

## AGENDA

### CABINET

**MONDAY, 22 MARCH 2021**

**4.00 PM**

**VIA ZOOM VIDEO CONFERENCING  
SYSTEM**

Committee Officer: Linda Albon  
Tel: 01354 622229  
e-mail: [memberservices@fenland.gov.uk](mailto:memberservices@fenland.gov.uk)

Due to the COVID-19 outbreak and the restrictions by the Government on gatherings of people, this meeting will be conducted remotely using the Zoom video conferencing system. There will be no access to this meeting at the Council offices, but you can view the meeting on YouTube, apart from any items marked confidential.

- 1 To receive apologies for absence
- 2 Previous Minutes (Pages 5 - 8)  
  
To confirm the minutes of 23 February 2021.
- 3 To report additional items for consideration which the Chairman deems urgent by virtue of the special circumstances to be now specified
- 4 To receive members' declaration of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in respect of any item to be discussed at the meeting
- 5 Report from the Cambridgeshire and Peterborough Independent Commission on Climate

A verbal report will be given at the meeting.

## 6 Draft Local Plan Update (Pages 9 - 18)

The purpose of this report is to firstly provide Cabinet with an update on progress with the production of the draft Local Plan for Fenland and to highlight some of the key issues and policy changes proposed; and secondly to explain the status of the draft Local Plan.

## 7 Civil Parking Enforcements Update (Pages 19 - 28)

To inform members that the phase one CPE feasibility works approved by Cabinet on 21<sup>st</sup> October 2020 for the introduction of Civil Parking Enforcement for On and Off-Street parking places within Fenland has been completed. To provide an overview of the feasibility works conducted, and to seek approval to proceed to phase two, the implementation stage.

## 8 Projects Update - Growing Fenland & CCC Capital Community Fund (Pages 29 - 68)

Significant capital funding has recently been made available to Fenland District Council via the following schemes:

- Cambridgeshire & Peterborough Combined Authority (CPCA) Market Towns Initiative (which has been given the working title of Growing Fenland)
- Cambridgeshire County Council (CCC) £5m Capital Communities Fund

This report gives an update on the progress of funding bids submitted to both schemes including any resulting capital or revenue implications for the Council should the bids be successful.

## 9 Funding for March Future High Street Fund from CPCA & MHCLG (Pages 69 - 104)

The purpose of this report is to update Cabinet on the Future High Street Fund (FHSF) bid to MHCLG. This paper details the final expected grant award value from both MHCLG and match funding agreed by CPCA.

Further detail is provided regarding the expected spending profile for each workstream within the programme and delivery dates.

## 10 Grant of lease of land at Manea (Pages 105 - 120)

To grant to Manea Parish Council a Lease of land at Manea for the provision and management of a car park to serve the railway station in Manea.

It is proposed that FDC grants a lease to Manea Parish Council for a term of 25 years which will enable the car park to be operated for the benefit of local residents and users of the railway station.

## 11 Review of Outside Bodies (Pages 121 - 134)

The purpose of this report is to enable Cabinet to review and agree the list of outside bodies requiring elected Member representation during 2021/22. The appointment of representatives for the revised list of outside body organisations will be consider at the July meeting of Cabinet.

12 Draft 6 Month Cabinet Forward Plan (Pages 135 - 136)

For information purposes.

13 Items which the Chairman has under item 3 deemed urgent

Friday, 12 March 2021

Members: Councillor C Boden (Chairman), Councillor Mrs J French (Vice-Chairman), Councillor I Benney, Councillor S Clark, Councillor Miss S Hoy, Councillor Mrs D Laws, Councillor A Lynn, Councillor P Murphy, Councillor C Seaton and Councillor S Tierney

This page is intentionally left blank



## CABINET



**TUESDAY, 23 FEBRUARY 2021 - 2.00 PM**

**PRESENT:** Councillor C Boden (Chairman), Councillor Mrs J French (Vice-Chairman), Councillor I Benney, Councillor S Clark, Councillor Miss S Hoy, Councillor Mrs D Laws, Councillor A Lynn, Councillor P Murphy, Councillor C Seaton and Councillor S Tierney

**OFFICERS IN ATTENDANCE:** Amy Brown (Chief Solicitor and Deputy Monitoring Officer), Peter Catchpole (Corporate Director and Chief Finance Officer), Phil Hughes (Head of Leisure Services), Paul Medd (Chief Executive), Carol Pilson (Corporate Director and Monitoring Officer) and Mark Saunders (Chief Accountant)

### **CAB54/20 PREVIOUS MINUTES**

The minutes of the meeting held 25 January 2021 were approved.

### **CAB55/20 BUSINESS PLAN**

Members considered the Business Plan 2021-22 report presented by Councillor Boden.

Councillor Boden commented that this was a sharper and more focussed report than in previous years, for which he gave thanks largely to Councillor Tierney.

**Cabinet AGREED to recommend to Council the approval of the Final Business Plan 2021-22.**

### **CAB56/20 CORPORATE BUDGET 2021/22 & MTFS**

Members considered the Corporate Budget 2021/22 and Medium-Term Financial Strategy (MTFS) report presented by Councillor Boden.

Councillor Boden praised officers for their sterling work on this in the face of such difficult circumstances.

Members made comments, asked questions and received responses as follows:

- Councillor Tierney agreed with the cautious approach undertaken with Cambridgeshire Horizons and the decision not to increase council tax. The pandemic has had huge financial consequences for both residents and businesses and if ever there was a time to tap into reserves, then this is that time.
- Councillor French praised officers for their superb budget in this difficult time. She said that having noted a proposed spend of £182,700 for car parks under Growth and Infrastructure, she hoped that the work on civil car parking enforcement would save that money.

**CABINET AGREED that:**

- (i) **the revised estimates for 2020/21 as set out in Section 7 and Appendix A showing an estimated shortfall at outturn in the region of £221,000, be approved.**

and AGREED to recommend to Council that:

- (ii) the General Fund revenue budget for 2021/22 as set out in Section 8 and Appendix A be approved.
- (iii) the Medium-Term Financial Strategy as outlined in this report and Appendix B be adopted.
- (iv) the Capital Programme and funding statement as set out in Appendix D be approved.
- (v) the adoption of any additional Business Rates Relief measures announced in the budget on 3<sup>rd</sup> March 2021 as detailed in paragraphs 5.7 – 5.9 be approved.
- (vi) the expenses detailed in Section 11 be approved to be treated as general expenses for 2021/22.
- (vii) the Port Health levy for 2021/22 be set as shown in Section 12.
- (viii) the amendment to the Long-Term Empty Property Premium policy detailed in Section 13 be approved.
- (ix) the Treasury Management Strategy Statement, Minimum Revenue Provision, Treasury Investment Strategy, Prudential and Treasury Indicators for 2021/22 and Capital Strategy 2021/22 as set out in Section 15 and Appendix E be approved.
- (x) the Band D Council Tax level for Fenland District Council Services for 2021/22 be set at £260.46, no increase on the current year.

#### **CAB57/20 FREEDOM LEISURE UPDATE**

Members considered the Freedom Leisure Update report presented by Councillor Clark. Councillor Boden elaborated on the financial aspects of the report.

**Cabinet AGREED that:**

- 3.1 Fenland District Council (“FDC”) provides the Phase IV financial relief to Freedom Leisure set out in these recommendations.
- 3.2 FDC defers the monthly management fee of £37,560 per month for April 2021 – June 2021, at a cost to the Council of £112,680, repayable in accordance with the terms set out at paragraph 4 of these recommendations and noting some of these monies may be recoverable through the Government’s Income Compensation Scheme for Councils, should this scheme continue in 2021/22.
- 3.3. FDC continues to support Freedom Leisure on an open book basis by providing them with an interest free loan payable monthly up to the amounts set out below and repayable in accordance with the terms set out at paragraph 3.4:

An interest free loan up to the value of:	£200,000
Deferred management fees:	<u>£112,680</u>
Total Phase IV support:	£312,680

These costs are an estimate based on the information available at the time of

despatch.

