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Cambridge City Council

ENVIRONMENT SCRUTINY COMMITTEE

To: **Scrutiny Committee Members:** Gawthroppe (Chair), Perry (Vice-Chair), Moore, Pitt, Ratcliffe, Robertson, C. Smart and M. Smart

Alternates: Councillors Sinnott and Tunnacliffe

Executive Councillor for Environment, Waste and Public Health:
Councillor Roberts

Executive Councillor for Planning Policy and Transport:
Councillor Blencowe

Despatched: Monday, 30 June 2014

Date: Tuesday, 8 July 2014

Time: 5.00 pm

Venue: Committee Room 1 & 2 - Guildhall

Contact: James Goddard

Direct Dial: 01223 457013

AGENDA

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

3 MINUTES *(Pages 9 - 30)*

To approve the minutes of the meeting held on 11 March 2014 and 12 June 2014 as a correct record.

4 PUBLIC QUESTIONS

Please see information at the end of the agenda

5 FUTURE MEETING TIMES FOR ENVIRONMENT COMMITTEE

Committee Members to review and agree future meeting times for the Environment Committee.

Items for Decision by the Executive Councillor, Without Debate

These Items will already have received approval in principle from the Executive Councillor. The Executive Councillor will be asked to approve the recommendations as set out in the officer's report.

There will be no debate on these items, but members of the Scrutiny Committee and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Items for Debate by the Committee and then Decision by the Executive Councillor

These items will require the Executive Councillor to make a decision after hearing the views of the Scrutiny Committee.

There will be a full debate on these items, and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Decisions for the Executive Councillor for Environment, Waste and Public Health

Items for Debate by the Committee and then Decision by the Executive Councillor

6 ORAL REPORT FROM THE EXECUTIVE COUNCILLOR AND PROPOSALS FOR 'LEAD COUNCILLORS' (Pages 31 - 32)

Oral introduction by the Executive for Environment, Waste and Public Health on the immediate priorities for the portfolio and an introduction to Lead Councillors.

7 2013/14 REVENUE AND CAPITAL OUTTURN, CARRY FORWARDS AND SIGNIFICANT VARIANCES - ENVIRONMENT AND WASTE PORTFOLIO (Pages 33 - 40)

8 PROPOSED SHARED SINGLE WASTE SERVICE (Pages 41 - 60)

9 NEW ENVIRONMENTAL INITIATIVES (EDUCATION, ENGAGEMENT AND ENFORCEMENT) (Pages 61 - 78)

Decisions for the Executive Councillor for Planning Policy and Transport

Items for Debate by the Committee and then Decision by the Executive Councillor

10 ORAL REPORT FROM THE EXECUTIVE COUNCILLOR AND PROPOSALS FOR 'LEAD COUNCILLORS' (Pages 79 - 80)

Oral introduction by the Executive Councillor for Planning Policy and Transport on the immediate priorities for the portfolio and an introduction to Lead Councillors.

11 2013/14 REVENUE AND CAPITAL OUTTURN, CARRY FORWARDS AND SIGNIFICANT VARIANCES - PLANNING AND CLIMATE CHANGE PORTFOLIO (Pages 81 - 92)

- 12 CAMBRIDGE 20MPH PROJECT - EAST PHASE & VICTORIA ROAD**
(Pages 93 - 118)

- 13 NEW CONVENTION FOR PLANNING COMMITTEE RELATING TO DECISIONS CONTRARY TO OFFICER ADVICE** *(Pages 119 - 134)*

- 14 CHANGES TO THE CONSIDERATION OF PLANNING APPLICATIONS AT AREA COMMITTEES** *(Pages 135 - 150)*

- 15 A14 CAMBRIDGE TO HUNTINGDON IMPROVEMENT SCHEME - PUBLIC CONSULTATION RESPONSE** *(Pages 151 - 204)*

- 16 PROCUREMENT OF A SECURITY CONTRACT FOR THE CAR PARKS AND MILL ROAD DEPOT** *(Pages 205 - 206)*

It is recommended that the committee resolves to exclude the press and public during item 16 by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972

Information for the Public

Location

The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

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Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.

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To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

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ENVIRONMENT SCRUTINY COMMITTEE

11 March 2014

5.00 - 6.50 pm

Present: Councillors Kightley (Chair), Blencowe, Brierley, Gawthrope, O'Reilly, Reid, Roberts and Tucker

Executive Councillor for Environmental and Waste Services: Jean Swanson

Executive Councillor for Public Places: Councillor Reiner

Officers:

Director of Environment: Simon Payne

Head of Planning Services: Patsy Dell

Head of Refuse & Environment: Jas Lally

Head of Specialist Services: Paul Necus

Streets and Open Spaces Asset Manager: Alistair Wilson

Nature Conservation Projects Officer: Guy Belcher

Committee Manager: James Goddard

FOR THE INFORMATION OF THE COUNCIL

14/23/Env Apologies

Apologies were received from Councillors Saunders and Ward. Councillor Brierley was present as the alternate.

14/24/Env Declarations of Interest

Name	Item	Interest
Councillor Reid	14/34/Env	Personal: Chair of the Programme Oversight Group of Cambridge Retrofit

14/25/Env Minutes

The minutes of meetings held on 14 January 2014 were approved and signed as a correct record.

14/26/Env Public Questions

A member of the public asked a question as set out below.

Mr Shailer raised the following points:

- i. **Spoke on behalf of the Friend of Coldham's Common.**
- ii. **Took issue with the fence around the common and the reasons for the original planning decision.**
- iii. **Raised the following concerns regarding fencing:**
 - **The decision was taken by the Secretary of State.**
 - **Was not aware of any City Councillors visiting the site.**
 - **Fencing would lead to a loss of biodiversity.**
 - **Restricting access to the common.**

The Asset Manager responded:

- i. Stated that the Secretary of State had raised no concerns regarding the consultation or planning process.
- ii. Officers had given (Councillor Reiner's predecessor) the Executive Councillor for Arts, Sports and Public Places reassurances that the statutory process had been followed.
- iii. The Executive Councillor for Arts, Sports and Public Places had agreed to stop current works and made a commitment to further consult to inform a new management plan. The consultation process ended on the 28th February 2014.

14/27/Env Petition - Fences, Gating and Grazing on Coldham's Common

Ms White and Ms Galliard presented a petition regarding fences, gating and grazing on Coldham's Common. Ms White and Ms Galliard addressed the committee in support of the petition.

The Executive Councillor for Public Places made the following comments regarding the petition:

- i. Thanked Ms White and Ms Galliard for submitting the petition.
- ii. The process was stopped by the previous Executive Councillor so a consultation exercise could be undertaken. A report would come back to Environment Scrutiny Committee in July 2014 to address points 1-3 of the petition (grazing, kissing gates and unnecessary fencing).

- iii. Petition point 4 (management plan) was covered under the Public Places Portfolio item

In response to Members' questions the Asset Manager said the following:

- i. Consultation finished 28 February 2014. Eighty of the respondents volunteered to engage as key stakeholders for further consultation once a draft report was written. Responses through the website and from the key stakeholders would be incorporated into the final report.
- ii. Options in the management plan would reflect consultation results, nothing had been decided yet.
- iii. A wide number of people on both sides of the railway tracks that bisect the Common were consulted regarding access, safety, fencing, sports and play facility provision.
- iv. The Asset Manager undertook to provide the petitioners with a written version of consultation responses.

14/28/Env Public Places Portfolio Plan 2014/15

Matter for Decision

The Officer's report covered the draft Public Places Portfolio Plan 2014-15, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio was being delivered and detailed the activities required to deliver the outcomes and the vision. Performance measures and risks were also shown for each strategic objective.

The Executive Councillor for Public Places stated the report introduction had been amended to include references to the Bereavement Service. These details were added to the report after publication due to a change in Executive Councillor Portfolios.

Decision of Executive Councillor for Public Places

Approved the draft Public Places Portfolio Plan 2014-15.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Interim Head of Services, Streets and Open Spaces; introduced by the Executive Councillor for Public Places.

In response to Members' questions the Executive Councillor for Public Places said the following:

Strategic Objective 1.4

- i. The local nature reserve website gave details on how people could volunteer at local nature reserves.
- ii. Conflicting 'wants' was a delivery risk that needed to be managed. These could be addressed on a case-by-case basis using a robust consultation process.

Strategic Objective 2.3

- i. The riverside was an important amenity that should be accessible to all, not just boat users.
- ii. The Council was committed to having a moorings policy in place.
- iii. The Executive Councillor for Public Places acknowledged that residents had expressed concerns regarding the moorings policy process and their ability to influence it.
- iv. The consultation process may generate conflicting responses. The Executive Councillor hoped that people could be brought on board and their expectations met / balanced / managed through the process.

Strategic Objectives 3.1& 3.2

- v. It was difficult to quantify capital delivery risks, but preliminary discussions showed that appropriate resources were in place.

The Interim Head of Services, Streets and Open Spaces said that interim staff were in place, so this may be a delivery risk.

Councillor Kightley said that the City and County Councils needed to work together to deliver the capital programme.

In response to Members' questions the Director of Environment and the Asset Manager said the following:

Strategic Objectives 3.1& 3.2

- i. A tree consultation workshop occurred in 2013. A range of options were now in development as a result. The public would be consulted on the options in spring/summer 2014. A report on potential policies to address issues would be brought to Environment Scrutiny Committee in October 2014.
- ii. The Local Centre Proposal (a planning event between officers and architects) would inform work relating to Mitcham's Corner and the programme of future centres.

Strategic Objective 4.1

- iii. Tourism had to be environmentally and financially sustainable to be considered 'sustainable'. The City Council was working towards cost neutral tourism services. If this was achieved, Cambridge would be the first council in the country to do so.

The Committee resolved by 4 votes to 0 to endorse the recommendation.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/29/Env Environmental and Waste Services Portfolio Plan 2014/15

Matter for Decision

The Officer's report covered the draft Environmental and Waste Services Portfolio Plan 2014-15, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio was being delivered and detailed the activities required to deliver the outcomes and the vision. Performance measures and risks were also shown for each strategic objective.

Decision of Executive Councillor for Environmental & Waste Services

Approved the draft Environmental and Waste Services Portfolio Plan 2014-15.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Refuse and Environment, introduced by the Executive Councillor for Environmental and Waste Services.

The Executive Councillor referred to a typographical error in paragraph 3.1 (P61) of the Officer's report. This was the fourth, not third; year in which Cambridge City Council has produced Portfolio Plans.

In response to Members' questions the Executive Councillor for Environmental & Waste Services said the following:

EW 2.3

- i. The new pest control service should be in place by July 2014. A support process for those needing financial assistance to pay for a commercial pest control operator would be in place from July. No gap was expected between the end of the old service and start of the new.

EW 3.5

- ii. The City Council would have to look at a cost/benefit analysis of implementing its own grass cutting service if it was unable to work with the County Council to develop a sustainable policy on highway grass cutting in the City. The intention was to maintain a dialogue and try to undertake joint work. The City Council was unable to raise a levy to cover costs (unlike a parish council) to financially support the service.

The Director of Environment said the City and County Councils had a joint interest in co-operating to provide a highway grass cutting service. Resources were needed in the right place at the right time. Grass cutting arrangements were being discussed to manage risks.

In response to Members' questions the Head of Refuse and Environment said the following:

- i. The Council had been successful in increasing the amount of trade waste it collected, which therefore reduced the amount of waste going to landfill.
- ii. It was hoped that the launch of the commercial food waste collection service from the start of the 2014 financial year would lead to a further reduction in waste going to landfill.
- iii. Undertook to provide Councillors with waste collection figures after the Committee.

The Committee resolved by 4 votes to 0 to endorse the recommendation.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/30/Env Vehicle Replacements 2014/15**Matter for Decision**

The purchase and replacement of life expired vehicles and items of plant and equipment as per the Vehicle Replacement Programme PR017.

Decision of Executive Councillor for Environmental & Waste ServicesFinancial recommendations

- i. Approved the commencement of the 2014/15 Vehicle Replacement programme (PR017) which is already included in the Council's Capital & Revenue Project Plan.
 - The total cost of the project is £563,500, funded from R&R funds.
 - There are no on-going revenue cost implications arising from the project.

Procurement recommendations:

- ii. Approved the carrying out and completion of the procurement of the Vehicle Replacement programme (PR017) for 2014/1 subject to:
 - The permission of the Director of Business Transformation being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
 - The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Refuse and Environment.

In response to Members' questions the Head of Refuse and Environment said the following:

- i. Officers adhered to a number of specifications when purchasing vehicles, such as emission levels. Depreciation costs were also considered.
- ii. Vehicle replacement costs were included in the vehicle replacement programme.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/31/Env Review of Bulky Waste Service

Matter for Decision

Cambridge City Council is required to achieve savings of £6.3M over the next four years. The refuse and environment service has been looking at a whole range of options to:

- Identify realisable savings.
- Reduce the amount of waste sent to landfill.
- Increase the percentage of waste re-used or recycled.
- Improve or maintain the customer experience.

The City Council offers a chargeable large item / bulky waste service using in-house collection staff and two link-tip vehicles. These employees are also used to staff a commercial 'skip' type service, using the same vehicles.

There are a total of thirty one link-tip bodies for the combined bulky waste and commercial service. It is felt that both vehicles need to be retained as, they are specialist vehicles and it is unlikely that a hire vehicle can be sourced when the other vehicle requires maintenance / servicing.

This bulky waste service collects items that are too big to fit in a wheeled bin or are unsuitable to be disposed of in this manner. Under the Controlled Waste Regulations 1992, bulky waste is classed as household waste for which a charge for collection may be made. This is a service that the council has statutory obligations to provide, but it is a service that could be provided by a contractor or third party.

The service review identified four alternative service delivery options for the bulky waste collection service. These are set out in the table below.

Option	Description	Bookings	Collection	Disposal
1	Do Nothing	Cambridge	In-House	County
2	Change Disposal Point	Cambridge	In-House	Contractor
3	Outsource Collection & Disposal	Cambridge	Contractor	Contractor
4	Outsource Service	Contractor	Contractor	Contractor

Decision of Executive Councillor for Environmental & Waste Services

Approved the procurement of the collection and disposal of the bulky waste collection service to a suitably qualified social enterprise, charitable organisation or furniture re-use organisation in line with Option 3 of the Officer's report.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Refuse and Environment.

In response to Members' questions the Head of Refuse and Environment said the following:

- i. Different contractors were interested in taking different items eg furniture or electrical. Soft market testing would be undertaken prior to the start of the contracting process to see if contractors would take all types of items or just certain types, thus clarifying if one or more contractor would be needed for the Bulky Waste Service.
- ii. The Council was legally obliged to check that contractors took waste to designated disposal points.
- iii. The Council had good working relations with organisations around the city to reduce waste going to landfill.
- iv. The Council was looking at how the bulky waste service could be brought back in-house as a contingency plan in case of possible difficulties with a future contractor(s). Risks and options would be reviewed over the next six months.
- v. No staffing losses were expected through the proposal to change in-house bulky waste services to an external contractor(s).

- vi. The Head of Refuse and Environment undertook to look at ways to get contractors to pass on items for recycling to another third party if the contractor making the collection were unable to recycle items.

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/32/Env Review of Bring Bank Collections

Matter for Decision

The Bring Bank service covers banks which the council provides at public recycling points around the city. At present there are twenty five sites, four of which are at supermarket car parks, fourteen on council land and seven on miscellaneous other sites.

The recycling points offer residents a recycling outlet for a range of materials such as textiles, that cannot be recycled through the kerbside scheme, as well as segregated banks for paper, glass, cans and certain plastics, all of which are now collected at the kerbside.

There is a dedicated Council vehicle which collects the segregated materials from these sites. The other material banks are emptied by contractors.

Prior to the introduction of the blue bin scheme, this vehicle also collected segregated recyclate from flats and colleges. However, almost all of these collections have now been changed to the commingled blue bin collections.

This vehicle is currently not fully utilised and operational savings could be achieved if the banks at public recycling points were changed to commingled banks and the vehicle taken out of service.

The additional income generated from the sale of segregated materials is no longer sufficient to offset the cost of running a dedicated vehicle.

Sorting capabilities of Materials Recycling Facilities (MRF) have improved over the years so that it is now possible to generate high quality recyclate from commingled materials. Improved glass-sorting technology enables mixed

glass to be sent to glass-sorting facilities for sorting by colour, so that more of it can be used to make glass bottles.

Decision of Executive Councillor for Environmental & Waste Services

- i. Approved the changing of segregated recycling banks at public recycling points in the City to commingled banks, in order to make the collections more efficient and reduce costs. This changed service to commence from the end of September 2014.
- ii. Approved the use of the existing containers, with new labelling explaining that all materials can subsequently be recycled in one container.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Refuse and Environment.

In response to Members' questions the Head of Refuse and Environment said the following:

- i. Twenty five sites across the city would provide co-mingled recycling facilities.
- ii. Materials no longer needed to be separated into different bins for recycling at their collection point. Advances in technology means that the sorting capabilities of MRFs have improved so that it is now possible to generate high quality recyclate from commingled materials.
- iii. The Head of Refuse and Environment acknowledged that the commingling of waste at recycling sites could be seen as a step back, but assured the Committee this was not the case. To manage expectations and signpost facilities around the city, the Head of Refuse and Environment undertook to:
 - Issue press release details, which would be copied to Ward Councillors. Also general information regarding facility sites and the rationale for commingled recycling.
 - Set up a tour of MRF facilities for councillors and members of the public. Tours of MRF facilities were currently available to the public on the first Tuesday of each month at Amey Cespa's Waterbeach facility.
- iv. The commingling of waste should reduce the number of bins residents needed to use at the Bring Banks. Residents could bring their waste to

recycling sites in large cardboard boxes (when appropriate) as these could also be recycled at the twenty five sites.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/33/Env Business Regulation Plan 2014-15

Matter for Decision

Cambridge City Council is responsible for food hygiene and health and safety enforcement in its area, and is required to produce an annual plan clarifying how this will be achieved. The plan also needs to be submitted to the Council for their consideration.

Decision of Executive Councillor for Environmental & Waste Services

Approved the Commercial Team Business Regulation Plan 2014 / 2015.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Refuse and Environment.

The Committee welcomed the report and thanked the Team for their efforts. Currently (end of January 2014), 92.4% of food businesses were meeting their obligations at the time of the initial inspection, rising to 95.5% after a re-score.

In response to Members' questions the Head of Refuse and Environment said the following:

- i. The Food Hygiene Safety Enforcement Profile and Food Hygiene Rating Scheme were two food service / preparation scoring schemes that ran in parallel.
- ii. Low risk premises were inspected less frequently than high risk ones. This was a Government requirement through statutory regulations.

The Committee resolved by 4 votes to 0 to endorse the recommendation.

The Executive Councillor approved the recommendation.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/34/Env Planning and Climate Change Portfolio Plan 2014/15

Matter for Decision

The Officer's report covered the draft Planning and Climate Change Portfolio Plan 2014-15, which sets out the strategic objectives for the portfolio for the year ahead, describes the context in which the portfolio was being delivered and detailed the activities required to deliver the outcomes and the vision. Performance measures and risks are also shown for each strategic objective.

Decision of Executive Councillor for Planning and Climate Change

The Executive Councillor is recommended to approve the draft Planning and Climate Change Portfolio Plan 2014-15.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Planning Services, introduced by the Executive Councillor for Environmental and Waste Services.

The Executive Councillor for Environmental and Waste Services read out a statement on behalf of the Executive Councillor for Planning and Climate Change, who apologised for not being present at the meeting as he was on leave.

The Executive Councillor for Environmental and Waste Services said she would listen to the Scrutiny Committee's deliberations on Planning and Climate Change matters; then communicate afterwards with of the Executive Councillor for Planning and Climate Change to inform the decisions within his portfolio that he would make on his return from leave.

The Executive Councillor for Environmental and Waste Services would not speak for the Executive Councillor for Planning and Climate Change, nor take decisions for him at the Scrutiny Committee.

In addition to any direct communication from the Executive Councillor for Environmental and Waste Services, the Scrutiny Committee minutes would be drafted and provided to the Executive Councillor for Planning and Climate Change to inform him of deliberations as quickly as possible to avoid delaying decisions needing to be made. The Director of Environment would also report back Scrutiny Committee proceedings to the Executive Councillor for Planning and Climate Change.

In response to Members' questions the Head of Planning Services said the following:

- i. Long term staff sickness had been an issue for the Planning Enforcement Service, but the Team would be fully staffed in future.
- ii. More proactive enforcement work could be expected in future, specifically the next two months, but a lot had been done to date.
- iii. Local performance indicators would be revised in future.

The Committee resolved by 4 votes to 0 to endorse the recommendation.

The Executive Councillor for Environmental and Waste Services undertook to inform the Executive Councillor for Planning and Climate Change of the Scrutiny Committee decision.

Post Meeting Note 19 March 2014

Decision of Executive Councillor for Planning and Climate Change on 19 March 2014

Approved the draft Planning and Climate Change Portfolio Plan 2014-15.

Scrutiny Considerations

The Executive Councillor approved the recommendation in accordance with the Officer recommendation and the committee vote.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

14/35/Env Queen Anne Terrace Car Park Holding Repairs**Matter for Decision**

To carry out a five-year programme of essential structural repairs to the car park structure, repairs to the car parks impact barriers, drainage repairs and refurbishment of the lift, including associated specialist technical and tendering support and supervision.

Decision of Executive Councillor for Planning and Climate ChangeFinancial recommendation

The Executive Councillor is asked to approve the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan.

- The total cost of the project is estimated to be £580,000 over five years, funded from Repairs and Renewals
- There are no on-going revenue implications arising from the project.

Procurement recommendations

The Executive Councillor is asked to approve the carrying out and completion of the procurement of essential structural repairs to the car park structure, repairs to the car parks impact barriers, drainage repairs and including associated specialist technical and project management support to specify and supervise the repair works over the next five years to the value of £580,000.

Subject to:

- The permission of the Director of Business Transformation being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
- The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Head of Specialist Services.

In response to Members' questions the Head of Specialist Services said the following:

- i. The report covered expected maintenance costs for the Queen Anne Terrace Car Park over a five year period. Options could be reviewed after this period, such as further maintenance or redevelopment of the site.
- ii. Most repair work would be undertaken at the start of the five year period, work outside of this period was unlikely to be justified at present. Annual inspections would be undertaken to monitor the state of the car park. A cost / benefit analysis would need to be undertaken for work outside of the planned five year period.
- iii. Various proposals for mixed site use had been made over time, such as roofing the top deck so it could be used by a diving club. These were not mentioned in the Officer's report as no proposals had been made recently. However, short and medium term maintenance was required to safeguard the car park for a further five years.
- iv. Usage of the Queen Anne Terrace Car Park has grown consistently over the past five years. The car park is well used at most times, and very busy at weekends.

The Committee resolved by 4 votes to 0 to endorse the recommendation.

The Executive Councillor for Environmental and Waste Services undertook to inform the Executive Councillor for Planning and Climate Change of the Scrutiny Committee decision.

Post Meeting Note 19 March 2014

Decision of Executive Councillor for Planning and Climate Change 19 March 2014

Financial recommendation

Approved the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan.

- The total cost of the project is estimated to be £580,000 over five years, funded from Repairs and Renewals.
- There are no on-going revenue implications arising from the project.

Procurement recommendations

Approved the carrying out and completion of the procurement of essential structural repairs to the car park structure, repairs to the car parks impact

barriers, drainage repairs and including associated specialist technical and project management support to specify and supervise the repair works over the next five years to the value of £580,000.

Subject to:

- The permission of the Director of Business Transformation being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
- The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Scrutiny Considerations

The Executive Councillor approved the recommendations in accordance with the Officer recommendations and the committee vote.

Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 6.50 pm

CHAIR

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ENVIRONMENT SCRUTINY COMMITTEE

12 June 2014
12.00pm - 12.10 pm

Present: Councillors Gawthrope, Moore, Perry, Pitt, Ratcliffe, Robertson, Smart and Smart

FOR THE INFORMATION OF THE COUNCIL

14/36/ENV Appointment of the Development Plan Scrutiny Sub Committee

The Scrutiny Committee agreed the membership of the Development Plan Scrutiny Sub-Committee:

Cllrs: Ashton, Baigent, Gawthrope, Pippas, Robertson and C.Smart

Alts: Avery and M.Smart

Chair: Robertson

Vice Chair: Gawthrope

14/37/ENV Appointment to Outside Bodies

The committee recommended appointments to the outside bodies listed below.

The Executive Councillor for Environment, Waste and Public Health, and the Executive Councillor for Planning Policy and Transport agreed the appointments below:

Joint Strategic Transport and Spatial Planning Group (3 + 2 alternates)

Cllrs: Blencowe, Herbert and C. Smart

Alts: Robertson and Moore

Cambridgeshire and Peterborough Joint Strategic Planning and Transport Member Group (3 + 2 alternates)

Cllrs: Blencowe, Herbert and C. Smart

Alts: Robertson and Moore

Recycling in Cambridge and Peterborough (RECAP) (1)

Cllr: Roberts

Opposition Spokes: Pitt

Joint Transport and Planning Lead Member Group (1)

Cllr: Blencowe

Cambridge Future Transport - Cross Party Working Group (1)

Cllr: Blencowe

PATROL Adjudication and Bus Lane Adjudication Joint Committee (1)

Cllr: Blencowe

Cambridge BID (1)

Cllr: O'Reilly

Addenbrookes Board of Governors (1)

Cllr: Dryden

Health and Wellbeing Partnership District Members Group (1)

Cllr: Johnson

Opposition Spokes: Pitt

Cambridge Local Health Partnership (3)

Cllrs: Roberts, Moore and Price

The meeting ended at 12.10 pm

CHAIR

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Executive Councillor for Environment, Waste and Public Health: Councillor Roberts

Lead Councillor to be appointed:

Lead Councillor for Recycling: Councillor Perry

To advise the Executive Councillor and to review council recycling provision for households and businesses, including options for improved communications and joint working with other councils and partners.

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To Executive Councillor for Environment, Waste & Public Health

Report by Director of Environment and Director of Business Transformation

Relevant Scrutiny Committee Environment

8 July 2014

2013/14 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Environmental & Waste Services Portfolio

Key Decision

1. Executive summary

- 1.1 This report presents a summary of the 2013/14 outturn position (actual income and expenditure) for services within the Environmental and Waste Services portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2014/15 and future years where relevant, are identified.
- 1.2 It should be noted that outturn reports being presented in this Committee cycle reflect the reporting structures in place prior to the recent changes in Executive portfolios. In light of those changes (together with the requirement to report outturn on the basis of portfolios in place during 2013/14) members of this committee are asked to consider the proposals to carry forward budgets and make their views known to The Executive Councillor for Finance and Resources, for consideration at Strategy & Resources Scrutiny Committee prior to his recommendations to Council.

2. Recommendations

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals:

- a) To agree the carry forward requests totalling £57,400 as detailed in Appendix C, to be recommended to Council for approval.
- b) To seek approval from Council to carry forward capital resources to fund rephased net capital spending of £410,000 from 2013/14 into 2014/15 and future years where relevant, as detailed in Appendix D.

3. Background

Revenue Outturn

- 3.1 The outturn position for the Environmental & Waste Services portfolio, compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this portfolio, for which approval is sought to carry forward unspent budget from 2013/14 to the next financial year, 2014/15.
- 3.4 The overall revenue budget outturn position for the Environmental & Waste Services portfolio is set out in the table below:

Environmental & Waste Services 2013/14 Revenue Summary	£
Final Budget	8,265,820
Outturn	7,860,111
(Under)/Overspend for the year	(405,709)
Carry Forward Requests:	57,400
Net Variance	(348,309)

The net variance represents 4.21% of the overall portfolio budget for 2013/14 financial year.

Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Environmental & Waste Services portfolio, with explanations of variances.
- 3.6 An overall underspend of £488,000 has arisen. £410,000 is due to slippage and rephasing of the capital programmes is required to transfer £147,000 of the budget into 2014/15 and £263,000 into 2015/16. There has been an underspend within the Vehicle Replacement Programme of £80,000 and a further £2,000 is in respect of net project overspends.

