



# Cambridge City Council

## West Central Area Committee

**Date:** Wednesday, 6 December 2017

**Time:** 7.00 pm

**Venue:** Meeting Room - Wesley Methodist Church, Christ's Pieces, CB1 1LG

**Contact:** [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk), tel:01223 457013

### Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 14)
- 4 Matters and Actions Arising From the Minutes (Pages 15 - 24)

### Record of Officer Delegated Decision Taken After Consultation With the Chair, Vice Chair and Spokespersons for West/Central Area Committee

- 5 Histon Road Recreation Ground Play Area Surfacing (Pages 25 - 26)

### Item for Decision

- 6 Policing and Safer Neighbourhoods - WCAC (Pages 27 - 34)
- 7 Environmental Improvement Programme (Pages 35 - 62)

### Item for Discussion

- 8 Open Forum
- 9 Greater Cambridge Partnership - Verbal Presentation from Chris Tunstall, Interim Transport Director

**City Councillors:** Nethsingha (Chair), Holt (Vice-Chair), Bick, Cantrill, Gehring, Gillespie, Hipkin, Holland and Ratcliffe

**County Councillors:** Harrison, Nethsingha and Richards

**City and County Councillor:** Nethsingha (Chair)

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**WEST CENTRAL AREA COMMITTEE**

28 September 2017

7.00 - 9.10 pm

**Present**

**Area Committee Members:** Councillors Nethsingha (Chair), Holt (Vice-Chair), Bick, Cantrill, Gillespie, Hipkin, Ratcliffe, Harrison and Richards

**Other Councillor in Attendance:**

Councillor Scutt

**Officers:**

Head of Corporate Strategy: Andrew Limb

Operations Manager – Community Engagement and Enforcement: Wendy Young

Committee Manager: Claire Tunnicliffe

**Other Officers in Attendance:**

Chief Executive, Visit Cambridge and Beyond: Emma Thornton

Cambridgeshire County Council:

- Bus Operation & Facilities Manager: Campbell Ross-Bain
- Greenways Project Manager: Simon Manville
- Traffic Manager: Sonia Hanson

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**17/22/WAC Welcome, Introduction and Apologies for Absence**

Apologies were received from Councillor Gehring.

**17/23/WAC Declarations of Interest**

No declarations of interest were made.

**17/24/WAC Minutes**

Councillor Scutt referenced the minute to the request for West Central Committee's support for a Local Highway Improvement (LHI) bid for double yellow lines on Carisbrooke Road. She had advised that this had been requested under LHI by the North Area Committee.

The minutes of the meeting held on 18 July 2017 were then approved as a correct record and signed by the Chair.

### **17/25/WAC Matters and Actions Arising From the Minutes**

Councillor Gillespie reminded the Committee that at the last meeting Councillors had asked the police to prioritise the issue of drug dealing (and also drug use in the street) in the Maids Causeway area; there had since been a number of new incidents reported with the situation getting worse.

The Anti-Social Behaviour team had sent a letter to Auckland Road residents advising on how to contact the police and also provided the contact details of Sarah Steggles' (Street based Anti-Social Behavior Project Co-ordinator). However this issue also concerned James Street; Parsonage Street; Brunswick Terrace; Brunswick Gardens and Midsummer Common, but Police resources were limited.

Lynda Kilkelly, Safer Communities Section Manager, confirmed to the Committee there had been a number of complaints from a variety of addresses. Due to the high number of complaints it has been decided to hold a residents meeting on this matter on 18 October, the Conference Room, Grafton Centre, 6.00pm. Information discussed would be collated and a plan formulated in conjunction with Police representatives who would also be present at the meeting.

Leaflets were available which provided more information on the meeting.

Councillor Bick stated that he had attended a meeting with the Divisional Police Commander that morning who had confirmed that this matter was very much an active Police priority.

The Action Sheet was then noted and an updated copy could be viewed at the following link under 'Updated Action Sheet from meeting held on 28/09/17':

<https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=117&MId=3341&Ver=4>

### **17/26/WAC Open Forum**

Members of the public asked the following questions, as set out below.

**Bev Nicolson:** The pedestrian crossing on Albion Row had looked like it was at long last taking shape earlier this year. Since then, hardly anything has happened except two Belisha Beacons being installed. Those beacons are not yet working and there was no markings painted on the road. The barrier would still be across it if it hadn't been moved. What is going on?

Both Councillors Richards and Nethsingha advised UK Power Networks were scheduled to return to the crossing to connect the new power supply to the Belisha Beacons on 17th October. The lining work would then be completed to enable the crossing to be commissioned and subsequently would become operational in early November at the latest.

There had been numerous attempts to connect the power to the beacons with issues experienced with the location of ducting and existing utility equipment. This had led to work to be rescheduled by UK Power Networks.

The importance of completing this crossing as soon as possible had been expressed by the County Council and sent to all parties involved.

**Susan Stobbs, Chair of the Friends of Midsummer Common:** Local residents were very concerned about the significant increase over the last six months in drug dealing and drug use around Midsummer Common and particularly in the Community Orchard in broad daylight. Recent publicity has led to a reduction of incidents, but this just means that they will have gone elsewhere. I would like to ask whether the Council is reviewing its strategy for dealing with homelessness and drug use in the city, particularly in the light of the reduction in funding for mental health services and the chronic shortage of affordable housing.

Councillor Nethsingha stated part of this question had been covered under the previous item of 'Matters Arising from the Minutes' with the notification of the planned residents meeting, to discuss the visual increase of drug use in and around Maids Causeway.

Councillor Harrison directed that she would undertake to look into the matter of mental health issues highlighted in the question. This would link into a study currently being undertaken by her and Councillor Bick on street life issues in the west area of Cambridge. The Committee would be updated at the next meeting. **(ACTION)**

**Councillor Hipkin:** Could it be recorded that 9 members of the public were present at this meeting and this information is shown in the minutes of each meeting. The cost of running the area committee meeting could have been better allocated to the Council's anti-poverty strategy.

Councillor Nethsingha noted Councillor Hipkin's comments.

**Bev Nicolson:** Could the Chair establish if question(s) submitted by the public had to be present in person in order for their question(s) to be discussed.

Councillor Nethsingha confirmed a member of the public did not have to be present in order for their question to be put forward to the Committee.

### **17/27/WAC Managing Tourism in the City Centre**

The Chair welcomed Emma Thornton, CEO of Visit Cambridge and Beyond to the meeting; Sonia Hanson, Traffic Manager and Campbell Ross-Bain, Bus Operation & Facilities Manager, both from Cambridgeshire County Council.

Emma Thornton detailed the following points:

- i. The role of Visit Cambridge and Beyond was to grow the value of the visitor economy by promoting Cambridge and the surrounding area and providing the best possible visitor experience. It was a non-profit organisation with no political or geographical boundaries.
- ii. The main objective was to develop strategic alliances with partners in and outside of Cambridge to change the perception of the city as a key day trip destination.
- iii. The organisation was 96% reliant on earned income with only 4% of its funding now coming from public funding. Compared to similar bodies nationally the organisation was unique with only Oxford operating a similar model but with higher public funding.
- iv. The organisation also run the Visitor Information Centre which dealt with around 350,000 face to face enquires; 500,000 telephone / e-mail queries and were responsible for the private and public guided walking tour service used by 80,000 visitors a year.
- v. Between 2013-2015 there had been a significant increase in visitors' numbers with a slight increase in 2015-2016 which were as follows:

5.4million visitors in 2013  
7.4 million visitors in 2015  
7.6 million visitors in 2016

- vi. Tourism was responsible for 20% of employment in the city.
- vii. There had never been a joint strategy for managing tourism in the greater Cambridge area. This new initiative now brought the opportunity to spread the economic value gained from tourism to the surrounding area, encouraging visitors to stay longer and explore further.
- viii. The aim is to change the perception of Cambridge as a day trip destination, but this is deeply engrained and would take some time.

Comments from the Committee and members of the public on Queen's Road:

- i. The number of coaches parking to bring in day tourists to the City had increased considerably over the years. The road was not built for this volume of coaches.
- ii. At weekends in the summer the area was intolerable with an overflow of coaches breaking various traffic codes: parking on double yellow lines; double parking; parking on grass verges and parking beyond the city boundary.
- iii. Over the summer the Police had been called out to deal with dangerous parking.
- iv. Little or no enforcement was undertaken to send a message to the coach tourist companies.
- v. One enforcement officer should be allocated to permanently patrol the road in the height of the tourist season.
- vi. A review was urgently needed with alternative options investigated.
- vii. Would not be surprised if a fatality occurred.
- viii. Coach parking in the park and rides sites across the city were not being used.
- ix. The park and ride sites were crucial to negate the problem and suggested that coaches should be forced to terminate at these sites.
- x. The road was a major trunk road into the city; when the road was blocked with coaches this created major traffic jams into the city and impacted on slowing down the flow of traffic elsewhere while drivers searched for alternative routes.

- xi. Asked if the coach companies were aware of the alternative coach parking on Chesterton and Trumpington Road but also questioned if Chesterton Road was the right location.
- xii. Large amounts of litter were left behind.
- xiii. Residents of Newham would be able to advise officers when the peak parking time of coaches occurred.
- xiv. Some coach companies offered a 45 minute visit to the city as part of a day tour and questioned what financial benefits this would bring to the Cambridge economy.
- xv. Did not believe that the County Highways department were aware of the scale of the problem.
- xvi. A complete ban was required on Queen's Road rather than providing increased parking capacity.
- xvii. Suggested the installation of a box junction and CCTV to prevent the dangerous parking.

Other issues raised from the Committee and members of the public.