- 3.4 Repayment of the £312,680 described in paragraphs 3.2 and 3.3 of these recommendations shall become payable through an annual deduction of 75% of any profit generated in excess of the levels predicted in the LOBTA (Leisure Operators Base Trading Account). This is a change from the current 50/50 profit share and will be subject to the performance of the business over the contract period.
- 3.5 The Monitoring Officer and s.151 Officer are authorised to put in place all necessary arrangements to give effect to the agreed recommendations to include entry into the necessary legal arrangements and expenditure of the amounts described from existing budget provisions.

### **CAB58/20 CULTURE STRATEGY**

Members considered the Cultural Strategy report presented by Councillor Seaton.

**Cabinet AGREED to recommend adoption of the Culture and Creativity Strategy to Full Council.**

### **CAB59/20 PROJECT UPDATE - GROWING FENLAND & CCC CAPITAL COMMUNITY FUND**

Members considered the Growing Fenland & CCC Capital Community Fund Project Update report presented by Councillor Boden.

Councillor Mrs French thanked the officers who had put in a lot of time to this project and the bids that were submitted to the County Council. She pointed out the match funding figures for March Future High Street fund quoted on p.134 of the agenda pack should read £900,000 and £1,100,000 to make the total figure of £2m. Councillor Boden also congratulated officers for the tremendous amount of work they had put in and thanked Councillor Mrs French for the work she had done.

**Cabinet AGREED to note the content of the report and projects due to be submitted to the next CPCA Board Meeting on 24.03.21 as set out in appendix E.**

#### **CCC Capital Communities Fund:**

- **No further action required**

#### **Growing Fenland:**

- **Cabinet members are asked to note confirmation of CPCA funding requested in the table below.**


TOWN	PROJECT	CPCA FUNDING REQUESTED	CAPITAL COST IMPLICATIONS FOR FDC	REVENUE COST IMPLICATIONS FOR FDC (PER YEAR)	PROJECT TO BE DELIVERED BY
Chatteris	Chatteris Skills Development	£36,178	£0	£0	Stainless Metalcraft
Wisbech	Wisbech Water Park	£147,500	Circa £125,000 (please note point 5.14 in main report)	£0 (please note point 5.14 in main report)	FDC & Wisbech Town Council

**CAB60/20 DRAFT 6 MONTH CABINET FORWARD PLAN**

Councillor Boden presented the Cabinet Forward Plan for information.

2.28 pm

Chairman

Agenda Item No:	<b>6</b>	
Committee:	<b>Cabinet</b>	
Date:	<b>22 March 2021</b>	
Report Title:	<b>Fenland Local Plan Progress Report</b>	

## 1 Purpose / Summary

The purpose of this report is to firstly provide Cabinet with an update on progress with the production of the draft Local Plan for Fenland and to highlight some of the key issues and policy changes proposed; and secondly to explain the status of the draft Local Plan.

## 2 Key issues

- Since the adoption of the Local Plan in 2014 there has been changes to National Policy and guidance.
- The draft Local Plan will set a target for 10,760 dwellings between 2020 and 2040. (538 per year)
- To take into account deliverability issues and viability issues facing the district it is proposed that the new Local Plan will include a robust buffer to over allocate land to take into account historic deliverability issues.
- The draft Local Plan will Remove the Broad Locations for Growth and the requirement for Broad Concept Plans and replace with specific and deliverable allocated sites, and re-introduce settlement boundaries.
- The Plan will support business growth and inward investment.
- Whilst the new Plan is under development, the current plan will remain the starting point until adoption of the new Local Plan for planning decisions, in accordance with planning law.

## 3 Recommendations

- Cabinet note the update on the Local Plan and key policy changes proposed

<b>Wards Affected</b>	All
<b>Forward Plan Reference</b>	
<b>Portfolio Holder(s)</b>	Cllr Chris Boden - Leader of Fenland District Council Cllr Dee Laws - Portfolio Holder for Planning
<b>Report Originator(s)</b>	Carol Pilson - Corporate Director Gemma Wildman - Local Plan Manager

<b>Contact Officer(s)</b>	Carol Pilson - Corporate Director <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a> 01354 622360 Gemma Wildman - Local Plan Manager <a href="mailto:gwildman@fenland.gov.uk">gwildman@fenland.gov.uk</a> 01354 622573
<b>Background Paper(s)</b>	

## Report: Local Plan progress

### 1 Introduction

1.1 This report provides an update on progress made in preparing the new Local Plan for the district and sets out some of the proposed changes and new policy approaches to better facilitate economic and housing growth.

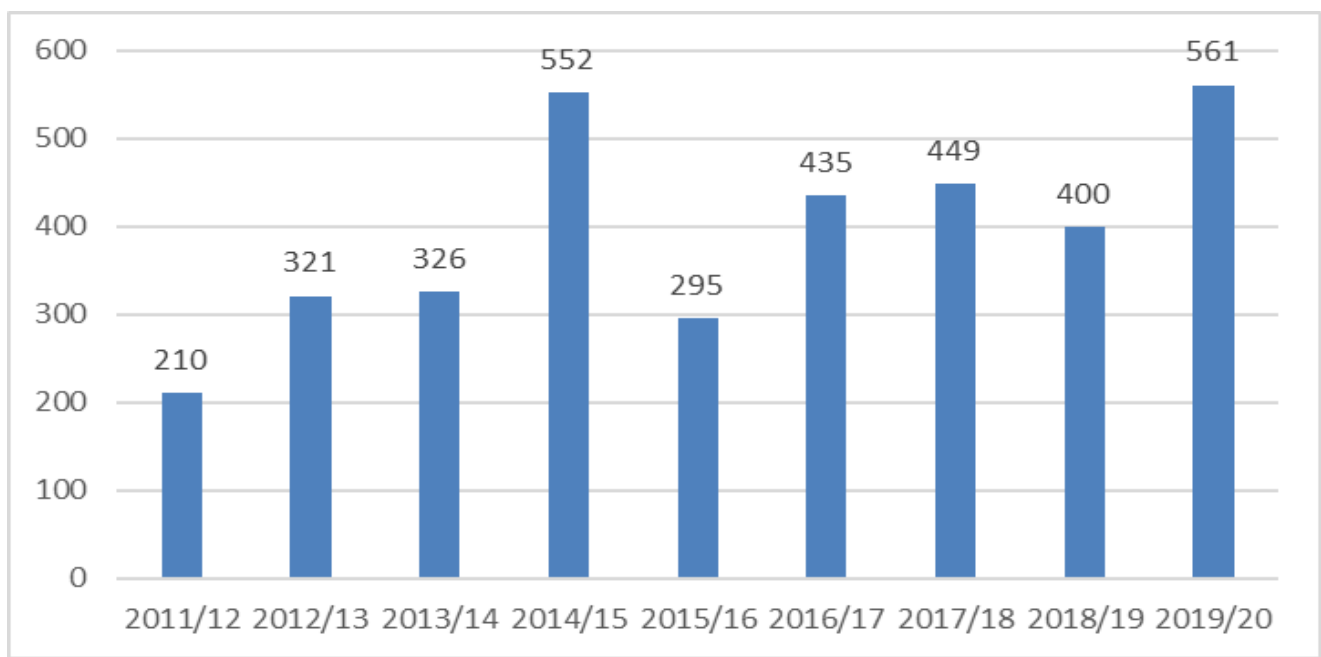
### 2 Background

2.1 The current Fenland Local Plan was adopted in May 2014. It set a requirement for 11,000 new homes (550 dwellings per year) and 7,200 new additional jobs between 2011 and 2031. The Local Plan was intended to be as flexible as possible to encourage growth and development within the district with a deliberate lack of allocated sites and 'red lines' for development defined.

2.2 Since the Local Plan was adopted almost seven years ago, it has not met its inward investment and housing growth targets. Clearly there are many reasons for this including the challenges of development viability in the district, transport connectivity and flood risk. Whilst on the one hand the current Local Plan is flexible, on the other it has potentially not provided sufficient clarity for developers and local communities about where new development will take place. In many instances it also proposed growth in areas with complex land ownership issues which has created significant deliverability challenges. It is also questionable whether the growth strategy focused growth in areas where people want to live, i.e. where there is market demand.

