new savings each year)	0	2,130	(216)	1,953	677	600	5,144
Covid-19 net pressures - permanent loss of revenue / additional costs of £1m p.a.	9,808	1,000	1,000	1,000	1,000	1,000	
Revised savings targets (new savings each year)	0	3,130	(216)	1,953	677	600	6,144
Covid-19 net pressures - 25% impact in 2021/22 only	9,808	2,452					
Revised savings targets (new savings each year)	0	4,582	(2,668)	1,953	677	600	5,144
Covid-19 net pressures - slow recovery over 3 years - 50%, 25%, 10%	9,808	4,904	2,452	981			
Revised savings targets (new savings each year)	0	7,034	(2,668)	482	(304)	600	5,144

5. Implications

6. Background papers

These background papers were used in the preparation of this report:

- Interim update to the MTFS

7. Appendices

Lib Dem Amendment:

Appendix 1 - Amendment to Appendix 1 - Revenue savings proposed
Appendix 2 - Amendment to Appendix 2 - Proposals for deleting and deferring capital schemes

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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Appendix 1 – Revenue savings proposed

Change to proposal approved in BSR 2020/21	Outline of proposal approved in BSR	Saving or Pressure 20/21 £	Saving or Pressure 21/22 £	Saving or Pressure 22/23 £	Saving or Pressure 23/24 £	Saving or Pressure 24/25 £	Saving or Pressure 25/26 £	Total £
Impact of Overhead recharges for shared services - reduction against budgeted charge (URP4500)	Where other councils run shared services, we are required to contribute to those councils' overheads. This £400k is currently only an estimate of the net contribution we need to make. Work is underway to finalise these figures.	(231,000)	(231,000)	(231,000)	(231,000)	(231,000)	(231,000)	(1,386,000)
Shortfall in savings this year due to the delay in the launch of the Customer Portal - avoided (B4507)	The development of the iEG4 customer portal in 2019/2020 is expected to reduce customer contacts and facilitate a reduction in staffing to offset the iEG4 licence fee of £76,000 in 2020/21. Due to delays in the project the full savings of cannot be achieved in 2020/2021, but £40,000 is achievable. This bid is to cover the balance of Customer Service Centre staffing reduction to offset the licence costs for 2020/2021.	(36,000)	0	0	0	0	0	(36,000)
Street Aid - Safer Communities - continue volunteer coordinator - not taken forward (B4513)	This bid is to extend the contract of the Cambridge Street Aid Co-ordinator post for two further years. Currently it is a fixed term contract to November this year paid from Sharing Prosperity Fund £14,500 It is a part time role for 20 hours a week. The postholder has recruited several Champions for the campaign from the general public and the universities and the campaign has surpassed the targets set in donations, grants and events to raise awareness. We will continue to look for match funding from the businesses.	(14,500)	(14,500)	0	0	0	0	(29,000)
Review of Community Centres Phase 1 - Ongoing efficiencies in income and reduced overtime (£25k pa) - reduced by 50% in first year (S4527)	Offer saving of £25k arising from anticipated increased income at The Meadows Centre and reduction in overtime budgets.	12,500	0	0	0	0	0	12,500
Reduce Leisure Management Contract budget for contract variations - Sports & Recreation - saving unachievable, all years (S4528)	Remove budget for contract variation and utility variance adjustment from leisure management budget. This is not always 100% spent. The proposal is to remove it entirely. There is a risk unforeseen costs may result in overspend.	10,000	10,000	10,000	10,000	10,000	10,000	60,000
3C Building Control Review of Ratio of Non Fee Earning to Fee Earning Elements - full saving of £50k pa not achievable in first year (S4536)	Review of the ratio of non fee earning to fee earning element of Building Control.	30,000	0	0	0	0	0	30,000

Change to proposal approved in BSR 2020/21	Outline of proposal approved in BSR	Saving or Pressure 20/21 £	Saving or Pressure 21/22 £	Saving or Pressure 22/23 £	Saving or Pressure 23/24 £	Saving or Pressure 24/25 £	Saving or Pressure 25/26 £	Total £
Restructure Cycling and Walking Promotion Grant in line with demand - saving not taken following termination of CJAC (S4541)	Part of the council's promotion of cycling and walking is through providing grants to public, private and voluntary & community sector partners. Applications have consistently been limited and spending from this budget has been c£7k. Accordingly the budget will be reduced to that figure and promoted as 'active travel' for cyclists and walkers Also applicants seeking funding for cycling and walking projects will be able to apply to the Council's other existing grant funds, such as Environmental Improvement Projects and Communities	17,000	17,000	17,000	17,000	17,000	17,000	102,000
Dog Warden Service - service review - 50% of saving not achievable in first year (S4544)	The dog warden service is delivered by a dedicated part time dog warden post (0.5 FTE) and 0.5 FTE of a public realm enforcement officer post. The review will look at addressing the issue of single person dependency, operational resilience and service efficiency.	8,750						8,750
Local Taxation Fees Income (court costs collected) - 50% of income not achievable in first year (II4549)	Projected increase in Local Taxation fee income (court costs collected).	15,000	0	0	0	0	0	15,000
Potential additional income from letting Administrative Buildings - income not achievable in first year (II4552)	Free up space at the Guildhall and/or Mandela House to enable commercial letting of the space vacated to generate income streams. This may require some existing allocated capital to the Office Accommodation Strategy to be vired to undertake improvement works to the space to be let.	50,000	0	0	0	0	0	50,000
Increased surplus achieved by Trade Waste - additional surplus not achievable in first year (II5555)	Further development of commercial refuse services Work underway on figures?	25,000	0	0	0	0	0	25,000
North East Cambridge - part-time Community Development Officer to begin wider engagement - not yet required (B4572)	The planning service has started work to develop an Area Action Plan for North East Cambridge. The Council has found that community development outreach work in the area with local people and businesses in the two years leading up to commencement of work is invaluable in supporting local democracy and enabling local people to become involved and help shape the new area. This bid is for an 8 hour a week resource for a period of two years. After this, and once the s106 agreement is signed, it is then anticipated that as with other major developments such as North West Cambridge and the Southern Fringe, community development resource will be provided to support the new community and help integrate new and existing areas of the city and surrounding area.	(10,000)	(10,000)	0	0	0	0	(20,000)
Celebration of Women 2020 - defer 50% (B4618)	Celebration of Women 2020 Exhibition and community activities complementing the Vote#100 programme, to involve: (a) Print, frame and hang colourised pictures of some of the key early female civic figures at the Guildhall £500; (b) An event celebrating the contribution of women to city life up to £4.5k; (c) A history trail around the city, including the peripheries, focussing on similar women, with an emphasis on the city not the university and to include school outreach £15k	(10,000)	10,000	0	0	0	0	0
Youth Liaison Officer - supporting partnership work on Child Criminal Exploitation and serious violent crime - delay start and reprofile over 3 years (B4619)	Community Youth Liaison Officer - supporting statutory agency partnership work to address child criminal exploitation and serious violent crime. Funding for two years to employ an officer who will support work being undertaken by partner agencies to protect and support young people living in the city. Will involve gathering intelligence, considering of positive activities, raising awareness, facilitating good coordination between agencies and stakeholders and identifying sources of funding to enhance the work. Based in the community safety service with close links to ChYpPs. 2 years fixed term position with small project budget of £5k. Note: officers are seeking external funding to support this position - if successful, the bid may be withdrawn or amended.	(33,750)	0	33,750	0	0	0	0

Change to proposal approved in BSR 2020/21	Outline of proposal approved in BSR	Saving or Pressure 20/21 £	Saving or Pressure 21/22 £	Saving or Pressure 22/23 £	Saving or Pressure 23/24 £	Saving or Pressure 24/25 £	Saving or Pressure 25/26 £	Total £
Partnership work on climate change research and projects – defer half to following year (B4621)	This budget proposal will fund research and joint development projects targeted at the changes needed by Cambridge as a city to deliver on our objective of net zero carbon at the earliest practical opportunity, and will link to the work programme of the Cambridgeshire Climate Commission being funded by the Combined Authority	(12,500)	12,500	0	0	0	0	0
Improve visibility & accessibility of planning applications - stop project (B4625)	To allow research adaptation to enable information on planning applications to be shared with interested parties who could contribute to their evaluation and enable a positive impact on the quality of applications	(30,000)	0	0	0	0	0	(30,000)
Providing consultancy advice on Cutting Carbon Emissions in Current Building Stock – stop project (B4626)	3C Building Control Services to undertake research and training to enable the service to provide information on adapting homes and buildings for climate change for residents, and also architects/consultants, with focus on Cambridge's challenges (old housing stock, historic buildings). This will also enable the service to be ahead of the changes in building technology and the climate crisis, and lead to new income.	(44,000)	0	0	0	0	0	0
Community Clear Out Days, £25k pa recurring - - delay launch by 6 months (B4633)	Double the number of this year's Community Clear Out days across the city from 15 to 30	(12,500)	0	0	0	0	0	(12,500)
Climate Change communication and community engagement – defer half to following year (B4640)	Work to communicate and engage with residents on climate change mitigation and adaptation activity including the development of the next Climate Change Strategy	(10,000)	10,000	0	0	0	0	0
Double current wildflower meadows – delay one year (B4645)	To deliver on the Biodiversity Motion pledge to enhance our estate for biodiversity, double the current area of wildflower meadows across the city through a mix of formal pictorial meadows and native wildflower meadows on parks, open spaces and road verges. Work with communities, local groups and businesses to identify suitable locations to sow and manage more meadows to benefit pollinating insects and their predators.	(3,000)	3,000	0	0	0	0	0
Corporate Transformation Programme - reduce first year budget by 25% (PROG 4519)	The Council has an ambition, through its transformation programme, to deliver a range of strategic change activity in 2020/21 as well as implementing the outcomes of reviews and other major investment programmes delivered in 2019/20. While it is planned that the majority of transformation and change work will be resourced from within service areas or through the in-house transformation service, in some cases there will be a need for external support either to project manage an element of the programme or to provide specialist input and expertise in a particular business area.	(62,500)	0	0	0	0	0	(62,500)
Street trees fund – delay one year and spread total budget over 4 years (duration of tree canopy project) (B4662)	Establish a two year programme of strategic street tree planting (€20 trees per year, £100k per year), using engineered tree pits (average cost of £7k per tree pit) to maximise establishment rates and minimise root damage risk. This fund will complement the County's street tree replacement programme and the EU 2 Seas project (ref. B4609), where the associated planting budget is for trees in parks and green spaces, not streets.	(50,000)	(50,000)	5,000	50,000	0	0	0
Selective Landlord Licensing [Linked to I14671] - delay and reprofile (B4663)	A feasibility study is being carried out to determine if it is lawful to have a selective licensing scheme in Cambridge. This is being funded with in existing resources. If there is evidence to support such a scheme the scheme would in theory start with set up costs from September 2020. The costs outlined here would be the costs of running a scheme however it will be self funding through the licensing fees over a 5 year period.	(82,875)	(48,625)	0	0	0	0	(131,500)
Consultation on resident and business priorities for council services - stop (B4664)	To provide for in-depth community engagement with residents, businesses, staff and other stakeholders.	(30,000)	(20,000)	0	0	0	0	(50,000)
Fees receivable for Selective Landlord Licensing Scheme [Linked to B4663] - delay and reprofile (I14671)	Admin and licensing fees to be charged to cover cost of running the scheme	32,875	111,125	0	0	0	0	144,000
Page 12		(352,000)	(176,000)	(170,250)	(204,000)	(204,000)	(204,000)	(1,310,250)