4. Implications

- 4.1 The net variance from the final budget, after approvals to carry forward budget of £57,400 from 2013/14 to the next financial year, 2014/15, would result in a decreased use of General Fund reserves of £348,309.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2014/15 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

5. Background papers

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

- Closedown Working Files 2013/14
- Directors Variance Explanations - March 2014
- Capital Monitoring Reports - March 2014
- Budgetary Control Reports to 31 March 2014

6. Appendices

- Appendix A - Revenue Budget 2013/14 - Outturn
- Appendix B - Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2013/14 - Carry Forward Requests
- Appendix D - Capital Budget 2013/14 - Outturn

7. Inspection of papers

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

Authors' Names: Karen Whyatt and Jackie Collinwood
Authors' Phone Numbers: 01223-458145, 01223-458241
Authors' Email: karen.whyatt@cambridge.gov.uk
jackie.collinwood@cambridge.gov.uk

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Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Revenue Budget - 2013/14 Outturn

Service Grouping	Original Budget	Final Budget	Outturn	Variation - Final Budget & Outturn Increase / (Decrease)	Carry Forward Requests - see Appendix C	Net Variance
	£	£	£	£	£	£
Environment - Environmental Services						
Control of Disease	80,250	91,980	81,933	(10,047)	0	(10,047)
Out of Hours	106,780	124,380	116,011	(8,369)	0	(8,369)
Small Projects	4,280	13,210	10,135	(3,075)	0	(3,075)
Scientific Team	290,760	283,690	283,822	132	0	132
Food and Occupational Safety	356,270	354,730	346,821	(7,909)	0	(7,909)
Enforcement	124,140	124,140	125,058	918	0	918
	962,480	992,130	963,780	(28,350)	0	(28,350)
Environment - Licensing						
Liquor Licensing	(21,280)	(44,890)	(45,102)	(212)	0	(212)
Gambling Act	(8,640)	(8,640)	(6,833)	1,807	0	1,807
Miscellaneous Licensing	6,990	6,990	3,890	(3,100)	0	(3,100)
Private Hire Vehicles	0	0	0	0	0	0
Taxis	0	0	0	0	0	0
	(22,930)	(46,540)	(48,045)	(1,505)	0	(1,505)
Environment - Streets & Open Spaces						
Rangers	344,840	348,200	360,389	12,189	0	12,189
Abandoned Vehicles	24,620	24,620	20,977	(3,643)	0	(3,643)
Public Realm Enforcement	181,770	181,770	162,982	(18,788)	0	(18,788)
Control of Dogs	69,190	69,240	62,906	(6,334)	0	(6,334)
Conveniences	613,670	613,670	613,664	(6)	0	(6)
Street Cleansing	2,015,930	2,016,210	1,957,308	(58,902)	0	(58,902)
Grounds Maintenance	0	0	0	0	0	0
	3,250,020	3,253,710	3,178,226	(75,484)	0	(75,484)
Environment - Waste & Recycling						
Green Waste Recycling	556,150	551,120	556,713	5,593	0	5,593
Domestic Refuse	902,540	866,560	876,667	10,107	0	10,107
Trade Refuse	(412,530)	(498,890)	(662,068)	(163,178)	12,000	(151,178)
Dry Recycling	601,050	597,790	607,362	9,572	0	9,572
Clinical Waste	0	6,280	(265)	(6,545)	0	(6,545)
College/Bring Bank Recycling	195,110	165,980	140,881	(25,099)	0	(25,099)
Bin Deliveries	41,470	41,600	46,777	5,177	0	5,177
Fleet Direct	0	0	0	0	0	0
Recycling Strategy	70,710	(42,240)	(103,877)	(61,637)	7,400	(54,237)
Waste Development	167,230	165,730	147,430	(18,300)	18,000	(300)
	2,121,730	1,853,930	1,609,620	(244,310)	37,400	(206,910)
Environment - Central Support & Overheads						
Recharges - Refuse & Environment	1,313,540	1,313,540	1,313,540	0	0	0
Recharges - Streets & Open Spaces	298,240	298,240	298,240	0	0	0
	1,611,780	1,611,780	1,611,780	0	0	0
Environment - Service & Dept Management						
Refuse & Environment Operational Support	614,470	600,810	564,750	(36,060)	0	(36,060)
Head of Streets and Open Spaces	0	0	(20,000)	(20,000)	20,000	0
	614,470	600,810	544,750	(56,060)	20,000	(36,060)
Total Net Budget	8,537,550	8,265,820	7,860,111	(405,709)	57,400	(348,309)

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime

- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted

and are detailed and approved:

- in the January committee cycle (as part of the Budget Setting Report)
- in the June/July committee cycle (outturn reporting and carry forward requests)
- in the January committee cycle (as part of the Budget Setting Report, BSR)
- via technical adjustments/virements throughout the year

- in September (as part of the Mid-Year Financial Review, MFR)
- via technical adjustments/virements throughout the year

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Cost Centre	Reason for Variance	Amount £	Contact
Street Cleaning	Employee costs have reduced whilst waiting for long term staff issues to be resolved. This is now complete and posts are currently being filled. Reduced overtime, vehicle and sub contractor costs have also contributed to the underspend.	(58,902)	B Carter
Trade Refuse	There is a significant over achievement of income from an increased number of contracts for Chargeable Household waste services. There is also a reduced expenditure on disposal costs as a result of less tonnage being landfilled and a one off reduction in the cost of landfill for Chargeable Household waste.	(163,178)	J Robertson
College/Bring Bank Recycling	Mainly attributable to an underspend on vehicle maintenance which will be reviewed for the 2014/15 budgets.	(25,099)	M Parsons
Recycling Strategy	There has been an over achievement of income due to an increase in tonnage recycled and an increase in the rate of recycling credit paid per tonne.	(61,637)	J Robertson
Refuse & Environment Operational Support	This is due to minor underspends on a range of budgets including relocation, stationery, postage, consultants and refreshments. These will be reviewed for the 2014/15 budgets.	(36,060)	Y O'Donnell
Head of Streets & Open Spaces	There is an underspend on training and a carry forward of £20,000 is requested to fund training for additional staff members	(20,000)	A Ash

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Revenue Budget 2013/14 - Carry Forward Requests

Request to Carry Forward Budgets from 2013/14 into 2014/15

Item		Final Request £	Contact
1	Trade Refuse - carry forwards are requested within this cost centre and the Waste Development cost centre to fund a one year fixed term administrative post in 2014/15 to cover work, in particular the ISO accreditation work, which could not be progressed in 2013/14 due to a staff vacancy that had to go through the recruitment process twice in order to fill. This caused a delay with the post being vacant for six months.	12,000	J Robertson
2	Recycling Strategy - There was a delay in the appointment of the two year fixed post of recycling champion coordinator. Therefore a carry forward of the balance of the budget to 2014/15 is requested.	7,400	J Robertson
3	Waste Development - see trade refuse above.	18,000	J Robertson
4	Head of Streets and Open Spaces - a carry forward is requested to fund training for additional and new staff members	20,000	A Ash
Total Carry Forward Requests for Environmental & Waste Services Portfolio / Environment Scrutiny Committee		57,400	

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC423	Recycling Bins for Flats	J Robertson	0	25	29	4	0	4	Slightly overspent as more flats than anticipated needed changing to commingled bins.
SC531	In Cab Technology for Trade Waste Service	M Parsons	50	38	28	(10)	10	0	Phase 3 - deployment to Trade vehicles is completed. The remaining funding is set aside for systems integration. This cannot proceed until we are clear on the waste shared service project plan and the future use of the Contender system
SC566	Rapid Response Team - Vehicle & Equipment	A Ash	75	75	72	(3)	0	(3)	Project is complete - Vehicle, trailer and equipment delivered November 2013. Rapid Response Team now fully operational
SC567	Purchase of Street Cleansing Vehicles & Plant	B Carter	70	70	42	(28)	28	0	The vehicle was ordered but not delivered as at 31/03/14 and as a result a re-phase of the remaining budget is requested.
SC585	Fleetmaster Software	M Parsons	0	15	15	0	0	0	New Fleet Management system live from 24/3/2014. Project spend complete under terms of contract. Interface with Oracle currently in testing. Some IT teething issues to overcome and then proceed to operational handover.
Total Projects			195	223	186	(37)	38	1	
PR016	Public Conveniences	B Carter	778	337	74	(263)	263	0	A significant delay to the completion of the Lion Yard Refurbishment project, caused primarily by design and implementation issues, has led to this underspend. The work was originally programmed to be complete by 31st March 2014, but was finally completed two months behind programme. The underspend is also requested to be carried forward to 2015/16, based on the programme for delivery of the Silver St Toilet Project that is not planned to commence construction until the autumn of 2015.
Total Provisions			778	337	74	(263)	263	0	

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Capital Budget 2013/14 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR017	Vehicle Replacement Programme	D Cox	864	805	635	(170)	90	(80)	Three vehicles were ordered but not delivered in 13/14 so a budget rephase of £90k to 2014/15 is requested. A total underspend of £80k has resulted on purchases of all other vehicles.
PR028	Litter Bin Replacement Programme	B Carter	125	138	119	(19)	19	0	Phase two of 4 year programme completed
PR035	Waste & Recycling Bins - New Developments (S106)	J Robertson	79	65	66	1	0	1	
Total Programmes			1,068	1,008	820	(188)	109	(79)	
Total for Environmental & Waste Services Portfolio			2,041	1,568	1,080	(488)	410	(78)	

Changes between original and final budgets may be made in Appendices D to reflect:

- rephased capital spend from the previous financial year
 - rephased capital spend into future financial periods
 - approval of new capital programmes and projects
- and are detailed and approved:
- in the June/July committee cycle (outturn reporting and carry forward requests)
 - in September (as part of the Mid-Year Financial Review, MFR)
 - in the January committee cycle (as part of the Budget Setting Report, BSR)
 - via technical adjustments/virements throughout the year



To: Executive Councillor for Environment, Waste and Public Health – City Council
Cabinet Member for Environmental Services – South Cambridgeshire DC

Report by: Simon Payne, Director of Environment – City Council
Mike Hill, Director, Health & Environmental Services - South Cambs DC

Relevant City 8/7/2014
Committees: Environment
Scrutiny Committee
Partnership 9/7/2014
Scrutiny Committee 10/7/14
SCDC
Cabinet

Wards affected: All

Proposed Single Shared Waste Service Key Decision

1. Executive summary

- 1.1 A review is being carried out on the potential to create a single waste service, based at Waterbeach, to serve both Cambridge City Council and South Cambridgeshire District Council. This report considers the outline business case for co-location of the two waste services at Waterbeach and the creation of a Single Shared Waste Service. This update shows initial financial saving benefits from a combined domestic waste service, with further benefits likely to be delivered from co-location, a single trade waste service and joint vehicle & equipment procurement. Based on this, it is recommended that Councillors agree to the preparation of a final business case proposal, for a report back to these Committees in October 2014 for a final decision. This is a joint report to be considered by both Councils.

2. Recommendation

The Executive Councillor and Cabinet Member are recommended:

1. To work with officers at the City Council and South Cambridgeshire District Council to prepare a final business case for co-location of current services and the creation of a Single Shared Waste Service based at Waterbeach and that this case is reported back to both authorities for a final decision in October 2014
2. That the final model be explored for the Single Shared Waste Service comprising of a single management structure employed by one Council, with staff on separate terms and conditions linked to either the City Council or South Cambridgeshire District Council, leading to a single organisation wholly run and managed by the two Councils.

3. Background

- 3.1 Both the City Council and the District Council have identified the potential to create a single shared waste service that reduces costs, increases income and leads to a continuing improvement in the waste services that are delivered. This philosophy is consistent with the agreed Charter and Principles of the Cambridgeshire & Peterborough RECAP Waste Partnership, of which both Cambridge City and South Cambridgeshire DC are long-standing members. In exploring the opportunities for co-location and a single shared waste service, the Greater Cambridge Strategic Waste Board has worked to the principles of RECAP Charter previously adopted by both Councils (Appendix 1).
- 3.2 A Greater Cambridge Joint Waste Strategic Board has been established to oversee a review of the potential for the co-location of current Cambridge City & South Cambridgeshire DC waste services at the existing South Cambridgeshire DC depot at Waterbeach (adjacent to the Amey Cespa waste treatment facility used by both Councils), and the opportunities arising from the creation of a single, shared waste service. The Board has met eight times since the beginning of 2014 and it comprises the Executive/Cabinet Members together with Directors and Heads of Service that are responsible for waste matters at both authorities. This report is made up of the findings of the Strategic Board. In undertaking this work and following an officer-workshop the Strategic Board agreed the Service Design Principles shown in Appendix 2.

4. Proposed Vision and Objectives of a Single Shared Waste Service

4.1 The Board has reviewed the existing structure and services of both the City Council and South Cambridgeshire District Council. In the case of the City, the service is based at Mill Road and District Council is based at Waterbeach (Appendix 3 - location plan of Waterbeach depot). A summary profile of each service is also appended to this report (Appendix 4).

4.2 The Board, following consultation with the Unions, has agreed that the vision and ambition is the creation of

'A Single Waste Service, wholly owned and run by the local authorities, with a single management structure and workforce, located on one site using a single pool of vehicles'

4.3 The shared Single Waste Service will include collections for both domestic and trade waste together with fleet management, maintenance and procurement. It is not intended to include street cleansing and grounds maintenance in the core shared service although this might be feasible in the future.

4.4 Bringing together two neighbouring operations of a similar scale into a single shared service, co-located on one site, offers clear advantages to both the District Council and the City Council, including:

- lower operational costs, particularly in the areas of premises, management, administration, fleet and equipment costs;
- maintaining and improving service quality that residents can see and appreciate;
- increased opportunities to market and compete for additional business, for instance in relation to trade waste;
- new opportunities to reduce net costs in relation to fleet procurement and maintenance;
- achievement of service improvements, greater resilience and better performance, through shared knowledge and experience; and
- enhanced opportunities to work with other Cambridgeshire local authorities via the RECAP Waste Partnership to reduce waste collection and disposal costs, improve income and secure service improvements.

4.5 A vital part of the approach to deliver the advantages above, will be the ability for the Single Shared Waste Service to be democratically accountable to both Councils. It is therefore proposed to establish a

single Governance Board made up of the Executive and Cabinet Councillors from the District Council and the City Council. The Board will be responsible for setting the strategic vision of the service, agreeing the key operational performance targets and, crucially, ensuring the Service is accountable for the delivery of the performance targets. In turn there will be a mechanism to regularly report the work of the Board to members within each Council each quarter. It is further proposed to jointly appoint a single, Head of Service to run the single waste service, who will be responsible for operational decisions and operational delivery, accountable through line-management to the Board.

5. Key Strategic Issues

- 5.1 The Board has considered if a single Council should run the Shared Service and this proposal has been assessed against the design principles set out in Appendix 2. It is recommended that the Single Council option is not pursued because the model:
- will not feel or operate like a single service solution;
 - does not address the concerns expressed in consultation with the unions; and
 - does not provide the greatest scope to expand or scale up a shared service if the opportunity arises in line with the RECAP Charter.
- 5.2 It is considered that there are two organisational strategic operational models for a Single Shared Service :
- A single management structure employed by one Council with staff on separate terms and conditions linked to either Council;
 - A Not-for-Profit Organisation wholly run managed by the two Councils.
- 5.3 It is recommended that these two models are considered further with the possibility that the Single Service could be initially set up as a single management structure, ultimately becoming a separate organisation if this provides the greater benefit to both Councils and all residents.
- 5.4 The shared Waste Hub is proposed to be located at the new SCDC facility at Waterbeach, adjacent to the waste recycling and landfill facilities run by AmeyCespa. SCDC currently has a 25 year lease of this property. The proposal is to expand the existing parking area, mess room facilities and garage to accommodate the shared service. Options for providing these additional facilities include the shared service taking a lease of bare land and undertaking the works or

taking a lease of a completed site with the works undertaken by the landlord (who has indicated that they would do this if sufficient return on its capital).

5.5 Operational decisions will determine the extent of any additional land or buildings required. There is sufficient land available to accommodate the City Council's service but clearly the most efficient site layout is sought with as little additional leased in property as possible. There is no alternative to a leasehold strategy here as the landlord will not sell. The downside is the lack of ownership at the end of the lease with the risk that the landlord will not renew requiring relocation at that time. The shared service will also be tied to this site for the lease duration.

5.6 The simplest property solution is for the landlord to undertake all works necessary and rent the additional property to the shared service. The alternative of the shared service undertaking the works is possible but it may not get the benefit of the works at the end of the lease as the property reverts back to the landlord. The additional property requirements for the shared service are set out in Appendix 5. The key issues related to property are:

- Agree the operational property requirements.
- Determine the most cost effective option for expanding the existing facilities, i.e., shared service undertake works or landlord undertakes works and recovers cost through rent or a mix of both.
- Negotiate the terms of a new lease once the above issues are resolved.
- Agree the property budget for the shared service in relation to initial set up and moving costs and ongoing occupation costs.

5.7 It is proposed to develop the property aspects of the business case in parallel, on both the operational need to co-locate waste collection vehicles and also the operational needs in relation to fleet maintenance requirements.

6. Update of the work towards a Single Shared Waste Service

6.1 A summary of the costs, based on 2014/15 Budget, are shown in the table below:

£'000	SCDC	City Council	Total
Total Expenditure	5,123	6,536	11,659
Total Income	(1,722)	(3,791)	(5,513)
Net Cost	3,401	2,745	6,146

6.2 Initial work has focused on understanding and aligning budgets to ensure both Councils' are comparing like for like. This work is on-going.

Domestic Waste Service

6.3 The largest area of joint-spend is domestic collection and the initial detailed work has focused on identifying high-level potential benefits from a more joined-up approach to domestic collection. These benefits are financial savings, economies of scale and greater efficiency arising from:

- Joint collection of waste
- Single Management structure
- Single policy and support function

Trade Waste Operation

6.4 Initial work shows that Cambridge City's Trade Waste income is significantly higher than that received by South Cambridgeshire (see Table 1 above). Given the commercial sensitivity of this information, further work will be undertaken over the summer to develop a robust business case for Members to consider around a joint-trade waste operation.

7 Proposed Approach to Final Business Case

7.1 Work to develop a final business case will include further financial analysis, detailed modelling of waste rounds, consultation with Cambridge City and South Cambridgeshire staff, further discussions with Unions, all overseen by the Member-led Strategic Waste Board.

8 Risks

8.1 A detailed risk register with suggested mitigations will be developed during the final business case work. This risk register will be shared regularly with Members on the Strategic Board.

8.2 Key risks and issues already identified include:

- Ensuring financial analysis compares like for like to ensure financial assumptions are robust and there is high-confidence amongst Councillors in the information on which they are basing their decisions.
- Overall Costs of providing future vehicle maintenance facilities.
- FBC will include implementation costs and delivery timeline which will impact on the initial benefits set out in the OBC.

9 Implications

Financial Implications

9.1 The initial work suggests ongoing financial savings of around £170k p.a. in relation to a combined management, policy and support structure. It is considered that the net cost of the service can be reduced further by:

- Cross boundary optimisation of rounds an initial studies show a potential saving of a minimum of 2 rounds (it should be noted that the cost of each round is in the order of 150k)
- improved income on trade waste activity; and
- consolidating and reducing other support costs wherever practical.

9.2 This excludes one off implementation costs which will be identified during work, to develop a detailed full business case. Additional land and property costs will also be an important part of the final business case.

9.3 There is expected to be further savings and these will be explored further through work on the final business case.

Staffing Implications

9.4 Regular joint communications are arranged to keep staff informed in the areas affected by these proposals. Trade Union Liaison Meetings have also been scheduled.

9.5 A Single Shared Service is likely to have TUPE implications and any financial impacts would need to be built into the final business case.

Equality and Poverty Implications

- 9.6 An equality impact assessment will be included in the final business case should Councillors agree to proceed with this work. It is not expected that the shared service will change the specification of the service for residents and consequently the impact is expected to be neutral .

Environmental Implications

- 9.7 A full assessment of environmental implications will be included in the final business case should Councillors agree to proceed with this work. It is not expected that the shared service will change the specification of the service for residents and consequently the impact is expected to be neutral.

Legal Implications

- 9.8 The full legal implications of the detailed proposals will be reported to both Councils when the final business case has been prepared.

Consultation

- 9.9 A timetable for consultation with staff and unions will be built into the work programme for the final business case.

Community Safety

- 9.10 There are no community safety implications.

10. Background Papers

There are no background papers.

11 Appendices

- Appendix 1: RECAP Charter
- Appendix 2: Single Shared Service Design Principles
- Appendix 3: Summary profile of each service
- Appendix 4: Location plan of the Waterbeach depot
- Appendix 5: Land and Property Issues

12 Inspection of Papers

If you have a query on the report please contact:

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Appendix 1

Charter and Principles of RECAP.

RECAP 'Advanced Partnership Working' Charter

Version: 1.3

Date: December 2013

Circulation:

Purpose

This Partnership Charter was developed by the RECAP Board initially in October 2011 and encapsulates the RECAP approach to advanced partnership working. The Board had directed that the Partnership be more ambitious in its collaborative working and bolder in its decision-making, with the expectation of tangible delivery with pace and purpose. Developments had to respect individual Council positions and differences - avoiding an 'all or nothing' approach in the progression of opportunities. Subsequently, Schedules have been added to capture the collaborations taking place across the advanced partnership Whole Systems Approach work streams and within the spirit and principles of the Charter

RECAP Partners

Cambridge City Council
Cambridgeshire County Council
East Cambridgeshire District Council
Fenland District Council
Huntingdonshire District Council
Peterborough City Council
South Cambridgeshire District Council

RECAP Board Members

Cllr Peter Roberts
Cllr Roger Hickford
Cllr Kevin Ellis (Chair)
Cllr Pete Murphy
Cllr Darren Tysoe
Cllr Gavin Elsey
Cllr Mick Martin

Vision

In October 2011 RECAP agreed the following outline vision for advanced partnership working, now with the addition of Peterborough City Council:

'Working ever closer together to deliver the best most cost effective waste services for the benefit of all local communities in Cambridgeshire and Peterborough'.

Objectives

Advanced Partnership Working in RECAP will seek to deliver:

- **Increased best value for money.** Achieving sustained value for money, not at the expense of customer service and satisfaction.
- **Increased service improvement.** Improving services for local areas based on what local communities say and need.
- **Improved environmental performance.** Reducing the carbon impact of service delivery and waste management.
- **Leveling-up of services.** Achieving consistently high quality services across the partnership area.

Guiding Principles

Advanced Partnership Working guiding principles, underpinning the achievement of the Vision and Objectives are:

- **Strong leadership and clear governance**
- **Commitment to the partnership**
- **Good communications and continuous dialogue**
- **Build trust through openness, honesty and transparency**
- **Learn from each other**
- **Treat each other as equals with respect**
- **Willingness to compromise**
- **Seek a benefit to all partners to their mutual advantage**
- **Deal with issues promptly and effectively**
- **Deliver through clear and agreed project management methodology**
- **Contribute to joint ventures in a fair and equitable way**
- **Make decisions at the appropriate level**

Schedule 1
WHOLE SYSTEMS APPROACH

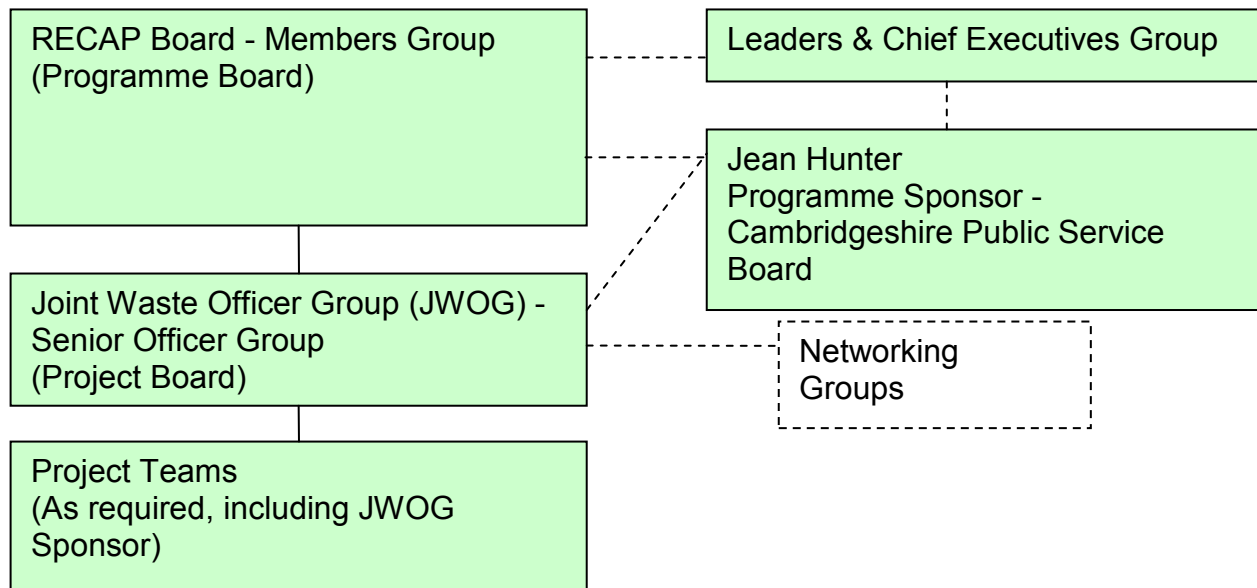
Scope of Activities

Advanced partnership working activities will extend to all waste related service delivery across the disposal and collection RECAP partners.

Governance

The following governance arrangements have been set up to oversee the RECAP advanced partnership working Whole Systems Approach development:

Organogram



Roles and responsibilities

Programme Sponsor

- Promotes visibility of work.
- Ensures clear communication and engagement with the Cambridgeshire Public Service Board.
- Provides briefings and ensures engagement with the Leaders' & Chief Executives' meeting.
- Oversees project deliverables.

Programme Board

- Oversees the development of a partnership work programme on behalf of their respective authorities.
- Approves and commissions all work on behalf of their respective authorities in accordance with internal decision-making processes.
- Sets all tolerances e.g. resources and timescales.

- Responsible for relevant communications to stakeholders as per communications plan.
- All papers for meetings of the Board will be made accessible to the public with an annual meeting of the Board to be held in public.

Project Board

- Facilitates decision-making by the Programme Board and respective authorities on the development of a partnership work programme.
- Accountable to the Programme Board for the delivery of the advanced partnership working programme.
- Appoints and directs resource to deliver work programme, providing a sponsor for each project from the Project Board to sit on the Project Team.
- Provides direction and Mentorship to Networking Groups

Project Teams

- Appointed as required Project Board as task and finish groups with roles and skills required by the project.
- Delivers project in accordance with direction from the Project Board.
- Includes an appointed Sponsor from the Project Board.

Ends

Appendix 2

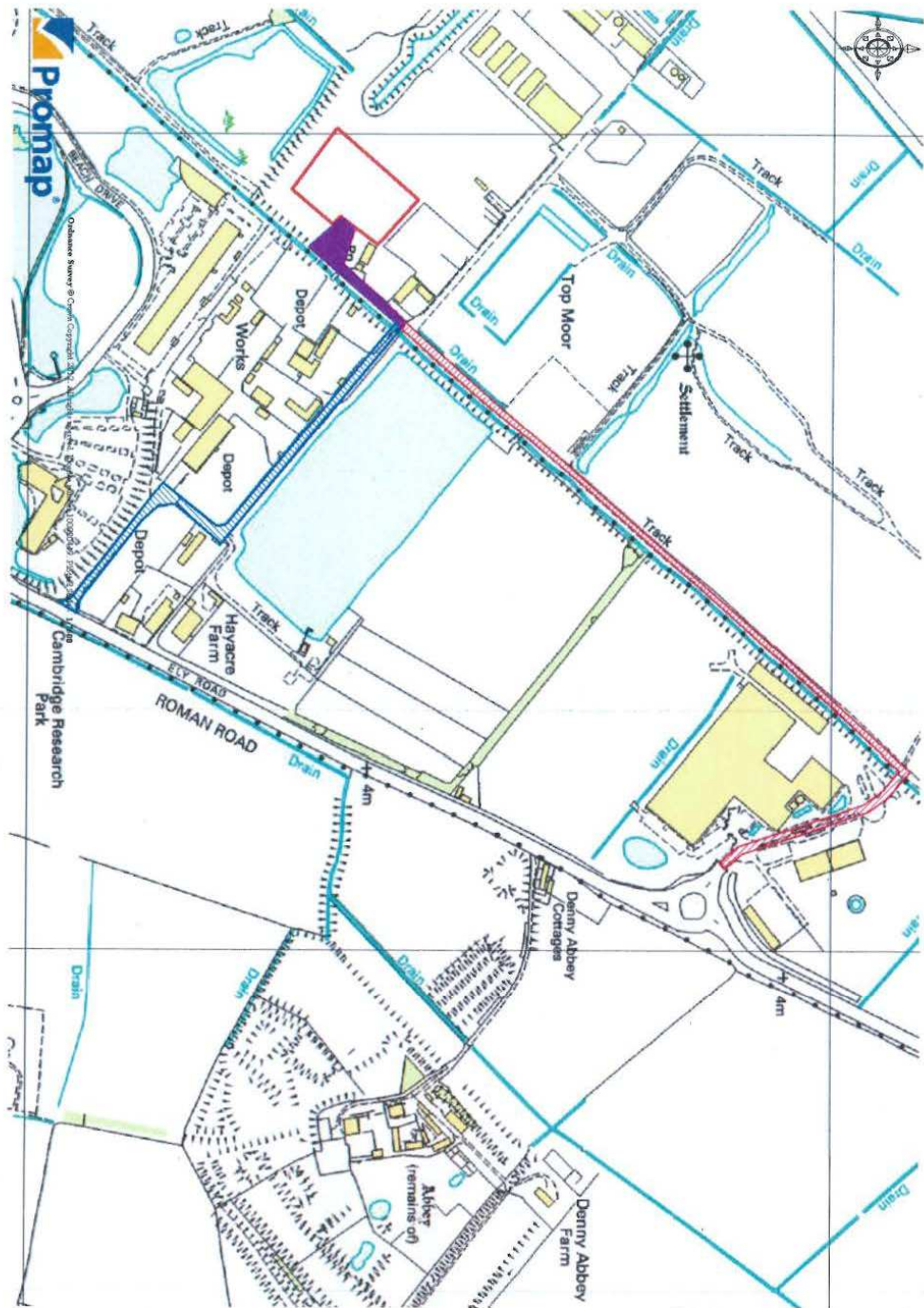
Agreed Officer Workshop Design Principles for a Single Shared Waste Service

The proposed design principles are for a Service that:

1. Drives standardisation, simplification and sharing via standard operating procedures.
2. Achieves economies of scale (and recognise diseconomies of scale) and drive efficient use of resources, particularly leveraging shrinking assets / resources e.g. holding inventory etc.
3. Delivers a "public purse" and "whole system" approach.
4. Delivers fairness and equity of benefits and savings (to the public purse, customers and Councils).
5. Enables access to things that are not economically viable as separate entities.
6. Makes best use of existing resources and releases others for other purposes.
7. Delivers a better customer proposition – levels-up services
8. Manages growth in demand well and helps improve landfill-diversion & residents' recycling rates
9. Is sufficiently acceptable to stakeholders.
10. Delivers environmental performance benefits.
11. Improves the range of investment opportunities available.
12. Enables statutory compliance - quality accreditation; and is an exemplar
13. Reduces risk.
14. Gives freedom to operate.
15. Competes with the best, commission with the best, partner with the best (e.g. RECAP).
16. Has potential to grow and transfer ideas – it's scalable.

17. Doesn't exclude potential for others to join (particularly RECAP partners).
18. Innovates and is ahead of the curve where risk permits.
19. Is realistic and deliverable.
20. Is a simple model.

Appendix 3



Waterbeach Operations Centre Location Plan

Appendix 4

BRIEF OUTLINE OF EXISTING WASTE SERVICES

Cambridge City Council Waste Service

Operational staff 24 drivers, 37 loaders, 4 Leading hands, 2 team leaders, 1 Waste and Fleet manager, 7 fitters, 1 charge hand fitter, 1 Fleet coordinator, 1 Fleet manager (FTE equivalent) for whole of Waste & Fleet

8 waste policy staff (FTE equivalent)

23 Refuse vehicles

2 Link tip Vehicles + 33 Bodies

1 Bin delivery van and driver

Current Location: Depot, Mill Road

Gross revenue expenditure in 2013/14: £4.9m approx. excluding Fleet which has a gross expenditure of 1m approx

Total revenue income in 2013/14: £2.7 approx

Total capital expenditure in 2013/14: £143,000 approx

Key Elements of Current Service

Fortnightly Domestic Waste Collections (three rounds: black, blue and green) serving 50,710 dwellings across 4,100 hectares with 105 rounds per fortnight.

Trade Waste service serving approx. 2,500 businesses.

Garage Maintenance Facility for 90 light commercial, 32 heavy goods, 300 mixed plant & machinery City Council fleet vehicles

Other elements private work repairs plus approx. 1,100 MOT's and approx. 1,200 Taxi tests

South Cambridgeshire District Council Waste Service

Operational staff (FTE equivalent) for whole of Waste & Fleet – 82

Number of waste policy and any support staff (FTE equivalent) – 12 (not including HR/Payroll, Legal, Accountancy & Contact Centre)

Refuse vehicles – 28 + spares

Current Location: Depot, Mill Road - Waterbeach

Gross revenue expenditure in 2013/14 – £4.54M

Total revenue income in 2013/14: – £1.73M

Total capital expenditure in 2013/14: – £133k

Key Elements of Current Service

Fortnightly Domestic Waste Collections for black, blue and green serving
62,000 properties across 350 miles with 25 rounds
Trade Waste service serving 970 businesses
Garage Maintenance Facility - Onsite at Depot WFL Contractor plus
another

APPENDIX 5

The additional property requirements for the shared service

- Parking space for up to 28 refuse vehicles and 3 light commercial vehicles taking forecast growth into account
- Parking space for 60 staff cars
- Cycle parking
- Motorcycle parking
- Office accommodation for 10-15 staff on a 7/10 desk ratio in an open plan layout
- Welfare facilities for 70 refuse operatives
- Garage facilities to replace those as Mill Road Depot (subject to decisions to be made about the future extent and operation of this service)

There is some surplus capacity at present as shown below:

Description	Total Provision	SCDC	Spare
Refuse Vehicles	60	45	15
Light Commercial Vehicles			
Car Parking	60	60	0
Bin storage (sq. m)			
Desks	24	16	8
Senior Officer Offices	2	1	1
Welfare facilities – staff numbers	100	60	40

It may be possible with some reconfiguration to accommodate the City Council fleet within the existing site but further work is required on this. The additional staff car parking will require the car park to be extended and additional land leased and a new car park constructed. It is considered that on a flexible working basis, there is sufficient office and meeting space within the existing building. Additional welfare facilities will be required and there is space within the existing site to allow for this.