2.3 The following graph shows housing completions since 1 April 2011 (the base date of the adopted Local Plan). This shows that the Local Plan target of 550 dwellings per year has only been met in two of the previous nine years, with an average delivery rate of 394 dwellings each year.

2.4 Figure 1: Net Housing Completions 2011 to 2020



- 2.5 Also, much has changed since the adoption of the Local Plan. There have been significant changes to national policy with the publication of an updated National Planning Policy Framework (NPPF) in February 2019 together with other substantial changes to national guidance. The NPPF introduces a number of changes which differ from policies in the 2014 Local Plan. There is now a much greater emphasis on housing delivery. The NPPF also changed the way that housing need is calculated for all councils by introducing a standard methodology. The Local Housing Need figure is adjusted by Government each year taking into account the latest population statistics. This means that the number can change throughout the process of preparing a new plan.
- 2.6 There has also been the economic uncertainty and impacts of Brexit and need for economic recovery following Covid which will need to be addressed.
- 2.7 At a more local level, the establishment of the Cambridgeshire and Peterborough Combined Authority (CPCA) in 2017 has resulted in ambitious proposals relating to growth, economy and infrastructure. The Cambridgeshire and Peterborough Independent Economic Review (CPIER) (September 2018) includes the ambition to 'double economic output across Cambridgeshire and Peterborough by 2040'. Fenland's market towns and its rural economy have a key role to play in achieving this ambition.
- 2.8 The CPCA also provided funding for the [Growing Fenland](#) project to produce master plans for each of the four Market Towns. The masterplans examine the needs of each town and look at how investment in education and skills, commercial and industrial development and new transport initiatives could help stimulate growth and create more jobs. They also identify potential improvements and opportunities for growth, developing a case to attract additional funding to help deliver their ambitions. These reports will need to be considered in decision making and in establishing Council's priorities.
- 2.9 In August 2018 the Planning Advisory Service (PAS) carried out a review of the district's Planning Services. The [PAS review](#) identified a number of challenges facing the Council, that could be affecting the delivery of housing. It concludes that there is a lack of certainty as to which sites can be developed, which may be preventing developers from putting in applications for fear of refusal. 'In light of changes in government guidance on deliverability, current market conditions and economic context, it is beneficial that the Plan will be reviewed as soon as possible'.
- 2.10 The NPPF and planning legislation state that plans that are more than five years old should be reviewed to assess whether they need updating. The current Plan became five years old in May 2019. Therefore, a review was carried out.
- 2.11 The Council agreed to start production of a new Local Plan for the District in February 2019, which will eventually replace the Local Plan adopted in May 2014. This will address the changes in national policy, but also to take into account local visions and objectives to attract new businesses, jobs and opportunities in Fenland, and promote increased housing growth across the district. There is a need for a fundamental policy change, and a more commercially facilitative approach to growth.
- 2.12 Whilst the new plan is under development, the current plan will remain in force until adoption of the new Local Plan for planning decisions in accordance with planning law<sup>1</sup>. Due regard will be taken of relevant Government NPPF changes and new evidence documentation from the review process as appropriate.

---

<sup>1</sup> Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990



### **3 New Local Plan**

- 3.1 Issues and Options consultation
- 3.2 The first stage in the process of preparing a new Local Plan saw an [Issues and Options](#) document published for six weeks public consultation in October 2019. This document was based around a series of questions which set out options for policies in the new Plan for Fenland. The Local Plan target was for 550 dwellings per year based on Government's standard method for calculating housing need (which was, coincidentally, exactly the same as the figure in the adopted Local Plan).
- 3.3 At this stage no decisions had been made, it was an open consultation to present the full range of options available.
- 3.4 A [Key Issues Report](#) was published in February 2020 which summarised the main issues raised during public consultation. The outcomes of the Issues and Options consultation, alongside national policy and other evidence base documents, are being taken into consideration during the preparation of the draft Local Plan.
- 3.5 As part of the Issues and Options Consultation the Council also carried out a 'call for sites' exercise to identify available sites for allocation in the new Plan. Developers, landowners and local agents were asked to submit sites they considered available for future development. In summer 2020 a second 'call for sites' was also carried out.
- 3.6 All suggested sites as well as other available sites, including those with planning permission for housing or employment at 1 April 2020 and existing Local Plan allocations without planning permission, can be viewed on the Council's website at: <https://www.fenland.gov.uk/shelaa> which includes an interactive map.
- 3.7 All proposed sites have been assessed against the detailed site assessment criteria as set out in the [Site Assessment Methodology](#). The preferred sites will be included in the draft Local Plan.

### **4 Draft Local Plan**

- 4.1 Following the Issues and Options consultation work commenced in early 2020 on preparing a draft version of the Local Plan. However, the Plan has taken longer for several reasons.
- 4.2 Firstly, the site assessment work and site visits were put on hold due to the Covid 19 pandemic and restrictions in place last spring. Then in summer 2020, the Council decided to carry out a second call for sites exercise with additional site assessment work required. This has meant that other evidence documents and reports have also been delayed that support the draft Local Plan. In addition, in August 2020 Government consulted on proposed changes to the current planning system, which included proposed changes to the standard method used to calculate housing need figures for Local Plans.
- 4.3 The proposed new method saw the Local Housing Need figure increase to 844 dwellings per year which represented a 57% increase and a need to identify land for approximately 6,000 additional new dwellings by 2040. This significant increase would have placed a significant challenge on the district in terms of the supporting infrastructure necessary to support this level of growth, and also in terms of preparing a new Local Plan. The Council submitted objections to the proposed changes including lobbying to the local MP.
- 4.4 The potential change to the Local Plan Housing target meant that the Local Plan team were unable to progress the final site selection work until the outcomes of this consultation were known.

- 4.5 On 16 December, Government issued their response to the consultation and also confirmed the new housing figures for each Local Authority<sup>2</sup>. For Fenland the figure remains the same as the previous method at 538 dwellings per year. This results in a Local Plan target of 10,760 dwellings. (please note that this is a slight decrease to the 550 dwellings per year figure consulted on in October 2019 due to the publication of new Government housing and population statistics in March 2020).
- 4.6 Now that the housing target has been confirmed, the draft Local Plan is being progressed. The draft Plan will start by setting out the level of growth required during the plan period and how that growth can be best distributed across the district. The plan will then include detailed policies and standards that will be used in determining planning applications, which includes issues such as design quality and technical standards for new development. Finally, the Plan will identify the proposed sites to meet the Local Plan growth target.
- 4.7 The new Local Plan will focus on commercial deliverability, market demand, and meeting growth targets as well as supporting and encouraging economic investment.

## **5 A strategy to deliver economic and housing growth**

- 5.1 As set out above, the current Local Plan has underdelivered and does not meet current growth and investment ambitions. The following highlights some of the key policies and issues that it is proposed the new plan will include:

### **Allocate a robust buffer for housing growth**

- 5.2 Based on Government's current standard method for calculating housing needs, the emerging Fenland Local Plan housing requirement is 10,760 dwellings between 1 April 2020 and 31 March 2040 (or 538 dwellings per year). Therefore, the new Local Plan is required to identify and allocate sufficient deliverable sites to meet this target as a minimum.
- 5.3 The NPPF requires that 'planning policies should identify a sufficient supply and mix of sites, taking into account their availability, suitability and likely economic viability'<sup>3</sup> and should identify a supply of specific and deliverable sites.
- 5.4 A detailed site assessment process has been undertaken looking at all sites suggested to the Council. The draft Local Plan will identify the sites suitable for allocation in the new Local Plan.
- 5.5 However, historic delivery rates have been lower than the Local Plan requirement. Therefore, to take into account deliverability issues and viability issues facing the district it is proposed that the new Local Plan will include a robust buffer to over allocate land to take into account historic deliverability issues. A buffer is useful in achieving the housing target as it will compensate for any identified sites which do not come forward, or do not come forward as quickly as possible. It also takes into account any losses (e.g. demolitions) which could occur in the plan period.
- 5.6 Also, the emerging Local Plan will take into account a windfall allowance. Windfall sites are defined by national policy as 'Sites not specifically identified in the development plan.' Therefore, a windfall site is any site that produces dwellings, but has not been specifically allocated in the Local Plan process. As set out in the latest Five-Year Land Supply report this is expected to be at a rate of 167 dwellings per year. This is due to the high proportion of small applications for one or two dwellings which are delivered each year.