- i. Suggested a tourism tax supporting culture and community in the city.
- ii. Day tourist should be discouraged making it harder to visit the city for a few hours whilst encouraging tourists to stay longer.
- iii. Tourists should be encouraged to disperse outside of the City
- iv. Inspire tourists to stay longer by providing a 'Cambridge Pass' which would give free or discounted entry to places of interest; discounted or free bus / train travel.
- v. Important that the city remained inclusive and open to everyone which was something to be proud of.
- vi. An integrated approach to the matter was required.
- vii. The University should take a more proactive and joined up approach to encourage visitors to stay longer.
- viii. Queried if it was possible to extend the tourist season in the city by offering discounts and incentives off peak season.
- ix. Suggested joint funding between the County and the City Council to finance the increased capacity of one permanent enforcement officer to deal with the issue of tourist coach parking.



In response Emma Thornton and County officers made the following statements:

- i. Funding from the Greater Cambridge Partnership had been allocated to expand coach parking at the Trumpington park and ride site with an additional five spaces. This site was also used as a collection point for local schools as a pick up and drop off point for local pupils; this would remove a large volume of cars from the city's road. Therefore the expansion was much needed as the coaches could use this site in-between drop off and pickups.
- ii. Data showed that the Madingley Road park and ride site was used by coaches. The site could hold up to 25 coaches if required and had done so in the past.
- iii. A bid had been submitted to the Greater Cambridge Partnership for funding to canvas the tourist coach industry to determine how often and when they visited the city, and to promote alternative parking on Trumpington Road and Chesterton Road.
- iv. Investigation had determined that it was not clear to the coach tourist companies and the independent day tourist that the city centre could be accessed from other parts of the inner ring road; signage needed to be improved.
- v. Suggested coach parking spaces could be increased in the short term on Queen's Road while an alternative solution was found.
- vi. 67% of international visitors believed that England stopped at London. Visit Cambridge and Beyond were working with other organisations to change visitor's behaviour by building itineraries to outside destinations which were accessible from and around Cambridge. This was a key issue in changing visitor's behaviour.
- vii. Other heritage cities such as Bath, Oxford and York all had confirmed they experienced the same problem with tourist coach parking and had found no fixed solution.
- viii. The problem of tourist coach parking was magnified by the city's compact narrow street scene.
- ix. Most of the attractions in Cambridge were free so it would be difficult to promote a 'Cambridge Pass'.
- x. Visit Cambridge and Beyond were currently supporting the development of a new initiative called 'The Cambs Pass'. This was a promotional pass

that saved money across family attractions, restaurants and many other different businesses in Cambridgeshire.

- xi. Proposed that the decision of tour operators to drop off on Queens Road was the easier position, because the directions to the city centre was short and direct. To be dropped off on Chesterton Road would be a 'voyage of discovery'.
- xii. Cambridge was a city for all seasons, with the peak times for tourism in July and August.
- xiii. Not aware there was the legislation nationally to introduce a tourist tax.
- xiv. Important that the city did not isolate itself from visitors.
- xv. The visitor economy was vital to Cambridge.
- xvi. Due to the lack of resources it was not possible to have an enforcement officer to permanently patrol Queen's Road.
- xvii. There were three permanent coach parking spaces on Queens Road with an additional three opened in the summer. There were a further three on Trumpington Road and on Chesterton Road.
- xviii. Communication with tourist coach companies was critical in reducing this problem.

### **17/28/WAC Greater Cambridge Partnership Greenway Projects**

The Committee received a verbal presentation from the Greenways Project Manager, Simon Manville, regarding the Cambridge Greenways Project.

The presentation outlined the 12 proposed routes. The project was designed to connect the villages surrounding Cambridge through a cohesive network for pedestrians, cyclists and equine riders. The project was currently going through its pre consultation stage; this involved holding meetings in various locations to gain public input and feedback. Once completed, the designs would be drawn up and a public consultation on the preferred options would be undertaken.

The Greenways Project Manager highlighted that the whole aim of the scheme was to reduce vehicle congestion so the key focus was on cycle provision.

The Committee made the following comments in response to the report:

- i. Noted the importance of circular routes and queried if these types of routes could be incorporated as part of the project.

- ii. Queried why the routes/paths would not be completely segregated from roads?
- iii. Stated that it may be difficult for cyclists and pedestrians to both use the routes together. Asked whether the routes would be lit up?
- iv. Expressed disappointment that in funding terms the promotion of leisure, such as walking and cycling were low down on the list of priorities.
- v. Stated there should be an adjustment to the objectives to the suggested links.

The Greenways Project Manager said the following in response to Members' questions:

- i. There was an opportunity to make the routes as pleasant and as easy to use for leisure users and would be sensitive to the local concerns.
- ii. Routes in and out of the city had only been looked at in the first instance. There was a possibility that orbital routes would be looked at a later date.
- iii. The route would encompass small roads, making entirely separate routes/ paths would be incredibly costly.
- iv. Confirmed that the paths would be wide and could potentially include white separation lines to stop collisions between cyclists and pedestrians. Lighting would be costly to have along all the routes so it would be strategically placed in areas where it was most beneficial.
- v. Currently there was no budget to deliver this project as this was only at pre consultation stage with £480,000 for development funds.
- vi. Estimated cost to deliver the scheme was between £10,000,000 million to £20,000,000. Funding would be secured from the Greater Cambridge Partnership, in 2020.

Councillor Scutt stressed the important of signage to assist with a unified network of links.

The Greenways Project Manager stated that Cambridge Regional College had been approached asking students to design a logo for the project which would be placed on all the signage.

### **17/29/WAC Environmental Report - WCAC**

The Committee received a report from the Operations Manager – Community Engagement and Enforcement.

The report outlined an overview of City Council Refuse and Environment and Streets and Open Spaces service activity relating to the geographical area

served by the West/Central Area Committee. The report identified the reactive and proactive service actions undertaken in the previous quarter, including the requested priority targets, and reported back on the recommended issues and associated actions. It also included key officer contacts for the reporting of waste and refuse and public realm issues.

In response to Members' and the public comments and questions the Operations Manager – Community Engagement and Enforcement, said the following:

- i. Comments on the 'temporary bins' which had been on Lamas Land for approximately 18 months needed to be reconsidered for design and permanent location. As such, they would be taken back to the Parks Team for action.
- ii. Agreed to include regular clearing of leaves along the highways as a priority going forward if the Committee approved.
- iii. Would enquire if a bin could be installed on Chesterton Lane.
- iv. Welcomed the positive comments from Members on the work that had been undertaken on Paradise Nature Reserve.
- v. Noted the comments regarding the increase of litter in Fitzroy Street and Burleigh Street; Enforcement Officers had increased the number of fixed penalty notices for littering in the last quarter. Numerous fines had been issued to local business regarding their breach of statutory waste notices, as well as business being issued notices regarding their waste duty of care.
- vi. A number of businesses within the city had been issued with the higher range fixed penalties for fly tipping commercial waste where large quantities of waste had been dumped.
- vii. Meetings had been held with the Police and representatives from County Council's drugs and alcohol team where an increase in needles had been reported. This information was also e-mailed on a regular basis in-between those meetings with the Police and County Council.
- viii. Unfortunately due to the narrow design of Hobson Passage there was little that could be done regarding the storing of trade bins on the highway. The area was checked on a regular basis by Officers with a number of businesses fined for not taking the correct responsibility of storage.
- ix. Noted the comment regarding the protractible needles which were safer to regular needles, although the level of rubbish would remain the same.

The Committee discussed the following as additional and revised recommendations for action:

- i. Enforcement and City Ranger patrols in the City Centre to address issues of illegally deposited trade waste on Fitzroy and Burleigh Street.
- ii. Streets and Open Spaces regular clearing of leaves along the highways.
- iii. Dog warden patrols to target irresponsible dog owners on Midsummer Common.
- iv. Enforcement patrols to address abandoned vehicles in the Castle Ward.

Following discussion, Members **unanimously resolved** to approve priorities for action as amended above.

The meeting ended at 9.10 pm

**CHAIR**

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# Agenda Item 4

## COMMITTEE ACTION SHEET

<b>Committee</b>	<b>West/Central Area Committee</b>
<b>Date</b>	<b>18/07/2017</b>
<b>Circulated on</b>	<b>November 2017</b>
<b>Updated</b>	<b>28/09/17</b>

<b>ACTION</b>	<b>LEAD OFFICER/MEMBER</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<u>Matters Arising</u>  Member of public raised concern about unsuitable site for the location of containers at Canoe Club.  If the new application to move the containers is refused Cllr Cantrill will write to the Planning Committee on behalf of WCAC to ask for the original permission to be revoked.	Councillor Cantrill  Head of Property Services (as WCAC Lead Officer)	Feedback at next WCAC 18/07/17  28/09/17 Cllr Cantrill	The containers had now been moved to a more acceptable location. Further work was on-going to improve the appearance of the site.  Waiting for the containers to be covered. <u>Retain on action sheet until completed.</u>
<u>Matters Arising</u>  To arrange a meeting with officers and facility staff in the Guildhall to make the defibrillator more accessible.	Councillor Gillespie	Feedback at next WCAC 18/07/17  28/09/17	City Councilors had been offered training in defibrillator use.  The Guildhall had been access as an unsuitable location for a public access defibrillator due to the limited opening hours.  East Anglia Ambulance Services had been contacted to discuss a defibrillator in Lion's Yard.  Noted that the Canoe Club now had a defibrillator