There are no garage facilities at present as SCDC currently outsources its vehicle maintenance. The landlord has garage facilities that it is due to vacate shortly and these could be available. Further work needs to be done to assess the shared waste service's requirements in respect of the garage but initial thoughts are that the existing landlord facilities would need to be improved and extended if to service both fleets. In addition, the garage facilities at Mill Road currently undertake taxi MOTs and private work and consideration needs to be given to if this will continue.

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To: Executive Councillor for Environment, Waste and Public Health

Report by: Jas Lally Head of Refuse and Environment
Adrian Ash Interim Head for Streets and Open Spaces

Relevant Scrutiny Committee: Environment Scrutiny Committee

Wards affected: All

New Environmental Priorities (Efficiency, Education/Engagement and Enforcement)

1. Executive Summary

- 1.1 It is felt that Streets and Open Spaces is overdue for a review which would help performance and equip the service for the evolving future. Part of this review will incorporate the new environmental priorities identified in the Cambridge City Council Annual Statement, whereby the focuss will be on Education, Engagement and Enforcement.
- 1.2 In Refuse and Environment there are also important changes identified within the Annual Statement which include the re-introduction of the Pest Control Team and bulky waste days.

2. Recommendations

The Executive Councillor is recommended:

- To proceed with the recruitment of the Enforcement Officers and increase the Dog Warden role to a full time equivalent.
- To implement the changes and environmental priorities identified within the Annual Statement and this report
- To request Officers to continue to investigate improved methods of Efficiency, Engagement, Education and Enforcement

3. Background

- 3.1 The methodology of how the Street Cleansing Operation has been carried out has evolved overtime. It has had to adapt to various changes including, legislation and regulation, sunday trading, increased nighttime economy, fast food outlets, anti social behaviour, as well as associated litter issues which have increased since the introduction of the smoking ban in pubs and eating establishments.
- 3.2 Under the Environmental Protection Act 1990 and the Clean Neighbourhoods Act 2005 the Council as the statutory litter authority is responsible for the cleanliness of the City of Cambridge including the following operations;
- Litter Collection
 - Street Sweeping
 - Pavement Sweeping
 - Litter bin provision and emptying
 - Recycling bin provision and emptying
 - Dog bin provision and emptying
 - Graffiti removal
 - Fly tipping removal
 - Fly posting removal
 - Litter awareness and promotion
 - Enforcement

4. Future Service

- 4.1 Within Street and Open Spaces there is a general consensus that we all need to be flexible and able to adapt to change so that we can make the most of new opportunities. We need to stay focused on meeting our customers' needs in the most efficient way and being innovative and open to new ideas and methods of working.
- 4.2 This means we need to look very carefully at what we can and what we do provide and make sure we are focused on what makes the most difference to the City and our residents.
- 4.3 As part of this process and in line with the Councils Annual Statement, Streets and Open Spaces will be introducing new environmental priorities, initiatives and measures that will improve the efficiency and delivery of street cleansing.

- 4.4 However this can only be achieved by the support and engagement of the whole Council and the local community, to minimise the amount of litter produced, and enforcement, to take the appropriate action against those who fail to support a cleaner environment.
- 4.5 By bringing these three elements of change together;
- Efficiency – Flexible operations, focussed allocation of resources
 - Engagement – Whole Council and Community Engagement
 - Enforcement – Effective sanction and action

With a common understanding throughout the Council and the wider community efficiencies and improvements to service will be delivered.

Efficiency

Overcoming Impediments to Service Delivery

- 4.5 A review is being undertaken of the current cleansing strategy and will be amended so that it reflects, the appropriateness of the mix of techniques and cleansing technologies being applied in relation to the physical characteristics and patterns of activities throughout the City and encompasses the following;

Effective use of Equipment:

- Manual Sweeping
- Litter Picking
- Mechanical Sweeping

Timing of Service Delivery

- 4.7 Using the most suitable method at the optimum time (between 50% - 80% of urban highways and footways are typically obstructed by parked vehicles, street furniture and other objects)
- 4.8 Due to a culture of primarily fixed hours of working we tend to miss out on exploiting the potential for high quality, cost effective cleansing by timing our operations to take place when areas are free of traffic and other activities.

4.9 We need to take “Windows of Opportunity” to maximise the delivery of the operational services to the benefit of the residents.

Skill and Diligence of Operatives

4.10 To not only ensure that the quality and quantity of cleansing is being maximised, but also that tactical response to changing circumstances are optimised (Rapid Response Team, City Rangers)

Service Development

4.11 Systematic monitoring

4.12 Existing monitoring systems are partial and in some cases hard to verify. When applied to service management, the data can distort the allocation of resources, and lead either to over-optimistic or unduly pessimistic conclusions about service performance.

4.13 The introduction of an effective **performance monitoring system** when applied to all street cleansing activities should;

- Provide a cost effective service as it would enable the allocation of resources to where they can be best used
- Provide a database on service performance
- A tool that enables service improvement through the analysis of the data
- Provide evidence that would stand up to scrutiny
- Reflect customer interest

4.14 As a result of technological advances future electronic collection of information via global positioning, global information and optimisation systems will assist with the monitoring of data and used to plot and analyse data on a spatial basis.

4.15 This monitoring process will be investigated further but it is hoped that round optimisation can be used in the same way as it has been implemented within the Refuse and Environment Service. The use of information technology could further improve on site communication, response times and storage of data.

Adapting Services to Social and Economic Change

- 4.16 Understanding the varying demands of the different parts of the City and realising that a “One size fits all” approach does not necessarily work, within a City where there are varying challenges.
- 4.17 An all encompassing operation will remain but will be supplemented by the introduction of a **cleaner Cambridge ward blitzes campaign** – Utilising the City Rangers, the Rapid Response team, Public Realm Enforcement and the Street Cleaning Team in high visibility ward cleaning and enforcement ward blitzes. (Litter, dog fouling, graffiti removal, leaf collection, gum removal)
- 4.18 The introduction of additional Public Realm Enforcement Officers (3) will provide additional flexibility and robustness to the service.
- 4.19 **Anti-Dog Fouling Campaigns** – these will occur alongside the ward blitzes but also at other times in areas where dog fouling is creating a real hazard. An additional resource is to be sought to assist with the increased publicity, campaigning, education and enforcement.
- 4.20 **Tackling Cigarette Litter** – There will be a proactive approach to cleaning up cigarette ends by providing and distributing portable ashtrays where appropriate

Staff Training and Motivation

- 4.21 Provision of appropriate training when significant alterations in service structures, improvement processes and methods are introduced.
- 4.22 Changes to the methods of working are to be introduced that will assist service delivery and service development but all will be able to measure the success of the changes.

Permanent staff

- Increased skills through training
- Workshops and information sharing sessions
- Monitoring of performance
- Improved team ethos

Agency Staff

- Although agency staff can be an invaluable resource the aim will be to reduce reliance on agency staff where possible. So ownership of issues lie with our own staff so they are responsible and accountable.

Engagement / Education

4.23 The appropriate method of engagement is still to be finalised but effective co-ordination can be achieved through partnership and cross departmental working which will enable the application of resources in the most cost effective way. The intention is to improve community engagement by organising clean-up campaigns with community groups. In addition work will where possible be carried out with other council services and outside agencies to deal with an even wider range of environmental problems e.g. working with Area Committees, Friends Groups, Organisations, Cambridge Bid and other 3rd Sector Providers to ensure the City is clean and will encompass the following;

- To understand the concerns and suggestions of all sections of the community for improving their areas
- To develop street improvement measures which have strong community support
- To ensure councillors champion community engagement in their wards
- To develop and strengthen relationships within and between the community and the Council

Preventative Measures

4.24 Other methods will be enhanced to improve delivery

- Monitoring data
- Random inspections
- Customer feedback
- Staff feedback
- Trial changes to frequencies to assess impact

4.25 Streets and Open Spaces have worked with schools and colleges, and do have an ongoing programme of education to make our children aware of their responsibilities and the laws regarding litter and environmental protection. However this area of work will be expanded to include;

- Carrying out educational programmes in other schools, colleges, language schools
- Targeted communication
- “Investigatory walks”
- Forums / workshops
- “Door knocking”

4.26 A fundamental annual review will be introduced that will measure whether the service has delivered the expected results in the most efficient way. This should ensures that the street sweeping delivery remains fluid and responsive.

Pest Control

4.27 The re-introduction of the pest control team will not only carry the responsive elements of its work as it had been doing, but will now be used in a more pro-active manner by keeping the Council's land, parks and buildings pest free at low cost.

4.28 The pest control team will be provided with adequate time to conduct regular preventative treatments and be responsible for deciding appropriate treatment locations, with a record of relevant pro-active works included in 'ward blitz' reports at Area Committees.

Enforcement

4.29 Dropping litter, daubing a wall with graffiti, pasting up an illegal advert and not clearing up after your dog has fouled are just a few examples of environmental crime which continue to blight our communities.

4.30 Enforcement is a fundamental part of improving the local environment and should be used alongside a programme of engagement and education. Raising awareness and consistently applying enforcement measures is central to maintaining Local Environmental Quality Standards.

- 4.31 With an increased **Public Realm Enforcement Team** (3 to 6 officers), we will carry out more regular high visible patrols, engaging and educating those that cause nuisance for others and implement enforcement measures when required. These fixed penalty notices will assist in tackling environmental crime and anti-social behaviour and will hopefully send a powerful message to the minority who persist in damaging the local environment.
- 4.32 Information will be collated from various sources, members, area committees, public, which should provide for an intelligence led, targeted enforcement programme
- 4.33 Any enforcement regime must work and be seen to work to achieve a common aim – to change the attitudes and behaviours of people over the long term.

Restorative Justice and Practices

- 4.34 However other options will be explored to see if they are feasible and have value by changing the behaviours and attitudes of individuals. Within the Council's Safer Communities it is understood that work has been carried out on restorative justice and it is hoped that Streets and Open Spaces can utilise the experience and knowledge already gained within that section.
- 4.35 Restorative justice can be viewed as largely re-active, consisting of a formal or informal response to environmental crime after the wrongdoing has occurred.
- e.g. an individual drops litter but rather than the issuing of an FPN they opt to carryout a supervised community service – picking up of litter
- 4.36 Restorative practices also includes the use of informal and formal processes that precede wrongdoing, those that proactively build relationships and a sense of community to prevent conflict and wrongdoing.

4.37 It is hoped that (as identified in Education and Engagement) with increased relationship and community involvement that the use of restorative practices might help;

- Reduce environmental crime
- Improve human behavior and attitudes
- Strengthen society
- Restore relationships
- Reduce environmental harm

4. Implications

(a) Financial Implications

Funding has been identified and is waiting approval

(b) Staffing Implications (if not covered in Consultations Section)

Increase in staff Resources

3 FTE - Enforcement Officers

0.5 FTE - Dog Warden

Re-introduction of the Pest Control Team

(c) Equality and Poverty Implications

An EQIA has been undertaken. The quality of the local environment and particular standards of street cleansing are increasingly used as a barometer that the public use to judge how well an area is being managed and its suitability as a place to live, work or visit.

(d) Environmental Implications

Clean Streets and Open Spaces are a key priority for the Council. The service that is provided does need to be flexible so that it can adapt and adjust to changes in the environment and social needs. The management of the environment does have a significant impact on how the Council as a whole is viewed by residents and visitors to the area.

- +M

(e) **Procurement**

No Issues to report

(f) **Consultation and communication**

The introduction of the new environmental priorities should provide increased opportunities for consultation and communication between all interested parties.

The Councils Code of best practice on consultation and community engagement will be utilised when appropriate and necessary

As part of the initiatives and of raising the profile of reducing environmental crime a number of communication measures will be used which may include news releases, Cambridge Matters, content on the council's website, Twitter or Facebook

(g) **Community Safety**

The introduction of the new environmental priorities will have a positive effect on community safety.

5. Background papers

An Equality Impact Assessment has been undertaken and is included in the background papers

6. Appendices

Clean Neighbourhoods and Environment Act - Outline of Measures
Overview of Actions

7. 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

Clean Neighbourhoods and Environment Act - Outline of Measures

The Act:

Fixed Penalty Notices (Fines)

- Makes greater use of fixed penalties as an alternative to prosecution, in most cases giving local authorities the flexibility to set their own rates;
- Gives parish councils the power to issue fixed penalties for litter, graffiti, fly posting and dog offences;

Nuisance and Abandoned Vehicles

- Gives local authorities the power to remove abandoned cars from the streets immediately
- Creates two new offences to help local authorities deal with nuisance parking: offering for sale two or more vehicles, or repairing a vehicle, on the road as part of a business

Litter

- Makes it an offence to drop litter anywhere, including private land and rivers, ponds and lakes
- Gives local authorities new powers (litter clearing notices) to require businesses and individuals to clear litter from their land
- Strengthens existing powers for local authorities to require local businesses to help clear up litter they generate (street litter control notices)
- Enables local authorities to restrict the distribution of flyers, hand-outs and pamphlets that can end up as litter
- Confirms that cigarette butts and discarded chewing gum are litter

Graffiti and fly-posting

- Extends graffiti removal notices (as introduced by the Anti-social Behaviour Act 2003) to include fly-posting
- Improves local authorities powers to tackle the sale of spray paints to children
- Strengthens the legislation to make it harder for beneficiaries of fly posting to evade prosecution

- Enables local authorities to recover the costs of removing illegal posters

Waste

- Amends provisions for dealing with fly-tipping by;
 - removing the defence of acting under employer's instructions
 - increasing the penalties
 - enabling local authorities and the Environment Agency to recover their investigation
- and clear-up costs
 - Extending provisions on clear up to the landowner in the absence of the occupier
 - Gives local authorities and the Environment Agency the power to issue fixed penalty notices (and, in the case of local authorities, to keep the receipts from such penalties)
 - to businesses that fail to produce waste transfer notes
 - to waste carriers that fail to produce their registration details or evidence they do not need to be registered
 - for waste left out on the streets (local authority only)

Dogs

- Replaces dog byelaws with a new, simplified system which will enable local authorities and parish councils to deal with fouling by dogs, ban dogs from designated areas,
- require dogs to be kept on a lead and restrict the number of dogs that can be walked by one person.
- Gives local authorities, rather than police, sole responsibility for stray dogs.

Miscellaneous

- Enables local authorities to recover the costs of dealing with abandoned shopping trolleys from their owners

The Act provides local authorities with more effective powers to tackle poor environmental quality and anti-social behaviour. In particular the Act includes sections on nuisance and abandoned vehicles, litter, graffiti, waste, noise and dogs. Many of the new provisions relate to powers not duties. Councils need to decide which powers they will use

Overview of Actions

Issue	Action	Measure
Efficiency / Operations		
Cultural Change – Schedules of work that restrict ability of service to be flexible and responsive	Toolbox talks Schedules are to be used as guidance. Initiative and judgement to be used to adjust frequency of cleaning where necessary Additional training	A more proactive service across the City
Enhanced partnership working with others that can influence the image of the public realm	Consider offering a chargeable service to clean up private land where capacity allows	Efficient use of Resources The quality of land outside our direct control
Cleaning, landscaping, grass cutting – synchronising work / sharing service	Dependent on resources and agency arrangement.	Greater understanding of expectations Defined service standards More efficient use of resources
Review of key areas - Maintenance of assets –	To ensure cleansing, litter management and enforcement	Intelligence led cleansing and enforcement

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Issue	Action	Measure
Community Engagement and Education		
Improved Community engagements – “Information Gathering Walks”	Encourage open discussion with community groups / Members	Reduced complaints / enquiries Targeted responses
Community engagement with forums, community groups, schools to facilitate joint clear up operations / litter picks	Promote existing offering	Improved Public realm. Reduced complaints / Enquiries Volume of recycling / waste collected Highlight “Green” & “Clean”
Encourage businesses to take responsibility for litter around their premises	Responsible retailer agreements	No of partners working with us Improvement in cleanliness of streets
Publicise the operational and enforcement work that is undertaken	Promotion of the message	Improvement in public satisfaction scores

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Issue	Action	Measure
Enforcement		
Enforcement	Ensure enforcement team has the capacity to deliver improvement	Capacity to deliver behaviour change initiatives
Increase publicity of enforcement work	<p>Press releases / e-bulletins/ website information</p> <p>Introduction of signs/ boards at target locations detailing fixed penalty offences and previous success in the areas</p>	<p>Residents awareness or perception of enforcement activity gauged through forums / panels resident groups</p> <p>Data about penalties issued</p>
<p>Litter around business premises / fast food establishments / pubs</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 76</p>	Targeted approaches to businesses where there is an on-going demonstrable problem	<p>Reduced litter around businesses</p> <p>Number of retailer agreements</p> <p>Delivery of project with evidence that quantities of litter has reduced at target locations</p> <p>Additional enforcement capacity should facilitate increased enforcement activity and opportunity to engage with businesses</p>
Improved community intelligence	Enforcement officers to hold surgeries, conduct door knocking campaign	Number of referrals and resultant positive actions

Issue	Action	Measure
Enforcement (Cont)		
Working with Police / PCSO's	Evolving ad hoc arrangements to be more formulised to ensure tasks are beneficial and co-ordinated with partners Enforcement of dog control notices	Positive outcomes from joint working Advice and Enforcement applied
Enforcement at peak times	Change in patterns of work	Enforcement officers undertaking targeted patrols - Out of normal hours and weekends

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Executive Councillor for Planning Policy and Transport: Councillor Blencowe

Lead Councillor to be appointed:

Lead Councillor for Cycling: Councillor M. Smart

To advise the Executive Councillor and to lead on cycling-related projects including design for cyclists in new major planning applications and transport schemes, and work also with the county council Cycling Champion on cycling matters.

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To Executive Councillor for Planning Policy & Transport
Report by Chief Executive, Director of Environment, Director of Customer and
Community Services and Director of Business Transformation
Relevant Scrutiny Committee Environment 8 July 2014

2013/14 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Planning & Climate Change Portfolio

Key Decision

1. Executive summary

- 1.1 This report presents a summary of the 2013/14 outturn position (actual income and expenditure) for services within the Planning & Climate Change portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2014/15 and future years where relevant, are identified.
- 1.2 It should be noted that outturn reports being presented in this Committee cycle reflect the reporting structures in place prior to the recent changes in Executive portfolios. In light of those changes (together with the requirement to report outturn on the basis of portfolios in place during 2013/14) members of this committee are asked to consider the proposals to carry forward budgets and make their views known to The Executive Councillor for Finance and Resources, for consideration at Strategy & Resources Scrutiny Committee prior to his recommendations to Council.

2. Recommendations

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals:

- a) To agree the carry forward requests totalling £33,790 as detailed in Appendix C, to be recommended to Council for approval.
- b) To seek approval from Council to carry forward capital resources to fund rephased net capital spending of £484,000 from 2013/14 into 2014/15 and future years where relevant, as detailed in Appendix D.

3. Background

Revenue Outturn

- 3.1 The outturn position for the Planning & Climate Change portfolio, compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this portfolio, for which approval is sought to carry forward unspent budget from 2013/14 to the next financial year, 2014/15.
- 3.4 The overall revenue budget outturn position for the Planning & Climate Change portfolio is set out in the table below:

Planning & Climate Change 2013/14 Revenue Summary	£
Final Budget	1,721,280
Outturn	1,231,069
(Under)/Overspend for the year	(490,211)
Carry Forward Requests:	33,790
Net Variance	(456,421)

The net variance represents 26.5% of the overall portfolio budget for 2013/14 financial year.

Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Planning & Climate Change portfolio, with explanations of variances.
- 3.6 An overall underspend of £485,000 has arisen. £484,000 is due to slippage and rephasing of the capital programmes is required to transfer the budget into 2014/15. A further £1,000 is in respect of net project underspends.

4. Implications

- 4.1 The net variance from the final budget, after approvals to carry forward budget of £33,790 from 2013/14 to the next financial year, 2014/15, would result in a decreased use of General Fund reserves of £456,421.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2014/15 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

5. Background papers

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

- Closedown Working Files 2013/14
- Directors Variance Explanations - March 2014
- Capital Monitoring Reports - March 2014
- Budgetary Control Reports to 31 March 2014

6. Appendices

- Appendix A - Revenue Budget 2013/14 - Outturn
- Appendix B - Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2013/14 - Carry Forward Requests
- Appendix D - Capital Budget 2013/14 - Outturn

7. Inspection of papers

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

Authors' Names: Richard Wesbroom

Authors' Phone Numbers: 01223 - 458148

Authors' Email: richard.wesbroom@cambridge.gov.uk

Planning & Climate Change / Environment Scrutiny Committee

Revenue Budget - 2013/14 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation - Final Budget & Outturn Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
Chief Executives - Head of Corporate Strategy						
Sustainable City	141,190	141,190	135,561	(5,629)	0	(5,629)
Sustainability Partnership Grants	10,090	10,090	9,500	(590)	0	(590)
	151,280	151,280	145,061	(6,219)	0	(6,219)
Customer & Community Services - Community Development						
Sustainable City Grants	50,000	50,000	47,332	(2,668)	0	(2,668)
	50,000	50,000	47,332	(2,668)	0	(2,668)
Environment - Environmental Services						
Green Deal	20,000	20,000	14,824	(5,176)	5,180	4
	20,000	20,000	14,824	(5,176)	5,180	4
Environment - Parking Services						
Car Parks	(2,445,540)	(2,362,170)	(2,433,534)	(71,364)	0	(71,364)
Shopmobility	41,400	88,320	91,219	2,899	0	2,899
	(2,404,140)	(2,273,850)	(2,342,316)	(68,466)	0	(68,466)
Environment - Planning						
Recharges - Head of Planning	328,660	328,660	328,660	0	0	0
Concessionary Fares	0	0	103	103	0	103
Building Control Fee Earning	0	0	0	0	0	0
Building Control Other	331,900	321,390	296,496	(24,894)	0	(24,894)
City Development	1,044,580	1,313,010	1,269,596	(43,414)	0	(43,414)
Considerate Contractors Scheme	(3,110)	7,400	4,317	(3,083)	0	(3,083)
New Neighbourhoods	(155,530)	(45,530)	(245,193)	(199,663)	0	(199,663)
Right to Bid/Assets of Community Value	0	0	0	0	0	0
Planning Policy	761,980	761,980	713,280	(48,700)	0	(48,700)
Urban Design & Conservation	424,010	463,500	410,784	(52,716)	28,610	(24,106)
Public Transport Subsidy	121,320	121,320	120,750	(570)	0	(570)
Taxicard Service	106,570	106,570	80,701	(25,869)	0	(25,869)
Transport Initiatives for the Disabled	38,130	38,130	34,400	(3,730)	0	(3,730)
	2,998,510	3,416,430	3,013,893	(402,537)	28,610	(373,927)
Environment - Streets and Open Spaces						
Bus Shelters	40,810	37,530	37,530	0	0	0
Street Name Plates	38,900	35,620	34,720	(900)	0	(900)
Highways Schemes General	81,440	81,440	70,873	(10,567)	0	(10,567)
Walking & Cycling Strategy	11,830	18,190	18,155	(35)	0	(35)
Flood Risk Management	125,750	125,750	129,922	4,172	0	4,172
	298,730	298,530	291,200	(7,330)	0	(7,330)
Environment - Director & Business & Information Service (BIS)						
Urban Growth Project Management	58,890	58,890	61,075	2,185	0	2,185
	58,890	58,890	61,075	2,185	0	2,185
Total Net Budget	1,173,270	1,721,280	1,231,069	(490,211)	33,790	(456,421)

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime

- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted

and are detailed and approved:

- in the January committee cycle (as part of the Budget Setting Report)
- in the June/July committee cycle (outturn reporting and carry forward requests)

- in September (as part of the Mid-Year Financial Review, MFR)
- via technical adjustments/virements throughout the year

Planning & Climate Change / Environment Scrutiny Committee

Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Car Parks	<p>Environment - Parking Services</p> <p>The overall variance on the Parking Services budget results from a marginal improvement compared with forecast income (around 2%) and also from further savings of 1% of budgeted expenditure in the main car parks in the final quarter of the year.</p>	(71,364)	Paul Necus
Building Control Other	<p>Environment - Planning</p> <p>Minor underspends on salaries (due to vacant post), departmental support costs and supplies & services.</p>	(24,894)	Patsy Dell
City Development	<p>The underspend is mainly due to a reduced recharge from the Business Support cost centre. The cost centre delivered an underspend which was returned to the users of the service and a high proportion was allocated to City Development (CD) as a primary user of that support service. The costs of Planning Online have also reduced and there is a potential saving of £7,500 next year. Reduced expenditure on staff recruitment costs resulted from a fairly stable year for the team in terms of recruitment. Application fee income is difficult to predict in CD, but was generally greater than expected. There was an under-achievement on the s106 monitoring budget, but fees have been adjusted to address this in 2014/15.</p>	(43,414)	Patsy Dell
New Neighbourhoods	<p>Over-achievement on major applications fee and pre-application income as a result of increased development activity, with a number of delayed strategic projects starting to move forward again, resulting in application fees being generated which had not been expected in this financial year. This has included NIAB1, following the signing of the S106 in December 2013 and Phase 2 Trumpington Meadows and the Pinks land on Cambridge East.</p>	(199,963)	Patsy Dell
Planning Policy	<p>Savings are already committed from this service area in 2015/16 when work on the local plan was anticipated to be reducing, taking the saving now will reduce the services ability to deliver on the local plan and on already committed savings. The underspend on salaries is due to posts being held vacant to achieve savings in 2015/16. The funding is still needed in 2014/15 to deliver on the local plan commitments, through use of temporary staff or consultants as needed. Maternity leave cover arrangements in 2013/14 were a two days per week SLA with Peterborough City Council rather than a full time appointment so delivered a salary saving for that year.</p>	(48,700)	Patsy Dell

Planning & Climate Change / Environment Scrutiny Committee

Revenue Budget 2013/14 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Urban Design & Conservation	Underspend relates principally to pro-active conservation work for which the funding is either committed or represents project work requested by members and still to be completed. A request to carry forward funding (£28,610) for these projects is included in Appendix C. There is also a one-off underspend in salary due to one officer moving to part-time work and additional income from work undertaken as part of a Planning Performance Agreement.	(52,716)	Patsy Dell
Taxicard Service	Underspend due to possible reduction in usage.	(25,869)	Patsy Dell

Planning & Climate Change / Environment Scrutiny Committee

Revenue Budget 2013/14 - Carry Forward Requests

Request to Carry Forward Budgets from 2013/14 into 2014/15

Item		Final Request £	Contact
	Director of Environment		
1	Urban Design & Conservation - To complete the remaining priorities of the Pro-Active Conservation work programme.	15,990	Patsy Dell
2	Urban Design & Conservation - To complete the approved programme of works relating to the Historic Signage Project.	12,620	Patsy Dell
3	Green Deal - The start of the Home Energy Officer (Green Deal) fixed term post was delayed. The contract started in July 2013 not April 2013 as planned.	5,180	Jo Dicks
	Total Carry Forward Requests for Planning & Climate Change Portfolio / Environment Scrutiny Committee	33,790	

Planning and Climate Change Portfolio / Environment Scrutiny Committee

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC416	UNiform e-consultee Access Module	P Boucher	10	0	0	0	0	0	Scheme c/f to 2014/15 - as dependent upon IDOX DMS Upgrade to V4. See SC417.
SC417	Development of UNiform System	P Boucher	6	6	9	3	(3)	0	Project completed. Overspend of £3k relating to data conversion costs to be met from SC416 Uniform e-consultee project funding (as same funding).
SC505	Land Explorer Software/3D Modelling ESRI	G Richardson	10	0	3	3	(3)	0	Project complete. Balance of project funding in 2014/15.
SC506	Replacement Grand Arcade Car Park Pay on Foot Machines	S Cleary	383	347	264	(83)	83	0	Main installation was in Oct 2013. Contractual issues currently being resolved and anticipated completion date of full installation now June 2014.
SC516	Relocation Grand Arcade Car Park Control Room	S Cleary	0	1	0	(1)	0	(1)	Project complete.
SC535	Repairs to Grafton West Car Park	S Cleary	150	180	166	(14)	14	0	Refurbishment is complete. Decision ref CCTV integration to be confirmed alongside budget allocation.
SC557	Grand Arcade Annex Car Park - Drainage Gulleys	S Cleary	52	52	52	0	0	0	Project complete.
SC569	Topographical Survey of Multi-Storey Car Parks	P Necus	30	25	17	(8)	8	0	Final surveys received, reviewing with City Architect to check before approving payment of invoices
SC570	Essential Structural/Holding Repairs - Park Street Multi-Storey car park	S Cleary	100	139	131	(8)	8	0	Year 1 of 3 year project complete. Meeting planned with project manager & contractor to arrange year 2 schedule of works.
SC571	Procurement of IT System to Manage Community Infrastructure Levy	S Saunders	20	0	0	0	0	0	Budget rephased to 2014/15.

Planning and Climate Change Portfolio / Environment Scrutiny Committee

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC577	Underground Investigations at Park St Multi Storey Car Park	P Necus	165	60	57	(3)	3	0	Works complete, however £2k retention payable in October 2014.
	Total Projects		926	810	699	(111)	110	(1)	
PR014	Environmental Safety Fund	D Foley- Norman	16	0	0	0		0	Funding transferred to SC584 Parker's Piece Lighting Project (Public Places portfolio)
	Total Programmes		16	0	0	0	0	0	
PV007	Cycleways	A Preston	350	186	103	(83)	83	0	Final costs for Downham's Lane were lower than expected, accounting for underspend of £23k. Delivery of the Jesus Green Footpath works delayed pending County Council completion of bridge maintenance works and will now progress once the adjacent drainage works have been completed. Legal advice being sought over optimum means of procuring works.

Planning and Climate Change Portfolio / Environment Scrutiny Committee

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV018	Bus Shelters	A Preston	192	250	119	(131)	131	0	Contractor performance has delayed the delivery of this project. Issues with quality of installation and bench heights have taken time to deal with, but are being rectified at the Contractors cost and payment is being held back until it is resolved. Utilities locations have limited the number of new sites that are feasible, but consultation is underway for those that are, which is leading to objections from adjacent residents. Both of these issues were identified as key risks to the project.
PV033B	Street Lighting	A Preston	40	0	0	0	0	0	Budget rephased to 2014/15.
PV532	Cambridge City 20mph Zones Project	P Dell	350	153	109	(44)	44	0	Implementation of works in the first phase (North area) commenced in March 2014 and is nearing completion (at end April). The results of public consultation on including Victoria Road are to be considered imminently by North Area Committee. Public and stakeholder consultation results for phase two (East area) were considered by Area Committee on 10 April, where it was resolved to support the inclusion on Cherry Hinton Rd - but not Coldhams Lane.