---

<sup>2</sup>[https://www.gov.uk/government/consultations/changes-to-the-current-planning-system?utm\\_source=cb11cec5-fc7c-4206-9f90-993758b1971a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=daily](https://www.gov.uk/government/consultations/changes-to-the-current-planning-system?utm_source=cb11cec5-fc7c-4206-9f90-993758b1971a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)

<sup>3</sup> NPPF -paragraph 67

## **Remove the Broad Locations for Growth and the requirement for Broad Concept Plans and replace with specific and deliverable allocated sites**

- 5.7 Rather than identifying specific sites, the 2014 Local Plan included Broad Locations for Growth (BLG) around each of the market towns. Policy LP7 of the Local Plan explains that these sites must be planned and implemented in a coordinated way, through an agreed overarching Broad Concept Plan (BCP). To date, progress has been made for the BCPs for East Wisbech, East Chatteris, and South Wisbech. Further details about BCPs can be viewed at: <https://www.fenland.gov.uk/BCP> .
- 5.8 However, in the last seven years little progress has been made towards delivering these identified locations for growth.
- 5.9 It was made clear at the call for sites exercise that existing strategic allocations and broad locations would not be automatically carried forward in the new Local Plan and that 'any strategic allocations or BLG identified in the 2014 Local Plan must be re-submitted as part of the process'.
- 5.10 It would be a high-risk strategy to assume that the new Local Plan can rely on these sites to deliver its growth target. Complex land ownership has been highlighted as one of the reasons for the lack of progress on some of these strategic sites and in some cases landowners have failed to work together, with individual parcels brought forward in isolation. The preparation of the current Local Plan did not involve the amount of deliverability evidence and analysis required today.
- 5.11 It is proposed that these sites should not be carried forward into the new Local Plan unless significant progress has already been made towards delivery, the submission of a planning application and a clear timescale the grant of planning consent as a minimum. As the new Plan will not be adopted for at least two years this provides a final opportunity for the owners of these sites to rapidly bring them forward through the planning process, in an integrated way, and demonstrate that they can be delivered.

## **A demand driven growth strategy**

- 5.12 It is proposed that the new Local Plan should place far greater emphasis on directing growth to areas where there is market demand, to where people want to live, and to where businesses want to invest, taking into account the unique and historic pattern of development and settlements in the district. Growth should benefit all communities, down the smallest level, rather than seeking to focus growth only in the largest settlements. Our strategy should recognise the ways that our district functions and should provide consumer choice.

## **Overcoming constraints to growth in Whittlesey**

- 5.13 Whittlesey could play a key role in the growth of the district, not least given its proximity to Peterborough. However, growth is severely constrained by highway and junction capacity issues within the town. Until these constraints can be overcome there needs to be a brake on future growth.
- 5.14 The Town Council have recently appointed consultants to carry out a high-level feasibility study to look at options for a relief road which would not only unlock the growth potential of the town but also growth of the wider district given the importance of this east west transport corridor. The findings of this and the subsequent business case should be used to inform the Local Plan strategy.

## **Supporting business growth and inward investment**

- 5.15 Since the adoption of the Local Plan in 2014 there have been many changes to national policy, but also to local economic ambitions. The Council's business plan states one of its priorities is to 'Attract new business, jobs and opportunities whilst supporting our existing business in Fenland'. Taking into account the CPCA's ambition to 'double economic

output across Cambridgeshire and Peterborough by 2040' it is proposed that the new Local Plan should take a much more flexible and facilitative approach to economic growth by allocating significantly more employment land and by including supportive policies for windfall opportunities.

### **The re-introduction of settlement boundaries**

- 5.16 Settlement boundaries are used to define the edge of a town or village. They provide a clear approach to where future growth can take place and provide certainty for landowners, communities and developers. The current Local Plan removed settlement boundaries to allow for greater flexibility to support growth, but in doing so removed this certainty as to where development may or may not go. It has proved very difficult to manage in practice.
- 5.17 At the Issues and Options Consultation, there was significant support for the re-introduction of Settlement Boundaries (77%) from both local residents and the development industry. The main justification was that the current policy is too subjective and results in inconsistent decision making.
- 5.18 The reintroduction of settlement boundaries will provide more clarity and certainty but they need to be drawn to support growth, rather than to overly constrain it.

### **Introduce a 'frontage infill' policy that will identify areas of land for infill development in some settlements, beyond the main built up boundary, that could be suitable for one or two dwellings.**

- 5.19 Alongside the re-introduction of settlement boundaries it is also proposed that the new Plan will introduce a 'frontage infill' policy as a way of allowing some managed flexibility.
- 5.20 This new policy will identify areas of land leading out of villages (beyond the main village boundary) that could be suitable for frontage infill development for one or two houses. It is intended to recognise the character of those fen villages where it is not always easy to identify the village limit.
- 5.21 This approach would identify areas that would be suitable for frontage development, subject to normal constraints such as flood risk. These areas would not be expected or required to come forward and therefore would not count as part of the overall housing provision. They would form additional windfall sites.
- 5.22 The Draft Local Plan will define any suitable areas on the draft Policies Map.

### **Replacement houses in the countryside**

- 5.23 Longstanding national policy is clear that isolated homes in the countryside should be avoided and there are therefore very limited opportunities for prestige or executive rural properties.
- 5.24 Policy LP12 Part C of the adopted Local Plan is very restrictive requiring replacement homes to be of a similar size to the existing. To allow for more prestige and executive homes in the district it is proposed that this restrictive criterion is removed. The replacement of an existing house with a much more substantial new home on a one-for-one basis would therefore be actively promoted unless the existing building is of historic nature.

## **6 Next Steps**

- 6.1 If Cabinet endorse the above policy focus, then the draft Local Plan can progress to publication in Summer 2021.

- 6.2 Going forward, the adopted Local Plan (May 2014) will continue to be the basis upon which planning decisions will be made in accordance with planning law ‘unless material considerations indicate otherwise’.
- 6.3 However, the Local Plan is now more than 5 years old and there have been a number of changes to national policy and guidance that must be considered when determining planning applications.
- 6.4 The publication of the draft Local Plan and approval by Cabinet will support paragraph 48 of the NPPF states that:

*‘Local planning authorities may give weight to relevant policies in emerging plans according to:*

*a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);*

*b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given);*

*and c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given)*

- 6.5 This means that the weight that can be attached to the Draft Local Plan at this early stage in the process will be limited.
- 6.6 Whilst the new Plan is under development, the current plan will remain the starting point until adoption of the new Local Plan for planning decisions.

## **7 Planning White Paper**

- 7.1 In August 2020 Government consulted on major changes to the planning system. The White Paper proposes that Local Plans would be slimmed down to map-based documents, allocating ‘zones’ for development or protection. The NPPF (not Local Plans) would be the place for setting policy. Much greater emphasis would be placed on districts setting ‘design codes’ for their area, rather than development management policies.
- 7.2 Overall, these changes could result in greater centralisation of the planning system, with the intended aim of speeding the planning system up and achieving better quality design.
- 7.3 Such fundamental changes to the planning system will require substantial primary and secondary legislation. It could take a number of years for the new system to be fully enacted, and there is much uncertainty as to precisely what that ‘new system’ will be.
- 7.4 At this stage no weight can be attached to the proposals set out in the White Paper. Recent guidance from Government makes it very clear ‘it is important that authorities do not use this period as a reason to delay plan-making activities. Authorities who have an up-to-date plan in place will be in the best possible position to adapt to the new plan-making system’. However, the Council will need to assess the direction of travel indicated in the White Paper, and how this may impact upon the production of the new Local Plan.

## **8 Considerations**

- 8.1 To note progress of the emerging Local Plan and the key policy changes proposed

## **9 Effect on corporate objectives**


- 9.1 The production of a new Local Plan will allow planning policies to be brought fully up to date with corporate objectives which amongst other things embrace growth for the area to improve the health, well-being and opportunity of Fenland residents. It is proposed that the draft Local Plan will include objectives which closely link to the Council's corporate objectives.