Appendix 2 – Proposals for deleting and deferring capital schemes

Capital Project Code	Scheme Name	2019/20 Budgeted expenditure £'000	2020/21 Budgeted expenditure £'000	Later years Budget expenditure £'000	Change in funding (Reduction) /Increase 2020/21 £'000	Change in funding (Reduction) /Increase 2021/22 £'000	Funding	Notes
PR010a	Environmental Improvements Programme - North Area	69	0	0	(27)	0	GF Reserves / Direct Revenue Funding	Reduce by 50%
PR010b	Environmental Improvements Programme - South Area	77	0	0	(36)	0	GF Reserves / Direct Revenue Funding	Reduce by 50%
PR010c	Environmental Improvements Programme - West/Central Area	127	0	0	(64)	0	GF Reserves / Direct Revenue Funding	Reduce by 50%
PR010d	Environmental Improvements Programme - East Area	110	0	0	(55)	0	GF Reserves / Direct Revenue Funding	Reduce by 50%
PR010	Environmental Improvements Programme	70	170	0	(60)	0	GF Reserves / Direct Revenue Funding	Reduce by 25%
SC720	Improving and consolidating corporate data management	0	20	0	(20)	0	GF Reserves / Direct Revenue Funding	Delete
SC717	3C ICT resource planning tool	0	7	0	(7)	0	GF Reserves / Direct Revenue Funding	Delete
SC662	Shared Planning Service software and implementation	59	0	0	(27)	0	GF Reserves / Direct Revenue Funding	Remove uncommitted funding
SC689	Income management software	47	0	0	(32)	32	GF Reserves / Direct Revenue Funding	Defer uncommitted portion
SC724	Provision of extra electric charging points	0	400	0	(50)	50	GF Reserves / Direct Revenue Funding	Defer 50%
SC710	Guildhall Small Hall wooden floor	0	45	0	(45)	45	GF Reserves / Direct Revenue Funding	Defer
SC627	Guildhall Large Hall Windows refurbishment	9	0	0	(9)	9	GF Reserves / Direct Revenue Funding	Defer scheme - see also Cap Rec funded amount
SC687	Customer Service Centre improvements	61	0	0	(26)	0	GF Reserves / Direct Revenue Funding	Remove uncommitted funding
PR054	Administrative buildings maintenance	0	188	714	(94)	0	GF Reserves / Direct Revenue Funding	Reduce 2020/21 by 50%
SC711	Guildhall PA system	0	25	0	(25)	25	GF Reserves / Direct Revenue Funding	Defer
SC654	Redevelopment of Silver Street Toilets	559	0	0	(494)	494	GF Reserves / Direct Revenue Funding	Defer uncommitted funding
SC739	Abbey Pool improvements (S106)	0	45	0	(45)	0	GF Reserves / Direct Revenue Funding	Restrict spend to S106 only
PR053	Commercial property repair and maintenance	0	300	1,200	(75)	0	GF Reserves / Direct Revenue Funding	Reduce 2020/21 by 50%
SC723	Upgrade Kings Hedges recreation areas	0	150	0	(150)	0	GF Reserves / Direct Revenue Funding	Delete
SC726	Jesus Green fish pass	0	0	50	(50)	0	GF Reserves / Direct Revenue Funding	Delete
SC646	Redevelopment of Cambridge Junction	250	0	0	(219)	219	GF Reserves / Direct Revenue Funding	Remove uncommitted funding

Capital Project Code	Scheme Name	2019/20 Budgeted expenditure £'000	2020/21 Budgeted expenditure £'000	Later years Budget expenditure £'000	Change in funding (Reduction) /Increase 2020/21 £'000	Change in funding (Reduction) /Increase 2021/22 £'000	Funding	Notes
PV007	Cycleways	294	0	0	(294)	294	GF Reserves / Direct Revenue Funding	Defer
PR037	Local Centres Improvement Programme	7	0	0	(7)	0	GF Reserves / Direct Revenue Funding	Remove uncommitted funding
SC597	Empty Homes Loan Fund	200	0	0	(200)	0	GF Reserves / Direct Revenue Funding	Delete
	Total - GF Reserves / Direct Revenue Funding				(2,061)	1,118		
PR050	Office Accommodation Strategy Phase 2 (OAS)	473	0	0	(403)	0	Earmarked Reserves	Delete scheme pending re-evaluation of office accommodations needs
PR050f	Guildhall Welfare Improvements (OAS)	189	0	0	(154)	0	Earmarked Reserves	Delete scheme pending re-evaluation of office accommodations needs
PR050g	Office optimisation (OAS)	275	0	0	(225)	0	Earmarked Reserves	Delete scheme pending re-evaluation of office accommodations needs
	Total - Earmarked Reserves				(782)	0		
PR017	Vehicle Replacement Programme	850	400	0	(200)	200	Earmarked Reserves (R&R)	Defer 50% to discuss
SC722	Purchase of link tip bodies	0	27	0	(27)	27	Earmarked Reserves (R&R)	
	Total - Earmarked Reserves (R&R)				(27)	27		
PV583	Clay Farm Commercial Property Construction Costs	20	0	0	(20)	0	Capital Receipts	
SC627	Guildhall Large Hall Windows refurbishment	92	0	0	(92)	92	Capital Receipts	Defer - see also DRF funded amount
	Total - Capital Receipts				(112)	92		
					(2,982)	1,237		

CIVIC AFFAIRS

8 July 2020
5.30 - 7.31 pm

Present: Councillors Sargeant (Chair), Davey, Chadwick, Dalzell, O'Reilly and Thornburrow

FOR ADOPTION BY THE COUNCIL

20/27/Civ Joint Planning Committee

The County Council resolved in May 2020 to withdraw from the Joint Development Control Committee (JDCC) after July 2020. The effect of their resolution was that the current JDCC would no longer be quorate.

The report of the Joint Director for Planning and Economic Development was firstly considered by the Planning and Transport Scrutiny Committee on 30 June 2020 for comments on the establishment of a new Committee (suggested name was the Greater Cambridge Joint Planning Committee GCJPC). and set out the proposed terms for the new Joint Committee to come into effect from 1 August 2020.

Civic Affairs Committee was updated by the Joint Director for Planning and Economic Development on amendments to the original proposed Terms of Reference which had now been recommended by both the Planning and Transport Scrutiny Committee and the South Cambridgeshire District Council's Civic Affairs Committee (which met on 1 July 2020). Attached is Appendix A to show the updated Terms of Reference.

The amendments were:

- i. Amend the membership of the new committee so there would be 6 Cambridge City Council members and 6 South Cambridgeshire District Council members rather than 3 members each.
- ii. Retain the name of the Committee as the Joint Development Control Committee rather than the Greater Cambridge Joint Planning Committee and reflect this throughout the terms of reference document.
- iii. Confirm that the Chair and Vice-Chair positions rotate between Cambridge City Council and South Cambridgeshire District Council each municipal year.
- iv. Provide for County Council members to address the new Committee.

The Civic Affairs Committee **resolved** (unanimously) to recommend to Council:

- i. On the withdrawal of Cambridgeshire County Council to dissolve the JDCC between Cambridge City Council and South Cambridgeshire District Council as surviving members, pursuant to section 101 (5) Local Government Act 1972 and cease all delegations to the same with effect from 31 July 2020; and
- ii. To establish a new joint planning committee between Cambridge City Council and South Cambridgeshire District Council (to be called the Joint Development Control Committee) with the Terms of Reference as set in Appendix A and to delegate functions to the joint committee and officers as set out therein, pursuant to section 101 (5) and section 102 Local Government Act 1972 with effect from 1 August 2020
- iii. To agree that any ongoing planning matters or any other continuing action relating to development covered by the terms of reference in appendix A which would otherwise fall to be determined by the previous Committee will, after 31 July 2020, transfer to the newly formed Joint Development Control Committee for determination
- iv. To authorise the Joint Director of Planning and Economic Development, in consultation with the Chair and Vice Chair of the Committee, to decide whether to refer any development control matters for determination by the Joint Development Control Committee where the boundary of the site concerned overlaps or is adjacent to the boundary between Cambridge City Council and South Cambridgeshire District Council
- v. To authorise the Monitoring Officer to make any consequential amendments to the Council's constitution arising from the above decisions
- vi. Appoint 6 members (and substitutes) from Cambridge City Council and South Cambridgeshire District Council to serve upon the new Joint Development Control Committee from August.
- vii. To comment upon the proposed draft standing orders for the Committee as appropriate.

APPENDX A

Joint Development Control Committee July 2020

Terms of Reference

Approved by Cambridge City Council at Full Council on [16th July 2020]

South Cambridgeshire District Council Full Council on [14th July 2020]

These come into effect on 1 August 2020, when approved by the Councils

DOCUMENT

Terms of Reference

Appendix 1: Functions Delegated to the Committee

Appendix 2: Standing Orders

Annex A: Public Speaking Rights

Annex B: Development Control Forums

Annex C: Costs Sharing Protocol

Annex D: Scheme of Delegation to Officers

Appendix 3: Plans

TERMS OF REFERENCE FOR JOINT DEVELOPMENT CONTROL COMMITTEE

1. Parties:

Cambridge City Council

South Cambridgeshire District Council
(‘the Councils’)

2. Status:

The Joint Development Control Committee (‘the Committee’) is a joint committee formed by resolutions of the Councils pursuant to section 101(5), Local Government Act, 1972.

3. Membership:

6 Members appointed by Cambridge City Council

6 Members appointed by South Cambridgeshire District Council

4. Terms of reference:

4.1 The Committee’s remit is to discharge the functions (‘the functions’) set out in Appendix 1, the exercise of which have been delegated to the Committee by the parties, subject to the limitation in paragraph 4.2.

4.2 The Committee shall discharge the functions in respect of Major Developments¹ and related matters pursuant to such applications on land that is positively identified in the adopted Local Plans of the two Councils for any purpose and which falls wholly or substantially within the area as shown edged in [blue] on the plans forming Appendix 3.

4.3 The Committee may exercise the subsidiary powers authorised pursuant to section 111, Local Government Act 1972 in connection with the discharge of the functions.

4.4 The Committee may exercise the powers of delegation contained in sections 101(2), 101(5) and 102 Local Government Act 1972.