Planning and Climate Change Portfolio / Environment Scrutiny Committee

2013/14 Capital Budget Position

Capital Ref	Description	Lead Officer	Original Budget 2013/14 £000	Final Budget 2013/14 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Re-phase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV549	City Cycle Park	A Preston	485	167	51	(116)	116	0	Delays to the approval of four significant areas of proposed on-street cycle parking has pushed completion beyond March 2014. Construction work has commenced and is forecast to complete by end June 2014.
Total Provisions			1,417	756	382	(374)	374	0	
Total for Planning and Climate Change			2,359	1,566	1,081	(485)	484	(1)	

Changes between original and final budgets may be made in Appendix D to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Mid-Year Financial Review, MFR)
- in the January committee cycle (as part of the Budget Setting Report, BSR)
- via technical adjustments/virements throughout the year

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Cambridge City Council

Project Appraisal and Scrutiny Committee Recommendation

Project Name: Cambridge 20mph Project - Phase 2 and Victoria Rd Implementation and Phase 3 Consultation

To: Cllr Kevin Blencowe, Executive Councillor for Planning, Policy & Transport

Report by: Simon Payne – Director of Environment

Scrutiny committee: ENVIRONMENT 8th July 2014

Wards affected: Arbury, West Chesterton, Coleridge, Abbey, Petersfield, Romsey, Trumpington, Queen Ediths, Cherry Hinton, Newnham, Castle, Market

Recommendations

Financial recommendations –

- The Executive Councillor is asked to approve the commencement of the implementation of phase 2 and Victoria Rd and consultation for phase 3 of this scheme, which is already included in the Council's Capital & Revenue Project Plan
- The total cost is estimated to be £222,200 funded from the 20mph project capital allocation SC532.
- There are no on-going revenue costs for the project.

Procurement recommendations:

- The Executive Councillor is asked to approve the carrying out and completion of the procurement of:
 - Phase 2 traffic order making process including street notices - £8000
 - Implementation of Phase 2 (in line with the roads recommended for inclusion by East Area Committee on 10/04/14, see below, but limiting implementation on Cherry Hinton Rd to section 1 at this stage) - £125,000

- **Procurement recommendations (continued):**
 - Commuted sum maintenance contribution to Cambridgeshire County Council for Phase 2 - £20,700
 - Implementation of Victoria Rd (in line with the recommendation from North Area Committee on 08/05/14) - £8,500
 - Phase 2 post implementation automatic traffic count (ATC) monitoring - £4000
 - Phase 3 pre-consultation ATC monitoring - £8000
 - Phase 3 consultation and public engagement including exhibitions - £12,000

- Subject to:
 - The permission of the Director of Business Transformation being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
 - The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Recommendations from East Area Committee:

- Inclusion of all unclassified roads in the east phase area
- *Inclusion of the following 'C' class roads:*
 - Cherry Hinton Rd Section 1: Clifton Rd to Perne Rd
 - Cherry Hinton Rd Section 2: Perne Rd to Walpole Rd
 - Remaining section of Mill Rd
 - Brookfields.
- ***Exclusion of the following C class roads:***
 - Both sections of Coldham's Lane.

Project Name: Cambridge 20mph Project – Phase 2 Implementation and Phase 3 Consultation

1 Summary

1.1 The project

To provide infrastructure (signs and lines) for a new 20mph speed limit on the public highway across the city. The new 20mph infrastructure would include repeater signs mounted on existing lamp columns, and white coloured 20mph roundel road markings. Entry into new 20mph limits would be via entry points highlighted by larger 20mph terminal signs, roundel road markings and on more main roads, patches of coloured road surface material.

Phase 2 Implementation Target Dates:

Start of procurement	July 2014
Award of Contract	December 2015
Start of project delivery	January 2015
Completion of phase 2	March 2015

1.2 Anticipated Cost

Total Cost	£ £222,200
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Cost Funded from:

Funding:	Amount:	Details:
Reserves	£222,200	SC532-39149
Repairs & Renewals	£	
Developer Contributions	£	
Climate Change Fund	£	
Other	£	

1.3 Procurement process

- 1.3.1 Procurement for the implementation of Phase 2 and Victoria Rd will be through a competitive tendering exercise, in accordance with the requirements of the City Council's Contract Procedure Rules.
- 1.3.2 Following receipt of tenders, the winning tender will be identified following assessment by a skilled officer panel.
- 1.3.3 Other elements (ATCs, consultation printing etc. will be procured through consideration of quotations from a minimum of three service suppliers and identified following considerations by a skilled officer panel.

2.0 Project Appraisal & Procurement Report

2.1 Project Background

- 2.1.1 In July 2011, a motion to Council was agreed that requested the evaluation of existing 20mph schemes in Cambridge and where appropriate, consult on expansion of schemes. Support and commitment from Cambridgeshire County Council was secured, and potential project scope and resourcing were investigated, which culminated in Council Budget funding bids for 'the Cambridge City 20mph Zones Project'. A capital bid for £400,000 to cover works was agreed in February 2012. A further revenue Priority Policy Fund bid for £59,800 to cover initial staffing costs was also approved.
- 2.1.2 Both funding bids stipulate that the project should have a citywide approach. As such the project considers all appropriate roads within the Cambridge City Boundary where it is appropriate/feasible to introduce a self-enforcing 20mph limit. Works will be subject to agreement with the Highway Authority (Cambridgeshire County Council).
- 2.1.3 Due to the size of the project, it has been divided into four separate phases, reflecting existing area committee boundaries. Each phase is being progressed separately and brought to the relevant area committee for recommendation. Further information is available on the project web page: <https://www.cambridge.gov.uk/20mph-speed-limit>

2.1.4 Following further development of the project and the request from Cambridgeshire County Council for a commuted sum for maintenance, a further bid to increase the project budget to £600,000 was approved at Council in February 2014.

2.2 **Project aims:**

- provide conditions that are conducive to an increase in active travel modes such as walking and cycling and encourage a modal shift towards these modes
- reduce the severity of personal injury accidents (PIAs) that occur on the city's road network
- reduce noise and air pollution levels
- reduce traffic congestion
- rationalise the existing number of isolated 20mph zones
- create clarity for motorists with regard to speed limits in residential areas.

2.3 **Phase 2 Consultation**

2.3.3 Public consultation for phase two took place between 24/02/14 and 30/03/14 (5 weeks).

2.3.4 The consultation was undertaken through the delivery of a consultation pack containing an explanatory leaflet and freepost return questionnaire to all addresses located within the Phase 2 area along with statutory consultees (17,974 addresses).

2.3.5 Consultees were provided with two options to respond. Either via an on-line questionnaire hosted via the City Council website, or by filling in the questionnaire delivered in the pack and returning it via the freepost address.

2.3.6 In order to identify any consultation responses that were returned by respondees from outside the consultation area, each questionnaire included a unique code, which also needed to be quoted when filling in the on-line questionnaire. As such it has been possible to identify responses received from those outside the consultation area, as well as responses from individual residents.

- 2.3.7 During the consultation period two exhibitions were set up which provided additional information about the project. These were located at the Ross St Community Centre and at the Customer Service Centre in Mandela House. Both exhibitions were in place from the 24/02/14 to 30/03/14.
- 2.3.8 Two public drop-in sessions also took place at Ross St Community Centre during the consultation period, at which council officers were present to answer questions. One during the day on Saturday 1st March 2014 and the other in the evening of Wednesday 6th March 2014.
- 2.3.9 PDF copies of the exhibition materials and the consultation leaflet are available on the project web page, and were also distributed in hard copy format to schools, libraries, and community centres within the phase area. The consultation was further publicised via a press release, tweets and an article in Cambridge matters.

2.4 Phase 2 Consultation Outcome

- 2.4.1 Following the closure of the Phase 2 public consultation, the results were presented to East Area Committee where it made the recommendations that are included in this report.
- 2.4.2 A total of 3014 responses to the consultation were received. Of these 2850 (94.6%) were received from addresses within the consultation area, and 164 were received from outside the consultation area. Of those from within the consultation area 2822 were from different addresses. This provides an overall response rate of: 15.7%
- 2.4.4 Overall the consultation results indicate that the majority of respondees:
- are **in favour** of the 20mph limit on residential and shopping roads in the Phase 2 area (**72%**)
 - are **in favour** of 20mph on roads coloured in with solid blue lines (**69%**)
 - are **in favour** of 20mph on the remaining section of Mill Road (**63%**).

The number of respondees in favour of a 20mph limit on Coldham's Lane (both sections) and Cherry Hinton Road (both sections) is neither strongly positive nor negative.

2.4.5 Responses received from statutory consultees are set out in table 1 overleaf. The question numbers refer to those on the Consultation Questionnaire.

Consultee	Do you agree with 20mph speed limits on residential and shopping roads?	Do you agree with installing 20mph limit on roads coloured solid blue?	Do you agree with installing 20mph limit on main roads coloured with red dashed lines?					Further Comments
			Coldham's Lane (Section 1)	Coldham's Lane (Section 2)	Mill Road (remaining section)	Cherry Hinton Road (Section 1)	Cherry Hinton Road (Section 2)	
Cambridgeshire Fire and Rescue	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No objections to proposals.
Cam Sight	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Mencap	No	No	No	No	No	No	No	
East of England Ambulance	Yes	Yes	Yes	No	Yes	Yes	Yes	
Cambridgeshire Chambers of Commerce	No	No	No	No	No	No	No	The present road restrictions and traffic calming measure keep speeds down on these roads and the viability of taking enforcement action is questionable. Slowing the traffic to 20mph will add to traffic congestion and delay buses. Will cyclists have to comply? Finally, we think it is confusing for drivers when the speed limit changes between different sections of the same road.
Stagecoach	Yes	Yes	No	No	No	No	No	I object in the strongest possible terms that the consultation shouldn't include any 'A' or 'B' roads in Cambridge including Victoria Road.

Table 1: Responses from Statutory Consultees

2.4.6 An analysis of the responses from residents living on Mill Road, Coldham's Lane and Cherry Hinton Road has been undertaken. Of those who responded:

- 70% of Mill Road residents **agreed** with the remaining section being limited to 20mph
- 59% of Coldham's Lane residents **disagreed** with either section being limited to 20mph
- 55% of Cherry Hinton Road residents **agreed** with either section being limited to 20mph.

2.4.7 Following analysis of the responses, the following commonly occurring themes have been identified:

- The 20mph limit needs to be enforced (this comment was made by those both agreeing and disagreeing to the implementation of a lower speed limit).
- It is a waste of tax payers' money (and should be spent repairing potholes).
- Driving at 20mph will not reduce congestion and will lead to increased journey times – including for buses, fuel consumption and pollution.
- Coldham's Lane and Cherry Hinton Road are main arteries in the city and should stay at 30mph.

A number of other general themes (in no particular order) have been identified from the comments received:

- The existing 30mph limit (and in parts 20mph limits) need enforcing first. 20mph is too slow. 30mph is slow enough
- The existing 20mph limit in the city centre is ineffective.
- The proposals will result in too much sign/line clutter.
- Any red surfacing should be minimised
- It would be good if sign clutter could be addressed/reduced as part of the project
- The project needs to be clearly signed.
- The project will result in cycles overtaking vehicles, could be dangerous.
- It would be difficult to pass cyclists at 20mph/take longer to do so which will be more dangerous.
- All roads in the city should be included. This would reduce potential confusion/improve clarity, reduce sign clutter and prevent potential traffic migration onto these roads.

- 20mph limits should be in place outside schools.
- 20mph should be timed to only be in force during the day/the limit should revert to 30mph at quiet times such as overnight.
- 20mph would provide pedestrian or cyclists with a false sense of security.
- At 20mph drivers would have to concentrate on their speed and signs rather than the road.
- 20mph could result in increased 'road rage' with dangerous overtaking.
- Pedestrians, cyclists, school pupils should pay more attention/be provided with training on the road.
- It is not possible to exceed 20mph on many of the unclassified roads/other roads at peak times anyway, so why bother making them 20mph?
- The consultation should have included details of potential negative impacts of the project
- 20mph will be bad for bus services – making journey times longer and reliability poorer.
- The limit is not required where traffic calming is in place.
- Good to remove existing traffic calming if 20mph limit is introduced.
- This is an 'anti-car' proposal. Looks like a project to increase revenue and a precursor to introducing a congestion charge.
- The project will go ahead whatever the results of the consultation are.
- It would be good to introduce speed cameras to enforce the 20mph limit

2.4.8 Other e.g. Trade Associations, National Bodies - As part of project governance, a project board has been convened on which local police, bus and taxi operators, local cycle and 20mph campaigns and the local Health service are represented. The views of these groups are being taken into account throughout the project development. The project has also been taken to the Cambridge disability consultative panel which has commented: 'Providing the signage is clear and there is sufficient awareness over a wide enough area, then the Panel welcome this proposal and hope it achieves its objectives'.

2.5 Phase 2 Implementation

- 2.5.1 The outcomes of officer investigation into the suitability of specific 'C' class roads in the east area for a new 20mph limit are broadly in line with consultation outcomes.
- 2.5.2 The possible exception is the section of Cherry Hinton Road, between Perne Road and Walpole Road, where average speeds are generally higher, at or around 27mph and the road environment less conducive to a 20mph speed limit.
- 2.5.3 Implementation of a new limit along Cherry Hinton Road, based on the East Area Committee boundary, is also not recommended at this stage.
- 2.5.4 Full consideration of the section between Perne Road and the Cherry Hinton High St/Queen Ediths Way junction is recommended to be considered following the phase 3 consultation, as in highway terms, the committee boundary is an arbitrary point to introduce a new limit.
- 2.5.5 The first section of Cherry Hinton Road, between Clifton Road and Perne Road has a road environment that includes on street parking and shopping precincts, with property close to the highway boundary, an environment which is more suited to a 20mph limit.
- 2.5.6 The average speed of vehicles using this section was also at or below the 24mph average speed recommended by the Department for Transport (DfT) for introducing signs only 20mph speed limits.
- 2.5.7 However, the existence of a GATSO safety camera close to the junction with Coleridge Road and Hartingdon Grove, indicates a potential problem with speed limit compliance, potentially during the late evening and early morning.
- 2.5.8 A poor accident history must also exist for this camera to exist at this location.
- 2.5.9 The GATSO safety camera is not type approved for 20mph speed limits. Solutions to this issue are currently under review.

2.6 **Victoria Road Consultation**

- 2.6.1 Public consultation took place throughout March 2014. The consultation was undertaken via the delivery of a consultation pack containing an explanatory leaflet and freepost return questionnaire to all addresses located within the consultation area.
- 2.6.2 Consultees were provided with two options to respond. Either via an on-line questionnaire hosted via the City Council website, or by filling in the questionnaire delivered in the pack and returning it using the freepost address.
- 2.6.3 In order to identify any consultation responses that were returned by respondees from outside the consultation area, each questionnaire included a unique code, which also needed to be quoted when filling in the on-line questionnaire. As such it has been possible to identify responses received from those outside the consultation area, as well as those from Victoria Road itself.

2.7 **Victoria Road Consultation Outcome**

- 2.7.1 A total of 540 responses to the consultation were received. Of these 214 (40%) were received from addresses within the consultation area, and 321 (59%) were received from outside the consultation area.

Responses from residents of Victoria Road itself totalled 51 (9%).

- 2.7.3 The consultation results can be summarised as follows:

Overall support for a 20mph limit on Victoria Rd [56%] 540 responses

71% of respondents within the consultation area support the limit

69% of respondents from Victoria Rd itself support the limit.

54% of respondents from outside of the consultation area support the limit.

2.7.4 Responses to question 5, which asks for the main reason that respondents use the road, shows that 79% of all responses were from residents, with 15% classing themselves as commuters only.

2.7.5 Specific responses were received from two key stakeholders, Cam Sight and Age UK Cambridgeshire, both of supported the proposed new limit.

2.8.5 A specific response was also received from Stagecoach, a key stakeholder as a major public transport provider. Stagecoach is not in favour of reducing the limit on this or any of the A and B roads and questioned the change to the original approach, which had already been presented to the public.

2.8.6 Following analysis of the comments section of the responses, the Following general themes (in no particular order) have been identified from the comments received:

13 responses (all negative) from people identifying as taxi drivers.

56 responses (all in favour) all mentioning "narrow pavements"

27 responses (18 positive, 9 negative) mentioning "enforcement"

9 responses (all negative) mentioning "increased congestion"

27 responses (25 positive, 2 negative) mentioning effects on "schools"/"the school run"

19 responses (all negative) that say 20mph is "too slow".

2.9 Speed Survey Results

- 2.91 Two locations were used to establish the average speed of vehicles using Victoria Road, 24 hours a day over a 2 week period.

Site Average Speeds

Victoria Road: East of Primrose Street (Eastbound) 24.6mph

Victoria Road: East of Primrose Street (WestBound) 24.3mph

Victoria Road: West of Arthur Street (Eastbound) 25.1mph

Victoria Road: West of Arthur Street (Westbound) 23.5mph

- 2.92 The results are very close to being in line with Department for Transport Guidance for the introduction of 20mph speed limits. This guidance suggests that existing average speeds should be at or below 24mph for a signs only solution to be appropriate.

3.0 Victoria Road Implementation

- 3.01 The reason this road was not included in the North Phase of this project, was its classification as an 'A' road, a strategic part of the city's road network across the north of the city.
- 3.02 Cambridgeshire County Council's Speed Limit Policy clearly states that 20mph limits should not be introduced on the A and B road network.
- 3.03 Responses to the North Phase consultation questioned its exclusion, based on its road environment incorporating narrow pavements with property built directly on the edge of the highway boundary in the majority of instances.
- 3.04 There are also a considerable number of desire lines across the road for local commuters and school children.
- 3.05 It was ultimately the nature of the road environment that led Cambridgeshire County Council to agree to the request for further consultation on a potential reduction in the speed limit.

- 3.06 County Council officer feedback following the result of the consultation, indicates that implementing a 20mph limit for Victoria Road will not be recommended for approval.
- 3.07 This decision is based on the lack of an overwhelming majority in support of the proposal, particularly as it involves a departure from policy, as well as the existence of a strong objection from a major public transport provider.
- 3.08 The official decision will be taken at Cambridgeshire County Council's Highways and Community Infrastructure Committee on 23rd September 2014, should the City Council's Executive Councillor for Planning, Policy and Transport agree to move forward with the implementation of a reduced limit.

3.1 Phase 3 Consultation

- 3.1.1 In order to speed up the delivery of the project and potentially deliver minor savings at the engagement stage, it is proposed that phase 3 will become the final phase of the project.
- 3.1.2 Phase 3 will therefore consist of the rest of the city, i.e. South and West/Central Area Committee Areas.
- 3.1.3 The project's engagement and decision making procedures will remain unaltered.

3.2 Major issues for stakeholders & other departments

- 3.2.1 Impact on police – The local police have highlighted that the project may result in additional pressure/requests from the public for enforcement activities. The police have stated that they will enforce 20mph limits in the same way as they currently enforce 30mph limits across the city.
- 3.2.2 Impact on Cambridgeshire County Council – The infrastructure placed on the public highway will become property of the county council once it is installed. As such the responsibility for maintenance of the new infrastructure will pass to the County Council, for which a commuted sum is being provided for each phase, to contribute to the ongoing maintenance cost of the additional infrastructure.

3.3 Summarise key risks associated with the project

3.3.1 Should the project be implemented, the risk of severe personal injury resulting from traffic collisions, where these occur, is reduced. This reduced level of risk is particularly relevant to more vulnerable road users such as the young or elderly and those using sustainable and active transport modes such as walking or cycling.

3.3.2 Due to a predicted 10% growth in the population Cambridge over the next decade, there is going to be increased pressure on the local road network. With greater numbers of motor vehicles using the roads, increased delay to traffic and wear to highway infrastructure, resulting in potential negative economic impacts. The provision of 20mph limits would help to mitigate this by providing conditions under which an increased proportion of the population feel comfortable adopting active and sustainable modes of transport such as walking or cycling. These modes provide economic, health, and wellbeing benefits.

3.3.3 As the local traffic authority, Cambridgeshire County Council's Highways and Community Infrastructure Committee will determine whether to approve the commencement of a statutory legal traffic regulation order (TRO) process, as well as determine any objections that are subsequently received. Approval of a departure from its speed limit policy for Victoria Road would also need to be secured before it can be included in the legal TRO process.

3.3.4 The traffic order making process will be undertaken by Cambridgeshire County Council prior to implementation in order for the speed limit to be legal. This process will require further consultation with various statutory consultees including public service operators. It is possible objections to the project will be raised at this stage, which could impact on the outcome of this project.

3.4 Financial implications

3.4.1 Appraisal prepared on the following price base: 2014/15

3.4.2 Specific grant funding conditions are:

- None

3.5 Net revenue implications (costs or savings)

Revenue	£	Comments
Maintenance	0	Once implemented maintenance of the infrastructure will be the responsibility of the County Council as the traffic authority
R&R Contribution	0	
Developer Contributions	0	
Energy savings	(0)	To the highway authority - See below
Income / Savings	(0)	
Net Revenue effect	0	Cost/(Saving)

3.6 VAT implications

There are no VAT Implications.

3.7 Climate Change Impact

Positive Impact		No effect	Negative Impact	
	+L			

3.7.1 The implementation of a 20mph limit would provide a safer and more attractive environment for active sustainable transport modes such as walking and cycling. As such it would help to increase the number of road users opting to use these modes, and potentially reduce the number of journeys undertaken in by private car. In addition where motor vehicles are used, research has found that at lower, smoother speeds, PM10 particulate emissions from brake and tire wear can be reduced. A 20mph limit can also help to reduce the level of traffic noise pollution.

3.7.2 In addition the project would allow for a number of illuminated signs to be disconnected and removed which will provide an energy saving to the highway authority.

3.8 Other implications

An Equality Impact Assessment (EqIA) has been prepared for this project and is attached at **Appendix B**

3.9 Staff required to deliver the project

Service	Skills	Total Hours
<i>Streets and Open Spaces, Project Delivery team</i>	<i>Project management Procurement Traffic scheme design Contract management Project Quality Control</i>	<i>Project Officer - 4200 (0.8 of full time until project is complete) Project Leader – 100 Project Delivery and Environment Manager - 75</i>

3.10 List of Appendices

APPENDIX A

Capital Project Appraisal - Capital costs & funding profile

APPENDIX B

Equality Impact Assessment (EqIA)

3.11 Background Papers

- Responses to Cambridge 20mph Project, East Phase Public Consultation
- Responses to Cambridge 20mph Project, Victoria Rd Public Consultation
- Department for Transport Local Transport Note 1/07 – Traffic Calming
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/38111/ltn-1-07.pdf
- Department for Transport Draft Speed Limit Circular July 2012 – Setting Local Speed Limits –
<http://assets.dft.gov.uk/consultations/dft-2012-32/setting-local-speed-limits.pdf>

3.12 Inspection of papers

Author's Name	Andrew Preston
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Date prepared:	10.06.14

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

	2014/15	2016/17	2017/18	2019/20	Comments
	£	£	£	£	
Capital Costs					
Building contractor / works	133,500				Construction Costs
Purchase of vehicles, plant & equipment					
Professional / Consultants fees	27,000	9,000			Officer Costs
Other capital expenditure:					
Phase 3 Consultation costs	12,000				
Legal traffic order process	8,000				
Phs 2 post implementation Auto. Traffic Counts		4,000			
Phs 3 pre consultation Auto . Traffic Counts	8,000				
Commuted Sum for Maintenance	20,700				
Total Capital cost	209,200	13,000	0	0	
Capital Income / Funding					
Government Grant					
Developer Contributions					
R&R funding					
Earmarked Funds					
Existing capital programme funding	209,200	13,000			SC532-39149
Revenue contributions					
Total Income	209,200	13,000	0	0	
Net Capital Bid	0	0	0	0	

Cambridge City Council Equality Impact Assessment



Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.

The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk, or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Cambridge 20mph Project

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

To reduce the speed of traffic on non-classified roads and some classified roads within the city of Cambridge to 20mph in order to provide a safer, greener and less threatening road environment for all road users.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Residents
- Visitors
- Staff

A specific client group or groups (please state):

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
- Revised
- Existing

5. Responsible directorate and service

Directorate: Environment
Service: Streets and Open Spaces

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

- No
 Yes (please give details):

Cambridgeshire County Council (as traffic authority)
Cambridge City Web Team
Local Police (enforcement)
Local public transport providers

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

(a) Age (any group of people of a particular age, including younger and older people)

The project should have a positive impact on the more vulnerable younger and older road users, by providing a less threatening road environment. In addition, at 20mph the number of Personal Injury Accidents (PIAs) is reduced and where they do occur they result in less severe injury, which is of particular importance to more vulnerable road users.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

In certain cases road users with a disability such as sensory or physical impairment would be classed as vulnerable road users. As such the scheme will provide a positive impact by providing a safer road environment.

(c) Gender

No specific impact

(d) Pregnancy and maternity

No specific impact

(e) Transgender (including gender re-assignment)

No specific impact

(f) Marriage and Civil Partnership

No specific impact

(g) Race or ethnicity

Studies suggest that minority groups are underrepresented as users of active travel modes. Through providing a less threatening road environment, the project is likely to have a positive impact by reducing the barriers to walking and cycling that these groups encounter.

(h) Religion or belief

No specific impact

(i) Sexual orientation

No specific impact

(j) Other factor that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty (please state):

This scheme will promote a safer road environment for all road users, particularly for the most sustainable and cost effective modes such as cycling and walking. Those experiencing the impacts of poverty may now have the opportunity to reconsider these modes and therefore benefit from this project.

8. If you have any additional comments please add them here

None

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.

10. Sign off

Name and job title of assessment lead officer:

Andrew Preston, Project Delivery & Environment Manager

Names and job titles of other assessment team members and people consulted: N/A

Date of completion: 08.10.12

Date of last review: 08.10.13

Date of next review of the assessment: 08.10.14



To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe
Report by: Head of Planning Services
Relevant scrutiny committee: Environment 8/7/2014 Scrutiny Committee
Wards affected: All

PROPOSED NEW CONVENTION FOR PLANNING COMMITTEE RELATING TO DECISIONS CONTRARY TO OFFICER ADVICE

Not a Key Decision

1. Executive summary

- 1.1 Planning Committee Members considered a report in January 2014 examining the council's performance with planning appeals and the recent appeal case relating to the redevelopment of 32 – 38 Station Road Cambridge.
- 1.2 The committee agreed a number of follow up actions including the holding of a facilitated member review session and the introduction of a new convention to be followed in the event that the committee is minded to refuse/approve major/significant planning applications against the advice of its officers. The review session was held on 14 April and was supported by external facilitators.
- 1.3 Planning Committee considered a further report in late April detailing how the new convention might be introduced and agreed by a majority that Environment Scrutiny Committee should be asked to look at this issue. The report to Planning Committee and the notes from the discussion at the April meeting are attached at Appendix A and B.
- 1.4 Environment Scrutiny Committee is asked to review the operation of the convention being proposed, to take account of the previous comments of Planning Committee and make a recommendation to Full Council that the convention is introduced. Appendix C outlines the proposed convention.

2. Recommendations

2.1 The Executive Councillor is asked to recommend Council:

- [1] Approve an amendment to the constitution to include a new convention for the Planning Committee involving a deferred decision making process for appropriate cases.
- [2] The convention process to be introduced for a 12 month trial period from September 2014. The convention to apply in the circumstances where the committee resolves that it is minded to refuse or approve major applications schemes contrary to the recommendation of its officers and be subject to the operational arrangements outlined in Appendix C.
- [3] To delegate to the Heads of Legal and Planning Services authority to amend the constitution to include the new convention, amend procedures, update guidance, provide training as necessary to ensure the smooth implementation of the new convention
- [4] To request the Head of Planning Services to provide a review report to Environment Scrutiny Committee on cases where the convention has applied, after 12 months operation

3. Background

- 3.1 In January 2014 Planning Committee considered a report on planning appeals including the 32-38 Station Road/Wilton Terrace case where an award of costs had been made against the council. (The costs claim in relation to the appeals has now been concluded and the council's liability was £170,000 which is lower than was originally anticipated.) A range of actions were suggested at that time and it was agreed that a facilitated review session would be held with committee members and senior officers to consider the outcomes of the 32 – 38 Station Road/Wilton Terrace appeal case. That review took place on 14th April.
- 3.2 One of the outcomes of the review and the various reports that have been considered by the Planning Committee has been the potential benefit to the Council from introducing a new convention for Planning Committee, where decisions contrary to the recommendations from officers on major planning applications are being moved. Full Council in March also agreed that consideration would be given to the introduction of this kind of approach.
- 3.3 A number of councils have introduced a process whereby in the situation where the committee is minded to make a decision contrary

to its officers advice, a minded-to resolution is recorded allowing an agreed period of time for the intended reasons for refusal (or approval where this is the case) to be evaluated for any undue risks. This is to ensure that the risks from any decision have been subject to further consideration and the benefit of additional relevant legal or technical advice (as appropriate) is available before the decision is confirmed. This approach represents best administrative practice and both the Planning Advisory Service and the Local Government Association recommend this way of working.

3.4 There are a number of factors for and against the introduction of this approach. These are tabulated below.

A new convention for Planning Committee to deal with decisions contrary to officer recommendation	
Pro's	Cons
<ul style="list-style-type: none"> • Reduces the risk of adverse planning appeal costs and claims of 'unreasonable behaviour' against the local planning authority • Takes stock of the grounds for the 'minded-to' decision and ensures all relevant information about those reasons, and any attendant risks are available to the local planning authority before the decision is confirmed • Enables conditions and reasons and s.106 matters to be properly thought through, outside of the committee meeting 	<ul style="list-style-type: none"> • This approach may give the appearance of the local planning authority having reticence at engaging in the appeal process • May give the appearance that Member (or democratic) discretion is being stifled or constrained • May lead to the impression that Officers are attempting to apply undue influence over member discretion • Increases the possibility of appeals against non-determination which might generate additional work • Delays in concluding major planning applications undermines the council's ability to meet national planning application performance targets

3.5 Environment Scrutiny Committee is asked to consider the merits of introducing such an approach. The possible day to day operation of this arrangement is set out in Appendix C and it is anticipated that it would only apply to a small number of major planning application cases.

3.6 The convention will need to be designed to address a number of issues and the principles set out in Appendix C cover these:

- When it applies
- What type of cases it relates to
- Who initiates it

- What procedure is followed once the convention is initiated
 - Whether presentation of and reconsideration of the entire original officer report needs to take place and whether it is necessary to have public speaking repeated or not
- 3.7 Planning Committee considered this approach previously and the report is included at Appendix A for information. The comments made by Members are included at Appendix B. The principles set out in Appendix C have been amended to take account of Member comments (however a clear steer is needed in relation to the desired approach to public speaking).
- 3.8 The new convention arrangements are an appropriate way of managing the council's risks particularly with major application cases where costs can be significant if a claim against the local planning authority on the grounds of unreasonable behaviour is found to be justified. This will ensure that members have the fullest possible advice and awareness of any undue risks to the council where they are making decisions on planning grounds against their officers' advice.
- 3.9 It is suggested that the convention and any associated arrangements are reviewed after 12 months implementation.