## **10 Community impact**

- 10.1 The draft Local Plan will be published for public consultation in summer 2021.
- 10.2 Producing a new Local Plan allows for full community involvement with three stages of public consultation including the Issues and Options consultation carried out in 2019. There is an opportunity to attend public hearings at the examination stage.

## **11 Conclusions**

- 11.1 That Cabinet notes progress of the merging Local Plan and the key policy changes proposed

Agenda Item No:	7	
Committee:	Cabinet	
Date:	22 March 2021	
Report Title:	<b>Economic Growth &amp; Assets – On and Off-Street Parking Enforcement Implementation Paper</b>	

## 1. Purpose / Summary

To inform members that the phase one CPE feasibility works approved by Cabinet on 21<sup>st</sup> October 2020 for the introduction of Civil Parking Enforcement for On and Off-Street parking places within Fenland has been completed. To provide an overview of the feasibility works conducted, and to seek approval to proceed to phase two, the implementation stage.

## 2. Key issues

- CPE Feasibility Works Scope - Introduction of On and Off-street Parking Enforcement
- On and Off-Street Enforcement and Administration Options
- Project Risks and Funding - Financials
- Legal Implications
- Liaison with Key Partners - Consultation
- Project Delivery Timeline
- Parking Strategy

## 3. Recommendations

It is recommended that Cabinet:

- a) Note the results of the phase one feasibility works
- b) Note the various modelling options being considered for the implementation of enforcement and administrative services associated with CPE
- c) Note the project set up costs, funding proposal and future financial basis of Civil Parking Enforcement implementation outlined in this report.

and;

1. That the proposals for the implementation of Civil Parking Enforcement as outlined in this report are approved.

2. That the Council approves the indicative CPE project timeline as detailed in Appendix A.
3. In partnership with Cambridgeshire County Council, authorise a signing and lining survey, review and the digital mapping of all existing Traffic Regulation Orders in support the CPE application working collaboratively with CCC.
4. In collaboration with Cambridgeshire County Council develop parking enforcement policies that are consistent with and contribute to the Councils overall transport policy and strategy objectives with particular regard to CPE and the provisions of the Traffic Management Act 2004.
5. Authorise FDC to prepare a CEA/SEA application for a designation order for the introduction of Civil Parking Enforcement for submission by the County Council to the DfT on behalf of FDC.
6. Authorise Officers to seek an agency agreement with the Highways Authority, Cambridgeshire County Council, in line with the recommendations above in support of the required application to the DfT.
7. That authority be delegated to the Corporate Director for Finance to resolve any outstanding issues in consultation with the project team, Police and the Highway Authority highways and traffic teams to implement the scheme in accordance with the proposed project timeline.
8. Approve the appointment of a specialist CPE consultant to undertake the Civil Parking Enforcement implementation phase and guide the project team through the complex CPE process. It is estimated the cost of this appointment to be in the region of £30,000 which would be funded by the CPCA funding grant.

<b>Wards Affected</b>	All
<b>Forward Plan Reference</b> (if applicable)	
<b>Portfolio Holder(s)</b>	Cllr Chris Boden, Cllr Jan French
<b>Report Originator(s)</b>	Garry Edwards Engineering Manager <a href="mailto:gedwards@fenland.gov.uk">gedwards@fenland.gov.uk</a>
<b>Contact Officer(s)</b>	Peter Catchpole Corporate Director – Finance <a href="mailto:petercatchpole@fenland.gov.uk">petercatchpole@fenland.gov.uk</a> Justin Wingfield Head of Economic Growth & Assets <a href="mailto:jwingfield@fenland.gov.uk">jwingfield@fenland.gov.uk</a>



<b>Background Paper(s)</b>	Cabinet Paper 22-10-2020
<b>Reference Documents</b>	Traffic Management Act 2004 and Road Traffic Regulation Act 1984.

## **1. CPE Feasibility Works Scope- Introduction of On and Off-Street Parking Enforcement**

The CPE feasibility works were commissioned by Fenland District Council (FDC), to investigate the feasibility of introducing Civil Parking Enforcement (CPE) to enable effective management and enforcement of on and off-street parking areas to prevent inconsiderate parking. This would require the creation of a Civil Enforcement Area (CEA) across the whole of the District Council's administrative area requiring collaborative working between FDC and both Cambridgeshire Police and the Highway Authority (CCC). The application to the Department for Transport for a CEA must be made by the Highway Authority for each area. In this instance it would be Cambridgeshire County Council that apply for a Designation Order to decriminalise parking enforcement across the whole of Fenland.

The implementation of a CEA within Fenland would mean that parking offences become civil contraventions, using the powers of the Traffic Management Act 2004. Within the CEA, the responsibility for the enforcement of virtually all parking contraventions would pass from the Police to the Highway Authority (CCC) and/or their agents (FDC) under an agency agreement. By employing Civil Enforcement Officers rather than relying on the Police to enforce, the Council would have the ability to decide how many enforcement officers to employ, and in what ways they are to be deployed. This would address issues such as traffic capacity (through inhibiting obstructive parking) and traffic restraint (through reducing overstaying at time-limited spaces and parking on other restrictions imposed to limit on-street parking capacity). It would also enable the Council to enforce parking restrictions in support of other policies and development proposals in Towns, and elsewhere in the District.

The income from the parking tickets issued, (Penalty Charge Notices) would be retained by FDC (as agents for the Highway Authority) to be used to fund the scheme, with on and off street PCN surpluses being ring-fenced under Section 55 of the Road Traffic Regulation Act 1984 for certain highway related matters. The intention is that Fenland District Council would act as agent to Cambridgeshire County Council (CCC) and would be responsible for all these matters directly.

As FDC have no intention of introducing paid parking in off street parking areas to assist with the funding of CPE, the feasibility works also looked at the resulting financial viability and operational models for the enforcement and administration of the service.

If a decision is made to adopt CPE powers, the support of Cambridgeshire Police would be paramount to the success of the application to the Department for Transport for the powers. Police traffic enforcement has reduced in recent years associated with both having limited resources at their disposal and prioritisation of crime and serious incidents, however it is understood that the Police wish to see more enforcement on street.

The last time data was made available by the Police for the number of fixed penalty notices issued in Fenland was in 2017 and 445 fixed penalty notices (FPN's) were issued across three of the market towns for parking offences. Typically the introduction of CPE would see up to 4 times as many PCNs as FPNs issued, however as the 2017 figures were based on ad-hoc policing, the figures may well be much greater and therefore the figures used in the feasibility modelling were considered to be low risk.

## **2. On and Off-Street Enforcement and Administration Options**

As the County Council are the Highway Authority FDC would need to act as the agent to County for the delivery of the on-street enforcement and notice processing. This could be achieved through an Agency Agreement between FDC and County setting out the practicalities of the delegated authority to FDC. FDC would then be able to enforce both on and off-street parking areas. This would need to be done in a coordinated and comprehensive manner which for the first time, would provide one joined up parking policy for the control of public car parking in Fenland. Should any or all of the services be externalised, FDC would assume full responsibility for all contractual issues.

The feasibility works assumed none of the costs specific to the introduction of CPE to include implementation or ongoing enforcement costs would be incurred by the County Council. However, following the initial set up the maintenance of the signs and lines required for CPE would be an ongoing commitment for the Highway Authority and would need to form part of the agency agreement.

Of the 326 Local Authorities in England, 316 have so far already adopted civil enforcement powers with some of the 10 remaining now looking at introducing CPE. Four of the remaining LA's are in Cambridgeshire and three in Oxfordshire.

The feasibility works outlined several models for delivery of the enforcement and administrative services necessary for the implementation of CPE. These included:

1. the provision of an all in-house service requiring the establishment of a parking team to run both enforcement and administrative operations,
2. the externalisation of all services using an established contractor,
3. a hybrid model using inhouse enforcement with externalised administration.

In addition, models 2 and 3 would explore the use of neighbouring authority resources to deliver elements of the service in a partnered approach. There is already an external contractor / client function working in both Cambridge City and Peterborough City and Huntingdon DC are also proposing to implement CPE in July/August 2023. It would therefore be prudent for this format to be examined further.