5. Standing Orders

5.1 The Committee shall be governed by the Standing Orders set out in Appendix 2, as amended by this Committee from time to time.

6. Administration

6.1 The Party which is the local planning authority shall receive applications in the usual way and shall be responsible for all consequential administration.

6.2 Cambridge City Council's staff shall be responsible for all matters connected with the administration of the Committee, including the preparation and dispatch of agendas and securing premises at which the committee may meet or providing facilities to enable remote meetings to take place. Decision notices shall be signed by the Joint Director of Planning.

6.3 Costs shall be shared in accordance with the Cost Sharing Protocol set out in Annex C to the Standing Orders.

Notes:

¹ A major development is defined by reference to Article 1 of the Town and Country Planning (General Development Procedure) Order 1995 as in force on 1 March 2010 or as subsequently amended or replaced

and means development including any one or more of the following:

- (a) the mining and working of minerals
- (b) waste development;
- (c) the provision of dwelling-houses where
 - (i) the number of dwelling-houses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

Appendix 1

FUNCTIONS OF THE COMMITTEE

1. The exercise of each of the Councils' powers and duties in relation to Part III (Control Over Development) of the Town and Country Planning Act 1990 as amended and Chapter II and VI (as appropriate) of the Planning (Listed Buildings and Conservation Areas) Act 1990 in respect of "Major Development" and related applications for approval of details and S106 requests to that permission plus associated Reserved Matters applications including but not limited to:

i) the determination of planning applications by virtue of Regulation 3 of the Town and Country Planning General Regulations 1992.

ii) the power to approve authorise and direct the respective Councils to negotiate and enter into agreements regulating the development or use of land pursuant to S106 of the Town and Country Planning Act 1990.

2. The review, change, amendment or modification of the scheme of delegation to Officers.

3. The review, change, amendment or modification of the Standing Orders of the Committee.

4 Such other functions as may be delegated to the Committee by the Councils from time to time.

5. Any matter related to an application previously determined by the Joint Development Control Committee for Cambridge Fringes and which would continue to form a part of this Committees functions.

Appendix 2

JOINT DEVELOPMENT CONTROL COMMITTEE STANDING ORDERS

[APPROVED on [DATE]

1 Appointment of Chair and Vice-Chair

1.1 The Committee shall, at its first meeting, and as a minimum annually thereafter, elect a Chair and Vice-Chair. The Chair and Vice Chair shall be drawn alternately from each of the two Councils comprising the Committee.

1.2 In the absence from any meeting of the Chair and Vice-Chair, a Chair for that meeting shall be appointed by the meeting, but shall relinquish the chair if the Chair or Vice Chair subsequently arrives at the meeting.

2. Appointment of Spokespersons

2.1 Each of the councils shall nominate one of the committee members which it appoints as its spokesperson.

3. Notice of and Summons to Meetings

3.1 The Administrator will give notice to the public of the time and place of any meeting in accordance with the access to information rules applicable to local authorities. At least five clear days before a meeting, the Administrator will send an agenda by post and/or electronically to every member of the Committee. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.

3.2 The Administrator will take reasonable steps to ensure that a copy of the agenda and accompanying papers are placed on deposit at the offices of each of the councils for public inspection at least five clear days before the meeting. The Administrator will ensure that arrangements are put in place for the inspection of background papers in accordance with section 100D, Local Government Act, 1972 and to ensure compliance with all other provisions of Part VA, of that Act.

3.3 Dates, times and venues for meetings shall be determined by the committee. In the absence of agreement or in cases of urgency,

meetings may be called by the Administrator following consultation with the Chair and Vice Chair.

4. Membership

4.1 Committee members shall be appointed by the councils from time to time in accordance with the terms of reference. A council may at any time replace one or more of its nominated members by notice given to the Administrator.

5. Alternate Members

5.1 Each council will, by resolution, appoint two alternate members in respect of each political group which represents their council on the committee, but shall not appoint an alternate member for a political group which declines to nominate an alternate member. Each council will notify the Administrator of alternate members appointed.

5.2 Alternate members will have all the powers and duties of any ordinary member of the committee. For the purposes of briefing meetings and circulation of papers, alternate members shall be treated in the same manner as ordinary members.

5.3 Alternate members may attend meetings in that capacity only to take the place of a member of the same political group who is an ordinary member of the relevant committee or sub-committee. The alternate member should withdraw from participation as a member of that committee or sub-committee in the business at that meeting during any period during which the principal member is in fact in attendance.

6. Quorum

6.1 The quorum of a meeting will be three with no less than: -

- 1 Member from South Cambridgeshire District Council and
- 1 Member from Cambridge City Council

7. Public speaking rights

7.1 Members of the public have the public speaking rights set out in Annex A.

8. Voting

8.1 Every question shall be decided by a show of hands or by way of a roll call when the meeting is taking place using arrangements for virtual committee meetings, and subject to Rule 8.2

8.2 If any member demands a vote by roll-call and is supported by two other members (unless the meeting is a virtual meeting), the question shall be determined by a vote by roll-call and the Administrator shall record and enter in the minutes the names of each member present and whether they voted for or against or abstained.

8.3 Any member may, immediately after any vote is taken, require a record to be made in the minutes of whether they voted for or against or abstained.

8.4 If there are equal numbers of votes for and against, the Chair will have a second or casting vote.

9. Minutes

9.1 The Chair will sign the minutes of the committee at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

10. Exclusion Of Public

10.1 Members of the public and press may only be excluded either in accordance with the Access to Information provisions of the Local Government Act 1972 (consideration of 'exempt information') or Rule 12 (Disturbance by Public).

11. Disorderly Conduct: Misconduct Of A Member

11.1 If at any meeting of the committee any member, in the opinion of the Chair, misconducts him/herself by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the committee, the Chair or any other member may move "That the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

11.2 If the member named continues his/her misconduct after a motion under the foregoing Rule has been carried, the Chair shall either move "that the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or adjourn the meeting of the Council or committee for such period as s/he is in his/her discretion shall consider expedient.

11.3 In the event of a general disturbance which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair, in addition to any other power vested in him/her, may adjourn the meeting of the committee for such period as s/he is in his/her discretion shall consider expedient.

12 Disorderly Conduct: Disturbance by members of the public

12.1 If a member of the public interrupts the proceedings at any meeting the Chair shall warn him/her. If s/he continues the interruption the Chair shall order his/her removal from the meeting.

12.2 In case of a general disturbance in any part of the Room open to the public the Chair shall order that part to be cleared.

13 Suspension Of Standing Orders

13.1 Any of these Standing Orders may, so far as is lawful, be suspended by motion passed unanimously by those entitled to vote on the application in question. Any motion to suspend any part of these rules shall specify the purpose of their suspension. Any suspension shall only be to the extent and for the length of time necessary to achieve the stated purpose.

14. Attendance at the Committee by other members of the Councils and County Council

14.1. A member of Cambridge City Council, South Cambridgeshire District Council or Cambridgeshire County Council who is not a member of the committee or a member of a parish council (in respect of applications relating to sites in their own parish) may speak at a meeting of the committee at the request or with the permission of that committee or of its Chair made or obtained before the meeting. Such request or permission shall specify the matters in respect of which the member shall be permitted to speak;

[Explanatory note: There might be circumstances in which the Committee may wish to permit a city, district or county councillor to speak on applications even if the application does not relate to her/his ward or division. For instance an executive councillor with relevant strategic responsibility may want to address the committee.]

15. Development Control Forums

15.1 The Committee will operate a scheme for development control forums in accordance with Annex B.

16. Statements of Community Involvement

16.1 Public consultation in relation to pre application matters shall be dealt with in accordance with the SCI or other appropriate procedures of the Council responsible for issuing the consent.

Annex A of JDCC Standing Orders: Public Speaking Rights

Public Speaking

Members of the public, or applicants or their agents, who want to speak about an application which is to be considered at a meeting of the committee can do so if they have:

- I. In the case of members of the public, already submitted a written representation on an application; and
- II. Notified the Administrator by 12.00 noon on the day before the meeting unless the meeting is a virtual Committee meeting when 48 hours notice is required.
- III. A member of the public who has made a written representation on a planning application which is to be determined by the committee, will be notified in writing about the committee date and their public speaking rights in the week before the committee meeting.

At the Committee Meeting

The Council has adopted arrangements for public speaking in respect of virtual Committee meetings which will apply where that meeting is held fully or partially online. In all other circumstances, the following arrangements will apply.

A list of public speakers is available at the meeting. Agenda items for which there are public speakers are taken first, normally in the order of the agenda.

Each speaker will be allowed three minutes in which to make their representation. The Chair will tell the speaker when the three minutes has elapsed and the speaker must stop when requested by the Chair.

The Chair has discretion to extend this time limit.

If more than one person wants to make a representation about the same application, then they should choose someone to act as a spokesperson.

When several people wish to speak on the same application but wish to raise different issues, the Chair may agree to those speakers making representations. In these circumstances, less time may need to be given to each speaker.

The Chair will ask the speaker to come to the table at the beginning of the discussion of the report on the relevant application. The Chair will then invite them to speak following the Officer's introduction to the report on the application. The speaker should address the Chair of the Committee, which is the normal convention for Committees.

At the conclusion of a statement by a public speaker, members may ask the Chair to put questions in order to seek clarification on matters of fact but not matters of opinion, of points made by the speaker in his or her statement. A public speaker may be asked by the Chair to clarify matters of fact but not matters of opinion after he or she has made a statement.

The conclusion of the period of questioning will be at the Chair's discretion. Public speakers will be expected to answer questions briefly and directly, will be asked to leave the committee table at the conclusion of the period of questioning and they will not be permitted to participate in the committee's discussion. At the conclusion of statements by public speakers, the Committee will proceed to discuss and determine the planning application.

Speakers should remember to:

- _ Keep to 3 minutes or whatever other period has been agreed.
- _ Keep to the planning issues raised by the application.
- _ Highlight the main points they wish to raise and be as brief and concise as possible.
- _ Be courteous.
- _ At the end of public speaking, the Committee will discuss and determine the planning application.

Annex B of JDCC Standing Orders:

Development Control Forums.

Development Control Forums are triggered by receipt of a qualifying petition

Receipt of Petitions and Notification of Development Control Forum

1. Neighbour consultation letters on planning applications within the remit of the committee shall include information about the scheme for development control forums and the relevant consultation period.

2. A Petition should be sent to the Administrator and should identify the matter to which it relates and the grounds of concern.

3. The Administrator will:

(a) Liaise with the Planning case officer to obtain the following information:

- * The expiry date of the relevant consultation period;

- * The addresses of the applicant and agent.

(b) Check whether the petition meets the criteria established in the scheme – i.e.:

- * It contains at least 25 signatures of residents and/or business owners in the County;

- * It includes the addresses of those who have signed it;

- * It has been received within 7 working days following the end of the relevant consultation period (in the case of petitions of objection) and no later than 6 working days before a Forum meeting (in the case of petitions of support);

- * The application is not: a householder application; an application for a certificate of lawful use; or an application for advertisement consent.