4. Implications

(a) Financial Implications

The new process will involve additional time in decision making on specific types of planning application. The frequency with which this new procedure will apply is expected to be low. External legal or other technical advice may need to be procured from time to time to support good decision making. These costs will be found from the planning service budget.

(b) Staffing Implications

There are no direct staffing implications, some additional time may be needed to prepare additional advice but this is considered necessary to assist good decision making and to manage adverse risks to the council.

(c) Equalities and Poverty Implications

There are no direct equal opportunities implications from this report and no EQIA assessment has been undertaken.

(d) **Environmental Implications**

There are no direct environmental implications but good decision making through the planning process is a key aspect of delivering sustainable development.

(e) **Procurement and risk management implications**

There are no adverse procurement implications. The committee convention being considered would support the council's approach to risk management.

(f) **Consultation and communication**

The recommendations of this report were considered by the Planning Committee on 30/4/14 – the notes of that meeting are attached at Appendix B. The issue was also debated as part of a motion at Council in March and was considered at the Station Road member review session on 14/4/14.

(g) **Community Safety**

There are no adverse community safety implications.

5.0 Background Papers

6. Appendices

- 6.1 Appendix A – Report to Planning Committee 30/4/14
- Appendix B – Notes of Member Feedback, Planning Committee 30/4/14
- Appendix C – New convention principles

7. Inspection of papers

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

Author's Name: Patsy Dell
Author's Phone Number: 01223 - 457103
Author's Email: patsy.dell@cambridge.gov.uk

8.0 Appendices

Appendix A: Report to Planning Committee April 2014

Agenda Item

CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Planning Services

TO: Planning Committee

30/4/2014

WARDS: All

**FOLLOW UP REPORT: 32-38 STATION ROAD APPEAL,
MEMBER REVIEW SESSION AND NEW PLANNING COMMITTEE
CONVENTION FOR OVERTURN CASES INVOLVING
MAJOR/SIGNIFICANT PLANNING APPLICATIONS**

1 EXECUTIVE SUMMARY

- 1.5 Members considered a report in January 2014 examining the council's performance with planning appeals and the recent appeal case relating to the redevelopment of 32 – 38 Station Road Cambridge.
- 1.6 The committee agreed a number of follow up actions including the holding of a facilitated member review session and investigation of the introduction of a new convention to be followed in the event that the committee is minded to refuse/approve major/significant planning applications against the advice of its officers.

2. RECOMMENDATIONS

2.1 That Planning Committee:

A: Notes the outcomes of the review session held on 14th April and the identified actions set out in paragraph 3.4; and

B: Recommends to Full Council that a new convention for the Planning Committee involving a deferred decision making process for appropriate cases is introduced for a 12 month trial period from August 2014. The process to apply in the circumstances where the committee resolves that it is minded to refuse or approve major/significant schemes contrary to the recommendation of its

officers and be subject to the operational arrangements outlined in paragraph 3.6.

3. BACKGROUND

3.1 In January 2014 the planning committee considered a report on planning appeals including 32-38 Station Road/Wilton Terrace case. A range of further actions were suggested at that time and it was agreed that a facilitated review session would be held with planning committee members and senior officers to consider the outcomes of the 32 – 38 Station Road/Wilton Terrace appeal case. A new planning committee convention was also suggested where decisions contrary to the recommendation from officers on major/significant planning applications are contemplated.

The facilitated review session

3.2 The review session was held on April 14th with 11 members including the Executive Councillor, Planning Committee Chair and Vice-Chair, the Chief Executive and the Heads of Legal and Planning Services attending. The session was facilitated jointly by an external consultant Geoff Cross from the Planning Officers Society and Theresa Higgins a peer member who is the Planning Committee Chair at Colchester Borough Council and also a member of Essex County Council.

3.3 The review session was focussed around the role of the planning committee in taking account of evidence and representations in determining planning applications and how to avoid costs awards on appeals in future. The facilitators led the discussion through the following areas:

- The legal context for making planning decisions
- The councillors role and the framework within that role operates
- Localism, the Development Plan and the National Planning Policy Framework (NPPF)
- Duties of elected members on planning committees
- The planning committee decision framework including the presumption in favour of sustainable development in the NPPF
- The planning committee decision process and material considerations
- Reasonableness in decision making and avoiding the risk of costs awards
- Key issues in the planning history of 32-38 Station Road
- Use of a deferral process to manage council's risks in overturn cases leading to appeals and relevant experience from

Colchester Borough and Essex County Council in operating a similar approach

- Managing meetings and expectations about the role of the planning committee members

3.4 The review meeting identified a number of key issues and action points that are set out below.

Learning Point/Issue	Action to be followed up/Responsibility
<p>Public perceptions and managing public expectations: Reminder that each planning committee meeting has a “new gallery” in terms of the public who are in the gallery observing the meeting. These observers will have varying degrees of familiarity with the planning process and the role and discretion of committee members.</p>	<ul style="list-style-type: none"> • Review the script read out by the chair at the start of the committee meeting to ensure the content is informative and helpful about the quasi-judicial nature of the meeting and the role and scope of councillors in making decisions on planning applications • Review the guidance notes in the committee agenda papers to see if they contain enough information for the public and members to understand the limits of discretion that apply to the committee • Investigate the production of a committee leaflet or guidance note about the role and function of the planning committee that can be available at the meetings • Investigate sampling feedback from members of the public attending planning committee to see if they understood enough about what was going on or whether we could provide more clarity and/or information to them
<p>Managing disruption in Planning Committees</p>	<ul style="list-style-type: none"> • Review the script read out by the chair at the start of the committee meeting to ensure the content is clear on the way the meeting will be managed if there is disruption.

	<ul style="list-style-type: none"> • Where disturbances at the committee can be anticipated, arrangements for managing this to be discussed at chair's briefing and put in place • Clear guidance for chairs on use of adjournments where necessary
<p>Member training and development.</p> <p>Need to ensure that training is appropriate and targeted so it is suitable for both new and experienced members. New members should be given training before they sit on a committee dealing with planning matters.</p> <p>A mix of types of member development works best for planning committee members including development review (site tours) and briefings, delivered on an on-going basis.</p>	<ul style="list-style-type: none"> • New member training on planning set up for 17th June. • Planning Committee tour date to be confirmed in new municipal year, to take place in the summer • Briefing topics and development needs for planning committee members to be canvassed in first meeting after the elections – to ensure an mix of 'refresher' and new development sessions are provided, in an appropriate way
<p>Advice to members about planning matters</p> <p>Encourage members to speak to planning officers or managers before committee if they have concerns/need advice on potential overturns that are being contemplated</p>	<ul style="list-style-type: none"> • Head of Planning Services to write to all members reminding that officers are here to help with any member queries on committee items • Review the standing guidance in our planning committee agenda papers to see if additional information would be helpful
<p>Deferral process in the event of overturns on significant cases:</p> <p>This was felt to be a helpful approach to managing the council's risks and should be introduced on a trial basis. The approach would involve a "minded-to" resolution resulting in a deferral of the item for further</p>	<ul style="list-style-type: none"> • The proposed planning committee deferral convention was not discussed at the March Planning Committee specifically to enable the outcomes of the review workshop to be incorporated into the approach (this has been picked up). The details of how this might work are included within this report

<p>advice to be obtained and brought back to a subsequent committee</p> <p>The new deferral convention should also cover minded-to approvals where this is also an overturn of an officer recommendation. Different risks and issues apply but should still be covered by the convention</p>	<p>(amended in the light of the review session and comments from last Full Council).</p>
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The new planning committee convention

3.5 It was agreed that a new convention be introduced where decisions on major or significant planning applications contrary to officers' advice are contemplated. The new procedures will provide the local planning authority with further advice on the implications of the proposed reasons for refusal in terms including their likely 'defendability' and potential for future risk of adverse costs awards for the authority. The new convention will also apply in cases where a minded-to approve planning permission resolution is contemplated. The risk profiles in these types of cases are different but the approach is an appropriate one towards managing the council's risks in the small number of cases that it will apply to.

3.6 The new deferral process:

- The new process will only apply to items considered by the council's main planning committee
- The process will only apply to major/significant planning applications (using the Department of Communities and Local Government (DCLG) definition of major - >10 dwellings or >1,000m² floorspace), and
- Where there is a majority resolution that is minded to make a decision contrary to officer advice
- The procedure will be initiated as appropriate by the Chair/Vice-Chair in consultation with the Head of Planning Services/ City Development Manager. This will operate where the item has been presented by officers, public speaking has taken place and members have debated the merits of the proposal. The Chair of the Planning Committee (or Vice Chair when acting in that capacity) will seek a resolution and the specific grounds upon which the members of the committee agree by a majority that they are minded to refuse planning permission (including the member reasons for that refusal based on relevant planning

policy, technical and other matters which in the committee's judgement means the application should be refused); or alternatively, minded to approve planning permission in which case planning conditions, reasons and s.106 matters may be involved

- The item will then be deferred and officers will prepare a further report providing advice on the committee resolution. This would normally be brought back to the next available meeting but may be delayed to a later meeting if external legal or technical advice needs to be sought
- To ensure safe decision making, the original planning officer's report and the new advice will need to be re-presented and reconsidered by the planning committee. Public speakers will be contacted and given a second opportunity to address the committee, (reconsideration of the items along with further advice and repeated public speaking will address any probity issues arising with a different committee composition)
- The committee will determine if their original minded-to resolution (reasons for refusal) are still appropriate, should be amended or whether the original officer recommendation should be followed, likewise the means by which a permission can be granted with planning conditions and s.106 requirements will be outlined
- The committee's final decision will be confirmed and the decision and reasons for it noted in the minutes of the meeting
- Should the decision result in an appeal, the approach to defending the council's case at the appeal will be managed by officers and reported back to committee if needed.

Conclusions

3.7 The new convention arrangements are an appropriate way of managing the council's risks in particularly major/sensitive cases. It will ensure that members have the fullest possible advice where they are making decisions on planning grounds against their officers' advice. This will reduce the council's potential risk of adverse cost awards against the local planning authority. It is suggested that the convention and arrangements are reviewed 12 months after implementation.

3.8 It is appropriate for scrutiny purposes that Planning Committee recommends this convention approach to Full Council for approval as an addition the constitution.

4.0. IMPLICATIONS

(a) Financial Implications

The two stage process will involve additional time in decision making on specific types of application. The frequency with which this new procedure will apply is expected to be low. External legal or other technical advice may need to be procured from time to time to support good decision making. These costs will be found from the planning service budgets.

(b) Staffing Implications

There are no direct staffing implications, some additional time may be needed to prepare additional advice but this is considered necessary to assist good decision making and to manage adverse risks to the council.

(c) Equal Opportunities Implications

There are no direct equal opportunities implications from this report and no EQIA assessment has been undertaken.

(d) Environmental Implications

There are no direct environmental implications but good decision making through the planning process is a key aspect of delivering sustainable development.

(e) Procurement and risk management implications

There are no adverse procurement implications. The committee convention being considered would support the council's approach to risk management.

(f) Consultation and communication

The recommendations of this report have been discussed informally with a number of Councillors. The issue was debated as part of a motion at Council and was considered at the member review session referred to above on 14/4/14.

(g) Community Safety

There are no adverse community safety implications.

5.0 Background Papers

6.0 Contacts

The author and contact officer for queries on the report is Patsy Dell, Head of Planning Services on extension 7103 patsy.dell@cambridge.gov.uk

Appendix B: Planning Committee Member comments

30 April 2014: Planning Committee Item 5b: Notes from meeting;

In response to the report the Committee made the following comments:

- i. A definite conclusion is required if public speakers are required for a second time.
- ii. If public speakers are permitted at the second meeting should this be open to those who made written representation but did not speak at the first meeting?
- iii. Reservations expressed regarding public speakers. If public speaking is permitted at the second meeting this should only be open to those previous speakers but what would the benefits be, is this appropriate?
- iv. It is the Committee's right to go against Officer recommendation.
- v. More time is needed to look at the detail.
- vi. Welcomed the suggestion of being passed to Environment Scrutiny Committee.
- vii. While it is right and legal to overturn an Officer's recommendations Members of the Committee must behave responsibly.
- viii. Issue of continuity needs to be addressed, should the same Committee Members who made the original decision make the second decision?
- ix. Looked at the similarities to that of a jury who had the right to ask the Judge for more information when considering a case.
- x. Noted that the Jury were protected from the public in terms of expressing an opinion in the gallery.
- xi. Questioned if it was possible to ensure the same Committee Members for this process.

Suggested Changes to the report:

- Paragraph 3.4 of the Officers report:
Suggested additional action / responsibility to be included:

Members of the public must not express their views to the Committee during the determination of the application.

- Paragraph 3.6 of the Officers report (bullet point 4):

Expressed concern at the phrase 'The procedure will be initiated as appropriate by the Chair / Vice-Chair in consultation with the Head of Planning Services / City Development Manager' as this should be a Committee decision/ process and questioned what this would mean in practical terms.

- Paragraph 3.6 of the Officers report (bullet point 5):
Change of wording (new text underlined)

The item will then be deferred and officers will prepare a further report providing relevant additional advice on the committee resolution. This would normally be brought back to the next available meeting but may be delayed to a later meeting if external legal or technical advice needs to be sought

- Paragraph 3.7 of the Officers report:
Change of wording (new text underlined and original ~~struck through~~)

The new convention arrangements are an appropriate way of managing the council's risks in particularly major/sensitive cases. It will ensure that members have the fullest possible advice where they are making decisions on planning grounds against their officers' advice. This will reduce the council's potential risk of adverse cost awards against the local planning authority. It is suggested that the convention and arrangements are reviewed after 12 months ~~after~~ of implementation.

Appendix C: The new convention principles

- The new process will only apply to major planning applications considered by the council's planning committee (using the Department of Communities and Local Government (DCLG) definition of major - >10 dwellings or >1,000m² floorspace), and
- Where there is a majority resolution that is minded to make a decision contrary to officer advice
- The procedure will be initiated as appropriate by the Chair/Vice-Chair in consultation with the Head of Planning Services/ City Development Manager.
- This convention will operate where the item has been presented by officers, public speaking has taken place and members have debated the merits of the proposal. The Chair of the Planning Committee (or Vice

Chair when acting in that capacity) will seek a resolution and the specific grounds upon which the members of the committee agree by a majority that they are minded to refuse planning permission (including the member reasons for that refusal based on relevant planning policy, technical and other matters which in the committee's judgement means the application should be refused); or alternatively, minded to approve planning permission in which case planning conditions, reasons and s.106 matters may be involved

- The item will then be deferred and officers will prepare a further report providing relevant additional advice on the committee resolution. This would normally be brought back to the next available meeting but may be delayed to a later meeting if external legal or technical advice needs to be sought
 - To ensure safe decision making, the original planning officer's report and the new advice will need to be re-presented and reconsidered by the planning committee. Public speakers will be contacted and given a second opportunity to address the committee, (reconsideration of the items along with further advice and repeated public speaking will address any probity issues arising with a different committee composition)
 - The committee will determine if their original minded-to resolution (reasons for refusal) are still appropriate, should be amended or whether the original officer recommendation should be followed, likewise the means by which a permission can be granted with planning conditions and s.106 requirements will be outlined
 - The committee's final decision will be confirmed and the decision and reasons for it noted in the minutes of the meeting
 - Should the decision result in an appeal, the approach to defending the council's case at the appeal will be managed by officers and reported back to committee if needed.
-

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To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe
Report by: Head of Planning Services
Relevant scrutiny committee: Environment 8/7/2014 Scrutiny Committee
Wards affected: All

TRANSFER OF PLANNING ITEMS FROM AREA TO CENTRAL PLANNING COMMITTEE

Not a Key Decision

1. Executive summary

1.1 This report considers the issues inherent in moving to a single planning committee dealing with development management and enforcement decisions in the City, reverting to the way decisions were made prior to 2003. The report considers the benefits and dis-benefits of this change, along with two potential options for a single committee and concludes that a single planning committee operating on a monthly cycle but with a carefully ordered agenda and operating principles should be considered. A transition period will be necessary in the implementation of this change and 1st October 2014 is suggested as the start of any new arrangements. There should be a review of the operation of any new arrangement after 6 months.

2. Recommendations

2.1 The Executive Councillor is asked to recommend to Council:

[1] To rescind the delegation of powers to Area Committees to determine planning applications and enforcement matters set out in paragraph 11.3 of the terms of reference for Area Committees (section 11 of Part 3 of the Constitution) to come into effect from 1 October 2014

[2] To delegate responsibility for determining those applications and enforcement matters to the Planning Committee with effect from 1 October 2014,

[3] To endorse the operating principles for the Planning Committee set out in paragraph 3.10 of this report and adopting the approach set out in option1 in the report,

[4] To delegate authority to the Heads of Corporate Strategy, Legal and Planning Services to make changes to the constitution, committee operating arrangements, publications, procedures and any other matters as necessary to secure the smooth implementation of this change, consulting with the Executive Councillor, Chair and Vice Chair and opposition spokes of Planning Committee as appropriate and necessary.

3. Background

3.1 Specific types of planning applications have been determined at Area Committee since 2003¹. In the last two years 173 planning applications were considered by the four Area Committees (averaging between 5 and 13 items a month). This represents around 6% of the total planning applications determined by the council each year (Appendix A at the end of this note shows the distribution of applications to Area Committees). The current number of meetings held that deal with planning applications is as follows²:

- **2012/13:** 29 Area Committees were held with the total number of meetings comprising: East Area 10, North Area 6, South Area 7, West/Central Area 6, Planning Committee 13
- **2013/14:** 25 Area Committees held: East Area 9, North Area 6, South Area 6, West/Central Area 6, Planning Committee 13

3.2 The council's current scheme of delegation provides for applications to go to planning committee where they are:

- Major applications (involving more than 10 dwellings <1,000m² floorspace for other types of development),
- Departures from the development plan
- Those referred by the Head of Planning Services involving policy or other issues that make it inappropriate to be dealt with under delegated authority
- Applications submitted by any member of the council or their immediate families

¹ Limited to mainly minor applications defined by government as small planning applications of up to 9 dwellings and changes of use

² Excluding the Joint Development Control (Cambridge Fringes) Committee

- Area committee type applications but which affect across two area committee boundaries
 - City Council own development
- 3.3 Area Committees deal with minor applications and those applications ‘called in’ by councillors as follows:
- Minor developments of up to 9 dwellings (or where there are representations contrary to the officer recommendation)
 - Changes of use (where there are representations contrary to the officer recommendation)
 - ‘Called in’ applications³
 - Authority to serve an enforcement notice
 - Authority not to pursue unauthorised development on the grounds of expediency

Options for the Planning Committee

3.4 The transfer of all planning business to a single central planning committee could be dealt with in a number of ways but two main options for a single committee approach would appear to exist:

- 1) Continue with the current main planning committee meeting held every month (13 meetings per year)
- 2) Meet more regularly, say every three weeks (approximately 17 meetings per year)

3.5 Both options have benefits and dis-benefits, set out below.

Table 1: Assessment of benefits and dis-benefits – Option 1

Benefits	Dis-benefits
Option 1	
Monthly/Four-weekly meeting (13 per year)	
Central location for planning committees is highly accessible	Considerably longer planning committee meetings each month. Potential for between 5 and 13 extra items each meeting
The Guildhall has committee rooms with media and audio visual support in place	
	Loss of some direct local input to

³ Member requests for committee decisions made on specific planning grounds

<p>Many customers and service users are used to attending committee meetings in the Guildhall</p>	<p>planning decision making.</p>
<p>Public speakers wishing to attend committee and speak may find day time/early evening meetings more convenient than late night meetings</p>	<p>Visibility of the democratic decision making process for particular types of planning application moved from a local to a central venue.</p>
<p>A single planning committee enables greater consistency in decision making, fewer members overall are constrained by pre-determination restraints on advocacy</p>	<p>Loss of minor planning decisions being taken in the local area</p>
<p>A single committee enables focussed provision of planning training and development activities</p>	<p>Some public speakers wishing to attend committee and speak may find day time/early evening meetings less convenient than evening/late night meetings</p>
<p>There has been some criticism and complaints about Area Committees making planning decisions late at night, this approach would reduce the council's risks</p>	
<p>Area Committees will have greater time to focus on other wards specific issues on behalf of and with residents</p>	
<p>More frequent planning committees will assist with meeting government performance targets for planning applications</p>	

Table 2: Assessment of benefits and dis-benefits – Option 2

Benefits	Dis-benefits
<p>Option 2 Three weekly meeting cycle (17 meetings per year)</p>	
<p>More in number but potentially shorter meetings</p>	<p>This would require a greater time commitment from Planning Committee members than option 1, staffing and other implications also increase, including adding costs</p>
<p>Central location for planning committees is highly accessible</p>	<p>including adding costs</p>

<p>The Guildhall has committee rooms with media and audio visual support in place</p> <p>Many customers and service users are used to attending committee meetings in the Guildhall</p> <p>Public speakers wishing to attend committee and speak may find day time/early evening meetings more convenient than late night meetings</p> <p>A single committee enables greater consistency in decision making, fewer members overall are constrained by pre-determination restraints on advocacy</p> <p>A single committee enables focussed provision of planning training and development activities</p> <p>There has been some criticism about Area Committees making planning decisions late at night, this approach would reduce the council's risks</p> <p>Area Committees will have greater time to focus on other wards specific issues on behalf of and with residents</p> <p>More frequent planning committees will assist with meeting government performance targets for planning applications</p>	<p>Loss of some direct local input to planning decision making</p> <p>Visibility of the democratic decision making process for particular types of planning application moved from a local to a central venue.</p> <p>Loss of minor planning decisions being taken in the local area</p> <p>Some public speakers wishing to attend committee and speak may find day time/early evening meetings less convenient than evening/late night meetings</p>
---	--

Preferred Option

3.6 Planning business proposed to be transferred from Area to Planning Committee could be handled in a number of ways and clearly there will be an increased workload for the committee to deal with whichever

approach is followed. The table above identifies the main issues, benefits and dis-benefits that need to be considered.

- 3.7 In any scenario, a mix of minor and major applications at each committee, separated into agenda sections based upon application size and scale, rather than geography would probably be simplest to operate. Changes to the scheme of delegation, strict chairing and tightening up on the call-in by members could also assist with the overall numbers of applications having to be dealt with by the committee but that would need to be looked at separately and is not part of the current proposal.
- 3.8 Increased Government scrutiny of planning application performance means anything that has an adverse impact upon overall application processing times needs to be avoided. Given this there would need to be a transition period to move planning applications from Area to Planning Committee or any other option that is agreed. Officers suggest that October is the appropriate time to allow effective transition into the new arrangement. Whichever option is chosen there will be issues that arise that need resolution during implementation and the effectiveness of the new arrangement would benefit from a review after 6 months to ensure it is delivering against expectations. This change may also mean that the timing and frequency of Area Committees needs to be reviewed as a consequence.
- 3.9 Having considered the issues your officers suggest that the existing monthly cycle of Planning Committee meetings proposed by option1 offers the slightly greater degree of benefits over dis-benefits in moving to a single planning committee system.

Proposed Operating Principles – Planning Committee

- 3.10 These principles are suggested as the basis for reshaping the Planning Committee to deal with all planning business:
- The committee will operate on a monthly cycle as now
 - Development Control Forum dates will be arranged on the monthly cycle as now
 - Planning Committee will operate on a single committee meeting format but organised with a three part agenda, managed as follows:
 - Part One agenda – city wide major items
 - Part Two agenda – city wide items that would previously have been dealt with at Area Committee
 - Part Three agenda – General and Enforcement items
 - Agenda timings:

- Part One – 10.00 am start (including where there is a scheduled member briefing/development session beforehand – these will be programmed to start at 9.00 or 9.30 am)
- Part Two – advertised in advance to start no earlier than 1.00pm
- Part Three – to follow on from part two agenda items with earliest start time advertised where this is appropriate
- Breaks:
 - There will be a 30 minute lunch break before the part two agenda is heard
 - There may be a short break between agenda part two and three at the Chair's discretion
 - Other comfort breaks will be at the Chair's discretion during the meeting
- Where a meeting lasts to 6pm, a vote will be taken as to whether or not the meeting will be adjourned. A decision to adjourn the meeting will also agree the date and time of the continuation meeting which will be held no later than 7 days from the original meeting.
- Public speaking will operate as it does now with the addition of public speaking rights on Enforcement items to operate in the same manner as the current scheme provides for planning applications
- The first Planning Committee meeting in this new format will take place in October
- A review report will be prepared for the planning committee after 6 meetings in the new format have taken place

4. Implications

(a) Financial Implications

Modest savings (cashable) will be delivered through reductions in the cost of venue and audio hire and agenda delivery with planning items being transferred to Planning Committee for consideration. Longer committee meetings at the Guildhall may slightly reduce flexibility in available income from accommodation lettings. Some savings in staff time (non-cashable) will arise with the transfer from attendance at Area Committee to supporting the Planning Committee and administratively in planning support in not having to co-ordinate production of a number of separate committee agendas.

(b) Staffing Implications

Planning, Democratic Services and other staff will be able to support the Planning Committee meetings more easily if the meetings take place in the Guildhall. A wider range of planning officers will also be able to present cases to the committee which will help support their professional development.

Legal Services currently attend and support the Planning Committee but do not generally attend Area Committees other than on request. This arrangement will continue in the new committee format in respect of items currently considered at Area Committee level.

(c) Equality and Poverty Implications

An EQIA has been undertaken and is attached at Appendix B. The implications identified have been considered in this report.

(d) Environmental Implications

There are no adverse implications for climate change as a result of this proposed change.

(e) Consultation and communication

Civic Affairs Committee was consulted on this proposed change at their meeting on 25/6/14. Feedback from that meeting will be reported to the Environment Scrutiny Committee.

(f) Community Safety

There are no adverse community safety implications from the proposed changes.

5. Background papers

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

Transfer of Planning Business from Area to central Planning Committee: Equalities Impact Assessment Report

Report to Civic Affairs Committee 25/6/14 – Transfer of Planning Matters from Area to Planning Committee

6. Appendices

Appendix A

Analysis of Area Committee application numbers and meetings 2012 and 2013

7. Inspection of papers

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

Author's Name: Patsy Dell
 Author's Phone Number: 01223 – 457103
 Author's Email: patsy.dell@cambridge.gov.uk

Appendix A: Area Committee planning applications 2012 and 2013

North		South		East		West/Central	
26/1/12	3	9/1/12	0	9/2/12	2	5/1/12	1
23/3/12	2	5/3/12	2	12/4/12	5	1/3/12	2
17/5/12	2	10/5/12	0	21/6/12	10	26/4/12	3
26/7/12	4	16/7/12	1	2/8/12	0	21/6/12	4
27/9/12	2	5/9/12	4	6/9/12	4	23/8/12	3
22/11/12	3	19/11/12	7	18/10/12	2	1/11/12	1
31/1/13	3	14/1/13	0	29/11/12	4	10/1/13	3
21/3/13	4	7/3/13	0	10/1/13	3	28/2/13	6
16/5/13	6	9/5/13	1	14/2/13	4	25/4/13	6
1/8/13	2	15/7/13	10	26/3/13	5	20/6/13	0
3/10/13	6	16/9/13	3	25/4/13	3	5/9/13	2
21/11/13	2	4/11/13	2	6/6/13	2	14/11/13	4
6/2/14	1	13/1/14	4	25/7/13	7	9/1/14	2
				12/9/13	2		
				17/10/13	2		

				28/11/13	4		
				9/1/14	3		
	40		34		62		37
Total: 173							

Appendix B: EQIA

Cambridge City Council Equality Impact Assessment

Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.



The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from Suzanne Goff, Strategy Officer on 01223 457174 or email suzanne.goff@cambridge.gov.uk or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Transfer of Planning items from Area to Planning Committee

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

In the past, planning items have been taken to Area Committees for a decision. The change being proposed will mean that planning items will be brought to the Planning Committee at the Guildhall. This is a change in the council's approach to decision making on some planning matters.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

X Residents - yes

X Visitors - where their visit relates to a committee considering a planning matter

X Staff - moderately

A specific client group or groups (please state):

Applicants for planning permission and people (individual or in groups) objecting or supporting planning applications.

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

New

X Revised - yes

X Existing - being changed

5. Responsible directorate and service

Directorate: Environment

Service: Planning

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

No

X Yes : Democratic Services are involved in delivering this change

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people – in particular, please consider any safeguarding issues for children and vulnerable adults)

This change will mean that some types of planning matters that have been considered locally, at the Council's four area committees for the last 11 years will in future be considered by a single planning committee based in the Guildhall. The committee meetings will be held in an accessible central location, rather than in a venue local to the specific Area Committee. The meetings are more likely to consider the planning items in the afternoons in future than the mid to late evenings as is the case with the present arrangement.

There are advantages and dis-benefits with both arrangements.

Advantages:

The Guildhall is located in the centre of Cambridge, arguably the most accessible part of Cambridge. The Guildhall is an accessible public building, set up and fully equipped for meetings to take place. Meetings that take place in the afternoon are better for people who may not wish to be out in the evenings or late at night or who are not normally available in the evening. The availability of public transport is better during the daytime compared to late evening. By and large, individuals are not generally directly affected by planning matters on a frequent basis and taking the time to attend a meeting is something that most are prepared to do.

Disadvantages:

Working people, people of school age or anyone normally unavailable during the day for whatever reason will need to arrange time off to attend an afternoon meeting. For some people, attending a meeting in their local area may be more convenient in the evening than coming into the centre of Cambridge during the day.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

The change to considering all planning matters at the Guildhall means there is a consistent accessible, centrally located venue available for people wishing to attend the meetings. It is recognised that the venues used for Area Committees vary and not all of them are to the same standard of accessibility and convenience for users.

(c) Gender

There are no specific gender implications from this proposed change. However, attending meetings in the afternoon may be more difficult if individuals have primary childcare or caring responsibilities, but this may apply equally to the evening.

(d) Pregnancy and maternity

There are no specific pregnancy or maternity implications from this proposed change.

(e) Transgender (including gender re-assignment)

There are no specific Transgender implications from this proposed change.

(f) Marriage and Civil Partnership

There are no specific Marriage and Civil Partnership implications from this proposed change.

(g) Race or Ethnicity

There are no specific Race or Ethnicity implications from this proposed change.

(h) Religion or Belief

There are no specific Religion or belief implications from this proposed change. The Guildhall is a civic, secular public venue and formal regulatory meetings generally take place on weekdays. The change in time of day for considering planning matters should not make it more difficult for anyone to attend specifically because this conflicts with their religious adherence or beliefs.

(i) Sexual Orientation

There are no specific sexual orientation implications from this proposed change.

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty (please state):

The planning items considered by the Area Committees will be transferred to the main planning committee. The Area Committees meet 6 or 8 weekly, the Planning Committee meets monthly, this may mean that planning items are considered more frequently but that should not lead to inequality.

The change of venue is from a number of local venues to a central, highly accessible venue. This may be less convenient than a local venue depending upon the circumstances but equally for some it may be more convenient.

The meetings will more often deal with planning matters in the afternoon where these are currently dealt with by the Area Committees in the evening. Again this may be less or more convenient depending upon an individual's particular circumstances. This change should not result in a direct dis-benefit to low income groups or those experiencing the impacts of poverty.

8. If you have any additional comments please add them here

None

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to Suzanne Goff, Strategy Officer, who will arrange for it to be published on the City Council's website.