<p><u>Matters Arising</u></p> <p>Ward Councillors to ask officers to investigate nuisance issue reported by residents of Richmond Road regarding property used by Airbnb.</p>	<p>Councillor Cantrill and Holland Planning Enforcement Officers</p> <p>Councillor Nethsingha</p> <p>Councillor Bick</p>	<p>18/07/17</p> <p>28/09/17</p> <p>28/09/17</p>	<p>The Director of Planning and Economic Development, produced a briefing note for members regarding this matter</p> <p>A copy of the briefing note be sent to all members of the committee.</p> <p>The planners had advised they were still proceeding with enforcement on 'live' cases to bring to a conclusion. Officers were still to complete a policy on short term lettings / visitor accommodation.</p>
<p><u>Open Forum</u></p> <p>To receive an update from the County Council's Highways Officer Andy Bahram. Andy confirmed that he will raise the issue with the Tree Officer to see if the roots can be removed without damaging the tree. Alternatively, the path could be re-profiled to make it safer.</p>	<p>Councillor Nesthingha</p> <p>Councillor Nesthingha</p>	<p>Feedback at next WCAC 18/07/17</p> <p>28/09/17</p>	<p>Officers had reported that this might be possible. However, work had not yet been completed. Retain on action sheet until completed.</p> <p>Work would be completed at the end of October.</p>
<p><u>Open Forum</u></p> <p>Councillor Nethsingha to ask Wendy Young if the</p>	<p>Councillor Nethsingha</p> <p>Wendy Young</p>	<p>Feedback at next WCAC 18/07/17</p>	<p>This matter would be considered further later in the year when the summer season was over and a more permanent solution</p>



<p>Lammas Land bins are temporary; and if so, when would they be removed? Or, if they are permanent, will they be fixed properly into the ground?</p>			<p>could be investigated.</p> <p>Consultations would be undertaken with stakeholders regarding a Management Strategy which could include more varied use of the land for community and commercial use.</p>
<p><u>2016/17 S106 Priority-Setting Round WAC</u></p> <p>The Urban Growth Project Manager to find out whether grass damaged during the Shelly Row play area refurbishment works would be made good as part of the S106-funded project (or advise a suitable alternative officer).</p>	<p>Tim Wetherfield</p>	<p>Feedback at next WCAC 18/07/17</p>	<p>From: John Parrott Sent: 10 March 2017 Subject: Shelly Row play area</p> <p>The grassed area will be repaired but we have been waiting for better weather. If action was taken too early we would have actually made matters worse. This should be done in the next couple of weeks.</p> <p>From: John Parrott Sent: 15 November 2017</p> <p>Confirmed the work had been carried out</p>

<u>Open Forum</u>  To look into the matter of mental health issues highlighted in a question regarding homelessness and drug use in the city, particularly in the light of the reduction in funding for mental health services. This would link into a study currently being undertaken by Councillors Harrison and Bick on street life issues in the West Area of Cambridge	Councillor Harrison	Feedback at the next WCAC 06/12/17	
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## **Briefing Note on Short term Lets**

### **1 Introduction**

- 1.1 There is no fixed definition of short-terms lets but these are normally any residential tenancy of less than six months where utilities, television and internet are included in the rent. Properties are let fully furnished and landlords are expected to provide bedlinen and a fully equipped kitchen with pots and pans, china, glassware and cutlery.
- 1.2 This is the traditional definition, and in practice most short-stay rentals have until recently been measured in months or weeks, rather than days. Airbnb and similar operations have changed the business by making it much easier to find tenants, even at short notice, for much shorter periods of time.

### **2 Planning permission for change of use**

- 2.1 In planning terms, planning permission must be obtained if there is any 'material' change of use to a property or building. In most cases, it is relatively straightforward as to what constitutes a material change of use (e.g. converting a house into a commercial building or a block of flats).
- 2.2 However, in some cases it is a matter of judgement on the basis of 'fact and degree. For example, at what point does a residential house become premises whose main purpose is to offer accommodation for visitors? This issue is particularly relevant for bed and breakfast properties where the property is simultaneously a residential property and a commercial property.<sup>1</sup>
- 2.3 The Council's Study, Cambridge Hotel Futures Issues and Options (June 2012) confirms the lack of distinction between residential units (C3 Class Use) intended for permanent residential use which are subsequently let out as serviced apartments. Appendix 1 includes an extract of the study which provides further information on the matter.

### **3 The 90 day limit in London**

- 3.1 A 90 day limit, which is only applicable in London, was introduced under Section 44 of the Deregulation Act 2015 which amended the 1973 Act<sup>2</sup>. This makes it clear that the use of residential property as temporary sleeping accommodation in Greater London does not represent a material change of use requiring planning permission. A number of criteria need to be satisfied; including the aggregate number of nights during a calendar year for which the property is used as temporary sleeping accommodation is not greater than 90 days.

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<sup>1</sup> <https://www.visitbritain.org/pink-book/planning-and-building>

<sup>2</sup> Section 25 of the Greater London (General Powers) Act 1973 (as amended)

- 3.2 In January 2017, Airbnb, the world's leading short-term letting site, announced restrictions on London properties preventing letting of entire homes for more than 90 days a year through their website, unless the hosts confirm that they have the necessary planning consent to share their property more frequently. The use of short term letting sites has been criticised for contributing to London's housing crisis, removing properties from the capital's housing stock.

#### **4 The Situation in Cambridge**

- 4.1 Cambridge's Planning Service has received complaints from residents about individual properties that are used as short term lets. The duration of a visitor's stay varies and can lead to local amenity issues. These include disruptive visitors or laundry vans arriving on a daily basis.
- 4.2 Enforcement officers have served Planning Contravention Notices to determine if there has been a breach of planning control.
- 4.3 Officers from City Development Management and Planning Policy recently met to discuss the rise in complaints regarding short term lets and the impact of these uses in residential areas. The renting out of a residential property for short-term use does not constitute a material change of use from a dwellinghouse (C3 use) if the property continued to provide for the day-to-day residential needs of the occupants. For properties where short-term letting use, such as for Air B&B, gives rise to complaint, the Council would have to assess the pattern and nature of use of each property – as a matter of fact and degree - to ascertain whether a change of use has occurred. This will depend upon factors such as the aggregate number of days in any calendar year the property is being rented out, the turn-over and direction of different lettings over this period, the size and nature (hosted) of the accommodation being offered, the number of rooms being rented out and whether the renting is to unrelated individuals or to people living together as a single household, such as a families. Cambridge does not benefit from legislation which clearly establishes the 90 day restriction.

#### **5 Cambridge's Policy Framework**

*The Local Plan 2006 'saved' policies*

- 5.1 Policy 3/4 'Responding to context' requires planning proposals to respond positively to its context.
- 5.2 Policy 5/4 'Loss of Housing' clearly protects residential use from conversion to alternative uses unless one of the exemption criteria can be satisfied, none of which include short-stay accommodation.
- 5.3 Policy 6/3 'Tourist Accommodation' supports visitor accommodation that maintains, strengthens and diversifies the range of short-stay accommodation. Where this involves the conversion of an existing residential use i.e. a Class C3 dwellinghouse

or C4 small scale HMO, part of the accommodation must be retained as permanent residential accommodation.

#### *The Emerging Local Plan*

- 5.4 Policy 3 'Spatial strategy for the location of residential development' only allows housing to change to an alternative use in exceptional circumstances.
- 5.5 Policy 55 'Responding to context' requires planning proposals to respond positively to its context.
- 5.6 Policy 77 'Development and expansion of hotels' treats serviced apartments as a residential use and will therefore be managed under the various applicable housing policies in Section 6 of the Emerging Local Plan. This policy has not yet been subject to examination and may be subject to further modifications during the Local Plan Examination process. The Council is considering whether modifications are required.

#### *Policy Implications*

- 5.7 In the case where a material change of use is considered to have taken place i.e. the residential unit has changed to visitor accommodation on a permanent basis then there are policies in both Local Plans to protect against the loss of the residential unit.
- 5.8 However, the challenge remains of establishing that a material change of use has occurred. In the case of a guesthouse, if there is no material loss of a residential unit then policies regarding local context ensure that the impacts of the development on the site context are assessed and controlled.

## **6 Next Steps**

- 6.1 Officers have concluded that the best approach to overcome the challenge of determining a material change of use from C3 residential to visitor accommodation would be to devise a means of assessing properties that are claimed to be in breach of a planning use. The assessment would consider a range of matters that would determine if a dwelling is no longer used for its intended purpose but rather as visitor accommodation which would require planning permission.
- 6.2 While no assessment criteria have yet been finalised, the assessment may involve questions centred around two areas of enquiry concerning how the property is let and how suitable the property is to operate as short stay accommodation. The following are examples of questions that officers are considering to help determine if the property is in breach of planning regulations in that a material change of use has occurred and whether formal enforcement action is justified. It is proposed that this work continues over the next few months to establish a consistent method of dealing with this issue.

- 6.3 The first section of the assessment is aimed at identifying the frequency of use as visitor accommodation and how it is managed.

*How the property is let:*

- Is the property the main residence of the property owner?
- Does the owner live at the property when let to visitors?
- Is the property leased to a company for the purposes of renting it out for visitor accommodation?
- Does the aggregate number of days let to visitors exceed 90 days in a calendar year?
- Are there limitations to the minimum number of days a visitor can stay? If yes, what are they?
- Are there limitations to the maximum number of days a visitor can stay? If yes, what are they?
- Does the owner pay Council Tax on the property?
- Is the letting of the property run as part of a business?

- 6.4 The second section of the assessment is aimed at identifying to what degree the property let to visitors is able to function as visitor accommodation without having an impact on residential amenity or other impacts which would amount to 'harm' in the planning context.

*How suitable is the property to operate as short stay accommodation:*

- What type of property is it? Detached; semi; flat; etc.
- Is the whole property let or only parts of the property? Please specify
- What are the adjacent uses? e.g. residential, retail with residential above. Please specify
- Is there off-street parking for visitors or occupiers of the unit? Please list the number of spaces
- Is there off-street parking for service vans serving the property?
- How often do service vans (e.g. laundry services) visit the property? Please detail frequency e.g. laundry van – daily; cleaner – daily; etc.
- Is there a separate main entrance to the property? If no, how many other properties share the main entrance?
- For properties with shared entrances not on a ground floor, is there a lift to the property?
- Is there a concierge service available? Please specify.

- 6.5 In addition to addressing short-term lettings through the planning enforcement process, planning duty officers and officers undertaking pre-application advice will also be made aware of the issues arising in order to provide appropriate advice to potential applicants.