[Note:

(i) If any of these criteria are not met, the petitioners should be informed in writing that their petition will be reported to the committee, and that a Development Control Forum will not be held.

(ii) Normally, a Forum will not be convened in the case of petitions relating to amendments to applications, or to applications which have already been the subject of a Forum. However, the Administrator, following consultation with the Chair and Vice Chair, is authorised to decide whether significant new issues are raised, making a Forum appropriate.

(iii) A Forum will not be held to hear a petition of support alone, except where an application, which has not already been subject to a Forum meeting, is resubmitted following an earlier refusal of planning permission.

(iv) Petitions may be submitted by email subject to the following:

- An e-mail petition must consist of individual e-mails, showing the sender's e-mail address.
- An e-mail petition must include the sender's postal address.
- The e-mails must be addressed to the organiser (rather than a council or the committee or its members) who must then let the [administrator to be appointed] have print-outs of the requisite number of supporting e-mails.

[Random checks will be carried out on petitioners that have used the e-mail procedure.]

(c) Liaise with the Planning case officer and Chair and spokespersons about the date of the Development Control Forum and fix a date, time and venue. So far as practical at least 10 days (not working days) notice should be given to all those attending under (d). For the avoidance of doubt dates for possible Development Control Forum meetings may be programmed in advance of receipt of petitions.

d) Send written invitations to:

- * The lead petitioners;
- * The applicants and agents;
- * Committee members;
- * Ward councillors;
- * Planning officers;

The press will also be informed.

The invitations to the meeting should include:

- * A short summary of the application details (to be provided by the planning case officer);
- * The case officer as a contact point for planning enquiries and the Administrator for queries about the petition process;
- * An explanation of the fact that up to three representatives of the petitioners and up to three representatives of the applicants may attend and speak;
- * Petitioners to be invited to contact the officers for a briefing on the procedures at the Forum.

(e) Inform all other councillors of both councils that the meeting is taking place.

4. If two or more petitions are received relating to the same planning application, the following procedure should be applied:

* In the case of two or more petitions opposed to the application, or two or more petitions in support of the application, the petitioners will be encouraged to make a joint presentation. If agreement on this is not possible between the petitioners, they would share the time allocations given in paragraph 9.

Development Control Forum Meetings

5. The Press and Public are entitled to attend meetings as observers.

6. The Development Control Advisor or other A senior planning officer (other than one of the case officers involved in dealing with the application) will chair the meeting.

7. The style of the Forum will be informal, but the authority of the Chair must be recognised. The decision of the Chair on any question of procedure will be final. No votes will be taken.

8. The main purpose of Forum meetings is to enable petitioners and applicants to give their views and to provide the means by which consensus can be built between the parties.

9. The format of the Forum will be as follows for each application:

Presentation of the application by the applicant/agent (up to three representatives) - up to 20 minutes;

* Presentation of the views of the petitioners against the application (up to three representatives) - up to 20 minutes;

* Presentation of the views of the petitioners in support of the application (where applicable) (up to three representatives) - up to 20 minutes;

* Presentation by the case officer - up to 10 minutes;

* Member questions and issues arising - up to 30 minutes;

* Summing up by the applicants/agents - up to 5 minutes;

* Summing up by the petitioners against the application - up to 5 minutes;

* Summing up by the petitioners in support of the application - up to

5 minutes;

* Final comments of the Chair.

After the Meeting of the Forum

10. The Administrator will take minutes of the meeting. The minutes will be a summary of the issues raised and should not be taken to express a view or decision which is in any way binding on the committee. The minutes will be circulated in draft to the Chair of the Forum, the Chair and Vice Chair of the committee and the case officer and finalised within 5 working days of the Forum. Copies of the finalised minutes will be sent, for information, to:

* The petitioners' representatives at the meeting;

* The applicants' representatives at the meeting;

* Ward councillors;

☐ Committee members

_ the Parish Councils of the areas to which the application relates.

-

The minutes, and the text of the petition, will also be appended to the report to the committee which invites it to determine the application.

11. The case officer should contact the applicants/agent after the meeting to discuss whether a meeting would be helpful to discuss the issues raised at the Forum and to discuss any changes that may be necessary to the application. The applicant will be encouraged to keep in direct contact with the petitioners and to seek their views on any amendment/s.

12. The case officer will inform the petitioners' representatives of any amendments to the application. Normally, no further Development Control Forum will be held if the planning application is amended - see paragraph 3 (b) (ii).

13. The petitioners' representatives will be informed of the date of the meeting at which the application is to be considered by the committee and will be sent copies of the committee report. The petitioners and applicants will be asked to send any further comments they may have on the report to the planning case officer as soon as possible, so that they can be circulated in good time to members of the committee.

Annex C of JDCC Standing Orders: Costs Sharing Protocol

The ongoing costs incurred in relation to the administration of the Committee, legal support and planning service costs shall be borne by the administering authority and recharged in accordance with the shared service agreement between the two Councils.

Exceptional costs that arise in relation to, for example, appeals and legal proceedings will be borne:

- i) from the joint planning budget,
- ii) where there are insufficient funds within the joint planning budget, then the costs shall be shared proportionally by the Councils.

Joint Development Control Committee

Scheme of Delegation as agreed on [date]

Scheme of Delegation to Officers

The following powers are delegated to the Joint Director of Planning and Economic Development in respect of planning and development control matters. . The Joint Director of Planning and Economic Development may authorise any other officers within the Greater Cambridge Shared Planning Service to exercise these powers on his/her behalf. Any officer so authorised may in turn delegate further.

Such delegations shall be evidenced in writing.

1. To determine, and to make decisions in connection with the determination of, all forms of planning and other applications, and all forms of consent and other notifications (as set out in the attached schedule) submitted under the Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004) and the Planning (Listed Buildings and Conservation areas) Act 1990 within the terms of reference of the Joint Development Control Committee **except** in any of the following circumstances:

a) Where the application is for Outline or Full Permission or is a reserved matters application in respect of:

2. The provision of residential units where:

(a) the number of residential units to be provided is 100 or more.

3. The provision of a non-residential building or buildings where the floor space to be created by the development is 1,000 square metres or more or is for non-residential development to be carried out on a site having an area of 1 hectare or more;

4. Development including the provision of primary roads, open space or other site-wide infrastructure that fulfils a strategic purpose;

5. Regulation 3 development for all new facilities.

b) Where:

- There are any parish council representations that are contrary to the officer recommendation for approval or;

- There are other third party representations on planning grounds that are contrary to the officer recommendation for approval or refusal and that cannot be addressed by conditions as applicable or;

c) The application is advertised as a formal departure from the Development Plan and where the officer recommendation is for approval.

d) The application is submitted by a Member or Chief Officer or planning officer of either of the Councils.

e) The application is one where, within 21 days of being notified of the application or within 14 days of receipt of any subsequent material amendment to the proposal, any Member of the City Council or of the District Council requests in writing (including e-mail), that the application should be determined by Committee, stating the planning grounds on which the request is based.

f) The application is one that officers consider should be determined by Committee because of special planning policy or other considerations.

g) The application is for a “non-material” change/amendment in relation to a development that was previously approved by the Joint Committee and either i) the elements to be changed were subject to specific conditions or ii) negotiation in response to objections raised to the original approval, and in both cases where the Chair, Vice-Chair and Spokespersons of the Committee object to the exercise of the delegated power within 14 days of notification.

6. To act on behalf of the Committee (after consultation, if practicable with the Chair of the Committee and the Chief Planning Officers of the three Councils) in cases of urgency or emergency. Any such action is to be reported as soon as possible to the Committee.

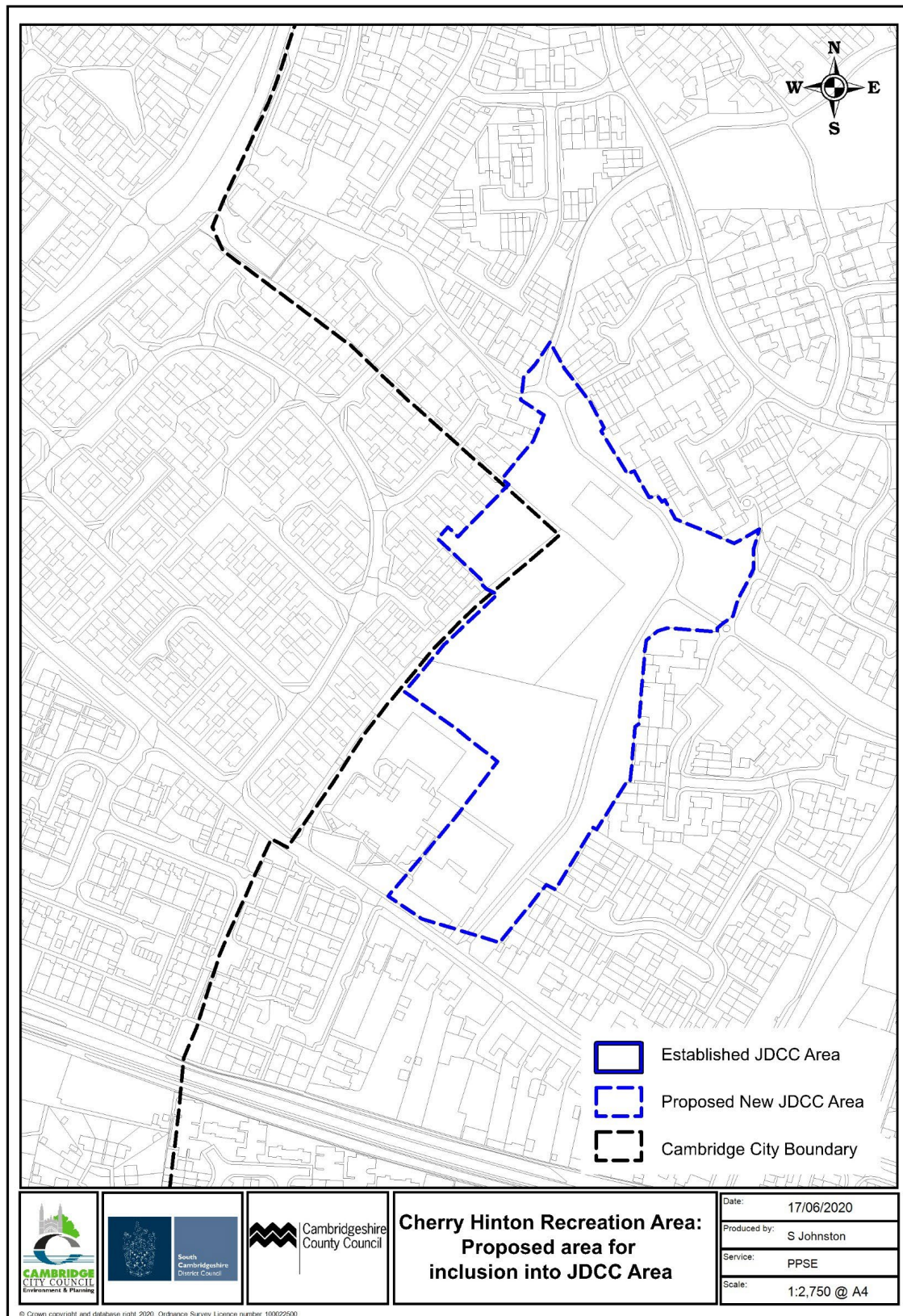
Note: Notwithstanding the provisions contained within this Scheme of Delegation, officers will use their discretion and judgement to decide whether to refer any matter contained within this Scheme to the Committee for determination, which in their view raises contentious, sensitive or significant policy issues, or where it would be otherwise beneficial for the decision to be made by Members of the Joint Committee.