Email suzanne.goff@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer: Patsy Dell, Head of Planning Services

Names and job titles of other assessment team members and people consulted:
Suzanne Goff, Corporate Strategy Team, **David Kidston, Strategy and Partnerships Manager and Andrew Limb, Head of Corporate Strategy.**

Date of completion: 20/6/14

Date of next review of the assessment: A review of the operation of the changes to planning committee is proposed after 6 month operation. This assessment should be reviewed at the same time, in spring 2015.

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To: Executive Councillor for Planning Policy and Transport: Councillor Blencowe
Report by: Head of Planning Services
Relevant scrutiny committee: Environment 8/7/2014 Scrutiny Committee
Wards affected: All Wards

Cambridge City Council's initial response to the Highways Agency's Pre-Application Consultation on the A14 Cambridge to Huntingdon Improvement Scheme (April – June 2014)

Not a Key Decision

1. Executive summary

- 1.1 As part of the proposals to improve the A14 between Cambridge and Huntingdon, the Highways Agency has recently undertaken pre-application consultation on the proposed improvement scheme. Consultation started on 7 April and ended on 15 June 2014.
- 1.2 Due to the timescales of the consultation and gaps in some of the key information necessary to consider the Council's position on this scheme, the City Council has agreed with the Highways Agency that its response will be submitted as soon as practical after the close of consultation.
- 1.3 This report sets out the background to the A14 improvements and outlines the details of the proposed scheme. Appendix A includes a copy of the exhibition panels which gives an overview of the current stage and scheme proposals. For more information, the main supporting documents can be found using the following link: <https://www.gov.uk/government/consultations/a14-cambridge-to-huntingdon-improvement-proposed-scheme>
- 1.4 Appendix B sets out the Council's in-principle support for the scheme, the response to date based upon available information and the proposed interim representations to the Highways Agency.

2. Recommendations

2.1 This report is being submitted to Environment Scrutiny Committee for prior consideration and comment before the decision by the Executive Councillor for Planning Policy and Transport.

2.2 The Executive Councillor is recommended:

- To agree the Council's interim response to the Highways Agency consultation as set out in Appendix B;
- To agree the Council's final response be submitted by the Head of Planning Services in consultation with the Executive Councillor and Chair and Spokes of Environment Scrutiny Committee;
- To agree that, in the interests of expediency, delegated authority be given to the Head of Planning Services to prepare and submit reports, proofs of evidence, technical papers, statements of common ground and other such documents, undertake appropriate negotiations and make further minor additions to the councils case at the examination of the A14 scheme if in the opinion of the Head of Planning Services it is appropriate and necessary to do so and to take such other necessary steps as are conducive or incidental to the presentation of the councils case at that examination. The exercise of this delegation to be reported back to Development Plan Scrutiny Sub-Committee at the end of the examination process.

3. Background

3.1 The need for improvements to the A14 have long been recognised. In 2001, the Cambridge to Huntingdon Multi-Modal Study (CHUMMS) recommended improvements to the A14 to provide additional capacity. This led to detailed proposals for the A14 Ellington to Fen Ditton scheme being taken forward until they were cancelled by the Government in 2010 as part of the Comprehensive Spending Review.

3.2 Following this, the Department of Transport undertook a new study in 2011 which looked at other options including rail freight and public transport. A number of highway packages emerged from this study and formed part of the Highways Agency's consultation on the proposed scheme between September and October 2013. This

consultation also sought comments on how tolling could work. The City Council agreed it's response to the consultation at Environment Scrutiny Committee in October 2013:

<http://democracy.cambridge.gov.uk/documents/b7422/A14%20Consultation%2008th-Oct-2013%2017.00%20Environment%20Scrutiny%20Committee.pdf?T=9>

The Current Process

- 3.3 The proposed A14 Cambridge to Huntingdon improvement scheme is a Nationally Significant Infrastructure Project (NSIP), as defined by the Planning Act 2008. In effect this means that the proposed scheme is considered to be of national importance and that the application for development consent for the scheme will be examined and assessed by the Planning Inspectorate, before a decision is made by the Secretary of State.
- 3.4 The Planning Act 2008 requires the Highways Agency to submit an application for a Development Consent Order (DCO) to the Planning Inspectorate, setting out the details of the proposed scheme. The table below sets out the previous stages in the process as well as outlining the next steps and key timescales.

Date	Process Timetable	Stage
2011/12	Pre-application	Development of options
July 2012		Government confirms A14 Cambridge to Huntingdon improvement scheme will be tolled
September – October 2013		Public consultation on scheme options
December 2013		Decision made not to toll the A14
January – April 2014		Further examination of non-tolled options
April – June 2014 (current stage)		Pre application consultation on the proposed scheme (current stage)
Autumn 2014	Application	Development Consent Order application
	Acceptance	Development Consent Order application accepted by the Planning Inspectorate
	Pre-examination	Register as an interested

		party
		Submit representations
Spring/Summer 2015	Examination	Development consent order examination starts
Autumn 2015	Recommendation	Report to the Secretary of State
Early 2016	Decision	Secretary of State decision
By end of 2016	Implementation	Start of work
End of 2020		Works completed

3.5 Subject to receiving development consent, the Highways Agency intends on starting work on the scheme at the end of 2016, with the aim of it being completed by 2020.

3.6 This pre-application consultation is part of the prescribed process outlined in the table above and marks the current stage in the A14 Huntingdon to Cambridge Improvement Scheme proposed by the Highways Agency.

The Proposed Scheme

3.7 The proposed scheme includes:

- The widening of the A1 between Brampton and Alconbury from the existing two lane dual carriageway to a three lane dual carriageway. This would be achieved between Brampton and Brampton Hut by constructing a new road to the west of the existing A1, with the existing A1 road becoming part of the new A14 Huntingdon Southern Bypass;
- A new Huntingdon Southern Bypass which would provide a two lane dual carriageway between Ellington and the A1 at Brampton and a three lane dual carriageway between Brampton and Swavesey. This would remove a large proportion of traffic from the section of the existing A14 between Huntingdon and Swavesey as well as Brampton Hut and Spittals interchange. The new bypass would include a raised viaduct section of road running across the river Great Ouse and a bridge over the East Coast Mainline railway. It would include junctions with the A1 at Brampton and with the A1198 at Godmanchester;
- Downgrading the existing A14 trunk road (de-trunking to county road status) between Ellington and Swavesey, as well as between Alconbury and Spittals interchange;

- Improvements to Huntingdon Town Centre including the demolition of the A14 rail viaduct over the East Coast Mainline railway and Brampton Road in Huntingdon. A through route would be maintained broadly along the line of the existing A14 through Huntingdon, making use of the Brampton Road bridge to cross the railway line and by constructing a new link road from Brampton Road to connect with the A14 to the west;
- Widening of the existing A14 to provide three lanes in each direction between Swavesey and Bar Hill and to four lanes in each direction between Bar Hill and Girton;
- Widening of the Cambridge Northern Bypass between Histon and Milton;
- Improvement of existing A14 junctions at Swavesey, Bar Hill and Girton; and
- New local access road, to be constructed as a dual carriageway between Fen Drayton and Swavesey and as a single carriageway between Swavesey and Girton. The road would provide a route for local traffic between Cambridge and Huntingdon as well as providing access to properties and businesses along the corridor.

Benefits of the Proposed Scheme

3.8 The Highways Agency has outlined the following benefits of the proposed scheme:

- Relief of traffic congestion on a critical link in the national transport network, providing more reliable journey times;
- Unlocking local economic growth potential by improving access to commercial districts, making it easier to travel to work and to do business in Cambridgeshire;
- Enhancing national economic growth potential by increasing the capacity and resilience of a critical part of the Trans-European Transport Network and by improving links to, and from, the east coast ports;
- Connecting communities by keeping heavy through-traffic out of villages, which will reduce community severance, and by de-trunking the former A14 through Huntingdon to prioritise local needs;
- Improving safety and reducing driver stress by keeping the right traffic on the right roads and providing safe local access for pedestrians and other non-motorised road users;

- Improving the environment in Huntingdon by de-trunking the existing route through Huntingdon which will improve air quality and reduce road traffic noise; and
- Creating a positive legacy that enhances the reputation and attractiveness of Cambridgeshire and which establishes a distinctive gateway to a region known for excellence in science and learning.

Changes to the Proposed Scheme since 2013 route options consultation

3.9 As a result of the consultation undertaken in autumn 2013 along with further work undertaken by the Highways Agency, a number of changes on the proposed scheme have been made. Changes include:

- Decision not to toll - Since the decision was made not to toll the A14, the proposed scheme has been tested to ensure that it remains the best non-tolled solution and any tolling-specific design elements have been removed;
- A1 / A14 Brampton interchange - An improved highway layout has been developed for the new A14 between Ellington and the Brampton junction with the A1 trunk road;
- Improved method of road widening – Asymmetric widening is proposed. This involves adding both new lanes on one side only and moving the central reservation. This method causes fewer disruptions to road users and improves safety during construction. A similar approach is proposed for widening the A1 trunk road between Brampton and Alconbury;
- Junction layout improvements - Improved junction designs at Brampton, Swavesey, Bar Hill and Girton. These changes will improve the capacity of the junctions and make better provision for future housing developments such as that proposed at Northstowe; and
- Local access road and improvements for non-motorised users – Improvements to the alignment of the proposed new local access road that would run alongside the improved A14 between Fen Drayton and Girton.

Proposed Response

3.10 Appendix B sets out the Council's proposed response. The council supports the A14 improvement scheme but there are a number of detailed technical issues relevant to the impacts upon the city that need to be satisfactorily addressed, these relate to:

- § Congestion and vehicle movement;
- § Walking and cycling;
- § Air quality; noise and vibration
- § Impact on the access, setting and operation of Cambridge Crematorium

3.11 At the time of drafting this report the information contained within the public consultation and available to properly assess the impact of the proposals upon Cambridge is limited. Key information in the form of peak time traffic modelling and the local verification of that data has not been made available. That information will be presented to City Council officers on 4th July. At the moment only daily average traffic modelling data is available. This does not give sufficient detail for the council to be able to understand the localised impact of the scheme on arterial routes coming into Cambridge, nor does it allow understanding of the attendant air quality and noise impacts. Because of this the Council's response is of necessity interim at this stage. The councils complete response will be fed back in stages as

3.12 The current position with the technical assessment of the issues is tabulated in appendix B and summarised below:

- **Congestion and vehicle movement;**

WSP consultants have been appointed to advise the Council on these issues. The initial report from WSP attached at Appendix C identifies the overall benefits of the A14 scheme but also the need for understanding of the implications for Cambridge. This requires key data on peak time traffic modelling identifying impacts on arterial routes coming into Cambridge. The lack of this information means it has not been possible to assess the peak time impact of the scheme upon Cambridge. At a level of principle it is possible to support the A14 scheme but assessment of the negative/positive/neutral impacts upon Cambridge and the mitigation of those have not been possible so far.

- **Non-motorised Users - Walking and cycling (summarised in Appendix B)**

The Council welcomes the proposed on what has been seen so far but again some key information is missing to be able to comment in full.

- **Air quality; Noise and Vibration (Technical advice from Environmental Services summarised in Appendix B)**

The full understanding of these implications and whether appropriate mitigation is provided is reliant on more detailed traffic modelling and subsequent assessment of these issues which will be available from July 4th.

- **Impact on the access, setting and operation of Cambridge Crematorium**

In general the improvements to the current access and egress arrangements and opening of a local road access are welcomed. The new local access route will supply a cycle/walk route, accessible from Cambridge which will be a benefit for the Crematorium.

The level of detail provided is however not sufficient for all implications and mitigations to be clearly understood. The new access created to the rear of the Crematorium site is somewhat convoluted for anyone accessing the site from the east and the success of the new access as a whole will be dependent upon a comprehensive signing approach to ensure people can easily find the facility from all directions.

There are three proposed Borrow Pits (for construction mineral extraction) proposed to be sited on the other side of the A14. Their operation, plus the new access location has potential to increased noise and disturbance at the Crematorium site. Any impact upon the tranquillity of the site will be of concern and it's not clear whether the 'indicative noise barriers' will be sufficient to mitigate this impact.

Next Steps

- 3.12 The Highways Agency intends on submitting the application for the proposed scheme in autumn 2014. A consultation report summarising the responses received and how they have been considered will be submitted alongside the application to the Planning Inspectorate. The application will be subject to formal examination in late spring 2015.

The Council will need to pursue any representations through the examination process unless any issues can be addressed before that stage. Because of the gaps in information in the current public consultation the council is having of necessity to provide its response incrementally as and when more detailed information becomes available. This is unfortunate but will enable the Highways Agency to be able to resolve issues ahead of the formal examination process next spring.

- 3.12 As part of the process for examining nationally significant infrastructure projects, once the application has been accepted, the relevant local authorities will be invited to submit Local Impact Reports (LIR) by a given deadline. The Secretary of State must have regard to LIRs submitted by the deadline. Where a number of local authorities are involved joint LIRs may be submitted.
- 3.13 The definition of an LIR is ‘a report in writing giving details of the likely impact of the proposed development on the authority’s area (or any part of that area)’. The LIR does not need to replicate the environmental impact assessment or any other assessment based on national policy but should draw on existing local knowledge and experience. The report should consist of a statement of positive, neutral and negative local impacts, but it does not need to contain a balancing exercise between positives and negatives. It could also include an appraisal of the proposed scheme’s compliance with local policy and guidance. It could also include a view on the relative importance of different social, environmental or economic issues and the impact of the scheme on them. Where specific mitigation or compensatory measures are proposed by the applicant, by way of suggested DCO articles and requirements; or DCO obligations, these should be identified and commented upon.
- 3.14 In addition to the above, the Council will also be able to submit a separate representation to express a particular view as to whether the application should be granted. The recommendation asks that in the interests of expediency the Head of Planning Services be given delegated authority to manage the Council’s future submissions into this process, by agreement with the Executive Councillor.

4. Implications

(a) Financial Implications

There are no direct financial implications arising from this report. The keep Cambridge Moving Fund has been established to support

measures to address the impacts of congestion on roads within Cambridge and the examination of the A14 proposals will feed into projects that maybe funded from that source.

(b) Staffing Implications

There are no direct staffing implications arising from this report.

(c) Equalities and Poverty Implications

As part of the process of responding to the Highways Agency, now and in future we will be mindful to monitor economic benefits that have the potential to make a positive impact upon addressing poverty in the City, this could be during the construction stage and in the longer term and as a legacy of the scheme.

(d) Environmental Implications

There are no direct environmental implications arising from this report. However, there are environmental implications from the A14 scheme that need to be clarified. Matters relating to walking, cycling, air quality, vibration and noise are detailed in the report attached at Appendix B.

(e) Procurement

There are no direct procurement implications arising from this report.

(f) Consultation and communication

There are no direct consultation and communication implications arising from this report. Consultation undertaken by the Highways Agency is a prescribed process set out in the Planning Act 2008.

(g) Community Safety

There are no direct community safety implications arising from this report.

5. Background papers

The following background papers were used in the preparation of this report:

- A14 Cambridge to Huntingdon Improvement Scheme Public Consultation April 2014

- Consultation responses to previous A14 schemes

6. Appendices

- Appendix A: Cambridge to Huntingdon Improvement Scheme Exhibition Panels April 2014
- Appendix B: Comments on Issues that will form the basis of the Draft Representation to the Highways Agency

7. Inspection of papers

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

Author's Name:	Patsy Dell
Author's Phone Number:	01223 - 457103
Author's Email:	patsy.dell@cambridge.gov.uk

Appendix B – Initial Response to the Highways Agency including initial assessment of Issues and implications

<p><i>Methodology for Environmental Assessment Approach:</i></p> <p><i>Was this approach discussed with the City Council and is it agreed that the work has been undertaken in accordance with an appropriate or agreed methodology?</i></p>	<p><i>Have the Impacts from the scheme/works been identified correctly and to the degree/level the City Council concurs with</i></p>	<p><i>The Mitigation Approach and the steps suggested are the ones/is to the level the City Council expects to see</i></p>
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AIR QUALITY IMPACTS – OPERATIONAL AND DURING CONSTRUCTION

<p>OPERATIONAL</p> <p>The methodology was agreed at a meeting in January 2014, but the work has not yet been undertaken.</p> <p>The study area will consist of the area within 200m of the affected road network and will include contour mapping of projected pollution levels. Further technical details can be made available on request.</p>	<p>Operational impacts – Yes</p> <p>The Preliminary Environmental Information Report states that there is not expected to be a change in the Cambridge Air Quality Management Area (AQMA) as a result of the January 2014 scheme. No information is yet provided to support this assertion. The previous study noted that there would be an increase in emissions and a negative impact on parts of northern Cambridge. We expect that this study would have similar findings, given the predicted traffic</p>	<p>Operational Impacts- Yes</p> <p>Air Quality mitigation measures are not proposed in the Preliminary Environmental Information Report, presumably because none are anticipated by the HA. It is important that the Air Quality Assessment is carried out quickly so that the appropriate mitigation for the expected impact can be designed into the scheme prior to submission of a formal application in September.</p>
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	increases on the northern feeder roads that connect to the AQMA.	
	Construction Impact. Yes. The Preliminary Environmental Information Report states that the main construction impact upon air quality would be likely to be dust, which can cause nuisance to people and property in close proximity to construction activities	Construction Impact. In part. The Preliminary Environmental Information Report states that there are various construction practices which would be applied to control dust emissions and the Contractors would be required to implement them, but does not give any detail. The EIA Scoping Report (January 2014) refers to guidance that has since been updated.

NOISE AND VIBRATION IMPACTS – OPERATIONAL AND DURING CONSTRUCTION

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<p>(Noise) The methodology has largely been agreed although no additional modelling/assessment work has been presented within the Preliminary Environmental Information Report.</p> <p>Some areas of the methodology require clarification/expansion, including:</p> <p>Reference to Local Plans and Policies is required as well as National Policy and Guidance.</p>	<p>Operational Impact. No.</p> <p>The Preliminary Environmental Information Report recognises that there is a potential for an increase in noise at sensitive receptors over the long term operation of the scheme. Whilst the Preliminary Report recognises the potential for adverse noise impacts, it does not provide the specific detail we require, such as location or severity of impacts. It is understood that this detail is to be</p>	<p>Operation Impact. No.</p> <p>The Preliminary Environmental Information Report does not provide further detail on “operational” noise/vibration mitigation measures. It is acknowledged that detailed modelling is to take place to aid in the decision making process.</p> <p>The location, design and implementation of any proposed acoustic barriers will need to be agreed with the relevant Authorities and discussions are encouraged with the developers of the NIAB (Darwin Green) site</p>
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<p>The proposed modelling study should refer to the “Noise Action Plans for Major Roads” which has identified First Priority Locations (FPLs) and/or Important Areas (IAs), (areas where 1% of the local population will be affected by noise levels from major roads), along the A14. The Defra “Noise Action Planning Toolkit” can be used to identify these locations.</p> <p>Consideration should be given to the requirements of the above-mentioned Noise Action Plan for protection of existing “quiet” areas.</p> <p>Greater clarity is required on the significance of impacts, the origin of the significance criteria and the marker upon which mitigation measures are deemed to be necessary.</p>	<p>provided in a forthcoming detailed modelling study.</p> <p>It is proposed to model the road network (including a 600m buffer on roads within 1km of the improvement scheme) using baseline data previously obtained.</p>	<p>with regards to facilitation of “noise bunds” to protect future development in this area.</p> <p>Additionally, traffic/speed control measures will need to be considered as part of an overall noise mitigation scheme.</p>
	Construction Impact. No.	Construction Impact. No.

	<p>The Preliminary Environmental Information Report does not provide additional data/information.</p> <p>Assessment of construction-phase noise should be carried out as per the methodology within the EIA Scoping Report (January 2014).</p>	<p>The Preliminary Environmental Information Report has not provided mitigation for construction-phase noise. Mitigation measures will need to be proposed and designed based on the results of the detailed BS5228 noise assessment.</p>
<p>(Vibration)</p> <p>Potential impacts of vibration on building structures (see BS5228-2:2009) should be assessed in addition to human exposure to vibration.</p> <p>The assessment of construction noise and vibration should include indirect sources of noise (material transportation, storage compounds etc).</p>	<p>Construction – No</p> <p>A full and detailed noise and vibration assessment (using a combination of BS5228 Parts 1 (Noise) and 2 (Vibration) is required. The assessment will need to take account of indirect (as well as direct) impacts of construction noise and vibration. For example, the potential for noise and vibration from borrow-pits used during construction, storage compounds and transport of aggregates.</p>	<p>Construction – as above</p>
<p>CONGESTION IMPACTS</p>		

<p>The City Council has repeatedly raised the importance of understanding the peak time traffic flow implications of the A14 scheme on key routes into Cambridge. That information has yet to be made available.</p>	<p>The Preliminary Traffic Report states that <i>“traffic patterns on local roads are expected to change significantly as a result of the proposed A14 improvements scheme”</i>. Currently the only information provided on this impact is Annual Average Daily Traffic (AADT) forecasts in 2020 and 2035. These show that as a direct result of the scheme the number of vehicles per day will increase on the local roads of Huntingdon Road, Histon Road and Milton Road. Although WSP agree that there will be impact on the arterial roads of Cambridge, it is not known how accurate these estimates of impact are.</p> <p>We request access the Local Model Validation Report (LMVR) to check the base year validation of the model in relation to these local roads. The AADT data does not provide any indication of the impacts in the peaks and this is essential for judging the schemes impact on congestion in Cambridge. Finally it is noted that no data is currently provided on the effect of the scheme on the M11 flows and also on the Horningsea interchange and associated local road of Ditton Lane. Also there is no</p>	<p>Traffic congestion mitigation measures on local roads are not discussed in the Preliminary Traffic Report. It is important that further modelling results in relation to peak hour flows are released in order for the magnitude of potential impacts to be identified and mitigation designed into the scheme prior to submission. Given that the majority of Cambridge’s arterial routes are already at capacity, it is anticipated that mitigation measures will need to focus on achieving mode switch away from car and onto more sustainable modes. We would like to see suggestions from the HA on how this could be best achieved, to counter the level of growth expected.</p>
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assessment of change in traffic accidents as a result of expected traffic growth,.

NON MOTORISED USERS (NMU) – WALKING AND CYCLING IMPLICATIONS

The public consultation is the first opportunity to see the proposed approach to NMU

There is no information about the effects of the proposals on traffic levels east of the Milton Road interchange, in particular the radial routes into the city such as Ditton Lane, Newmarket Road and Airport Way. Any increase in traffic on these roads is likely to be detrimental to existing cyclists and pedestrians.

Cambridge:
The increase in traffic on radial routes such as Histon and Milton Road will require a contribution in funding towards mitigation for existing cyclists and pedestrians using these routes. This mitigation could take the form of improved on or off-road cycle provision, safety improvements to junctions or increased/enhanced cycle & pedestrian crossings.

Village to village and village to city routes:

The proposed new Local Access Road with NMU provision and new NMU path is very much welcomed. However, in order to ensure that the proposed improvements do not decrease the number of local journeys undertaken on foot or by cycle or suppress future use of NMU modes, the Highways Agency should ensure the provision of

		<p>continuous and high quality links between villages and from villages to Cambridge along the A14 corridor. The current proposals include some of the links but there are a number of important gaps and missing connections as detailed in the following detailed comments. It is also important that the quality of the provision conforms to best practice in terms of widths and segregation from traffic.</p>
<p>IMPLICATIONS FOR THE OPERATION OF AND ACCESS TO CAMBRIDGE CREMATORIUM</p>		
<p>No discussions ahead of the public consultation</p>	<p>The proposals show closure of the access from the A14 and a new access created to the rear of the Crematorium site.</p> <p>Additionally Borrow Pits for construction mineral extraction is being sited the other side of the A14 and their operation has potential to increased noise and disturbance at the crematorium site.</p>	

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Cambridge to Huntingdon improvement scheme **A14**

Scheme objectives

The section of the A14 trunk road between Cambridge and Huntingdon is well known for congestion and delays. Built more than 30 years ago, the road cannot cope with the current daily volume of traffic and is in need of improvement.

In June 2013, Government announced its commitment to the A14 Cambridge to Huntingdon improvement scheme by approving investment of up to £1.5billion. The scheme seeks to:

- Combat congestion
- Unlock growth
- Connect people
- Improve safety and
- Create a positive legacy for the area



Cambridge to Huntingdon improvement scheme **A14**

How you can be involved

A scheme of this size is considered to be a Nationally Significant Infrastructure Project (NSIP) as defined by the Planning Act 2008 and this requires the Highways Agency to submit a Development Consent Order (DCO) application for approval to construct the scheme. We plan to submit an application in autumn 2014. The application and approval process follows five steps as set out below:

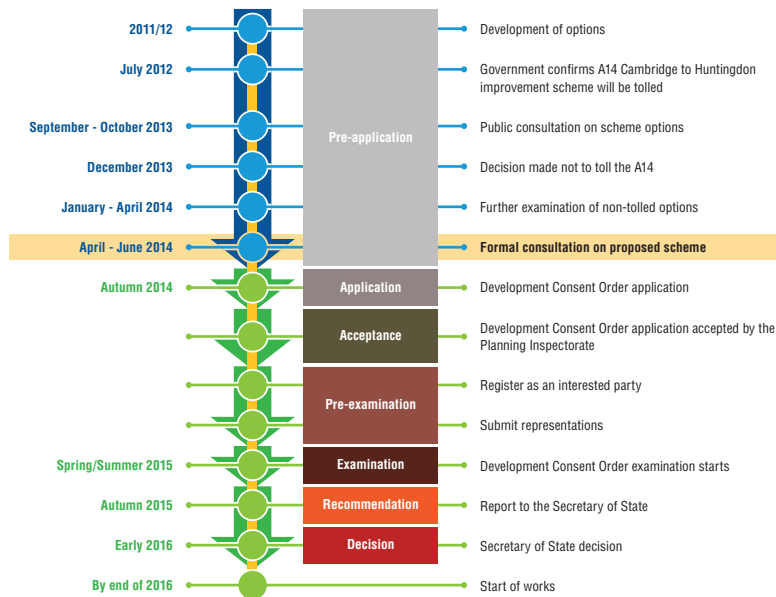
The five steps	How you can be involved
Pre-application	<ul style="list-style-type: none"> View our proposals Attend our consultation events Provide your comments by 23:59 on Sunday 15 June 2014
Acceptance	<ul style="list-style-type: none"> The Planning Inspectorate has 28 days to decide whether the application meets the required standards to proceed, including whether our consultation has been adequate
Pre-examination	<ul style="list-style-type: none"> You can register with the Planning Inspectorate as an interested party so as to be kept informed of progress and opportunities to be involved. The Planning Inspectorate will set timescales
Examination	<ul style="list-style-type: none"> The Planning Inspectorate has six months to carry out the examination Registered parties can send written comments to the Planning Inspectorate They can ask to speak at a public hearing
Decision	<ul style="list-style-type: none"> The Planning Inspectorate will make a recommendation to the Secretary of State within three months. The Secretary of State then has a further three months to issue a decision

During the pre-application phase we are holding a formal consultation with the community and other stakeholder groups to receive views on our proposals.

Cambridge to Huntingdon improvement scheme **A14**

Why we are consulting

We want to understand what is important for commuters, businesses, freight operators, non-motorised road users, developers and for the many people who live along the A14 corridor in this area – so that we can build this into the scheme design.



Consultation has already been undertaken to help us develop options and we now seek your views on our proposed scheme. Consultation on land requirements needed for the construction of the scheme is also an important part of the DCO application process and we ask for your comments on these.

Your views and comments will help us to develop the most appropriate design to meet community and business needs.

Cambridge to Huntingdon improvement scheme **A14**

The proposed scheme

The proposed scheme will principally consist of:

- Widening of the A14 from the existing two lane dual carriageway to three lane dual carriageway, between the proposed new interchange with the A14 at Brampton to Alconbury
- A Huntingdon Southern Bypass approximately 12½ miles in length between Ellington and Swavesey
- De-trunking from trunk road status to county road status approximately 12 miles of the existing A14 between Ellington and Swavesey
- Demolition of the A14 viaduct over the East Coast Mainline railway and Brampton Road in Huntingdon
- Widening of approximately 5½ miles of the A14 between Swavesey and Girton and approximately 1½ miles of the existing A14 Cambridge Northern Bypass to Milton
- Improvement of existing A14 junctions at Swavesey, Bar Hill and Girton to improve the capacity of the road, compatibility with adjacent developments, and connections for non-motorised users
- A new local access road, part single and part dual carriageway, alongside the improved A14 between Fen Drayton and Girton



Cambridge to Huntingdon improvement scheme **A14**

Changes to the proposed scheme since the options consultation

- **Decision not to toll.** In December 2013 the Government confirmed that the A14 would not be tolled
- **A1 / A14 Brampton interchange.** We have looked again at the way the proposed A14 would cross the A1 at Brampton and we now propose a new layout which offers environmental benefits to the village of Brampton as well as providing better connections between the A1 and the A14
- **Improved method of road widening.** We propose to use a road widening technique in some areas which causes fewer disruptions to road users and improves safety during construction
- **Junction layout improvements.** In response to feedback received during the options consultation we propose to improve junction designs at Brampton, Swavesey, Bar Hill and Girton
- **Local access road.** Following further modelling of traffic flows, we are proposing to construct the new local access road between Fen Drayton and Swavesey as a dual carriageway



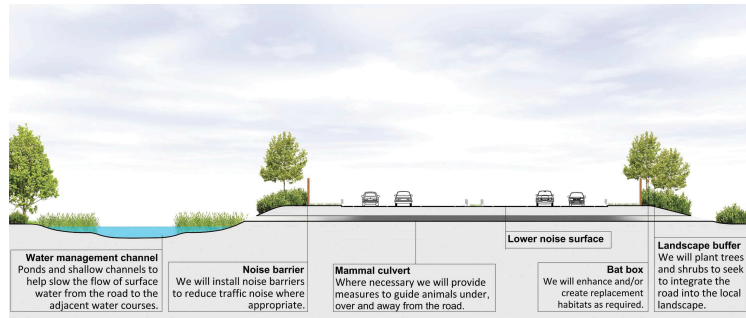
Cambridge to Huntingdon improvement scheme **A14**

Impacts on the environment

We are undertaking an assessment of the environmental impacts of the proposed scheme, both during construction and operation. This includes identifying where mitigation measures may be required and what form they might take.