The feasibility works also looked at the national Penalty Charge levels introduced in the 2008 Traffic Management Act as made available by Government, and concluded that the £50/£70 PCN level should be adopted to produce a viable and workable solution.

### **3. Project Risks and Funding – Financials**

There are few disadvantages of introducing CPE; the main issue is that there is no opportunity to reverse the process once an Order is made. This implies that once civil enforcement has commenced, the Council would need to make the system work and would need to cover any operational deficits.

Whilst the initial capital set up costs are high; it is anticipated that the successful outcome of a £400,000 FDC funding grant made to the CPCA for CPE would cover all associated costs that both FDC and CCC would ordinarily be afforded. Usually the implementation of such a scheme would require many years to recover the set-up costs alone. With funding made available to cover the set-up costs both FDC and CCC could obtain the civil enforcement powers to enforce parking as a means of helping to achieve their overall transportation objectives.

Detailed financial models were looked at to test a range of possible outcomes for the project for the delivery of all enforcement and administration services. The potential externalisation of both the enforcement and administration operations proved to offer the most financial viability.

The opinion of the specialist consultants that undertook the feasibility works is that civil parking enforcement in Fenland is operationally desirable and providing the capital set up costs can be funded then the annual operational costs could be considered acceptable. Ultimately much depends on driver reactions to enforcement and close management of the enforcement provision, however it is not envisaged that the scheme will be self-financing. FDC would therefore need to cover estimated annual operational deficits of £45,000-£75,000 (dependent on the enforcement model implemented), however it is no longer a DfT requirement for compliant applications to be self-financing.

Whilst it is accepted that a large amount of enforcement would be required at the outset, less enforcement provision is envisaged as the scheme embeds and driver behaviours start to change. Therefore, once the scheme is fully embedded, should the resulting financial model not be deemed appropriate following the initial introductory years, the scale of the enforcement resource could be adjusted until a better balance is found.

To date only the CPE feasibility works have been completed as outlined in the previous CPE Cabinet report. The implementation phase of the project is by far the most costly element of the scheme. Therefore, providing CPCA funding is secured by FDC in advance of commencing the implementation works, there is very little financial risk. Whilst there is a risk that the DfT may not approve a CCC CEA/SEA application on behalf of FDC solely for Fenland DC, it is considered unlikely and low risk. The 2-year estimated project implementation timeline currently sits well within the intended June/July 2023 commencement date.

Failure to progress or introduce CPE is likely to result in continued persistent parking issues in our towns and villages where traffic regulation and parking places orders are in place, impacting on safety, accessibility, and the environment. This could also impact on the Councils planning aspirations and transport objectives.

Whilst it is envisaged that FDC would by agreement carry out the enforcement of both on and off street parking areas within Fenland, it is anticipated that the County Council will continue to be responsible for the on-going maintenance and upkeep of on street signs and lines. This requirement would be associated with existing and future traffic regulation orders following the CPE signs and lines review and associated remedial works. If CCC considered responsibility for signs and lines should form part of the FDC agreement, additional year on year annual funding would be required.

#### **4. Legal Implications**

The Traffic Management Act permits Highway Authorities to apply to the Secretary of State to become Civil Enforcement Areas/Special Enforcement Areas (CEA/SEAs, usually referred to as a CEA). Once a CEA application is approved, the power to enforce on-street parking restrictions would pass from the Police to the Highway Authority or its agent (FDC). The revenue collected from Penalty Charge Notices (PCNs) for contravention of parking restrictions goes to the Council rather than to the Government. It is unlikely that PCN income will generate a surplus, however surplus income from on and off-street parking penalty charges is ring-fenced as defined in Section 55 of the Road Traffic Regulation Act 1984 and may only be used for certain designated highways matters.

Some of the Councils off-street car parks have existing parking places orders in place which are in accordance with the Road Traffic Regulation Act 1984. Only one of the Councils existing car parks under this act currently has provision for the Council to legally enforce the conditions of use and issue fixed penalty notices.

Upon introducing CPE, the Council must operate its off-street car parks under the Traffic Management Act 2004 which is the basis upon which restrictions for both on-street and off-street spaces would be controlled and enforced by the Council. The Council should therefore ensure that all car parks without existing parking places orders have new orders placed upon them to enable them to be transferred across in advance of the commencement of CPE.

The Traffic Management Act introduces a process defined by statute for the issue and processing of penalty charge notices which is different to the existing fixed penalty notice system the Council's currently uses. The process of application for CPE is set out in law.

Following the implementation of CPE, off-street parking places will receive a higher level of demand and this effect has been noted in every area where it has been introduced. CPE will increase the demand for these places, so parking controls covering the maximum length of stay will need to be introduced especially in car parks nearest to amenities to provide turnover of spaces. Consideration will also need to be given to current and future parking provisions.

## **5. Liaison with Key Partners – Consultation**

As the introduction of CPE is about the transfer of certain responsibilities from the Police to the Council, it is important that good relationships are maintained between the two organisations throughout the project. Whilst the Police would be formally consulted as an element of the application preparation process to agree the nature and timing of the project, the Police have already in principle confirmed their support for CPE to be introduced within Fenland.

A major milestone to be achieved within the project is the submission of a formal CEA/SEA application by the Highway Authority (CCC) to the DfT on behalf of FDC. It would therefore be essential for FDC and CCC to work collaboratively on the implementation phase and for a CPE project team to be established. Communications to date between both organisations has been very encouraging and the County Council have also expressed their support for the introduction of CPE providing all set up costs are afforded by FDC.

The DfT recommends that local authorities consult with the Police, neighbouring local authorities and other interested parties which would include but not be limited to, Highways England, Emergency Services, and the Driver and Vehicle Licensing Agency (DVLA). Consultation would form part of the implementation phase and needs to be evidenced as part of the application process.

Consultation with the public and interested groups is not a statutory requirement, and the Council will need to determine the style and how to consult with or inform the public, and the form such consultation should take.

There is a set structure for the CEA /SEA application which identifies a number of issues which would need to be addressed. The task of writing the application is the culmination of planning for the project implementation, and once submitted and approved, it marks the threshold between initial planning and the actual implementation. It is envisaged that FDC will write the application on behalf of CCC for CCC to submit to the DfT.

To submit an application which will be successful, the Council must confirm that policies in relation to parking have been reviewed or written. Authorities are encouraged by DfT to consult widely on these, particularly with the Police, and to publish the agreed outcome of such a review.

## **6. Project Delivery Timeline**

For FDC to acquire the powers, the County Council, as highway authority, will have to formally apply to the DfT for a Designation Order which decriminalises parking enforcement across the whole of Fenland. From the date set in this Order, the Police will be unable to enforce the majority of parking related offences, and FDC must be ready to undertake the responsibilities. This application process is estimated to take around 8 to 12 months to complete alongside other aspects of preparation for CPE which will take up to 24 months.

Part of this process must include a review of all the signs and lines associated with the existing traffic regulation orders to ensure they are up to an enforceable standard and to correct any inaccuracies. It is likely that this process will take 18-24 months of the overall project programme to complete during which time they will be surveyed and digitally mapped. This time frame would also include any on-site remedial works following the surveys and query lists.

The introduction of civil parking enforcement will therefore require an estimated timetable of 24 months, from the date of a decision being made to proceed and with suitable capital funding for the project. An indicative project plan has been provided in Appendix A, however a definitive timetable will be drawn up subject to the recommendations of this report being agreed by members.

Given the complexities and specialist knowledge requirement associated with the implementation of CPE, further professional advice would be required to guide the Councils professional officers through the CPE application process collaboratively working with key partners. In addition, further work would be required to refine the Councils enforcement and administrative service requirements.

Officers therefore propose that following a decision by the Council to introduce CPE, a specialist CPE consultant is appointed to undertake the implementation phase.