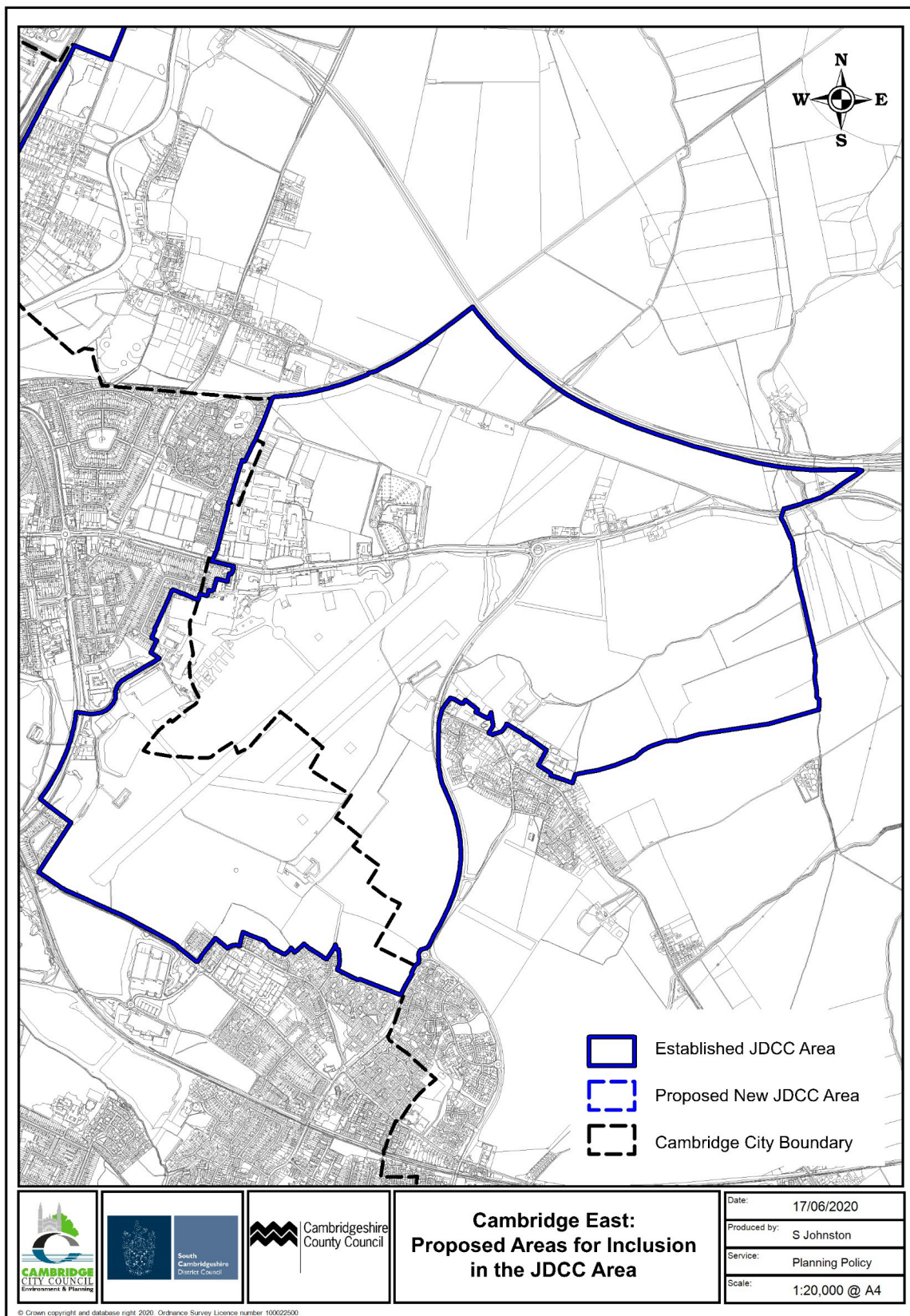
Schedule referred to in Delegation 1 above

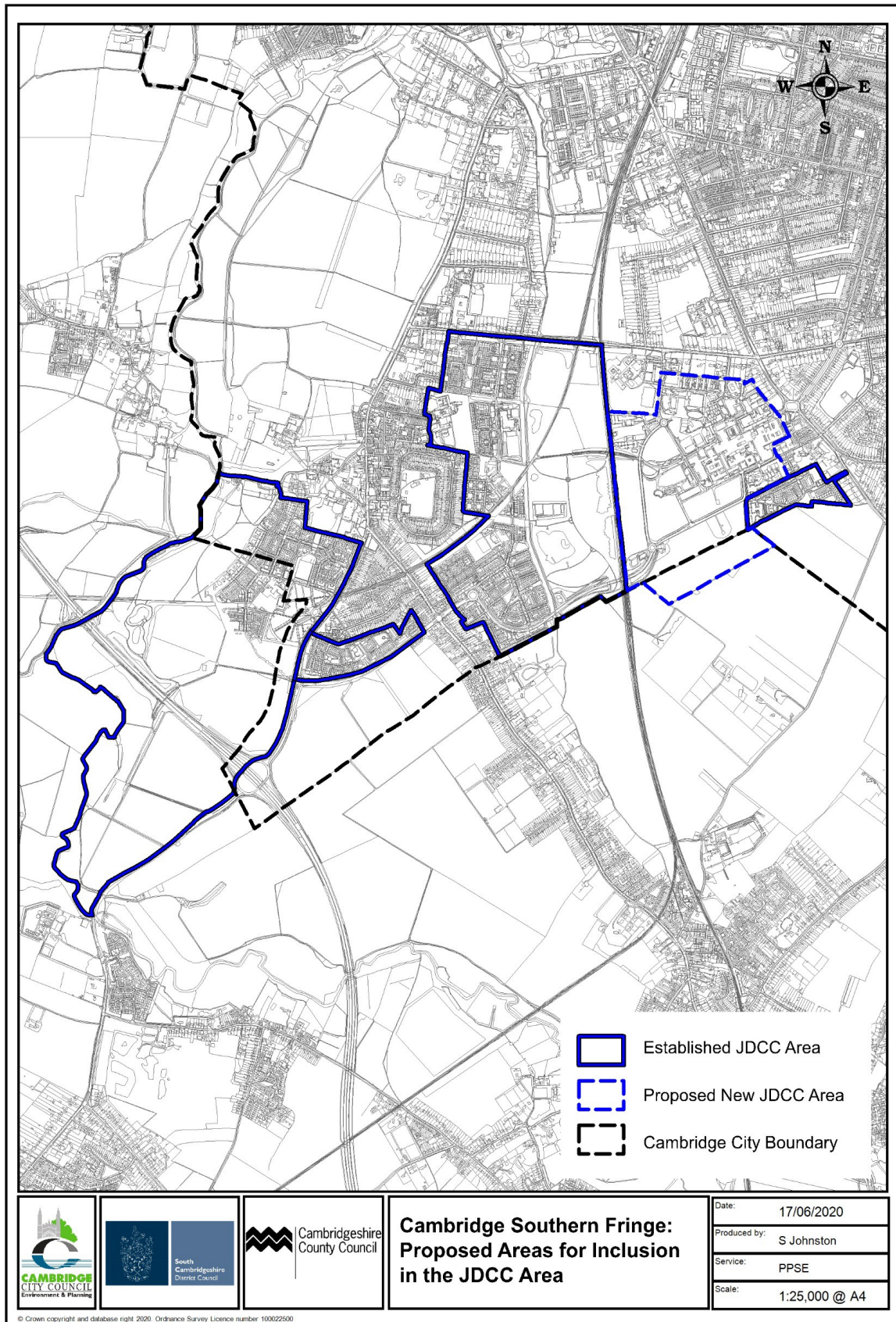
Applications and other forms of consent/notification referred to in Delegation A1 include:

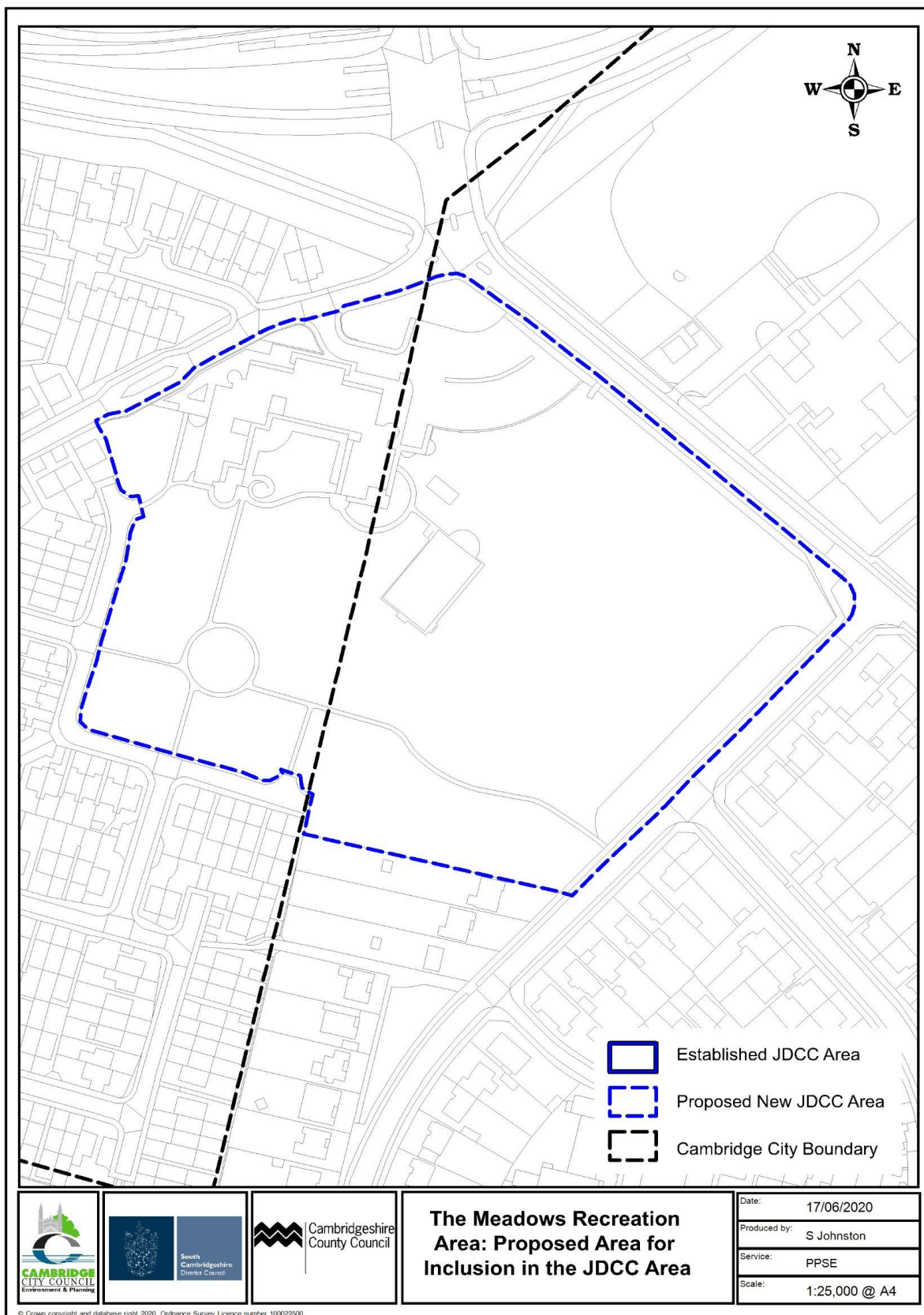
- a) Outline and full planning permission and any subsequent pre- and post decision amendments.
- b) Reserved matters following outline planning permission and any pre and post decision amendments.
- c) Renewals of planning permission and any pre- and post-decision amendments.
- d) Removal/variation of planning conditions.
- e) Discharge of conditions.
- f) Advertisement consent.
- g) Lawful Development Certificates.
- h) Regulation 3 applications.
- i) Settling the terms of planning agreements under section 106, Town and Country Planning Act 1990 and other legislation in accordance with the terms of any resolution or decision to grant planning consent.
- j) Listed Building Consent.
- k) Conservation Area Consent.
- l) Screening and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011, or any subsequent amendment to those Regulations.
- m) Entering into and Signing of Planning Performance Agreements.