Environmental topics being assessed include:

- people and communities
- air quality
- noise
- cultural heritage
- landscape and visual impact
- nature conservation
- the water environment
- geology and soils
- material resources and waste



For further information on environmental impacts and mitigation, please see the *Preliminary environmental information report*, the scheme drawings and the consultation brochure

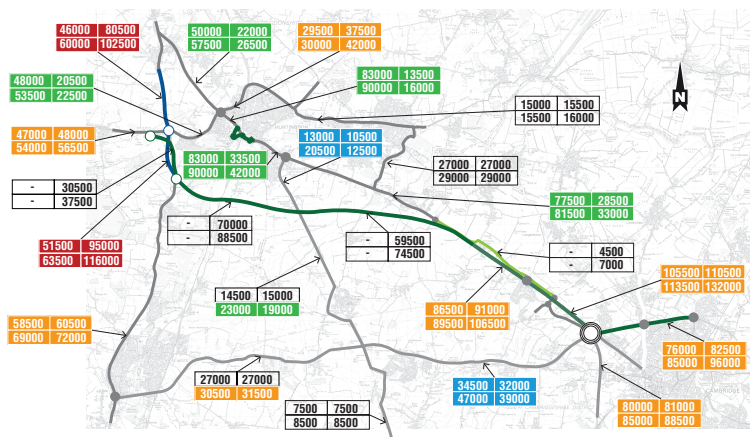
Cambridge to Huntingdon improvement scheme **A14**

Traffic

We have carried out traffic modelling for the proposed scheme in order to provide information to inform:

- Highway design, such as the number of lanes and junction arrangements
- Environmental assessment, such as the potential for noise and air quality impacts
- Economic assessment, to determine value for money

The diagram below provides an overview of the traffic predictions.



Key:
Annual average daily traffic*

	Without scheme	With scheme			
2020	XXXX	XXXX	■ > 20 per cent increase ■ 1 to 20 per cent increase ■ 1 to 20 per cent decrease ■ > 20 per cent decrease	 No change	
2035	XXXX	XXXX			

*Total volume of annual vehicle traffic in both directions averaged over a year

Average journey time (Ellington to Girton, year 2035)	AM (mins)	PM (mins)
Without the proposed scheme	38	42
With the proposed scheme - via the new Huntingdon Southern Bypass	21	22

For further information on traffic forecasting, please see the *Preliminary traffic report*

Cambridge to Huntingdon improvement scheme **A14**

Construction impacts

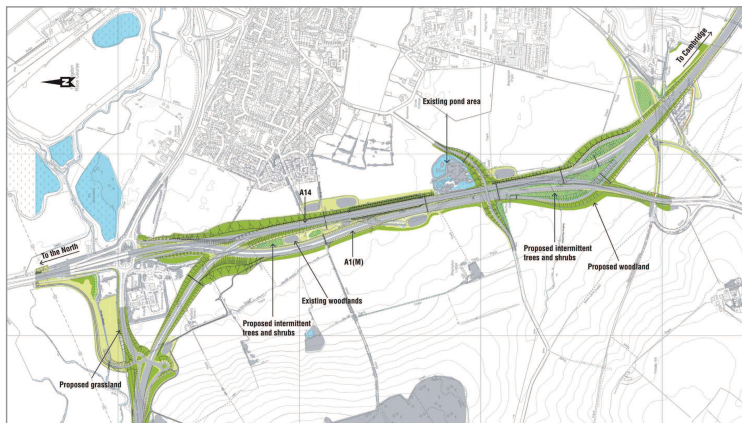
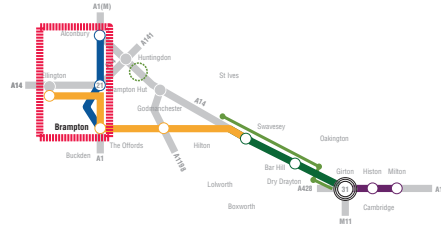
- Timing and phasing of construction works – we would take a programme-wide view of traffic management proposals and the order works are carried out to minimise delays and inconvenience
- Construction materials – it is likely that some of the materials would be obtained from both local suppliers and through the use of on-site batching plants
- Construction of bridges – where possible bridge crossings would be constructed to one side of the existing road in order to minimise disruption to road users during construction
- Carriageway widening – existing dual carriageways will be widened asymmetrically in order to minimise disruption to motorists and other road users
- Demolition of the existing A14 viaduct over the East Coast Mainline railway in Huntingdon – specialist contractors would carry out this work to ensure that the works can be completed safely and with minimal disruption
- Earthworks and borrow pits - two million cubic metres of earthwork materials would be needed for the proposed scheme. To reduce lorry movements a significant proportion of the material needed would be extracted from borrow pits or disused airfields near to the proposed scheme
- Site compounds and use of public roads – the Code of Construction Practice would include measures to specifically identify the routes which may be used by contractors, together with any exclusion or restrictions that may apply
- Liaison – we would ensure that liaison officers are appointed to deal with the community, local businesses and other stakeholders



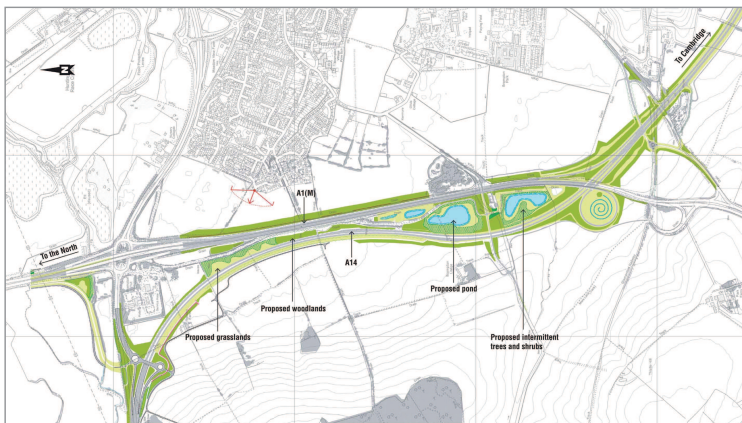
For further information on construction impacts, please see
the consultation brochure

Cambridge to Huntingdon improvement scheme **A14**

A1/A14 Brampton interchange



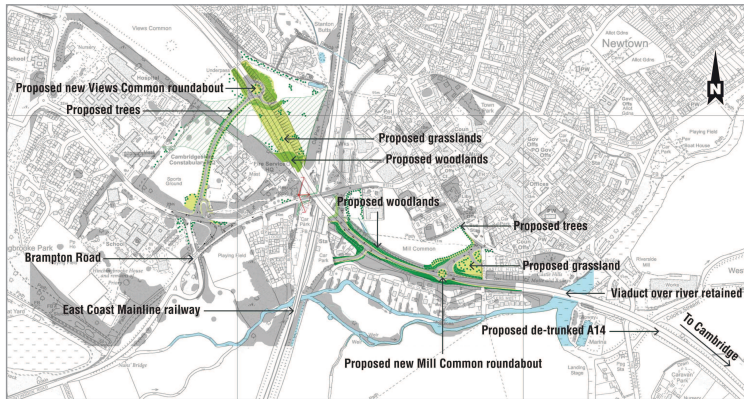
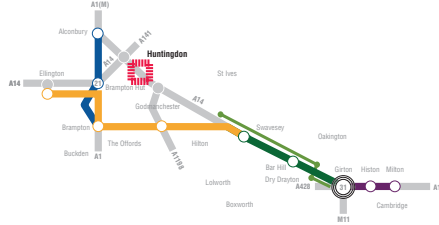
Widening of Alconbury to Brampton proposed layout



Widening of Alconbury to Brampton original layout included in the autumn 2013 options consultation

Cambridge to Huntingdon improvement scheme **A14**

Huntingdon town centre



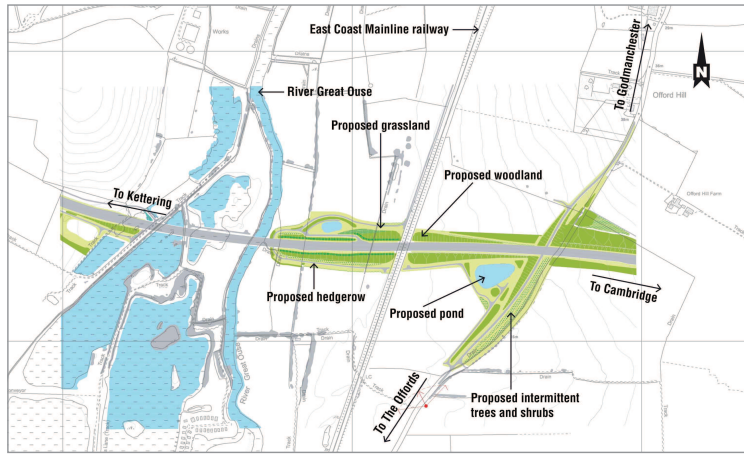
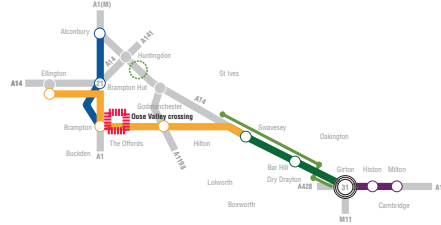
Huntingdon Viaduct



View with proposed removal of Huntingdon Viaduct

Cambridge to Huntingdon improvement scheme **A14**

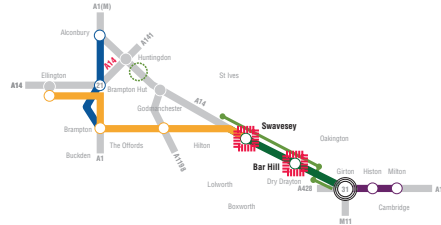
Ouse Valley crossing



Proposed view of Ouse Valley

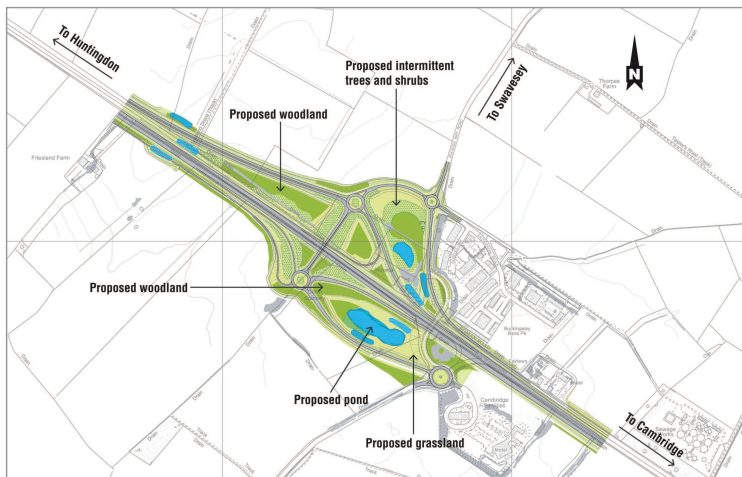
Cambridge to Huntingdon improvement scheme **A14**

Swavesey and Bar Hill junctions

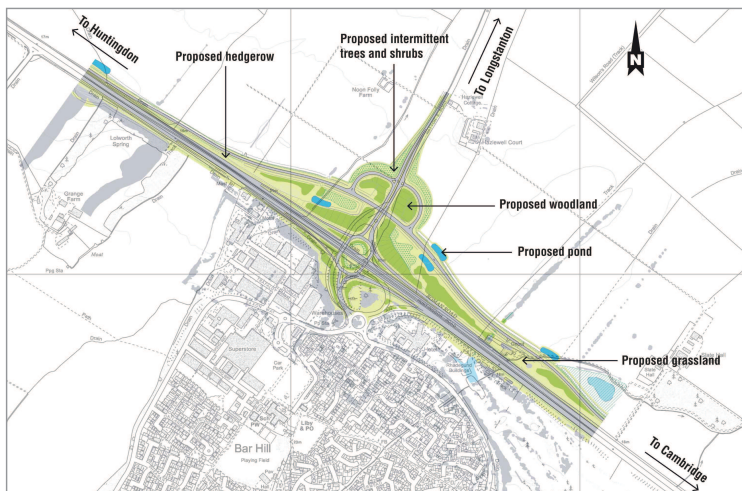


Approximately 5½ miles of the A14 would be widened between Swavesey and Girtton. Improvements are proposed to junctions at Bar Hill and Swavesey to support the A14 widening.

A new local access road is proposed alongside the improved A14 between Fen Drayton and Girtton to help to separate local traffic from non-local traffic. This would be a two lane dual carriageway between Fen Drayton and Swavesey and a single carriageway between Swavesey and Girtton.



Proposed Swavesey junction improvement



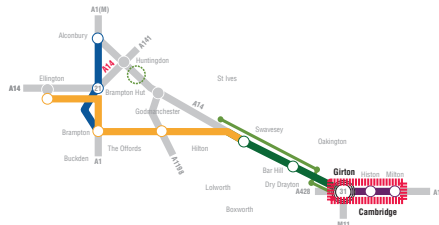
Proposed Bar Hill junction improvement

An executive agency of the Department for Transport

Highways Agency website version: Roadside 02/07/16

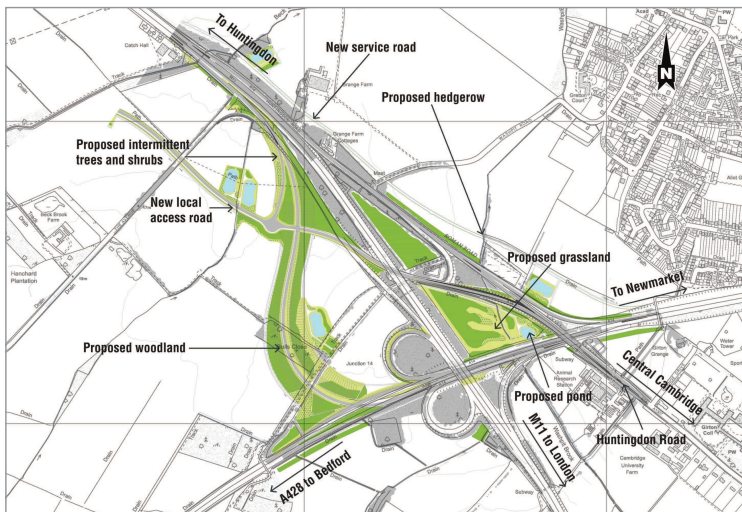
Cambridge to Huntingdon improvement scheme **A14**

Girton interchange and Cambridge Northern Bypass

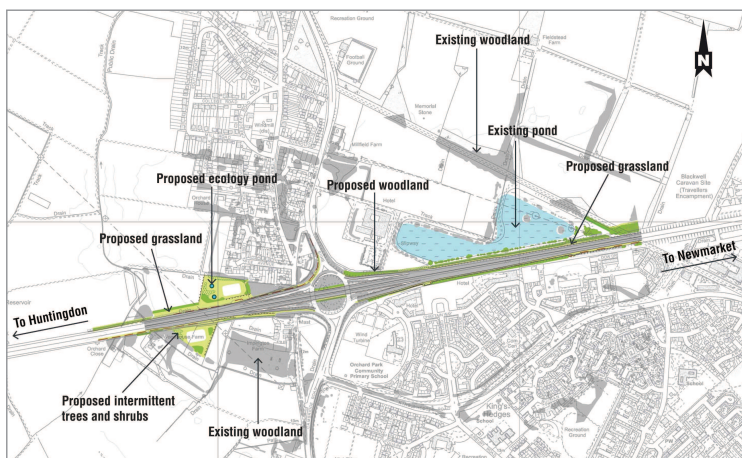


Improvements are also proposed at Girton interchange and the Cambridge Northern Bypass to support the A14 widening.

The proposed scheme would include the widening of approximately 1½ miles of the existing A14 Cambridge Northern Bypass from two lanes in both directions to three lanes in both directions from Histon junction to Milton junction.



Proposed Girton junction improvement



Cambridge Northern Bypass

Cambridge to Huntingdon improvement scheme **A14**

Tell us what you think

Your feedback is essential to this consultation. Whether you have any concerns about the scheme or you support it we would like to hear your comments and views.

We encourage you to complete a questionnaire. This will ensure that we capture and record your views and that we accurately log all comments on the proposed scheme.

Please provide any comments by 23:59 on Sunday 15 June 2014

To view further consultation information, please visit our website:
www.highways.gov.uk/A14CambridgetoHuntingdon

Materials can also be requested from the Highways Agency using the contact details below.

By phone: **0300 123 5000*** (Highways Agency information line)

By post: **Freepost RRAY-TAUA-SUGT,
A14 Cambridge to Huntingdon improvement scheme, Woodlands,
Manton Industrial Estate, Manton Lane, Bedford, MK41 7LW**

By email: **A14CambridgeHuntingdon@highways.gsi.gov.uk**

Follow this link for the Government's A14 consultation webpage



Other information available at this event and online at the Highways Agency website:



- Consultation brochure
- Preliminary traffic report
- Preliminary environmental information report
- Full scheme drawings
- Options consultation brochure
- Options consultation report
- Technical review of options
- Statement of Community Consultation

* Calls to 03 numbers cost no more than a national rate call to an 01 or 02 number and must count towards any inclusive minutes in the same way as 01 and 02 calls. These rules apply to calls from any type of line including mobile, BT, other fixed line or payphone. Calls may be recorded or monitored.



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DIFFERENCE



A14 IMPROVEMENT SCHEME

Part 1 - First Stage Review of Consultation Documents

INITIAL REPORT

26/06/2014

Quality Management

Issue/revision	Issue 1	Revision 1	Revision 2	Revision 3
Remarks	First Draft	Final Draft		
Date	12/06/14	26/06/14		
Prepared by	J Delahoche	J Delahoche		
Signature				
Checked by	N Poulton	N Poulton		
Signature				
Authorised by	J Hicks	J Hicks		
Signature				
Project number	70005074	70005074		
Report number				
File reference	\\10.44.7.11\Projects\70005074 - A14 Public Consultation\C Documents\Reports\140605 - A14 Improvement Scheme Consultation Review Scheme.docx	\\10.44.7.11\Projects\70005074 - A14 Public Consultation\C Documents\Reports\140605 - A14 Improvement Scheme Consultation Review Scheme.docx		

A14 IMPROVEMENT SCHEME

Part 1 - First Stage Review of Consultation Documents

26/06/2014

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1 A14 Project Background

1.1 Appointment

- 1.1.1 WSP has been appointed by Cambridge City Council to provide transport advice on the potential impact of the January 2014 A14 Cambridge to Huntingdon Improvement Scheme (noted A14 Improvement Scheme thereafter in this report).
- 1.1.2 The following report provides a technical review of the preliminary Highway Agency (HA) public consultation documents provided to support the A14 Improvement Scheme.
- 1.1.3 This review is intended to provide Cambridge City Council with a technical background to assist them to formulate a formal response to the A14 public consultation.

1.2 A14 Improvement Project Background

- 1.2.1 The A14 is a major road corridor, linking the Port of Felixstowe, Suffolk, to the Catthorpe Interchange junction with the M1 and M6, near Rugby, Warwickshire. The road is identified by the European Union (EU) as being part of the European network and forms part of the unsigned Euroroutes E24 and E30.
- 1.2.2 Locally the A14 forms Cambridge's northern bypass and connects to the M11, which forms the western bypass. The A14's Cambridge interchange junctions include, from West to East:
 - Junction 31 – Girton: M11 / A428 / A1307 Huntingdon Road;
 - Junction 32 – Histon: B1049 Cambridge Road;
 - Junction 33 – Milton: A10 Ely Road / A1309 Milton Road;
 - Junction 34: - Fen Ditton: Horningsea Road/Ditton Lane; and
 - Junction 35: A1303 Newmarket Road.
- 1.2.3 Cambridge and the wider surrounding area of Cambridgeshire is currently one of the fastest growing areas of the UK both in terms of jobs and population. However congestion both within the City and on the A14 and M11 is currently an ongoing constraint for the local economy.
- 1.2.4 The HA proposes to improve a section of the A14 between Cambridge and Huntingdon which frequently experiences heavy congestion. As noted, the road plays a vital road for the economy both locally for Cambridge but also nationally, with a large number of heavy good vehicles travelling to and from the Port of Felixstowe.
- 1.2.5 The HA's proposals to improve the A14 corridor are summarised below:
 - Widening the A1 between Brampton and Alconbury from two to three lane dual carriageway;
 - Building a new Huntingdon Southern Bypass, including new junctions with the A1 at Brampton and with the A1198 at Godmanchester. This would result in the downgrading of the existing A14 alignment to a county road between Swavesey and Ellington, and Alconbury and the Spittals interchange. The proposal would also bring improvements to Huntingdon Town Centre.
 - Widening the existing A14 to provide three lanes in each direction between Swavesey and Bar Hill and up to four lanes in each direction between Bar Hill and Girton;
 - Widening the section of the Cambridge Northern Bypass between Histon and Milton (which is already being implemented);
 - Improvement of existing A14 junctions at Swavesey, Bar Hill and Girton; and

- Provision of a new local access road, to be constructed between Fen Drayton, Swavesey and Girton. This road is intended to cater for local traffic between Cambridge and Huntingdon and provide access to properties and businesses along the corridor.

1.2.6 Due to strong public opposition during preceding consultation, in December 2013, the Government concluded that the A14 should not be tolled.

1.3 Evaluation of the Impact of the A14 on Cambridge City Network

1.3.1 This document aims to assist Cambridge City Council to formulate a formal response to the A14 Improvement Scheme public consultation. As such this report provides:

- A summary of the City's comments and requests for additional clarification, regarding the traffic modelling results currently published by the HA;
- A technical transport review of the public consultation scheme drawings and the HA Preliminary Traffic Report, focusing on the traffic impact on Cambridge and the arterial roads coming into the City;
- A detailed review of the HA proposals for maintaining the access to the Cambridge Crematorium.

2 Cambridge City Council's Current Position

2.1 Summary of Cambridge City Councils Position

- 2.1.1 The City Council is supportive of improvements to the A14 and the strategic investment for the region. The A14 has been a limiting factor on Cambridge's economic growth and its improvement will bring a number of economic and potentially social benefits to the City, and the region as a whole. Although supportive, the Cambridge City Council needs to be able to understand, in detail, how the proposals will impact on the City and its environment, to enable Cambridge City Council to work with the HA to ensure acceptable impact mitigation is identified and implemented at the local level. At this stage of consultation, based on material currently released by the HA, the City Council does not feel there is currently sufficient detailed information available to be able to fully assess the level of impact and hence judge what mitigation needs to be made.

2.2 Summary of Preliminary Traffic Report Review

- 2.2.1 Having reviewed the HA's 'Preliminary Traffic Report', WSP, on behalf of the City Council, would like to raise the following points of enquiry / requests for additional information, from the HA:
- 2.2.2 Current modelling outputs provided in the 'Preliminary Traffic Report' are generated by an updated version of the 2006 CSRM model taking into account transport schemes between 2006-2012 and committed housing developments and transport improvements within the surrounding area (CHARM). A key question of the model, given its original intended use as a strategic model for Cambridge, is how well it is suited to identifying accurate impacts on the local highway network of Cambridge which lies beyond the strategic network. The City Council therefore requires access to the Local Model Validation Report in order to assess how base level flows of the model have been calibrated and validated and to better understand how the model iterates traffic movements as roads reach capacity.
- 2.2.3 The 'Preliminary Traffic Report' provides outputs as AADT flows which, although providing a measure of general impact, do not provide an assessment of peak hour, therefore potentially masking the level of impact during the time of peak traffic movements. Further modelling output during the AM and PM peak hour is therefore requested to fully judge the impact on Cambridge's local roads.
- 2.2.4 The local road AADT outputs of the A14 CHARM model estimate that as a direct consequence of the scheme, the local radial routes of Huntingdon Road, Histon Road and Milton Road will all experience traffic growth at a direct consequence of the A14 scheme (associated with the freeing of suppressed demand). The greatest of these impacts is felt on the Huntingdon Road which is estimated to experience +4% (500 vehicles per day) increase in traffic as a consequence of the scheme opening in 2020 and +15% (2000 vehicles per day) increase by 2035. This is on top of a base level of traffic stated as 10500 vehicles per day in 2011, rising to 13,000 vehicles per day by 2020 and 13500 by 2035.
- 2.2.5 Taking Huntingdon Road as an example, the following clarifications are requested in order to fully understand the validity of these future generated flows:
- How have the base flows of the model been calibrated and validated? Access is required to the Local Model Validation Report

- Further explanation is requested on why local road traffic growth is occurring with the scheme in place, is it through diversion from other routes or the releasing of suppressed demand. No detailed commentary is currently provided by the HA to help explain this growth.
- What is the current capacity of the affected radial routes around Cambridge? Can these roads physically handle an additional increase in traffic and when during the day is this forecast growth occurring? Is this increase occurring primarily in the peak or, due to there being no spare capacity at present in the peak, is this creating peak spreading?
- Although the general traffic impact of the scheme has been identified, no mitigation for this impact has been proposed. Measures, such as increased frequency of the CGB (for example) should be considered to help control or offset this impact. The City Council would also not want the additional highway capacity on the A14 to abstract demand from CGB or other public transport services.

- 2.2.6 In relation to the benefits of the scheme, the Madingley Road is estimated to benefit from the A14 proposals with vehicles per day reducing by -3% in 2020 (500 vehicles) and -7% (1500 vehicles) by 2035 (compared to a no scheme scenario). This is on a base level of traffic stated as 18500 vehicles per day in 2011, rising to 19,500 vehicles per day by 2020 and 22500 by 2035 (due to background growth). This indicates that Madingley Road is already operating at or near capacity and additional traffic is diverting away from this route when the A14 scheme comes forward. However, overall between 2020- 2035, traffic will still increase due to local development.
- 2.2.7 No data is currently provided on the effect of the scheme on the M11 flows and also on the Horningsea interchange and associated local road of Ditton Lane. There is also currently no assessment of change in traffic accidents as a result of expected traffic growth. It is requested that the HA provide modelling data on these areas of the network.
- 2.2.8 Overall the current model flows suggest that there will be an increase in traffic flows on radial routes from the north and north-west of Cambridge, but insufficient data is currently provided to enable the City Council fully assess the impact of this traffic increase on the City of Cambridge.

3 A14 Preliminary Traffic Report Review

3.1 Introduction

- 3.1.1 In order to estimate the impact of the A14 scheme on traffic congestion, the Highways Agency (HA) has prepared a 'Preliminary Traffic Report' which provides Annual Average Daily Traffic (AADT) flows for the base year of 2011 and then predicated future flows relative to a scheme opening year of 2020 and a future assessment year of 2035.

3.2 Forecasting and Modelling

- 3.2.1 In order to provide an assumption of transport benefits of the scheme the HA has built a new transport model which is derived from the Cambridge Sub-Regional Model (CSRM). The performance of the model was reviewed to represent traffic conditions in 2011 and a new model, the Cambridge to Huntingdon A14 Roads Model (CHARM), was used as a base for the assessment.
- 3.2.2 The HA has produced traffic forecasts for the years 2020, which is the opening year of the scheme and 2035, the anticipated year used to assess the scheme in capacity against future growth.
- 3.2.3 In order to provide an estimate of anticipated traffic flows in these future base years, industry standard methods of modelling have been used. As such the predicted background growth has been assessed using the Trip End Model Presentation Program (TEMPro) in conjunction with the National Trip End Model (NTEM).
- 3.2.4 The Heavy Goods Vehicle Traffic has been forecasted using the latest Road Transport Forecasts (July 2013).
- 3.2.5 The new model also includes a series of local transport networks improvements which have occurred between the original base year of the CSRM Model (2006) and 2012. Only schemes which have gone ahead or are judged as more than likely to go ahead have been included.
- 3.2.6 In addition, the HA traffic forecast includes any additional committed major residential and or employment development within the local area. Relative to Northstowe, a development of 1500 homes has been considered in the core scenario,
- 3.2.7 The list of these transport schemes and developments is provided on page 7 and 8 of the Preliminary Traffic Report. It is noted that Waterbeach Barracks is not currently included in this list of assumed developments.

3.3 Traffic Forecast on Strategic Routes

- 3.3.1 The traffic forecasts currently released by the Highway Agency are based on Annual Average Daily Traffic (AADT) values. This represents the average traffic flow in a 24 hour period. The document therefore does not provide any information on traffic conditions at peak periods, variations across a normal week or identify weekend peak periods of traffic.
- 3.3.2 Without the scheme in place the HA has predicted that traffic growth in the order of 10% to 15% is expected between the present year and the first forecast year of 2020. The rate of growth differs from road to road depending on the characteristics of each road, such as the amount of congestion on it and the availability of alternative routes.

3.3.3 By providing predictions of flows in 2020 and 2035, both with and without the scheme, the direct effect of the scheme can be identified. The following table summarises the HA forecast in 2020 and 2035 on major roads in Cambridgeshire (with and without the scheme).

Table 3-1 Comparison of 2-way AADT Forecasts on Major Routes in 2020 and 2035 With and Without Scheme

Road Section	2020 Opening Year			2035 Forecasted Year		
	Without Scheme	With Scheme	Percentage Change	Without Scheme	With Scheme	Percentage Change
A14 West of A1	47000	48000	+2%	54000	56500	+5%
Old A14 Spur east of A1(M)	50000	22000	-44%	57500	26500	-54%
Old A14 Through Huntingdon	83000	13500	-84%	90000	16000	-84%
A14 Huntingdon Southern Bypass	-	59500	-	-	74500	-
A14 Swavesey to Bar Hill	86500	91000	+5%	89500	106500	+19%
A14 Bar Hill to Girton	105500	110500	+5%	113500	132000	+16%
A14 Cambridge Northern Bypass	76000	82500	+9%	85000	96000	+13%
A428 Near Bourne Airfield	34500	32000	-7%	47000	39000	-17%
A1198 West of Hilton	14500	15000	+3%	23000	19000	-18%
A1 North of A14	46000	80500	+75%	60000	102500	+71%
A1 South of A14	58500	60500	+3%	69000	72000	+4%
A141 North of Huntingdon	19000	18500	-3%	21000	20500	-3%

Source: Highway Agency

3.3.4 The HA anticipates that the proposed scheme would provide increased capacity or road space and also provide free flow traffic on the main A14 corridors at key junctions such as Girton and through Huntingdon.

3.3.5 The document notes that all the major routes identified as experiencing significant traffic increase (within the above assessment) will be improved as part of the scheme (e.g. A1 north of A14).

3.4 Traffic Forecasts on Local Roads

3.4.1 The HA acknowledges that traffic patterns on local roads will significantly change as a result of the scheme.

3.4.2 The HA modelling estimates that local roads, without the scheme, are likely to experience traffic growth between 10 to 30% between 2011 and 2020. Mainly this growth is attributable to forthcoming development and growth in the local area; however some of the growth of traffic may also come from a further congested A14 which results in drivers diverting onto local roads. Further increase in traffic is also predicted on local roads by 2035.

3.4.3 The HA note that with the scheme, forecasts show that many of the key radial routes around Cambridge would experience some traffic growth due to the release of suppressed demand in this area.