## **7. Parking Strategy**

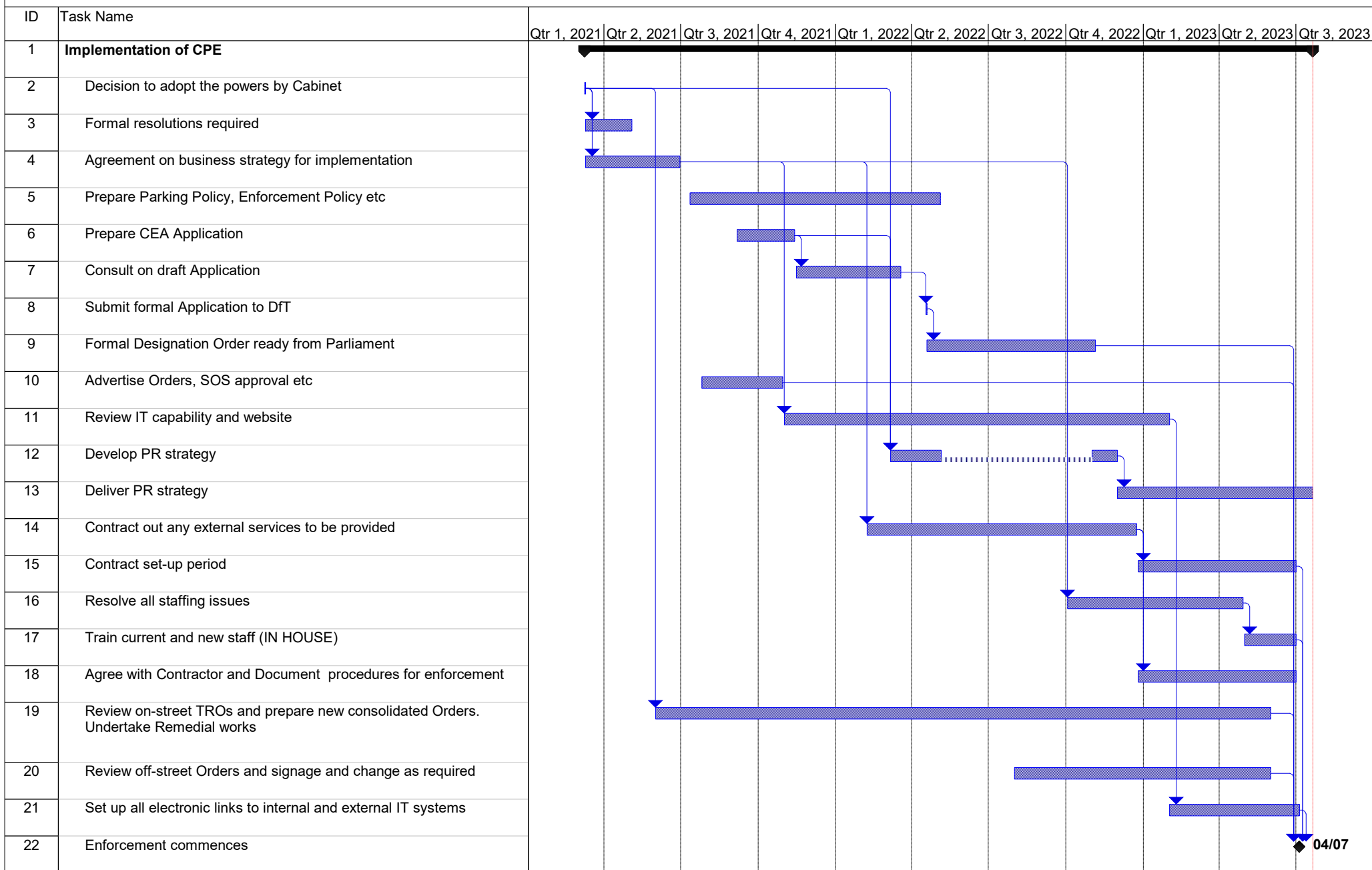
FDC does not currently have an off-street parking enforcement strategy which will need to be developed and adopted in advance of the introduction of CPE. The DfT will also require the County Council to review and suitably amend its parking policies and strategy in advance and support of the CEA/SEA application.

## **8. Recommendations**

1. That the proposals for the implementation of Civil Parking Enforcement as outlined in this report are approved.
2. That the Council notes and approves the indicative CPE project timeline as detailed in Appendix A.
3. In partnership with Cambridgeshire County Council, authorise a signing and lining survey, review and the digital mapping of all existing Traffic Regulation Orders in support the CPE application to the DfT.
4. In collaboration with Cambridgeshire County Council develop parking enforcement policies that are consistent with and contribute to the Councils overall transport policy and strategy objectives with particular regard to CPE and the provisions of the Traffic Management Act 2004.

5. Authorise FDC to prepare a CEA/SEA application for a designation order for the introduction of Civil Parking Enforcement for submission by the County Council to the DfT on behalf of FDC.
6. Authorise Officers to seek an agency agreement with the Highways Authority, Cambridgeshire County Council, in line with the recommendations above in support of the required application to the DfT.
7. That authority be delegated to the Corporate Director for Finance to resolve any outstanding issues in consultation with the project team, Police and the Highway Authority Highways and Traffic Teams to implement the scheme in accordance with the proposed project timeline.
8. Approve the appointment of a specialist CPE consultant to undertake the Civil Parking Enforcement implementation phase and guide the project team through the complex CPE process. It is estimated that the cost of this appointment to be in the region of £30,000.

APP A - IMPLEMENTATION OF CIVIL PARKING ENFORCEMENT



04/07



Agenda Item No:	<b>8</b>	
Committee:	<b>Cabinet</b>	
Date:	<b>22 March 2021</b>	
Report Title:	<b>Project Update - Growing Fenland &amp; CCC £5m Communities Capital Fund</b>	

## 1 Purpose / Summary

Significant capital funding has recently been made available to Fenland District Council via the following schemes:

- Cambridgeshire & Peterborough Combined Authority (CPCA) Market Towns Initiative (which has been given the working title of Growing Fenland)
- Cambridgeshire County Council (CCC) £5m Capital Communities Fund

This report gives an update on the progress of funding bids submitted to both schemes including any resulting capital or revenue implications for the Council should the bids be successful.

## 2 Key issues

- The CPCA has made funding available through their Market Towns Initiative to deliver the priorities outlined in the Growing Fenland town plans.
- Changes to the original programme included:
  - Capital funding available has doubled to £1m (ring-fenced for each town).
  - Deviation from the approved Growing Fenland plans will be permitted if linked to supporting recovery from the COVID-19 pandemic.
  - An element of match funding will be required.
  - FDC were originally the accountable body for all funding received, but each application is now being reviewed to enable funding to go straight to third parties who are best placed to deliver specific projects.
  - Capital funding to be spent by March 2022.
- The funding made available through the CCC £5m Capital Communities Fund also requires an element of match funding.
- This report provides an update on projects at various stages of submission to both funding streams.
- A number of these projects may link to other initiatives, such as the Local Economic Recovery Strategy.
- It should be noted that some of the projects submitted through both initiatives relate to FDC owned assets and some projects may require capital or revenue contributions from the FDC capital or revenue budget either immediately or in the future.
- Projects requesting match funding from FDC's revenue or capital budget are set out in the recommendations below.

### 3 Recommendations

To note the content of the report and projects due to be submitted to the next CPCA Board Meeting on 24.03.21 as set out in appendix E.

#### CCC Capital Communities Fund:

- No further action required

#### Growing Fenland:

- Cabinet members are asked to note confirmation of CPCA funding requested in the table below.

TOWN	PROJECT	CPCA FUNDING REQUESTED	CAPITAL COST IMPLICATIONS FOR FDC	REVENUE COST IMPLICATIONS FOR FDC (PER YEAR)	PROJECT TO BE DELIVERED BY
Chatteris	Chatteris Skills Development	£36,178	£0	£0	Stainless Metalcraft
Wisbech	Wisbech Water Park	£147,500	Circa £125,000 (please note point 5.14 in main report)	£0 (please note point 5.14 in main report)	FDC & Wisbech Town Council

<b>Wards Affected</b>	All wards
<b>Forward Plan Reference</b>	
<b>Portfolio Holder(s)</b>	Cllr Chris Boden - Leader of the Council Cllr Jan French - Deputy Leader of the Council Cllr Ian Benney - Portfolio Holder for Economic Growth
<b>Report Originator(s)</b>	Paul Medd - Chief Executive Carol Pilson - Corporate Director Peter Catchpole - Corporate Director Jo Blackmore - Executive Officer
<b>Contact Officer(s)</b>	Paul Medd - Chief Executive Carol Pilson - Corporate Director Peter Catchpole - Corporate Director Jo Blackmore - Executive Officer

**Background Paper(s)**

[Cambridgeshire & Peterborough Combined Authority Board Meeting minutes - 28.03.18](#)

Growing Fenland reports tabled at FDC Cabinet meeting held on 09.01.20:

[Growing Fenland Town Reports](#)

[Growing Fenland Overarching Strategic Report](#)

Details of Cambridgeshire County Council £5m Communities Capital Fund

[CCC £5m Capital Community Fund](#)

## 4 Background

- 4.1 Significant capital funding has recently been made available to Fenland District Council via the following schemes:
- Cambridgeshire & Peterborough Combined Authority (CPCA) Market Towns Initiative (which has been given the working title of Growing Fenland)
  - Cambridgeshire County Council (CCC) £5m Capital Communities Fund
- 4.2 This report gives an update on the progress of funding bids submitted to both schemes as well as any resulting capital or revenue implications for the Council should the bids be successful.