## **Appendix 1: Extract from section 7: Cambridge Hotel Futures – Moving Forward**

- 7.12.2 From a planning point of view, aparthotels, all-suite hotels and purpose-built serviced apartment blocks would fall within the C1 hotel use class, whereas residential apartments that are let out as serviced apartments would fall within the C3 residential use.
- 7.12.3 The distinction in use class terms between aparthotel and serviced apartments appears to revolve around a number of aspects. Aparthotels offer:
- A higher level of service – cleaning, laundry, food hampers, toiletries, towels provided
  - Letting on a daily short term basis, although some might require a minimum 2-3 night stay;
  - Reception facilities;
  - A hotel style booking system
- 7.12.4 If C3 residential units intended for permanent residential or second home use are subsequently let out as serviced apartments, there is no planning distinction between the uses, and planning will already have been granted without any occupancy conditions. The situation is further blurred if some units within a block are let for tourism use and others not. If a whole block becomes given over to tourism lets there may be a case for change of use. However in reality, residential apartments are often let as serviced apartments for variable periods of time dependent upon the owners' objectives. They may not therefore remain as serviced apartments on a permanent basis. Requiring a change of use may not therefore be practically possible to enforce.
- 7.12.5 It must also be recognised that residential apartments that are let out as serviced apartments for extended corporate stays compete as much in the residential lettings market as they do in the hotel market. Other options for companies to house their long stay visitors are to take a short hold tenancy on a residential property or possibly to buy a property as a company house or apartment.

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## CAMBRIDGE CITY COUNCIL

### Record of Decision

#### Histon Road Recreation Ground Play Area Surfacing

**Decision of:** Development Manager (Streets & Open Spaces) Alistair Wilson

**Reference:** 17/WAC/S106/03

**Date of decision:** 21/11/2017      **Recorded on:** 21/11/2017

**Decision Type:** Non Key

**Matter for Decision:** To approve the business case for implementing improvements to the surfacing of the play area at Histon Road Recreation Ground, for which £40,000 of devolved s106 funding has been allocated.

**Why the decision had to be made (and any alternative options):** The Part B business case for this project was signed off by the officer-level Capital Programme Board in October 2017. The Area Chair, Vice Chair and Spokes have been invited to give their comments on this business case prior to officer decision under delegated authority.

**Decision:** To confirm the business case for implementing this project.

**Reasons for the decision:** As set out in the Part B business case.

**Scrutiny consideration:** The West/Central Area Committee in March 2017 allocated £40,000 of devolved s106 funding for this project.

**Conflicts of interest:** No conflicts of interest were declared by Councillors

**Comments:** This S106 decision will be reported back to the next West / Central Area Committee for information.

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# Neighbourhood profile update Cambridge City West/Central Neighbourhood

December 2017



**Kevin Misik, Partnership  
Sergeant.**

**Lynda Kilkelly, Safer  
Communities Manager,  
Cambridge City Council**

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## **1 INTRODUCTION**

### **Aim**

The aim of the Neighbourhood profile update is to provide an overview of action taken since the last reporting period, identify ongoing and emerging crime and disorder issues, and provide recommendations for future priorities and activity in order to facilitate effective policing and partnership working in the area.

The document should be used to inform multi-agency neighbourhood panel meetings and neighbourhood policing teams so that issues can be identified, effectively prioritised and partnership problem solving activity undertaken.

### **Methodology**

This document was produced using the following data sources:

- Cambridgeshire Constabulary crime and anti-social behaviour (ASB) incident data for the five months of June 2017 to October 2017, compared to the previous five months (January 2017 to May 2017) and the same five months the previous year (June 2016 to October 2016); and
- Information provided by the Safer Neighbourhood Policing team and the City Council's Safer Communities team.

## 2 CURRENT PRIORITIES

At the West/Central Area Committee meeting of 18 July 2017, the committee recommended adopting the following priorities:

- ❑ Street-based anti-social behaviour;
- ❑ Youth-related anti-social behaviour; and
- ❑ Alcohol-related violence and disorder.

The Neighbourhood Action Group assigned the actions to be taken and the lead officers for each of the priorities. The tables below summarises the actions taken and the current situation.

<b>Street-based anti-social behaviour</b>	
<b>Objective</b>	To deal with issues of street-based anti-social behaviour.
<b>Action Taken</b>	<p>Over the reporting period, the City Centre Team has continued to address a wide range of issues under this priority, which range from directed patrolling in the early mornings, to deal with rough sleeping within the city centre, to targeted days of action, to deal with begging issues within the city centre. Over this period a number of successful applications have been made to the court for Criminal Behaviour Orders to address persistent anti-social behaviour and encourage engagement with relevant support services. This work is ongoing and a number of further applications are currently being completed. A number of these orders have been breached and the offenders have been sent back to court. Persistent offenders have been handed prison sentences for continued breaches.</p> <p>As well as targeted enforcement work, the police, City Council and a number of support agencies are working together through the multi-agency street life working group to ensure the most problematic or vulnerable individuals are dealt with appropriately. This work again is wide in scope, ranging from checking on the welfare of people and directing them into services, to ensuring that people access relevant medical help when it is needed. This two-pronged approach helps to ensure that people who want help are able to access it. Where supportive interventions are not having an impact on the behaviour, a stepped enforcement approach is taken to ensure their behaviour does not have a detrimental impact on the wider community, including other vulnerable individuals.</p>

	<p>The City Council's Safer Communities team continues to receive complaints about street-based ASB and drug-related activity across the city and in the following areas:-</p> <p><b>Jordan's Yard and Park Street car park:</b> Noted hotspots for begging, rough sleeping and drug-related activity. A number of warnings have been given to individuals who have been identified as regular visitors to that area and causing nuisance by begging by the pay machines or rough sleeping in areas of high footfall. They have been offered support via the street life working group to ensure they are able to access accommodation or other support, if required. The City Council has installed additional CCTV in order to deter or identify persistent offenders and installed Cambridge Street Aid posters in notice boards near the pay machines to deter members of the public from giving money.</p> <p><b>Burleigh Street, Fitzroy Street and the city centre:</b> We continue to receive reports of begging and rough sleeping in the shopping areas here. A number of the individuals are known to the agencies and both support and enforcement approaches are being taken as appropriate and in partnership with the street life working group.</p>
<b>Current Situation</b>	<p>This work continues over the winter period as the risk to the people involved is higher. The Council provides extra provision for rough sleepers during the cold weather period which individuals are signposted to via the police and agencies supporting them. In addition to promoting Cambridge Street Aid to the wider community, we also inform those on the streets about how they can access a grant through the fund.</p>
<b>Lead Officers</b>	<p>Sergeant Kevin Misik, Cambridgeshire Constabulary / Lynda Kilkelly, Cambridge City Council</p>

<b>Youth-related anti-social behaviour</b>	
<b>Objective</b>	<p>To address issues of youth-related disorder within the city centre.</p>
<b>Action Taken</b>	<p>The City Centre team has been working with a number of city centre business to impact on the issues of youth-related ASB in the city centre. This has been by way of targeted patrolling in areas which have been the subject of issues, such as the Lion Yard Library, to deter behaviour and to deal with offenders.</p>

	<p>Officers have worked with a number of different agencies to provide support and advice on this kind of issue. This has included security staff and the main shopping centres within the city centre, as well as store staff at locations which are more susceptible to this type of offending.</p> <p>We have been supported in this work by the Special Constabulary, who have assisted in carrying out high visibility patrols to impact of this type of behaviour.</p>
<b>Current Situation</b>	The issues, whilst they have not stopped, are at a lower level due to the time of year than at the beginning of the reporting period.
<b>Lead Officer</b>	Sergeant Kevin Misik, Cambridgeshire Constabulary

<b>Alcohol-related violence and disorder</b>	
<b>Objective</b>	To deal with issues of alcohol-related crime and disorder within the city centre.
<b>Action Taken</b>	<p>We continue to work with a wide range of partners, including Cambridge Business Against Crime (CAMBAC), the City Council and the licenced premises and their staff, across the city centre to address the issues within both the day time and night time economies. As well as the direct enforcement and patrol work that is carried out towards this issue, we are also supported by the Cambridge Street Pastors, who assist in safeguarding the people who support those who are out and about during the night time economy. We continue to conduct patrols within the city centre during key periods and deal with issues and offences that take place within this environment.</p> <p>On top of patrol work, the Licencing Officer works in partnership to ensure that the licenced premises are working towards their licencing objectives. This work ensures that venues are aware of their obligations and the key role that they hold in ensuring that the night time economy is safe.</p> <p>The response to these issues within this environment continue to be driven by the principles of threat, risk and harm. This broadly means that our response is based on the potential risk or threat from incident and possible harm that a person could be subject to because of it.</p>

<b>Current Situation</b>	This work continues and with the upcoming festive period will only become busier with more people coming into the city centre.
<b>Lead Officer</b>	Sergeant Kevin Misik, Cambridgeshire Constabulary

### **3 PRO-ACTIVE WORK & EMERGING ISSUES**

#### **Cambridgeshire Constabulary**

The team has been working towards of a number issues but the main developing issue is around the area of Maid's Causeway. There have been increased issues in the area linked to both the overt use of and sale of Class A drugs.

#### **Cambridge City Council**

**Midsummer Common orchard and Maid's Causeway area:** Hotspot for drug use, reports of needle finds and overt drug dealing. Safer Communities facilitated a residents' meeting on 18<sup>th</sup> October and are working with partner agencies, including the police, to prevent further incidents in this area. Information has been given to residents on how we are working to deal with the issues. Following up on concerns reported at the residents' meeting, we are also looking at the viability of CCTV in the area, additional lighting, a sharps bin and signage.