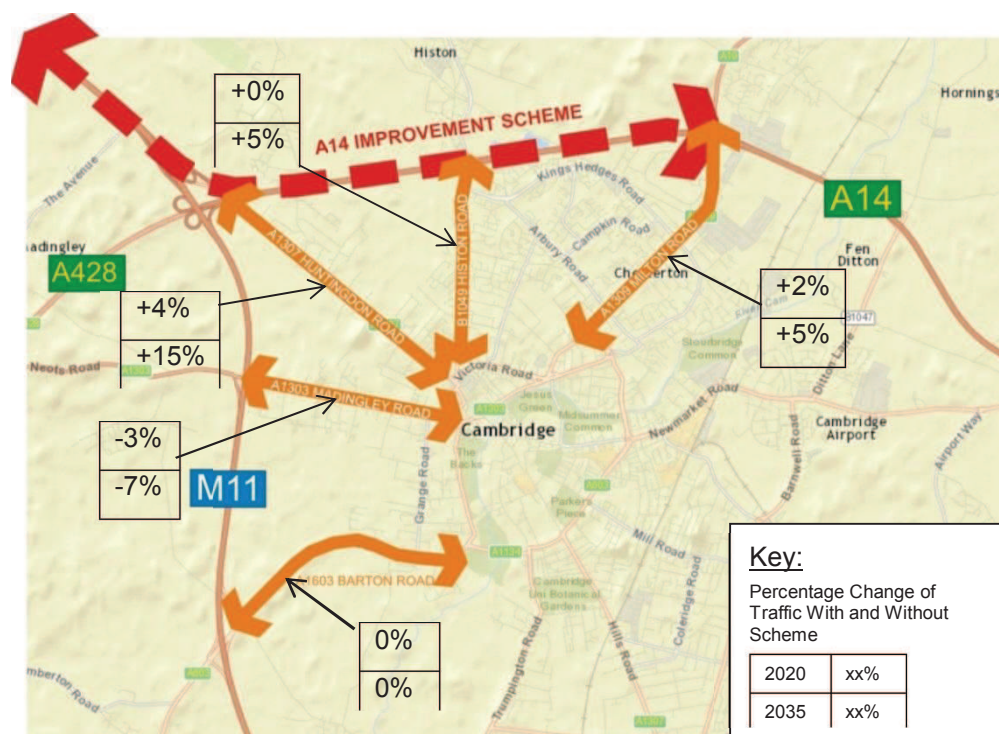
3.4.4 **Table 3-2** presents the comparison of the forecasted traffic for 2020 and 2035 with and without scheme. These are also shown in **Figure 3-1**.

Table 3-2 Comparison of 2-way AADT Forecasts on Cambridge Local Roads in 2020 and 2035 With and Without Scheme

Road Section	2020 Opening Year			2035 Forecasted Year		
	Without Scheme	With Scheme	Percentage Change	Without Scheme	With Scheme	Percentage Change
A603 Barton Road (east of M11)	14500	14500	0%	17500	17500	0%
A1303 Madingley Road (east of M11)	19500	19000	-3%	22500	21000	-7%
A1307 Huntingdon Road (south of A14)	13000	13500	+4%	13500	15500	+15%
Cambridge Road (through Girton)	4000	4500	+13%	6000	6000	0%
B1049 Bridge Road (through Impington)	18500	21000	+14%	22500	23500	+4%
B1049 Histon Road (south of A14)	19500	19500	0%	21500	22500	+5%
A10 Ely Road (through Milton)	25500	25500	0%	25500	25500	0%
A1309 Milton Road (south of A14)	30500	31000	+2%	33000	34500	+5%
A10 Ely Road (past Waterbeach)	17000	16500	-3%	20000	20000	0%

Source: Highway Agency

Figure 3-1 Summary of Forecasted Change of Traffic Flows With and Without Scheme in 2020 and 2035



3.4.5 The results of this analysis indicate that traffic will increase on the local Cambridge radial routes of Huntingdon Road, Histon Road and Milton Road as a direct result of the scheme.

3.5 Network Capacity and Performance

3.5.1 In terms of road capacity, the HA predicts (in relation to the A14 Improvement Scheme) that by 2020 the new Huntingdon Southern Bypass will operate at 50%-60% capacity. Currently the HA estimates that the A14 route through Huntingdon would operate between 85%-110% if nothing is done and is therefore a significant improvement. Similarly the Huntingdon Southern Bypass is forecasted to operate at 65%-75% capacity by 2035 (with the scheme).

3.5.2 The proposed scheme is also anticipated to provide additional capacity between Junction 28 at Swavesey and Junction 31 at Girton. This section is forecasted to operate at 70%-80% with the scheme in 2035 compared to 85%-100% without the scheme.

3.5.3 In addition the HA has provided journey time information gathered from its model for the following routes, which compares traffic conditions before and after the scheme to demonstrate time saving:

- Route 1: A14 J20 Ellington – A14 J31 Girton (via Huntingdon);
- Route 2: A14 J20 Ellington – A14 J31 Girton (via Huntingdon Southern Bypass);
- Route 3: A1 J14 Alconbury – A14 J31 Girton (via Huntingdon); and
- Route 4: A1 J14 Alconbury – A14 J31 Girton (via Huntingdon Southern Bypass).

3.5.4 **Table 3-3 Comparison of Forecast Journey Times in 2020 and 2035, with and without the scheme**

Route	Direction	2020			2030		
		AM	IP	PM	AM	IP	PM
Time Difference Route 1	Eastbound	+3.5	+2.0	+2.0	-3.5	-2.5	-7.5
	Westbound	+3.5	+0.5	+0.5	-0.5	-3.5	-3.5
Time Difference Route 1 & 2	Eastbound	-9.0	-6.5	-9.5	-17.0	-11.0	-20.0
	Westbound	-8.0	-7.5	-10.0	-14.0	-12.0	-16.5
Time Difference Route 3	Eastbound	+2.5	+1.0	+1.0	-3.5	-3.0	-7.0
	Westbound	+2.0	-1.0	-0.5	-1.5	-5.0	-4.5
Time Difference Route 3 & 4	Eastbound	-4.5	-3.5	-5.5	-8.0	-6.0	-11.5
	Westbound	-3.5	-4.0	-5.0	-9.0	-7.0	-10.5

Source HA – Time saving in minutes

3.5.5 The HA anticipates that without the scheme travel times would significantly worsen over time. The proposed A14 Improvement scheme is anticipated to provide quicker journeys by up to 14-20 minutes (between Ellington and Girton via the Huntingdon Southern Bypass) during the morning and evening peak periods and as much as 11-12 minutes in the inter-peak period.

3.6 Northstowe & Alconbury Weald

3.6.1 In addition to the traffic growth and impact of the A14 Scheme, the HA has provided a further study of the impact of local major development on the corridor in 2035.

3.6.2 In this section of the report the HA have assumed that by 2035, Alconbury Weald will be fully built out to 5,000 homes and 8,000 jobs and Northstowe will provide 10,000 homes. However the HA has not included developments which are at earlier planning stages such as Waterbeach Barracks,

Cambourne West and Bourn Airfield, for example. Should the planning status of these developments change, the HA state they will be considered in the next round of traffic studies.

- 3.6.3 In summary, the impact of a fully built out Northstowee and Alconbury is estimated to generate around a 5% increase on traffic on the strategic route network. Sections of the strategic network located in vicinity of the developments would experience higher impact.
- 3.6.4 The HA has also forecast the impact of these developments on local roads and suggests that in general the local roads would not experience a significant change with any major impact localised near the developments.
- 3.6.5 The exception to this is the A1307 which is estimated to experience a significant increase of traffic as people seek to reach Cambridge from the Northstowe development.
- 3.6.6 Focusing on local Cambridge roads Table 3-4 summarises the expected growth on the local network due to these two major developments.
- 3.6.7 **Table 3-4 Comparison of 2-way AADT Forecasts on Cambridge Local Routes in 2035 With and Without Northstowe and Alconbury**

Road Section	Core Growth	High Growth	Percentage Change
A603 Barton Road (east of M11)	17500	18000	+3%
A1303 Madingley Road (east of M11)	21000	20500	-2%
A1307 Huntingdon Road (south of A14)	15500	20000	+29%
Cambridge Road (through Girton)	6000	6000	0%
B1049 Bridge Road (through Impington)	23500	24000	0%
B1049 Histon Road (south of A14)	22500	22500	0%
A10 Ely Road (through Milton)	25500	25500	0%
A1309 Milton Road (south of A14)	34500	35000	+1%
A10 Ely Road (past Waterbeach)	20000	20000	0%

Source: Highway Agency

Core growth: forecast housing and employment growth NOT INCLUDING proposed Alconbury Weald development and Northstowe development over 1,500 homes

High growth: forecast housing and employment growth INCLUDING proposed Alconbury Weald development and Northstowe development over 1,500 homes

3.7 HA's Proposed Next Steps

- 3.7.1 The Highway Agency acknowledges that the traffic figures presented for this public consultation are interim and that further studies will be undertaken as the scheme progresses and the design develops.
- 3.7.2 The CHARM model will also be enhanced using extensive data collection of traffic flows and journey times to match current 2014 demand. The CSRSM will also be modified, taking on views of the latest planning policies and expectations of scheme delivery.
- 3.7.3 The models will be refined to estimate current travel demand in 2014 and new forecasts of travel patterns in 2020 and 2035.

4 Summary & Review of Public Consultation Drawings

4.1 Introduction

4.1.1 In relation to the Highway Agency's drawings of General Arrangement (GA), sheets 17, 18 and 20 to 24 are relevant to Cambridge. These focus on the proposed improvements to the A14 relative to junctions and local roads in the Cambridge area.

4.1.2 These drawings are detailed and summarised in the paragraphs below.

4.2 Bar Hill interchange – HA Drawing 17

4.2.1 *Proposed Design*

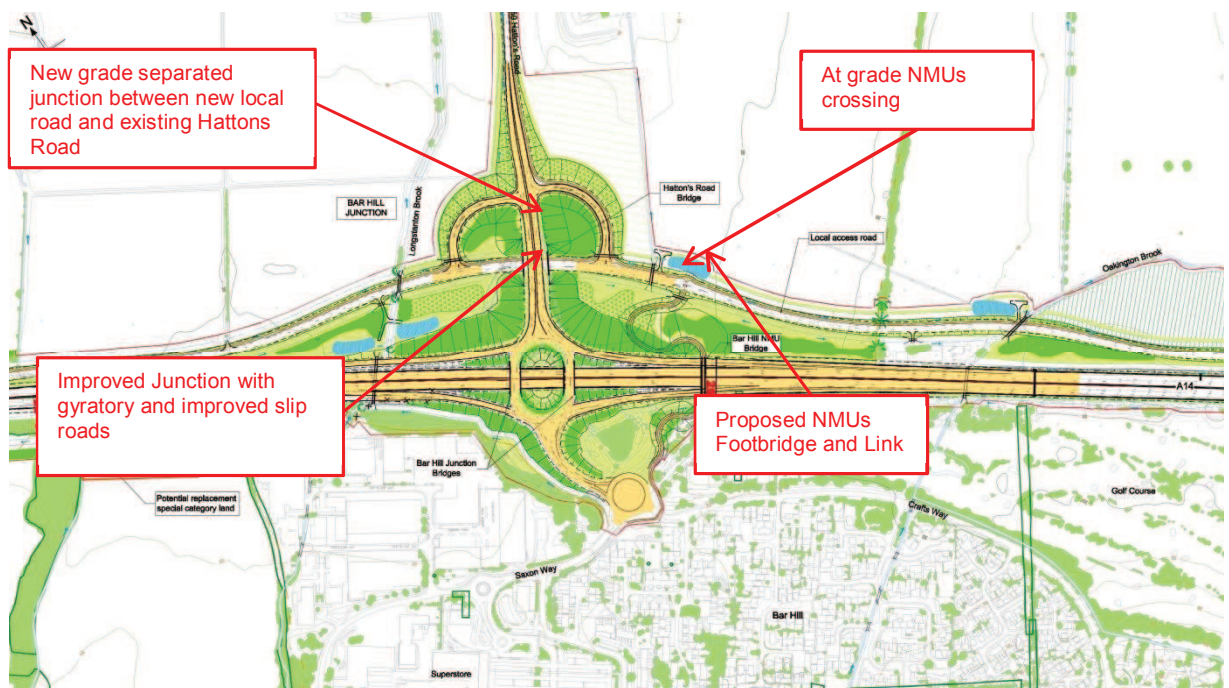
4.2.2 The HA proposes to provide a new bridge over the A14, in addition to the existing bridge, to create a grade separated roundabout junction.

4.2.3 The layout will improve the current on and off slip roads which are currently departing from standards.

4.2.4 A new footbridge will be provided for the use of Non Motorised Users (NMU) to link to a proposed local access road to the north of the A14, running to Bar Hill.

4.2.5 Figure 4-1 below shows the proposed drawing.

Figure 4-1 HA Drawing GA Sheets 17 – Bar Hill Junction 29



4.2.6 **WSP review**

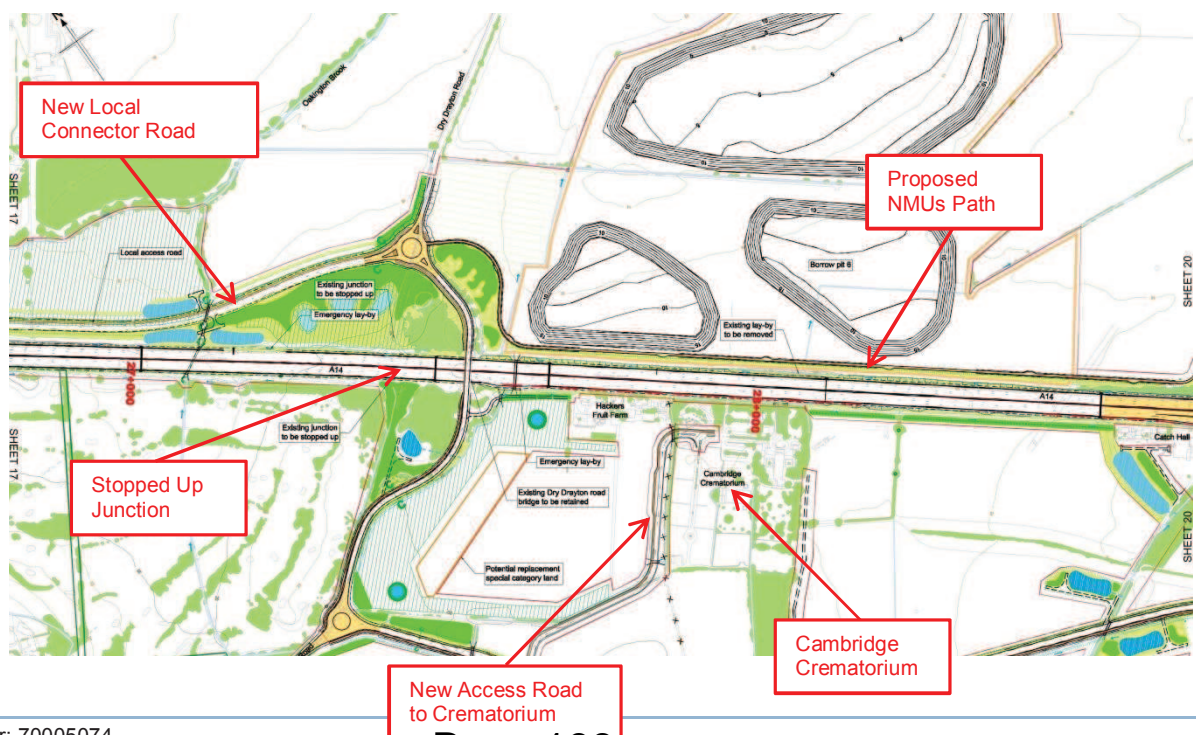
- 4.2.7 The new Bar Hill junction will allow the proposed carriageway widening and improve the current layout with the provision of adequate slip roads.
- 4.2.8 The proposed grade separated gyratory junction will provide additional capacity which will assist in delivering the Alconbury / Northstowe development.
- 4.2.9 The grade separated junction between the proposed local access road running along the A14 and Hattons Road is also in anticipation to the high traffic volume that the junction will experience in the future.
- 4.2.10 WSP welcomes the provision of the NMU links from Bar Hill to Alconbury, or Cambridge, along the new local access road. However a difficult gradient may be experienced on the approach arms of the footbridge. More importantly NMUs will be required to cross at grade in several locations on roads that will carry significant traffic. The design does not provide, at this stage, sufficient information to know if safe crossing can be achieved at these locations.
- 4.2.11 The NMU links also do not seem to have priority over side roads or accesses which can potentially discourage use, particularly for commuting.

4.3 GA Sheets 18 and 20

4.3.1 **Proposed Design**

- 4.3.2 The HA proposal is to provide 4 lanes of traffic between Bar Hill and the Girton Interchange. As such the design includes closure of the current Dry Drayton Road (Junction 30), accesses to local farms and Cambridge Crematorium's direct accesses onto the A14.
- 4.3.3 The existing Dry Drayton Bridge would be retained and forms part of the proposed local access road between Huntingdon and Cambridge.
- 4.3.4 In terms of NMUs, a new local road will provide off road facilities south of the A14 and over the Dry Drayton Bridge. This links to a new NMUs only path (also potentially serving as maintenance track) which will also run parallel of the A14 and start from Dry Drayton Road.

Figure 4-2 HA Drawing GA Sheets 18



4.3.5 **WSP review**

4.3.6 In addition to the carriageway widening, the proposed layout will result in the closure of direct private accesses onto the A14. This includes the stopping up of the A4 access into the Cambridge Crematorium.

4.3.7 Access to these private properties and the Cambridge Crematorium will now be gained via the new local access road.

4.3.8 The Dry Drayton Road Junction 30 is also proposed to be stopped up. As a result Dry Drayton and Oakington residents will now be requested to drive through Barr Hill junction 29 or route on the new proposed local access road.

4.3.9 In terms of capacity and safety WSP welcomes the proposal of closing these accesses which are generally sub-standard and will result in the reduction of conflict points. The peak period of use of the Crematorium is outside “normal” peak periods and it is anticipated that the proposed new local road will be sufficient to provide access.

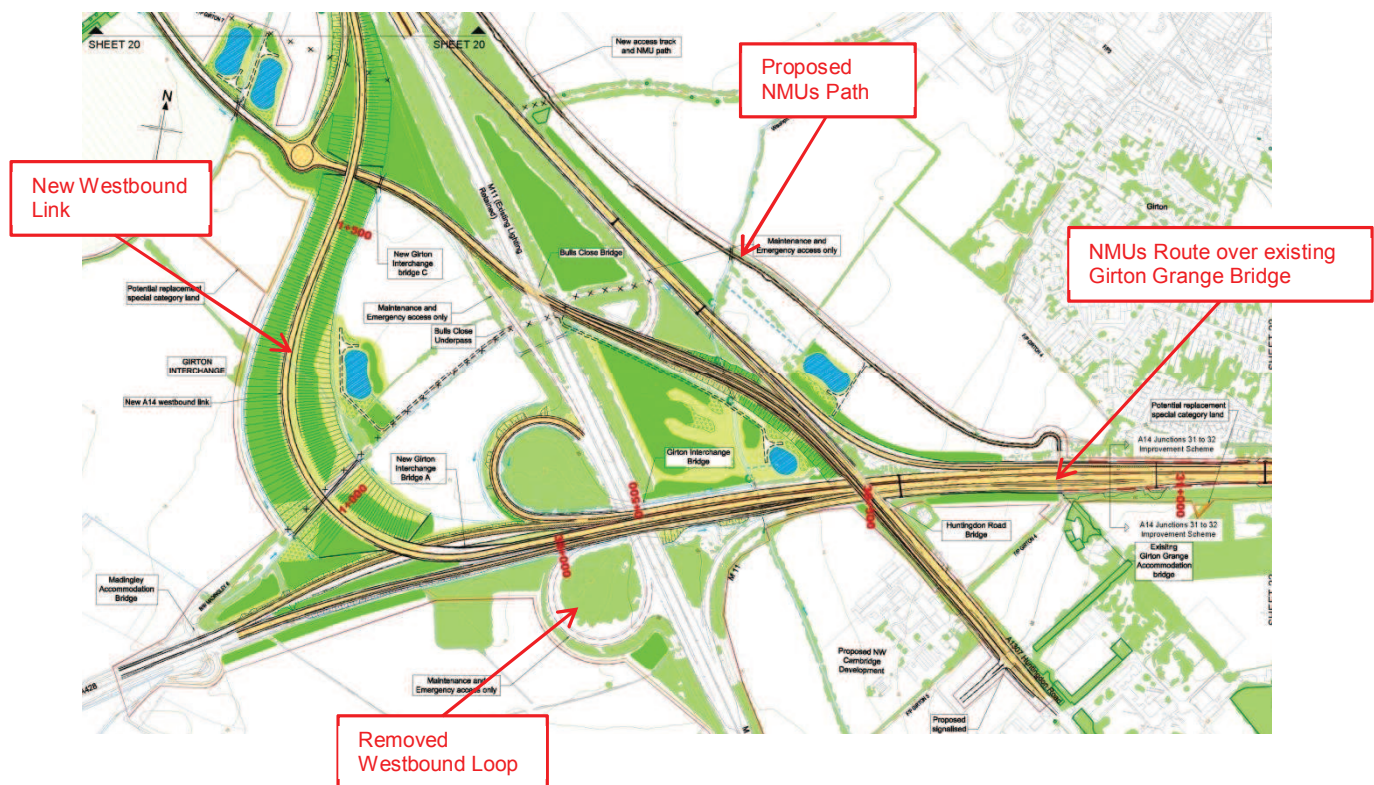
4.3.10 The new NMUs links will be beneficial to the area and add more direct routes to Cambridge from the villages of Bar Hill and Dry Drayton.

4.4 Girton Interchange HA Drawing GA 21

4.4.1 **Proposed Design**

4.4.2 The HA proposes to modify the junction to provide free flow traffic along the A14. As such it would replace the existing westbound loop by a new A14 westbound link. The design also proposes a direct connection from Huntingdon Road to the new local road. The design is shown on Figure 4-3 below.

Figure 4-3 Girton Interchange – HA Drawing GA Sheet 21



4.4.3 **WSP Review**

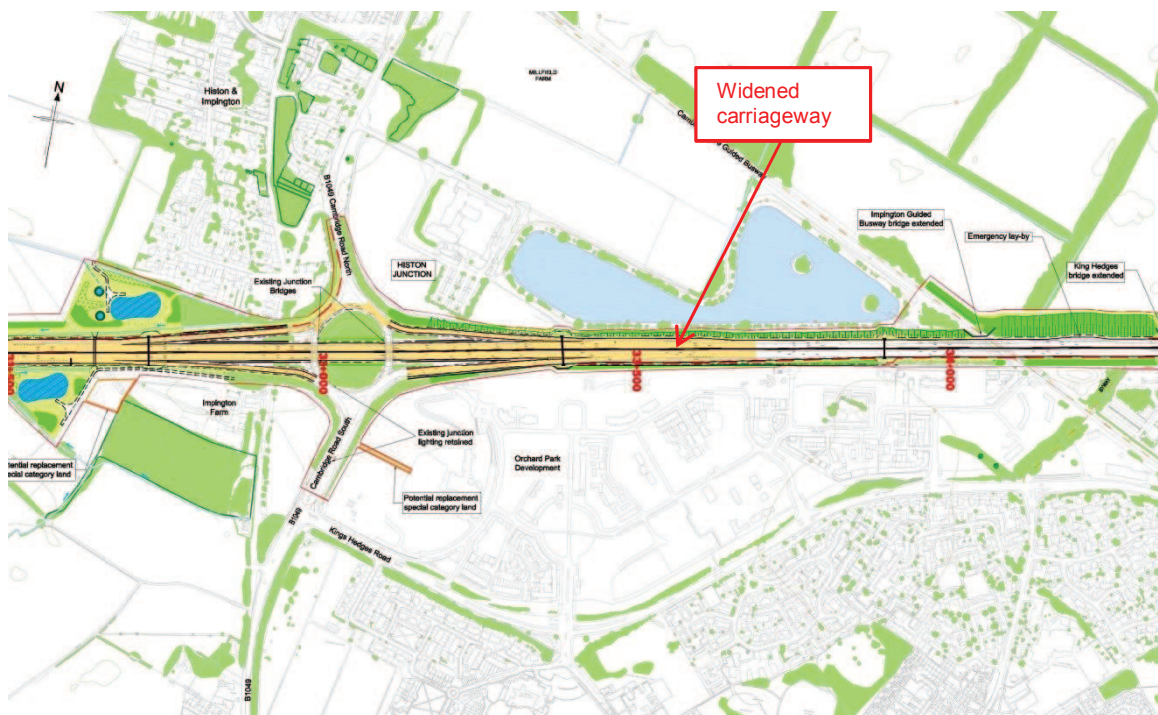
- 4.4.4 Currently the Girton Interchange provides free flow traffic on the westbound direction to the A428. However, most traffic currently routing through the junction drives on the A14 in a west to north direction. Removing the loop and existing weaving conflict with the M11 north-eastbound direction of traffic will reduce conflict and improve capacity of the junction.
- 4.4.5 On the eastbound direction two lanes of traffic will join the A14 Cambridge Northern Bypass with a gain of one lane.
- 4.4.6 Huntingdon Road will continue to have a direct access to the A14, as per the current layout on the south eastbound direction, and via the new local road, through the creation of a north westbound on-slip road.
- 4.4.7 The Avenue access to the A14 will be stopped up and access to Madingley Hall will be from the south or Dry Drayton Road.
- 4.4.8 NMU access will be either provided alongside the new local road directly onto Huntingdon Road or via the new NMU track to the north of the A14, which will connect to the existing Girton Grange Accommodation Bridge. This layout appears to provide additional connection which should encourage more people to cycle on this northwest / southeast corridor.

4.5 Histon Interchange HA Drawing GA Sheet 23

Proposed Design

- 4.5.1 The design proposed, on the A14 Cambridge Northern Bypass between Girton and Milton, is to widen the carriageway from two to three lanes. The proposed design at the Girton Interchange retains in principle the current layout.
- 4.5.2 The design does not alter NMUs routes. Figure 4-4 below presents the proposed highway improvements.

Figure 4-4 Histon Interchange – HA Drawing GA Sheet 23



4.5.3 **WSP Review**

4.5.4 The proposed alteration should improve driving conditions on Cambridge Northern Bypass. Histon's existing junction will thus continue to restrict the traffic along the B1049 Cambridge Road. The A14 Improvement Scheme may generate an increase of traffic onto B1049 Cambridge Road until Histon Interchange capacity is reached.

4.5.5 The NMUs network will not be modified at this junction as a result of the scheme.

4.6 Milton Interchange HA Drawing GA 24

Proposed Design

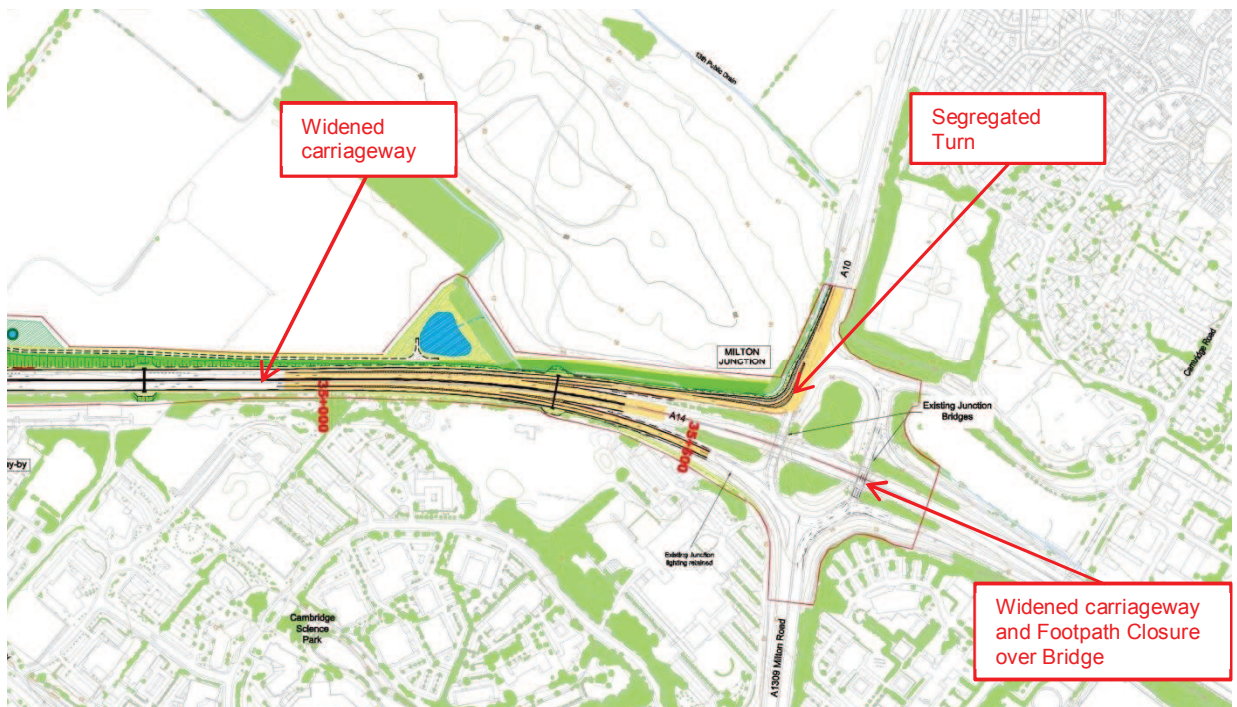
4.6.1 The HA propose to widen the A14 Cambridge Northern Road carriageway between Girton and Milton Interchanges. As a result, Milton Interchange will be improved with lane gain / lane drop at the junction.

4.6.2 In addition, there are proposals to improve the connection to the A10 with the provision of a segregated turn from the westbound off slip road.

4.6.3 Furthermore the carriageway over the eastern bridge of the interchange would be widened from two to three lanes to increase capacity. As a result the footpath on the same bridge would be stopped up.

4.6.4 The HA design is shown on Figure 4-5 below.

Figure 4-5 Milton Interchange – HA Drawing GA Sheet 24



WSP Review

- 4.6.5 The capacity on the A14 Cambridge Northern Bypass will be improved as well as the capacity of Milton Interchange. It is however anticipated that this will result in additional traffic movements towards the Science Park or Cambridge itself along Milton Road.
- 4.6.6 It should be noted that this design is not likely to fully accommodate proposed future growth in the Waterbeach area and thus further redesign of the junction should be anticipated in the future.
- 4.6.7 The design includes stopping up the existing footpath and NMUs link as a result of widening the carriageway on the eastern bridge of the interchange. Although most NMUs use the Jane Coston Footbridge between Milton Village and Cambridge, some NMUs continue to currently use this link over the interchange bridge.

5 Review of Cambridge Crematorium Access

5.1 Key areas of Comment

5.1.1 In general the closure of the existing access and opening of a local road access is a welcome improvement in relation to highway safety grounds (although it is noted that no accidents were recorded between (2008-12) at the crematorium access). The new local access road will supply a cycle walk route, accessible from Cambridge which will be a benefit for the Crematorium.

5.1.2 Key comments to the proposals are as follows:

- The new local access route is convoluted for those accessing from Newmarket and the A10 (North and East) and requires diversion to the Bar Hill junction which is not ideal for these users.
- With the new local road in place a robust signage will strategy will be required so that visitors can easily find the site. The City Council will need to be consulted on this strategy.
- Although 'indicative noise barriers' are shown on Plan 18 between the A14 and the Crematorium (across the existing access) further details of their design and effectiveness in reducing noise impacts are required. The widening of the A14 at this location to four lanes is a key concern for the relative tranquillity of the site.
- The new local road runs very close to the crematorium woodland which again causes concerns for noise levels and the impact on tranquillity. No 'indicative noise barriers' or other noise mitigation is shown between the new local road and the crematorium.
- Three large borrow pits are identified opposite the Crematorium on the opposing side of the A14. The noise created during construction is again a concern on the tranquillity of the site and further information on when the 'indicative noise barriers', between the A14 and Crematorium, will be in place is needed to judge the expected level of noise impact.

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