Appendix 3 Plans

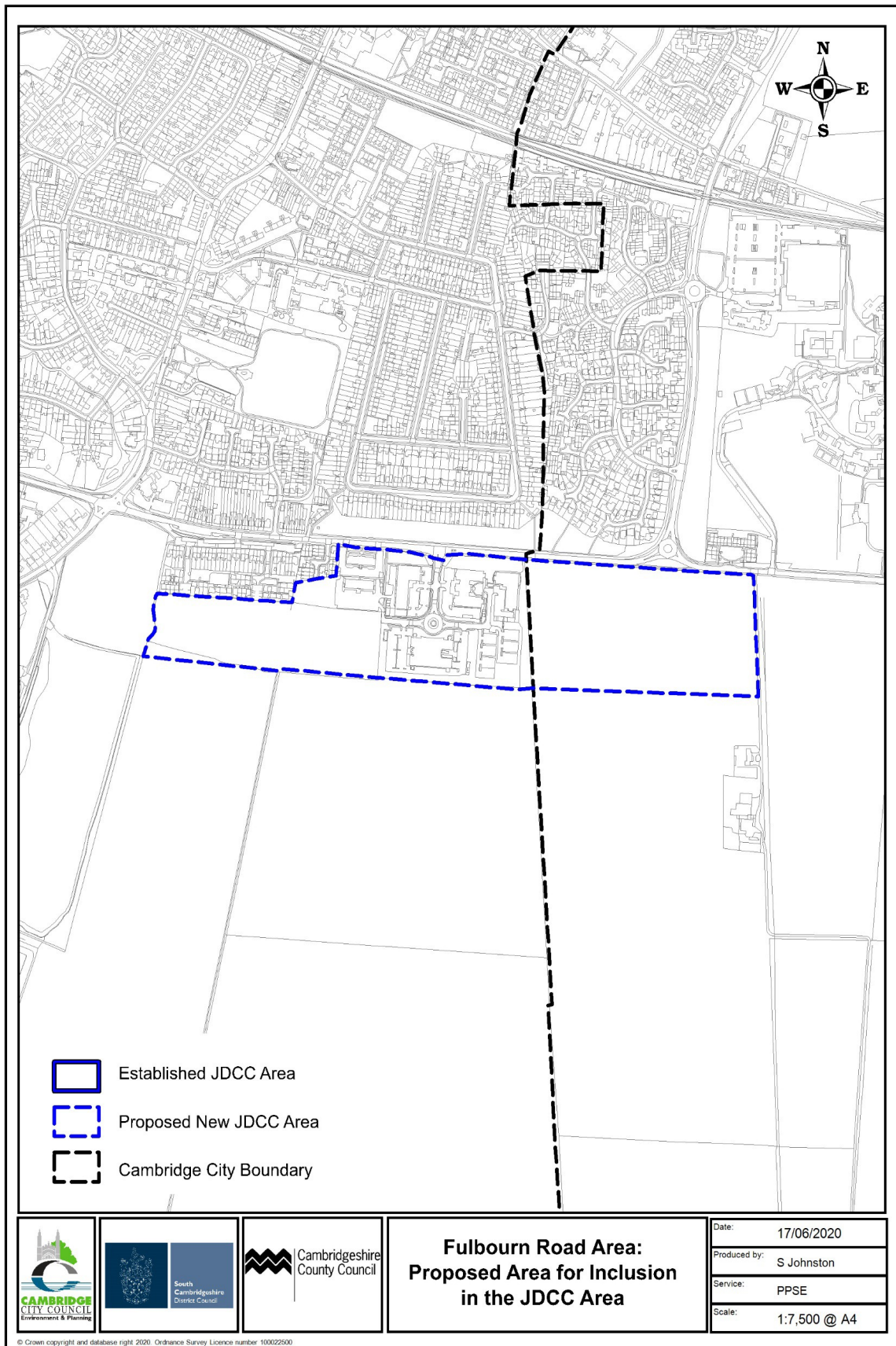


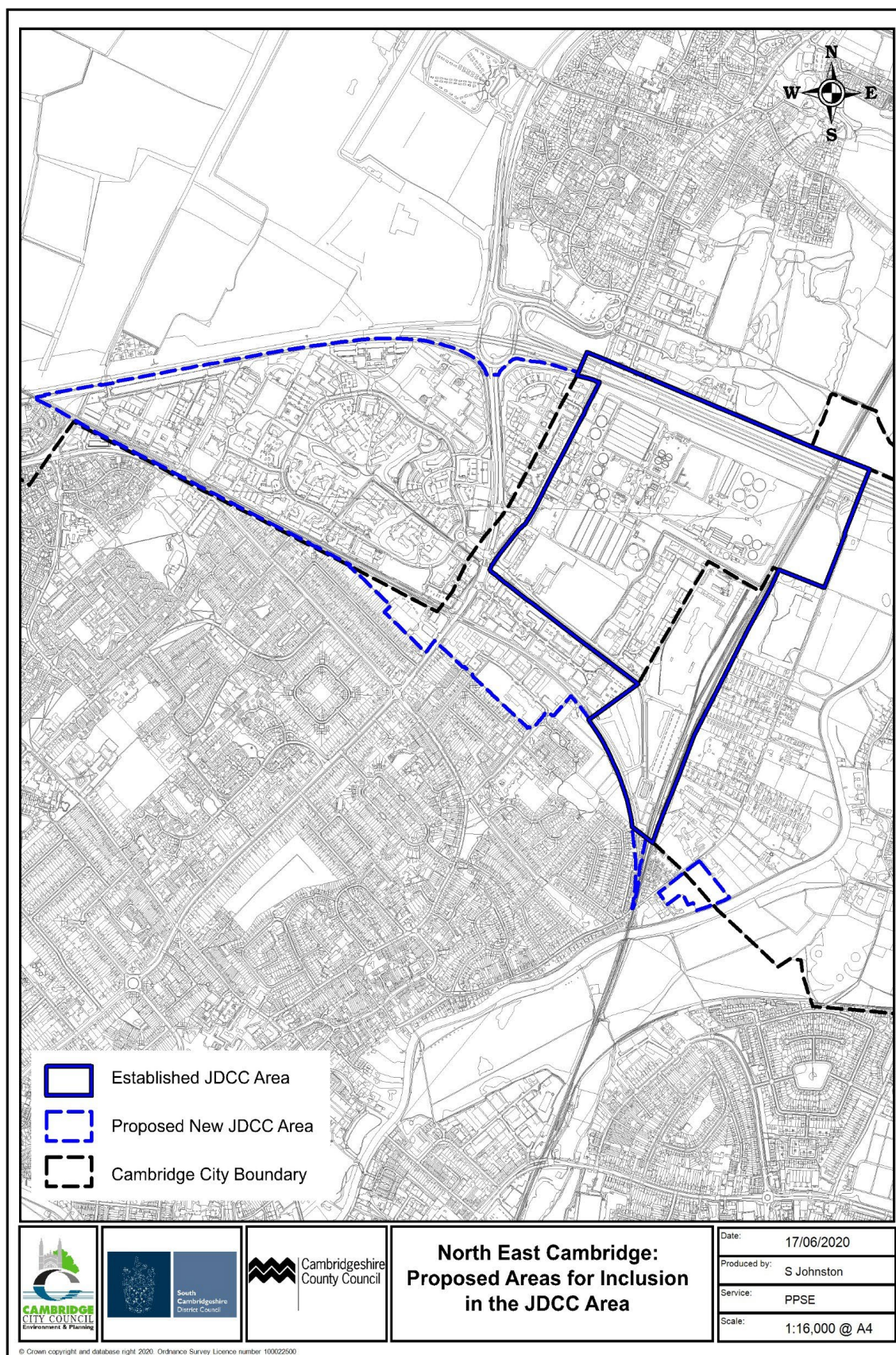


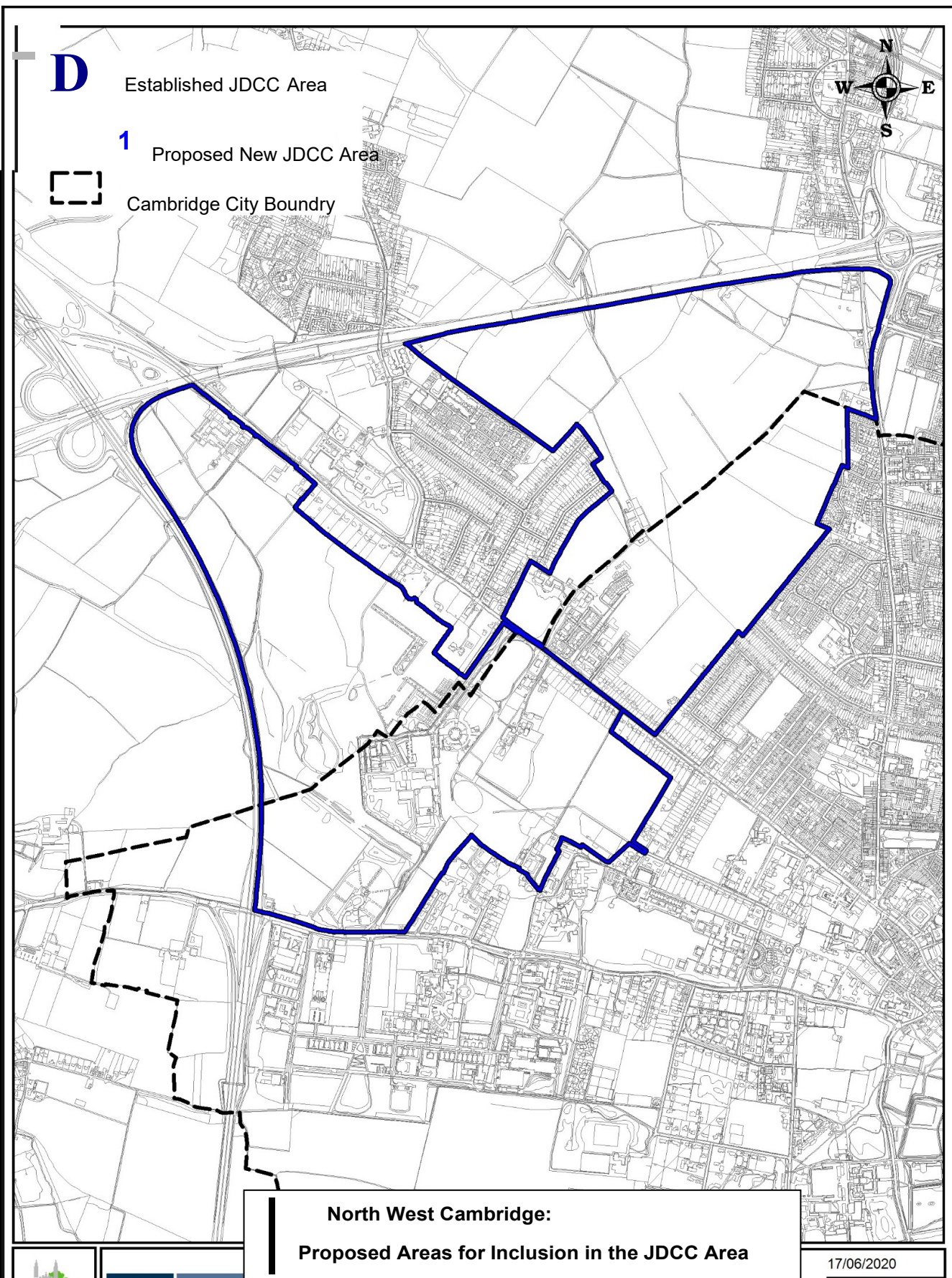




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Present: Hebert (Chair), Bick, Massey, Porrer, Sheil and Thornburrow

<p>RECOMMENDATION TO COUNCIL-ESTATES AND FACILITIES RESTRUCTURE:ASSOCIATED EXIT COSTS</p>
--

The Committee met to consider exit costs associated with the termination of a post in the Estates and Facilities section following restructuring proposals due to come into effect.

The proposals arise from a service review which has focused on improving service delivery and responsiveness, through utilising new technology, improving staff communications, and refocussing teams on key priorities for delivery. As a consequence of the reprioritisation, new roles have been created to increase the capacity of the team to effectively manage and monitor compliance with health and safety legislation including in respect of gas, electrical and asbestos safety. To fund the new roles, three posts will be made redundant, and individuals offered support to seek redeployment in accordance with the Council's Organisational Change policy

The Committee considered a report of the Head of Housing Maintenance and Assets and information provided by the Head of Human Resources on costs arising from redundancy in service reviews. The Committee's terms of reference and the Council's Pay Policy Statement require the Council considers (and approves) exit costs in excess of £100,000 which apply to any individual.

The cost of the exit package is made up of two parts:

- The estimated capitalised cost of early retirement which is payable to the Pension Scheme for early release of pension (after 55 years of age but before normal retirement) - £104,687.06. This payment is made to Cambridgeshire County Council and not the employee.
- A redundancy payment of £22,608.45. This is payable to the employee in accordance with the Cambridge City Council's redundancy payment arrangements and the statutory redundancy scheme. The payment is based on years of local government service, age and actual weeks' pay.
- The total cost is: £127,295.51. **Page 45**

Accordingly, Council is recommended to:

Agree the termination costs arising from redundancy in the post in the Estates and Facilities Team.

16 July 2020

Primary Questions

1. Councillor Price to the Executive Councillor for Strategy and External Partnerships

You've raised concerns that the Mayor has been spending most of his time during the pandemic trying to take over the GCP. What is the latest position

2. Councillor Dalzell to the Executive Councillor for Transport and Community Safety

With schemes being introduced across Cambridge by the County Council to encourage walking and cycling, can the Exec Councillor confirm the if there has been any progress in recruiting the long vacant role of Active Travel Officer?

3. Councillor Pippas to the Executive Councillor for Climate Change, Environment & City Centre

Tourism is one of the three main sources of income for Cambridge. What does the executive councillor propose to do to re-start the tourist trade and protect the local jobs that rely on that trade?

4. Councillor Ashton to the Executive Councillor for Housing

Can the Executive Councillor confirm that the Council does not supply the personal data of homeless people with no recourse to public funds to the Home Office and Immigration Enforcement without their consent?

5. From Councillor Davey to the Executive Councillor for Climate Change, Environment & City Centre

How do you think the city can best encourage more people to spend time and spend more money in the city centre?

6. From Councillor Chadwick to the Executive Councillor for Climate Change, Environment and City Centre.

With the imminent introduction of compulsory face coverings in shops what is the city council doing to support shops in the city to aid compliance and ensure availability of suitable coverings?

7. Councillor Matthews to the Executive Councillor for Communities.

The Government has been reported and quoted as seeking to abandon the proposed, widely welcomed changes to the Gender Recognition Act, and also as considering legislation that would remove existing rights for the trans community; will the Executive Councillor join me in condemning the Government's plans, closely monitor the situation with us and respond accordingly, and agree to include the "Progress Pride" flag as part of Cambridge's Pride celebrations to inclusively represent the BAME LGBTQ+ and trans communities?

8. From Councillor Collis to the Executive Councillor for Communities

What has been done to support the wellbeing of the bereavement services staff at this difficult time?

9. Councillor Gehring to the Executive Councillor for Executive Councillor for Transport and Community Safety.

Does the Council think car sharing is a useful addition for our sustainable transport mix?

10. Councillor McGerty to the Executive Councillor for Planning Policy and Open Spaces

In light of significant delays, could the Executive Councillor provide an updated schedule for delivery of the new Nightingale Recreation Ground Pavilion?

11. Councillor Baigent to the Executive Councillor for Planning Policy and Open Spaces

Shortly after she was elected the executive councillor for planning policy talked about transparency and community engagement in the planning process. Can she tell us how this will be shown in the development of the new local plan, given its importance?

12. From Councillor O'Reilly to the Executive Councillor for Communities

What is the council doing to mitigate for the cancellation of face to face live events over the summer?

13. Councillor Bick to the Executive Councillor for Finance & Resources

Why is the City Council so dramatically underspending its apprenticeship funding?

14. Councillor Porrer to the Executive Councillor for Planning Policy and Open Spaces

Could the Executive Councillor update members on whether or not the city council has now stopped using herbicides on our city verges under our contract with the county council, as discussed at the last meeting in May 2020?

15. From Councillor McQueen to the Executive Councillor for Communities

What steps are the council taking to support those people on universal credit?

16. From Councillor Thittala to the Executive Councillor for Communities

During the lockdown, my friends and family cooked vegetarian food, and delivered 70-80 through the mutual aid support, and response was very positive because it was vegetarian food. Could the executive councillor tell us what work is being done to ensure that the food served as part of the Covid relief and holiday lunch efforts is sensitive to cultural and dietary needs?

17. From the Councillor Todd-Jones to the Executive Councillor for Finance and Resources

What has the council been able to do to support businesses, charities and other not for profit organisations in Cambridge who have lost income and/or incurred extra costs as a result of the Covid19 lockdown?

18. From Councillor Payne to the Executive Councillor for Communities

The work of the mutual aid groups across the city has been of vital importance throughout the lockdown, and this has received cross-party recognition and thanks. Although the lockdown is loosening, the impact of Covid-19 continues, and many people will still be in need of support. Could the Executive Councillor please confirm what support the Council will offer to the mutual aid groups on a longer term basis?

19. Councillor Bird to the Executive Councillor for Planning Policy and Open Spaces

Thank the executive councillor for open spaces for opening playgrounds on July 4. What measures are in place to ensure that children are safe?

20. From Councillor Hadley to the Executive Councillor for Climate Change, Environment & City Centre

At a time when we are trying to show that Cambridge is open for business but still maintain social distancing, what measures can be taken to make the city more attractive to residents and visitors?

21. From Councillor Martinelli to the Executive Councillor for Housing

Does the Executive Councillor believe the Council has failed its tenants at the Kingsway flats in Arbury?

22. Councillor Smart to the Executive Councillor for Strategy and External Partnerships

What are the main targets in the city's recovery plans?

23. From Councillor Cantrill to the Executive Councillor for Communities

The recently announced Green Homes Grant launches in September which gives eligible homeowners up to £5'000 towards energy efficiency improvements in their homes. In the light of the climate emergency, what will the city council do to promote this scheme to residents and ensure strong uptake?

24. From Councillor Barnett to the Executive Councillor for Communities

Will Jesus Green pool be open this summer?

Labour amendment to the Refugee Resettlement motion, proposed by Councillor Massey and seconded by Councillor Bird (additional text underlined and deleted text ~~struck through~~)

Council notes:

- The success of Cambridge city council's Syrian Vulnerable persons Resettlement scheme which has exceeded its target of resettling 100 persons, having to date resettled 121 Syrian refugees with the help of its partners Cambridge Refugee Resettlement Campaign and South Cambridgeshire District Council. Cambridge City Council has been cited many times by the Home Office as a best practice approach to the resettlement.
- ~~The imminent end of the 2016 Syrian Vulnerable Persons Resettlement Scheme and the with the help of the Cambridge Refugee Resettlement Campaign and the participation of South Cambs District Council.~~
- The imminent start of the Government's new resettlement scheme, as reaffirmed by the Home Secretary on 19th June 2020, which commits to resettling 5000 refugees in the first year, under the same five-year funding arrangement currently provided by the Vulnerable Person's Resettlement Scheme and the Vulnerable Children's Resettlement Scheme.
- The awful experiences of an estimated 50,000 refugees trapped in camps on the Aegean islands in Greece, highlighted by the Europe Must Act campaign.
- ~~The creation of the City of Sanctuary Local Authority Network, providing a structure for councils to work more closely together.~~
- That Cambridge is City of Sanctuary, and that the City Council is a signatory to this.
- That Cambridge benefits from committed charitable and community organisations supporting refugee resettlement, including Cambridge City of Sanctuary, Cambridge Convoy RefugeeAction Group (CamCRAG), Cambridge Refugee Resettlement Campaign and Cambridge Ethnic Community Forum.