## 4 ADDITIONAL INFORMATION

### CURRENT CRIME & ASB INCIDENT LEVELS BY WARD

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			Dwelling Burglary	Other Burglary	Violent Crime	Robbery	Theft of Vehicle	Theft from Vehicle	Cycle Theft	Theft from Shop	Criminal Damage	Other Crime	TOTAL CRIME	TOTAL ASB
AREA	City West/Central	Jun 17 – Oct 17	32	65	348(87)with injury)	19	6	59	603	308	104	597	2138	545
		Jan 17 – May 17	20	71	308(100 with injury)	19	4	47	564	302	110	598	2042	670
		Jun 16 – Oct 16	25	32	314(88with injury)	6	11	33	462	235	113	594	1824	612
WARDS	Castle	Jun 17 – Oct 17	19	7	35(2 with injury)	0	1	33	44	3	15	33	190	49
		Jan 17 – May 17	10	5	17(1 with injury)	3	1	26	55	1	15	31	164	46
		Jun 16 – Oct 16	5	12	16(3 with injury)	0	1	19	51	3	13	37	157	73
	Newnham	Jun 17 – Oct 17	8	12	18(4 with injury)	0	4	4	43	36	17	44	183	50
		Jan 17 – May 17	4	10	11(1 with injury)	1	2	2	24	50	13	32	148	27
		Jun 16 – Oct 16	10	7	12(5 with injury)	0	2	2	29	57	19	56	193	50
	Market	Jun 17 – Oct 17	5	46	295 (81 with injury)	19	1	22	516	269	72	520	1765	446
		Jan 17 – May 17	6	56	280 (98with injury)	15	1	19	485	251	82	535	1730	597
		Jun 16 – Oct 16	10	13	286 (81with injury)	6	8	12	382	175	81	501	1474	489

## **5 RECOMMENDATIONS**

**There are 6 recommendations of which the Committee is asked to nominate their Top 3 for focus over the coming months.**

### **1. Street-based anti-social behaviour**

This work would be around working with our partners to address not only the ASB itself but some of the underlying issues such as where possible diverting people into the appropriate services.

### **2. Night-time economy**

With one of the busiest times of the year coming up this work would be around the policing of this key period.

### **3. Maid's Causeway drug issues**

As mentioned in this report, there are increased reports of drug issues within this area. This would allow the team to address this issue via targeted patrolling as well as obtaining support from other police teams.

### **4. Non-dwelling burglary**

The crime figures show a spike in the number of reported non-dwelling burglaries. This work would be around patrolling and prevention work around this type of crime.

### **5. Road safety**

This work continues within the core business of the City Centre team. If adopted, this work would continue to be a core responsibility for the City Centre team and it would be supported by work from the wider constabulary.

### **6. Other acquisitive crime**

This is a core function of the City Centre team but with the upcoming Christmas period there is expected to be a spike around this type of crime. This would be a series of patrols to prevent and detect this type of offence.



Item

## Environmental Improvement Programme

**To:**

West Central Area Committee

6 December 2017

**Report by:**

Joel Carre, Head of Environmental Services

Tel: 01223 458201 Email: joel.carre@cambridge.gov.uk

**Wards affected:**

Castle, Market, Newnham

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**Key Decision: No**

### 1. Executive Summary

- 1.1 This report reviews progress in delivering the Council's Environmental Improvement Programme (EIP) within West Central area and outlines decisions needed around future spending priorities.

### 2. Recommendations

The West Central Area Committee is recommended to:

1. Note progress, and delays where experienced, in delivering the identified programme of projects since 2011-12
2. Determine whether to continue to pursue those projects that have proven problematic (as listed in paragraph 5.2)
3. Consider the allocation of EIP funding available in 2017-18 to further project applications

4. Approve those projects selected for implementation, subject to them being viable, obtaining consents as necessary, positive consultation and final approval by Capital Programme Board and Ward Councillors where required
5. Support a further project application invitation round early in 2018.

### **3. Background**

- 3.1. The creation of direct, lasting and noticeable improvements to the appearance of the public realm environment has been at the heart of the Council's Environmental Improvement Programme (EIP) since its introduction in 2004. The programme is supported up to and including year 2018-19 with an annual capital budget which is split across the council's four areas depending on population, with devolved decision making to Area Committees to allocate the budget available to project applications each year.
- 3.2 The programme application form and eligibility criteria are attached at **Appendix B**.

### **4. Review of Principal Achievements**

- 4.1 Since 2011-12, some 51 projects have been allocated EIP funding in West Central area with a good spread across each of the three wards. Of these, 42 (82%) have been completed, one abandoned, and 8 not fully completed. Development and delivery of the programme has been undertaken by the Council's Streets and Open Spaces service, in conjunction with Cambridgeshire County Council's highways teams, as necessary.
- 4.2 Progress in implementing previous programme commitments is outlined in **Appendix C**. Some of these have been dependent on staffing availability within the County Council's highways service and other permissions necessary, and regrettably there have been delays in the completion of some projects.
- 4.3 A review of the programme was undertaken during 2015 to put more emphasis on smaller, community supported projects that can be developed and delivered more quickly. Applications for projects relating to core transport or highways functions, and infrastructure, are now encouraged via the County Council's Local Highways Improvements

(LHI) programme. These amendments have, on the whole, assisted delivery since 2015 with steady progress and associated budget spend being achieved.

## **5. Scrutiny of Programme Delivery and Value**

- 5.1 Whilst the programme is funded for the current year and provisionally next, the Council has been reviewing its spending priorities and has consequently further sought to ensure good value through its investment in environmental improvements. Delivery has generally been good across the four areas and the projects well received, but the complexity and dependencies involved with some have presented challenges that have proven difficult to overcome. This has had a consequent disproportionate impact on staffing resource in comparison with other programme work.
- 5.2 Efficient delivery of the Environmental Improvement Programme across all areas in recent years has led to savings against project allocations each year. Additionally, some projects have been abandoned, or become delayed. The overall effect is that significant capital reserves have built up in all areas. Some projects, however, have contributed towards an increase in revenue operating costs.
- 5.3 The Council is currently undertaking a service review of Streets and Open Spaces with the objectives of raising standards, improving delivery and reducing duplication and operating costs. It has become clear that, moving forward, environmental improvements might be better focused towards achieving broader corporate and service objectives.
- 5.4 In light of this, the Council's Senior Leadership Team (SLT) / Executive have been considering the best way forward with some ten projects city-wide, along with some potential further adaptations to ensure best value from future programme investment. Within West Central area, Executive Councillors have requested that the following schemes be reported back to the Area Committee seeking a steer on whether they should continue to be pursued, or alternatively abandoned with un-used funds becoming available for re-allocation to further projects:

## **West Central Area:**

(References numbers as schemes listed in Appendix C)

(2) – Grantchester Road traffic calming (second phase - £7,000) – seek ward councillor / Area Committee view on whether still warranted

(32) - Newnham parking consultation (£2,000) - review in light of developing County residents parking proposals

(36) - Elm Street / Prospect Row access restriction (£300 plus LHI £2,700) - seek ward councillor / Area Committee view on whether still warranted

(38) - King Street weight limit (£500 plus LHI £4,500) - recommend abandonment and return of funds to West Central EIP budget (due to lack of County Council support).

## **6. 2017-18 Year Applications**

- 6.1 The budget available to develop and deliver new EIP projects across West Central area was reduced from £42,800 in 2014-15 to £36,380 annually from 2016 to 2020. This is in order to support the city-wide £30,000 contribution to ensure an LHI programme can be delivered across Cambridge, where the majority of costs involved are met by the County Council.
- 6.2 However, there is a significant capital reserve rolled forward from previous years. Whilst the exact position is dependent of the final costs of schemes currently being delivered, latest estimates suggest this could be in the region of £80,000. Overall, therefore, there may be some £115,000 or so available for allocation to new projects in West Central area from this year.
- 6.3 Applications for new EIP projects were invited between July and September 2017; with only a small number of new suggestions submitted within West Central area. Each has been assessed by officers for eligibility and practicality; including an estimate of the likely costs involved in delivering those projects considered, at this stage, to be potentially feasible. These are listed in the table attached as **Appendix A**.
- 6.4 Some of the suggestions received, whilst potentially viable, require further investigation or are dependent on external factors and are therefore not considered by officers to be ready to proceed at the current time. An additional column has been added to the Appendix A table identifying where there may be delivery risks or other uncertainty, with supporting comments. Members should note that some projects are not recommended for funding at this point.
- 6.5 The total anticipated cost of the suggested new projects considered practicable to implement at the present time (£15,500) is significantly less than the funds currently available in West Central. Area Committee is therefore able to support them all for further development, and implementation - subject to them proving viable, obtaining consents as necessary, positive consultation and final approval by the Council's Capital Programme Board and Ward Councillors where required.

## **7. Proposed Way Forward**

- 7.1 Area Committee needs to determine whether to continue to pursue those legacy projects listed in paragraph 5.2 that have thus far proven difficult to develop and deliver. The Committee is also able to support those new projects listed in Appendix A that are considered viable at this time, for further development.
- 7.2 There is significant unspent reserve available for allocation to further viable EIP projects in West Central area. It is therefore suggested that a further application round be invited early in 2018.

## **8. Implications**

### **(a) Financial Implications**

This is an annual capital programme of projects currently funded up to and including 2018-19; with significant additional funding available re-phased from previous years. Those new projects identified as being viable at this time are not anticipated to generate any significant revenue implications for the City Council. Where projects are on the public highway or hard-surfaced definitive footpaths, ongoing management and maintenance is the responsibility of the County Council.

### **(b) Staffing Implications**

Historically a small number of projects have proven difficult to develop and deliver for reasons as laid out in this report, and have had a disproportionate impact on staffing resource in comparison with other programme work. The programme is under review to ensure it can be managed and delivered without the requirement for additional staffing resource.

### **(c) Equality and Poverty Implications**

Environmental improvements are prioritised across all areas proportionate to population and in accordance with locally identified need. They can be enjoyed by all and do not discriminate between any particular user groups. All schemes are designed to accommodate those less able and / or mobile. The overall impact of investment in such facilities is therefore considered to be positive. An Equalities Impact Assessment is included as **Appendix D**.