Council believes that:

- ~~Cambridge has a duty to the rest of the world, and should remain committed to being a city of sanctuary.~~
- Cambridge is a proudly international city, with a rightly strong sense of responsibility to the rest of the world, and should remain committed to being a city of sanctuary.
- Partnership is the best way to expedite the refugee resettlement process and find the best outcomes.
- The covid-19 pandemic should accelerate all efforts to resettle refugees given the health risks presented by the refugee camps.

Council will:

- ~~Renew its commitment to Cambridge being a City of Sanctuary.~~
- Reaffirm its commitment to Cambridge being a City of Sanctuary including exploring greater ties with the City of Sanctuary Local Authority Network, including becoming a local authority partner.
- ~~Enshrine the City of Sanctuary aims in the corporate plan and begin a periodic report to committee about progress with resettlement.~~
- Continue to report to the Environment and Communities Committee about progress with resettlement.
- Commits to being bold and ambitious in extending our work in this area, resettling as many refugees and other asylum seekers as it is able to do effectively.
- Develop its plans in conjunction with our existing multi-agency partners, including Cambridge Ethnic Community Forum, The Cambridge Refugee Resettlement Campaign and South Cambridgeshire District Council.
- Write to the County Council and South and East Cambridgeshire District Councils, to request support and unequivocal partnership in helping as many refugees settle in this region, as we will be able to achieve so much more if all local authorities work together.
- ~~Establish a multi-agency forum to enable interchange between the councils involved in resettlement and third sector and organisations.~~
- ~~Review the 2016 resettlement scheme and prepare a report to go to the Environment and Community Scrutiny Committee within the next year, to identify the learning achieved.~~

- Update the council website to clarify the resettlement situation, and provide updated details of ways to help.

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Labour amendment to the Littering in Public Places motion, proposed by Councillor Moore and seconded by Councillor Price (additional text underlined and deleted text ~~struck through~~)

~~Council notes that despite the best efforts of council staff under existing arrangements, public places in the city are suffering an inundation of litter coinciding with the Covid pandemic.~~

~~It welcomes the demonstrated importance of our open spaces for people to relax and enjoy themselves over this period but regrets that the contract of trust is not working between the city and some users over their care. Council calls for an urgent, co-ordinated local response campaign.~~

~~It believes this should embrace a combination of:~~

- ~~• High profile public awareness,~~
- ~~• Enhanced and focused enforcement activity,~~
- ~~• An intensification of collection frequency in response to warm weather days; and~~
- ~~• Improved type and capacity of bins in places of high footfall and concentrated leisure activity across the city.~~

~~It requests the relevant Executive Councillor to rapidly bring together a small cross-party group of members to sense-check plans from council officers, enlisting support from other agencies including the Police and from the volunteer sector."~~

Council notes;

- That our streets and Open Spaces team have been working throughout lockdown keeping Cambridge clean and safe.
- That during lockdown our operatives updated their work schedule to focus their efforts on busier residential areas and open spaces whilst the city centre was very quiet.
- That our Streets and Open Spaces team work seven days a week starting at 6am to clean up the city before residents go out to school and work.
- That our enforcement teams have been working throughout lockdown supporting Environmental Health and the Police to

manage lockdown restrictions using the policy of engage, explain, encourage, enforce.

- The increase in litter related to Covid-19 such as face masks and disposable gloves, which defeats the purpose of wearing them and also poses a health risk to our staff and residents.
- Since lockdown restrictions have been eased, open spaces and beauty spots across England, including many beaches, have seen a disappointing increase in litter. In Cambridge this has been seen on Jesus Green, Parkers Piece, Midsummer Common and around Mill Pond.
- This increase was expected and so additional large bins with new signage, including information on anti-littering and social distancing were put at the entrances to key sites. This has also been supplemented with an additional number of wheeled bins at locations experiencing above normal volumes of littering.
- The damage caused to green spaces, including moorland and forest fires by irresponsible use of disposable barbeques.
- The harm caused to wildlife, pets and farm animals by litter, as seen by the death of a cow on Grantchester Meadows in South Cambridgeshire caused by a discarded plastic bag.

This council;

- Will be taking part in the Keep Britain Tidy Great British September Clean to replace the Great British Spring clean which had to be cancelled due to Covid-19.
- Will be carrying out a planned review of our litter bins which has been delayed due to the pandemic but will be reported back this coming autumn/winter.
- Will be taking part in the Keep Britain Tidy - Love Parks Week, which this year is going to be a new summer-long campaign to reduce anti-social behaviour in parks, based on research and behavioural insights.
- Is planning a new anti-littering campaign based on behaviour change research.
- Is seeking to engage with local retail and hospitality businesses where we have evidence of a link between the litter and their business activity.
- Is continuing to recruit community volunteers to help improve our streets and open spaces, including by litter picking.

- Will be trialling a small refuse vehicle for to use on our parks and open spaces which will be able to mechanically lift wheeled bins placed at accessible and strategic locations.

#Don'tTrashCambridge

Suggested Slogans

Don't mess with Cambridge

Litter free Cambridge

Keep Cambridge Clean

Keep Cambridge Shining

Keep Cambridge Gleaming

Refuse Refuse in Cambridge

Don't trash Cambridge

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It is expected that the Movers and Seconders of Motions 7c and 7d will seek to formally withdraw these Motions under Council Procedure Rule 27 at the meeting.

Composite Joint Motion for Full Council to replace motions 7c and 7d proposed by Cllr Thittala and seconded by Cllr Porrer.

The Mayor has accepted the composite Motion in the place of 7c and 7d.

Council notes:

1. On May 25th 2020 George Floyd was killed by a Policeman in Minneapolis. His death provoked widespread protests under the 'Black lives Matter' movement across the world, fuelling a desire to tackle systemic racism, including peaceful demonstrations in Cambridge.

2. The Home Office report in December 2018 identified that 26% of instances of police using firearms in the UK are against black people, despite black people making up only 3.3% of the population. 51% of young men in custody in the UK are from black, Asian or minority ethnic (BAME) backgrounds, despite these groups making up only 14% of the UK population.

3. The 2017 Lammy Report, which concluded that "BAME individuals still face bias, including overt discrimination, in parts of the justice system".

4. Data from Stop Watch, which shows that in 2018/2019 Cambridgeshire Police subjected black people to stop and search at a rate 6 times higher than white people.

Cambridge City Council expresses its solidarity with the Black Lives Matter movement and believes:

A. Racism in all forms, both structural and individual, continues to be a serious problem throughout the UK, including in Cambridge.

B. Although progress has been made in combatting racism, much more work is needed to eradicate it entirely.

C. This Council welcomes our duty as a public leader to actively spearhead that work locally.

Council resolves to meet the challenge head on with immediate action to:

Request from the Director of Public Health a report on the impact of the Covid-19 pandemic on BAME communities in Cambridge by the end of 2020, to be reviewed in the Environment and Community scrutiny committee, and shared with BAME community representatives.

Request that the Leader of the Council will write to the Prime Minister and seek written confirmation of the measures which are being put in place nationally to ensure that the BAME community are not disproportionately affected as a result of the Covid-19 pandemic

Whilst noting the progress made previously, requests that the City Council reviews the Single Equality Scheme, prior to a reaffirmation of the scheme with particular and specific reference to the employment, recruitment and retention of staff with particular emphasis on enhancing consultation and representation of BAME staff.

Require all Councillors to attend a briefing on Equality and Diversity during the first year of their term, to better understand their duties relating to the Public Sector Equality Duty, Equality Impact assessments and also to be updated on key areas that the Council is currently working on.

Work with partners across the city including the County Council and Combined Authority to produce a toolkit for businesses to help broaden their understanding of race inequality in the workplace, including but not limited to materials, signposts to relevant local groups and training that can be provided for staff, and links to relevant networks.

Ask the Police & Crime Commissioner to report to the Police and Crime panel on the measures which have been put in place to eliminate the disproportionality of BAME people affected by the use of stop and search powers seen locally and nationally and how often are these measures are reviewed; and to provide a regular report as to initiatives and progress.

Whilst recognising the established dialogue between existing local BAME community groups such as the Cambridge Ethnic Community Forum, for the City Council, and other local public service organisations to review their own involvement, and to encourage enhanced comment and feedback on further areas for improvement within our control. This work to be initiated by the end of September 2020 with a report to the relevant Committees by May 2021.

Welcome the work already being undertaken by our partners in the Cambridge Food Poverty Alliance to ensure that the food provided meets the needs of all those using the food hubs or receiving meals, including those with specific

religious, health or cultural requirements, and note that this prioritises talking to the recipients themselves about their needs. In addition, council commits to exploring ways in which this commitment can be advertised amongst all communities in the City, to ensure that they know they can request food confidently knowing it will meet their needs.

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Council 16 July 2020 Written Question and Answer

1. Councillor Bick

To the Executive Councillor for Finance & Resources

Of the council's Apprenticeship Levy contribution plus government top-up from 2017 projected up to 2021, what percentage will it have spent, based on the actual and forecast data supplied to the last Strategy & Resources Scrutiny Committee meeting?

Response:

The projected and actual income consisting of employer contributions and government levy top up is forecast to be £513,679 over the period April 2017 to March 2021.

Employers found the scheme difficult to apply in the first two years and the government changed the rules to allow two years' funds to be carried over each year for future use, not just one year's as originally envisaged. At the end of March 2021 it is estimated that £280,138 of unspent funds will be available to carry over to 2021/22, £168,407 will have been spent on training (the wages of apprentices cannot be met from the levy scheme), and £65,134 expired.

	2017/18	2018/19	2019/20	2020/21	TOTAL	
from previous year		117,582	218,494	265,916		
Levy	107,202	114,828	125,930	129,998	477,958	
Government top-up	10,380	12,759	12,582		35,721	
	<u>117,582</u>	<u>245,169</u>	<u>357,006</u>	<u>395,914</u>	<u>513,679</u>	100%
					-	
Cost of training		-26,675	-55,956	-85,776	168,407	32.8%
Expired funds			-35,134	-30,000	-65,134	12.7%
Carried over at year end	<u>117,582</u>	<u>218,494</u>	<u>265,916</u>	<u>280,138</u>	<u>280,138</u>	54.5%

The expiry of funds may be more adversely affected in 2020/21 than originally predicted due to the continuing impact of Covid-19.

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