### **(d) Environmental Implications**



The programme aims to preserve and improve the quality of the natural and built public realm environment across Cambridge, in a manner that does not contribute towards climate change and leaves a positive legacy for future generations. The overall impact of the programme on the environment within Cambridge is therefore rated as +M (positive; Medium).

#### **(e) Procurement Implications**

Improvement to infrastructure facilities within Cambridge are, dependent on their nature, scope, scale and complexity either delivered in-house utilising existing resources within the Streets & Open Spaces service, or via existing framework contract arrangements (such as with Skanska for highways related services). Other schemes may best be procured and constructed via individual competitive tender processes.

#### **(f) Community Safety Implications**

Environmental improvement of the outdoor public realm encourages use and promotes face to face contact, reducing social exclusion and isolation. The programme is thus considered to have a positive impact on community safety.

### **5. Consultation and communication considerations**

Professional and public stakeholder engagement and consultation will take place, as appropriate, to help shape the recommended projects and ensure they are fully focused on and targeted towards local needs.

## **9. Background papers**

Background papers used in the preparation of this report:

None.

## **10. Appendices**

Appendix A – Summary of Potential EIP Schemes for 2017-18

Appendix B – EIP Application Form and Eligibility Criteria

Appendix C – Progress of Existing Prioritised EIP Schemes

Appendix D - Equalities Impact Assessment

## **11. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact John Richards, Senior Engineer, tel: 01223 458525, email: [john.richards@cambridge.gov.uk](mailto:john.richards@cambridge.gov.uk).

## SUMMARY OF POTENTIAL EIP SCHEMES FOR 2017/18 - WEST CENTRAL AREA

No.	Scheme Title	Scheme Description	Promoted by	Ward	Estimated Cost £	Risk to Delivery Rating R/A/G	EIP Allocation requested	Comments
WC1	City Centre open spaces enhanced biodiversity	Provision of bird, bat and bug boxes, and wildflower meadows, on Parker's Piece, Christ's Pieces, Midsummer Common and Jesus Green to encourage wildlife and provide a more interesting, colourful environment.	Cllr T Bick	Market	5,000	Green	5,000	The majority of the work suggested is small scale and straightforward, and would be developed in conjunction with the Council's ecology officer, local Association, Friends and community groups.
WC2	City Road tree and tree pit	Construction of a suitable tree pit and surrounding landscaping improvements at the vehicular access restriction, to facilitate the planting and healthy growth of a suitable replacement for the tree recently lost.	Cllr T Bick	Market	4,000	Amber	4,000	This aspiration appears relatively straightforward to achieve, dependent on the proximity and condition of underground services. Cost of tree might be met from other budgets.
WC3	Gough Way to Cranmer Road path way-finding	Provision of solar powered stud wayfinders along remaining extent of path south of the Bin Brook footbridge, and running in parallel with the brook.	Cllr R Cantrill	Newnham	5,000	Amber	5,000	Whilst such studs have proven effective and popular where employed thus far, there are environmental and ecological sensitivities. Further such proposals therefore require careful development.
WC4	Lammas Land kiosk fountain	Establishment of free drinking water fountain on the side of the Lammas Land kiosk for public use.	Cllr R Cantrill	Newnham	2,000	Red / Amber	None at this stage	There may be potential public health, testing, maintenance and property leasing implications with this proposal. Further investigation recommended <b>prior to financial commitment</b> .
WC5	Merton Street / Derby Street corner bollard	Provision of suitable bollard(s) on the footway at the junction between these two streets to prevent over-run by vehicles.	Cllr R Cantrill	Newnham	1,500	Amber	1,500	Practicality dependent upon maintaining adequate access for pedestrians and vehicular traffic, and the location of public utility apparatus.

# APPENDIX A

WC6	Northampton Street landscaping	Provision of soft landscaping in Northampton Street and Pound Hill to extend and enhance the green environment.	Cllr M-L Holland	Castle	5,000	Red / Amber	None at this stage	Realising this aspiration would most likely require highway space previously been made available for pedestrians, cycle parking and on-street parking - which are already at a premium in the area. The practicality, and cost, at this early stage are uncertain. Further investigation needed, following conclusion of Kettles Yard redevelopment work - and <b>prior to financial commitment.</b>
WC7	Cycle parking in Derby Street and Hardwick Street	Provision of on-street cycle parking stands in these residential streets following introduction of potential Residents' Parking Scheme by County Council.	Cllr Nethsingha	Newnham	5,000	Red / Amber	None from WCAC EIP budget	Realising this aspiration is likely to be technically reasonably straightforward but it is heavily dependent on the release of highway space currently taken up by on-street vehicular parking; with establishment of a Resident's Parking scheme uncertain at this time. <b>Potential County Council Local Highways Improvement scheme - to be confirmed. If funded, City Council contribution (min 10%) would could from Minor Highways Works budget.</b> Further investigation recommended <b>prior to financial commitment.</b>
TOTAL					27,500	0	15,500	

## *Environmental Improvement Programme (EIP)*

### **2017-18 Year Applications**

Please complete and return to [eipprojects@cambridge.gov.uk](mailto:eipprojects@cambridge.gov.uk) by end of 3 September 2017

First Name

Surname

Organisation

Address

Post Code

Telephone

Email Address

Location of suggested  
Environmental Improvement

Are your 3 Area Ward  
Councillors supportive?

Yes

☐

No

☐

Issue/Problem – please outline what you would like your application to address:

Suggested Solution – please outline how you feel your objectives might be best met:

Benefits to the Local Area – please outline who would benefit, and how:

## Eligibility Criteria for Environmental Improvements

Please indicate which of these criteria would be met by your application:

Essential Criteria	tick	Desirable Criteria	tick
The scheme has a direct, lasting and noticeable improvement to the appearance of a street or area		The project will benefit a large number of local people	
The scheme is publicly visible and accessible.		It is easy and simple to implement.	
If the scheme is on private land, the owners' permission has been granted (unless there are exceptional circumstances by which the Area Committee may wish to act unilaterally, with full knowledge and responsibility for the implication of such action).		It features the active involvement of local people.	
The scheme provides low future maintenance costs.		It meets one/more key policy objectives (e.g. improves community safety or contributes to equal opportunities).	
		There is potential for inclusion of employment training opportunities	
		Additional 'partnership' funding is available.	

### Ineligible for funding:

- Projects costing in excess of £5,000; without Area Committee authority.
- Where a readily available alternative source of funding is available.
- Revenue projects (i.e. management and maintenance of existing facilities).
- Schemes that have already received Council funding (unless it can be clearly demonstrated that this would not be 'top up' funding).
- Works that the City or County Council are under an immediate obligation to carry out (e.g. repair of dangerous footways)
- Play areas (S106 funding should pay for these facilities)

### Other Information:

The following categories of work were agreed as being eligible for funding by the Area Committees:

- Works in areas of predominately council owned housing
- Works to construct lay-bys where a comprehensive scheme can be carried out which not only relieves parking problems but achieves environmental improvements.

Thank you for completing your application.

All sections of this form must be completed and returned to [eipprojects@cambridge.gov.uk](mailto:eipprojects@cambridge.gov.uk) by **3 September, 2017**, in order to be considered.

Prior to that deadline, further advice is available from the above email address, or by calling the Streets and Open Spaces Development Unit on 01223 458525.

**PROGRESS OF PRIORITISED EIP SCHEMES - WEST / CENTRAL AREA**

LHI - County Local Highways Improvements  
 MHW - City Minor Highways Works

No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
1	Oxford Road Traffic Calming	Contribution towards County Council s106 funded project to improve streetscape, encourage lower speeds and discourage through traffic in area.	-	Castle	2011-12	1,000	Winter 2017-18	Linked to growth plans in the area. Project being developed and delivered by County Council Highways team.
2	Grantchester Road Traffic Calming	Introduction of a 'gateway' feature at the entrance to Newnham, changes to the junction with Selwyn Road and a proposed new speed restriction.	Former Cllr S Reid	Newnham	2011-12 & 2014-15	22,000 plus additional 5,000 2014-15	Partially completed Summer 2014	Work to the junction of Grantchester Road with Selwyn Road completed Summer 2014. Introduction of a gateway entry feature under review following implementation of 20 mph speed control in the area.
3	Prospect Row Traffic Calming	Introduction of speed cushions to deter speeding traffic.	Former Cllr C Rosenstiel	Market	2011-12	12,000	Completed Summer 2012	Works undertaken in conjunction with County Council Highways team.
4	Manor Street / King Street Cycle Parking	Installation of new cycle parking.	Former Cllr C Rosenstiel	Market	2011-12	12,000	Completed 2011-12	
5	Fitzroy Street and Burleigh Street streetscape refurbishment	Regeneration scheme for these very well used pedestrianised shopping streets adjacent to the Grafton Centre.	Cllr T Bick	Market	2011-12	101,000	Completed 2012-13	Significant improvement scheme, including new and replaced street trees, completed in partnership with County Council.
6	Histon Road shops north of Windsor Road junction	Installation of bollards to prevent vehicles parking on footway in front of shops adjacent to service and parking access route.	Former Cllr S Kightley	Castle	2011-12	4,000	Completed Summer 2012	
7	North Terrace Gates	Improvement of access gates into Midsummer Common from end of North Terrace.	Ward Cllrs	Market	2011-12	5,000	Completed 2012-13	

## APPENDIX C

No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
8	Gough Way Path bridge	New foot bridge across the Bin Brook on Gough Way.	Former Cllr S Reid	Newnham	2011-12	25,000	Completed 2013	
9	Huntingdon Road 30 mph Speed Limit Extension	Extension of speed limit from Girton corner to encompass Girton College frontage and crossing of Huntingdon Road.	Former Cllr S Kightley	Castle	2011-12	2,000	Completed Spring 2013	Project developed and delivered by County Council Highways team.
10	Canterbury Street Traffic Calming	Consultation on measures to calm traffic using Canterbury Street.	Former Cllr S Kightley	Castle	2011-12	12,250 (initially 15,000, later reduced)	Winter 2017-18	Various consultations undertaken with split support for the need and likely benefits. Area Committee, nevertheless, determined to proceed with the project Summer 2016. Detail under development in conjunction with County Council and other key stakeholders.
11	Central Area Mobility Crossings	Provision of dropped kerbs and tactile surfacing at various locations to assist movement around the city centre.	Cllr T Bick	Market	2011-12 & 2012-13	Total 20,000 (10,000 2011-12 & 10,000 2012-13)	Completed 2013	
12	Newmarket Road / Maids Causeway	Improved signage and roundels indicating the 20 mph speed limit on Newmarket Road / Maids Causeway.	Former County Cllr S Whitebread	Market	2012-13	7,500 (4,500 EIP, 3,000 CCMHW 11/12)	Completed 2014	Additional roundels introduced 2014 at the Newmarket Road and Victoria Road entry points as part of first phase of city-wide works, supported by additional repeater markings adjacent to Brunswick Gardens, Christchurch Street and Wellington Street.



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No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
13	Kite Area Parking Review	Proposed changes to the existing parking restrictions with the aim of increasing the number of resident parking spaces in the evening. Additional double yellow lines proposed at various junctions to improve access.	-	Market	2012-13 & 2014-15	9,966 plus additional 7,000 2014-15	Completed Spring 2015	Additional EIP funding allocated 2014-15. May require further review in light of feedback and changes to County Council parking management policy
14	Quayside Improvements	Improvements to the Quayside area including new bins, trees and planting areas.	Magdalene College	Market	2012-13	25,800 (15,800 EIP, 5,000 Magdalene College & £5,000 Love Cambridge)	Completed Spring 2016	Works delayed due to County Council Highways and other approvals needed. Love Cambridge contribution not secured.
15	Grange Road seating	Provision of new benches at various locations along Grange Road where people congregate, such as at bus stops.	Former Cllr S Reid	Newnham	2012-13	5,000	Completed Summer 2014	
16	Wordsworth Grove adjacent to Ridley Road	Laurels on Wordsworth grove near the junction of Ridley Rd, thinning out or replanting of this area to improve local security.	Former Cllr S Reid	Newnham	2012-13	4,000	Completed 2013	Works completed at no cost to EIP, with prioritised funding re-allocated.
17	Grantchester Meadows Oak Bench	Provision of sculptured oak bench around mature tree standing on corner of Grantchester Meadows with Eltisley Avenue and Marlowe Road.	Former Cllr S Reid	Newnham	2012-13	3,000	Completed Autumn 2013	
18	Castle Street / Bell's Court Improvements	Environmental enhancement of the green area; including formalised cycle parking and screening to waste bins.	Former Cllrs P Tucker and S Kightley	Castle	2013-14	6,000	Completed Autumn 2015	Improvements included adoptions to cast iron Cambridge style heritage post and rail fence and street bins, new block paving and high capacity cycle stands.

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No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
19	Huntingdon Road Bench	Provision of new bench adjacent to bus stop on city bound side of road close to Sherlock Road.	Former Cllr P Tucker	Castle	2013-14	1,250	Completed Summer 2013	Bench subsequently removed by County Council as part of strategic cycling improvement scheme incorporating new 'bus border' arrangement.
20	Shelly Row Pedestrian Crossing - Feasibility Study	Feasibility study to establish the viability of introducing a zebra crossing to serve the area severed by the ring road.	Former Cllrs P Tucker and S Kightley	Castle	2013-14	2,000 (200 EIP & 1,800 LHI)	Completed Spring 2015	
21	Adams Road, Wilberforce Road and Clerk Maxwell Road - Parking Restrictions	Traffic Order measures to manage parking and coach parking in key locations in these roads.	City & County Cllr L Nethsingha	Newnham	2013-14	5,000	Completed Autumn 2015	May require further review in light of feedback and changes to County Council parking management policy.
22	Lighting to footpath connecting Lammas Land to Trumpington	Installation of small solar power stud lights along the path similar to those used along the Guided Busway.	City & County Cllr L Nethsingha	Newnham	2013-14	10,000 plus additional 2,750 LHI / MHW	Completed Summer 2017	Also allocated funding through County Council Local Highways Improvements / City Minor Highways Works programmes 2016-17. Completion followed local engagement and experience of trial installation undertaken on Lammas Land late 2014. Review of effectiveness, and popularity, ongoing.
23	Cranmer Road to Footbridge over Bin Brook - Footway Lighting	Installation of small solar power stud lights along the path similar to those used along the Guided Busway.	Cllr R Cantrill	Newnham	2013-14	5,500	Completed Autumn 2014	Required legal agreement with land owner Jesus College.

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No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
24	Adam and Eve Street / Burleigh Street - Lockable Bollards	Installation of lockable bollard, with amendments to Traffic Order, to restrict through vehicular movements between Kite area and East Road.	Cllr T Bick & Ward Cllrs	Market	2013-14	4,000 (400 EIP, 3,600 LHI)	Completed Winter 2015-16	Additional permanent and drop down lockable bollards, with permits for local access, introduced in partnership with County Council Winter 2015-16. County Council replaced drop down bollard arrangement with small gate Spring 2017 due to operational difficulties.
25	Christ's Pieces Signing	Improved cycling / no cycling signage around Christ's Pieces, New Square and edge of Parker's Piece.	Cllr T Bick & Ward Cllrs	Market	2013-14	4,000	Completed Winter 2015-16	Installation of new upright signing and bespoke trial pavement markings for Christ's Pieces completed in conjunction with minor surfacing repairs.
26	Gough Way Bollard	Provision of bollard at Gough Way entrance to path leading to Barton Road	Cllr R Cantrill	Newnham	2013-14	1,500	Completed Autumn 2013	Removable locking bollard, to enable essential access, introduced.
27	Repainting Lammas Land bridge approaches	Repainting approaches to the County Council maintained bridge structure to complement the broader refurbishment work undertaken.	Cllr R Cantrill	Newnham	2013-14	5,000	Completed 2014	Completed in conjunction with County Council Bridges team.
28	Planting around Fire Hydrants on Eltisley Avenue	Construction of raised planted areas around fire hydrants to prevent their obstruction by parked vehicles.	Cllr R Cantrill	Newnham	2013-14	10,000	Abandoned Summer 2014	Traffic Regulation Order introduced to prevent parking obstruction Autumn 2013. However, their restricted length makes establishment of planting beds unfeasible. Area Committee supported re-allocation of prioritised EIP funding Summer 2014.
29	King Street Bollards	Installation of bollards along footway edge outside Manor Place to prevent opportunistic parking.	Former Cllr S Whitebread	Market	2013-14	6,700 (500 EIP, 6,200 LHI)	Completed Summer 2014.	

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No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
30	Histon Road pedestrian crossing	Feasibility study into the installation of a pedestrian crossing between the Gilbert Road and Carisbrook Road junctions.	Former Cllr P Tucker	Castle	2014-15	3,000	Completed Summer 2015	The study identified that a controlled crossing in this area would be difficult to achieve. Aspirations deferred by Cambridgeshire County Council in context of developing City Deal / GCP transport proposals for the corridor.
31	All Souls Lane road sign and noticeboard	Install a notice board and road name at entrance to All Souls Lane off Huntingdon Road on side of road where one does not exist.	Former Cllr P Tucker	Castle	2014-15	1,000	Completed Summer 2014	Aspiration de-scoped by Area Committee which enabled the EIP funded introduction of a notice board as the priority.
32	Newnham parking consultation	Consultation on parking, including Resident's Parking, across the ward - Barton Close, The Croft, etc.	Cllr R Cantrill	Newnham	2014-15	2,000	Review	Aspiration de-scoped by Area Committee. Some double yellow line controls introduced in area for essential access. Need for further changes under review by Cambridgeshire County Council.
33	Barton Road / Newnham Road / Grantchester Street junction improvements	Feasibility study into improvements to assist pedestrians crossing at the junction.	Cllr R Cantrill	Newnham	2014-15	5,000 (500 EIP, 4,500 LHI)	Completed early 2016	Study undertaken and completed by County Council highways service.
34	Adam & Eve Street car park	'Greening' of boundary between City Council public car park, and road.	Cllr T Bick	Market	2014-15	15,000	Completed Spring 2016	New Cambridge style heritage fencing and planting pits installed Winter 2015-16. Completed with new planting Spring 2016.
35	Albion Row Pedestrian Crossing	Introduction of a zebra crossing on Albion Row (Shelly Row not being viable).	Former Cllrs P Tucker and S Kightley	Castle	2014-15	25,000 (15,000 EIP, 10,000 LHI)	Completed Autumn 2017	Associated changes to parking arrangements, with resultant objections, delayed implementation by the County Council.

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No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
36	Elm Street / Prospect Row	Closure of through route for motor vehicles between Elm Street and Prospect Row.	Former Cllr C Rosenstiel	Market	2014-15	3,000 (300 EIP, 2,700 LHI)	Consultation completed Winter 2014-15	Aspiration de-scoped by Area Committee to feasibility and consultation work only at this stage. This work was completed Winter 2014-15, with the outcomes reported to local ward councillors. Currently on hold.
37	Warwick Road / Windsor Road passageway	Remove pedestrian / cyclist conflict at school end of passageway.	Former Cllr S Kightley	Castle	2014-15	11,000 (1,000 EIP, 10,000 LHI)	Completed Spring 2015	Amendments to the barriers at the end of the passageway, turning head, footway and parking controls plus additional cycle parking.
38	King Street weight limit	Weight limit on eastern part of King Street.	Former Cllr C Rosenstiel	Market	2014-15	5,000 (500 EIP, 4,500 LHI)	On hold Winter 2014-15	Highway Authority (Cambridgeshire County Council) not persuaded of the need for the change, and the anticipated level of compliance. Unable to progress further at this time. Allocated EIP funding therefore available for reallocation to further projects.
39	Newnham Road footway	Feasibility study into the widening of the footway on the western side of Newnham Road north of the Fen Causeway junction.	City & County Cllr L Nethsingha	Newnham	2014-15	5,000 (500 EIP, 4,500 LHI)	Completed Spring 2015	Feasibility study completed by County Council.
40	North Newnham and Castle areas	Development of double yellow line waiting restrictions to address concerns around safety and access in these areas.	Cllr R Cantrill	Newnham & Castle	2014-15	3,000	Completed Summer 2015	Restrictions introduced in a number of streets (particularly around Warwick Road and north of Barton Road) to supplement existing parking controls in these areas.
41	Newnham Croft	Improvement of the boundary between Newnham Croft school and Chedworth Street as part of landscaping improvements within the school site.	Cllr R Cantrill	Newnham	2014-15	4,359	Completed Winter 2016-17	Work undertaken by the Primary School, via an EIP funded grant, to improve the site boundary and school frontage area accessible by the general public.

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No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
42	Entrance to Midsummer Common Community Orchard, Newmarket Road	Planting and landscaping scheme (designed with input from Friends of Midsummer Common) to further improve the entrance to the site from the road, and extend the improvements previously undertaken.	Cllr T Bick	Market	2016-17	2,500	Spring 2018	Currently under development in association with local stakeholders.
43	Light on Parkers Piece at crossing of paths near Public Conveniences	Provision of lighting at this busy path crossing point to improve safety during hours of darkness. Crossing remote and shielded from existing lighting sources.	Cllr T Bick	Market	2016-17	5,000	Winter 2017-18	The lighting of paths across Parkers Piece with heritage style units has been well received. Preferred solution is to extend this in conjunction with s106 funded improvements to paths and edges currently under development. May require further funding beyond initial provisional sum allocated; yet to be determined. Alternatives also being investigated.
44	Dropped kerbs City Road / Brandon Place	Provision of suitable dropped kerbs to improve access from footway to carriageway.	Cllr T Bick	Market	2016-17	2,500	Completed Spring 2017	This project will better enable residents of Brandon Court to use mobility scooters going towards Fitzroy Street.
45	Jesus Green Tennis Court trial basketball hoop.	Pilot exercise to provide a basketball or netball hoop against the back netting inside a hard surfaced tennis court on Jesus Green.	Cllr T Bick	Market	2016-17	500	Completed Spring 2017	Facility usage, and feedback, under review.
46	Removal of redundant public 'phone boxes from Fitzroy and Burleigh Street	Those 'phone boxes not needed by the public or as advertising opportunities might be removed in order to reduce street clutter.	Cllr T Bick	Market	2016-17	10,000	Under review	3 pairs of call boxes remain and are under review as part of the Grafton Centre redevelopment plans.

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No.	Scheme Title	Scheme Description	Promoted by	Ward	Year Allocated	Approved Budget £	Completion Expected	Comments
47	Improvement of bench outside Friends Meeting House, Jesus Lane	Existing bench / planter at junction of Jesus Lane with Park Street is showing signs of age, and would benefit from repair or replacement.	Cllr O Gillespie	Market	2016-17	3,000	Completed Autumn 2016	Replaced at no cost to EIP. Prioritised budget therefore available for reallocation to further projects.
48	Gough Way community notice board	Provision of a new community notice board for the Gough Way estate.	Cllr R Cantrill	Newnham	2016-17	1,500	Completed Spring 2017	Completed following liaison with Gough Way Residents Association. Complaint from local resident.
49	Lammas Land Kiosk improvement	Enhancement of external facias to kiosk and surrounding area, including new surfacing, tables and seating.	Ward Cllrs	Newnham	2016-17	20,000	Completed Autumn 2016	Funding originally allocated towards enhancement of the pavilion in 2010-11, but due to lack of additional s106 funding necessary to complete that project, it was reallocated by WCAC in July 2016.
50	WW1 hospital memorial	Contribution towards the cost of a permanent memorial recognising the role played by the temporary hospital preceding the now University Library, which treated casualties returning from WW1 and thereafter.	Cllr R Cantrill	Newnham	2016-17	1,000	Completed Autumn 2016	EIP financial contribution paid in the form of a grant, with memorial inscribed on an external facing wall of Clare College Memorial Court. Unveiled in ceremony attended by Mayor of Cambridge during September 2016.
51	Replacement for dead tree on the north verge of Barton Road - outside No. 12	Replanting with a new tree, so as to maintain the continuous line of trees along Barton Road.	Cllr R Cantrill	Newnham	2016-17	1,000	Completed Winter 2016-17	Unfortunately, replanted tree failed - possibly as a result of the very dry Spring 2017. Due for replacement Winter 2017-18.

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## Cambridge City Council Equality Impact Assessment (EqIA)



This tool helps the Council ensure that we fulfil legal obligations of the [Public Sector Equality Duty](#) to have due regard to the need to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) or phone 01223 457046. Once you have drafted the EqIA please send this to [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, ([graham.saint@cambridge.gov.uk](mailto:graham.saint@cambridge.gov.uk) or 01223 457044).

<b>1. Title of strategy, policy, plan, project, contract or major change to your service:</b>
Environmental Improvement Programme
<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
<a href="https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=117&amp;MIId=3342&amp;Ver=4">https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=117&amp;MIId=3342&amp;Ver=4</a>
<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>
The Environmental Improvement Programme (EIP) delivers small scale, direct, lasting and noticeable improvements to the appearance of the public realm environment across all areas of Cambridge. Decision making is devolved to Area Committees to allocate the budget available to project applications each year, with the schemes selected developed and delivered through engagement with local communities.
<b>4. Responsible Service</b>
Environmental Services

<p><b>5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)</b></p> <p><input checked="" type="checkbox"/> Residents of Cambridge City</p> <p><input checked="" type="checkbox"/> Visitors to Cambridge City</p> <p><input checked="" type="checkbox"/> Staff</p> <p>Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):</p>
<p><b>6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)</b></p> <p><input checked="" type="checkbox"/> New - some new proposals have been identified for 2017/18</p> <p><input type="checkbox"/> Major change</p> <p><input checked="" type="checkbox"/> Minor change –the West Central Area Committee will decide which incomplete projects will continue to be funded</p>
<p><b>7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)</b></p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes (Please provide details):</p> <ul style="list-style-type: none"> <li>• Cambridge City Council S&amp;OS, Planning, Urban Design and Conservation teams</li> <li>• Cambridgeshire County Council (as Highway Authority)</li> <li>• City and County Councillors</li> <li>• User and Stakeholder group representatives</li> </ul>
<p><b>8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?</b></p> <p>West Central Area Committee 06/12/2017</p>

**9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?**

Applications for new EIP projects were invited between July and September 2017; with only a small number of new suggestions submitted within West Central area. Each has been assessed by officers for eligibility and practicality, and in relation to their equality impacts.

**10. Potential impacts**

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

**(a) Age - Any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and vulnerable adults**

Neutral - no specific impact anticipated

**(b) Disability - A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. (In this section please also include impacts of policies on carers.)**

All new and improved infrastructure schemes are designed to accommodate those people with different disabilities. In many cases these have been specifically focused on making life easier for those less mobile getting around. Examples include improved dropped kerbs and tactile surfaces on footways.

In relation to the proposed Lammas Land kiosk fountain project (the establishment of free drinking water fountain on the side of the Lammas Land kiosk for public use), there will be some public health implications with this proposal. Further investigation is recommended prior to financial commitment.

**(c) Sex – A man or a woman.**

Neutral - no specific impact anticipated

**(d) Transgender – A person who does not identify with the gender they were assigned to at birth (includes gender reassignment that is the process of transitioning from one gender to another)**

Neutral - no specific impact anticipated

**(e) Pregnancy and maternity**

Neutral - no specific impact anticipated

**(f) Marriage and civil partnership**

Neutral - no specific impact anticipated

**(g) Race - The protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.**

Neutral - no specific impact anticipated

**(h) Religion or belief**

Neutral - no specific impact anticipated

**(i) Sexual orientation**

Neutral - no specific impact anticipated

**(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**

Neutral - no specific impact anticipated

**11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqlA accordingly.)**

Applications for new EIP projects were invited between July and September 2017; with only a small number of new suggestions submitted within West Central area. Each has been assessed by officers for eligibility and practicality, and in relation to their equality impacts. At this stage of the plans, most equality impacts will be more easily identified when planning the practicalities of these proposals (and where relevant, EqlAs specific to a project will be produced).

In relation to the proposed Lammas Land kiosk fountain project (the establishment of free drinking water fountain on the side of the Lammas Land kiosk for public use), there will be some public health implications with this proposal. Further investigation is recommended prior to financial commitment.

## 12. Do you have any additional comments?

Environmental improvements are prioritised across all areas proportionate to population and in accordance with locally identified need. They can be enjoyed by all and do not discriminate between any particular user groups. All schemes are designed to accommodate those with disabilities. The overall impact of investment in such facilities is therefore considered to be positive.

Some specific positive impacts related to individual projects that would impact on all equality groups include:

- The lighting on Parkers Piece at crossing of paths near Public Conveniences will improve safety of all equality groups from harassment and hate crime.
- The Canterbury Street and Oxford Road traffic calming project will have a positive impact related to safety for all equality groups.
- The provision of suitable bollard(s) on the footway at the junction between Merton Street / Derby Street corner to prevent over-run by vehicles will also improve safety of pedestrians.

## 13. Sign off

Name and job title of lead officer for this equality impact assessment: John Richards, Senior Engineer, Project Manager, Environmental Services

Date of EqlA sign off: 27 November 2017

Date of next review of the equalities impact assessment: To be confirmed.

Sent to Helen Crowther, Equality and Anti-Poverty Officer.

☒ Yes

☐ No

Date to be published on Cambridge City Council website (if known): To be confirmed.