## 5 Growing Fenland

### Introduction

- 5.1 Following a successful pilot scheme undertaken in St Neots, the Cambridgeshire & Peterborough Combined Authority (CPCA) Board committed to provide funding to create a masterplan for growth for each market towns within the CPCA area (as recorded in the actions from the [CPCA Board meeting held on 28.03.18](#)).
- 5.2 With the aim of bringing jobs, infrastructure and growth the Fenland area, the masterplans would also enable each of our towns to become and remain "vibrant and thriving places" in their own right whilst helping to boost the local and regional economy. The recent COVID-19 pandemic has brought a sharper focus to this work as communities and businesses adapt to new ways of working, shopping and socialising in the midst of a recession.
- 5.3 A commitment of £50k was made by the CPCA to produce a masterplan for each town. In Fenland, funding was originally provided for Chatteris, March and Whittlesey only (£150k in total) due the ongoing Wisbech 2020 Vision work. However, a decision was later made to include Wisbech in the process and a further £50k was committed to the Fenland project.
- 5.4 The master planning project was given a working title of 'Growing Fenland' which linked the proposed growth of the local economy to our important agricultural heritage.
- 5.5 Four town masterplans were produced, following the process outlined in the '[Growing Fenland - Town Reports](#)' paper tabled at the FDC Cabinet meeting held on 09 January 2020.
- 5.6 All four town reports were approved at number of formal meetings from October 2019 to January 2020 which included:
- All four town council meetings
  - FDC Cabinet meeting (09.01.20)
  - CCC Communities & Partnership Committee (23.01.20)
  - CPCA Board Meeting (29.01.20)

### CPCA Market Towns Initiative Funding

- 5.7 At the start of the project, the capital funding due to be made available by the CPCA was thought to be in the region of £50k per town. However, the Board of the CPCA

[unanimously approved revised plans for their Market Towns Programme](#) at their board meeting held on 3 June 2020.

5.8 Changes to the original programme included:

- Capital funding available was doubled to £1m (ring-fenced for each town)
- Deviation from the approved Growing Fenland plans would be permitted if linked to supporting recovery from the COVID-19 pandemic
- An element of match funding would be required where possible
- Capital funding to be spent by March 2022

5.9 Further information on the CPCA Market Towns Programme can be found in the following documents:

- CPCA Market Towns Programme Investment Prospectus - June 2020 (appendix A)
- Guidance for Market Town Funding Applications - June 2020 (appendix B)
- CPCA Market Towns Programme Funding Application Form (appendix C)

### **Growing Fenland bids**

5.10 The Growing Fenland Town Teams have been meeting regularly to discuss and submit bid applications to the CPCA to draw down the £1m funding allocated to each town.

5.11 A number of bids have already been successful, and they are shown in the table below (for further details, please see appendix D attached):

<b>TOWN</b>	<b>PROJECT</b>	<b>CPCA FUNDING ALLOCATED</b>	<b>DATE OF DECISION BY CPCA</b>	<b>PROJECT TO BE DELIVERED BY</b>
Whittlesey	Interactive Flood Signs*	£56,500	30.09.20	CCC / Whittlesey Town Council
Wisbech	Wisbech Market Place Enhancement Scheme*	£200,000	30.09.20	Wisbech Town Council
Chatteris	Chatteris Town Centre Renaissance Fund**	£100,000	25.11.20	Chatteris Town Council
Whittlesey	Whittlesey Heritage Visitor Centre**	£500,000	25.11.20	Whittlesey Town Council
Whittlesey	Whittlesey Heritage Walk**	£218,169	25.11.20	FDC / Whittlesey Town Council
March	Match funding for March Future High Street Fund	£9,000 Growing Fenland March + £11,000 from the CPCA  = £2m total	27.01.21	FDC
Whittlesey	Business Capital Grants Scheme	£124,331	27.01.21	FDC
Wisbech	Footfall Counters	£19,500	27.01.21	Wisbech Town Council
Wisbech	Replacement Shopwatch Radios	£33,800	27.01.21	Wisbech Town Council
Wisbech	Business Capital Grants Scheme	£200,000	27.01.21	FDC
District Wide Scheme	Civil Parking Enforcement	£400,000	27.01.21	FDC

\*For further details on bid submissions, please see the Projects Update report tabled at the FDC Cabinet Meeting held on 21.10.20.

\*\*For further details on bid submissions, please see the agenda pack for the [CPCA Board Meeting held on 25.11.20](#).

- 5.12 The **Wisbech Water Park** proposal was deferred prior to the CPCA meeting on 25 November 2020 as additional information was requested. This information has been collated and re-submitted with the original bid ready for the next CPCA Board Meeting scheduled for 24 March 2021 (please also see point 5.14 below).
- 5.13 Further bids are due to be submitted to the next CPCA Board Meeting scheduled for 24 March 2021 (for more detail, please see appendix E attached). The capital and revenue expenses for FDC are shown below:

TOWN	PROJECT	CPCA FUNDING REQUESTED	CAPITAL COST IMPLICATIONS FOR FDC	REVENUE COST IMPLICATIONS FOR FDC (PER YEAR)	PROJECT TO BE DELIVERED BY
Chatteris	Chatteris Skills Development	£36,178	£0	£0	Stainless Metalcraft
Wisbech	Wisbech Water Park	£147,500	Circa £125,000 (please note point 5.14 below)	£0 (Please note point 5.14 below)	FDC / Wisbech Town Council

- 5.14 It should be noted that the expected lifespan of the **Wisbech Water Park** equipment is around 10 years. To replace the equipment at the end of its useful life is likely to cost circa £125,000 and it is recommended that FDC acknowledge this and review in line with its asset management plans in place for Parks and Open Spaces and will be subject to funding availability at the time. Wisbech Town Council will underwrite all revenue costs (which was agreed at the Wisbech Town Council meeting held on 14.12.20).
- 5.15 The towns of March and Whittlesey have now submitted bids (which have subsequently been approved) for 100% of their £1m allocation. Therefore, no further bids will be submitted from these two Growing Fenland teams.
- 5.16 The Growing Fenland Chatteris Town Team had submitted an additional bid to the March CPCA Board Meeting. The bid outlined plans for the relocation of the Chatteris Museum to an empty property on the High Street, a project which would also see additional community space created in the town as well as 2 residential properties. The bid will not be taken forward to the March CPCA Board meeting as additional information has been requested by the Combined Authority. Officers have also been advised that any future Growing Bids will not be considered by the CPCA until their board meeting in July. However, a request has been made for the Chatteris Museum bid to be considered in advance of the July date. Members are asked to note this change of approach which could affect any further bids to be submitted.

### **Growing Fenland - next steps**

- 5.17 Completed bid documents will be submitted to the CPCA Board meeting scheduled for 24 March 2021 as outlined above, once any revenue and capital costs are approved by FDC Cabinet. Links to documents submitted to the CPCA Board meeting scheduled for 24 March 2021 will be circulated to Cabinet members.

- 5.18 The outcome of these bid submissions will be included in the next Projects Update Report presented to Cabinet members.
- 5.19 Details of bids due to be submitted to subsequent CPCA meetings will be brought to an FDC Cabinet meeting prior to submission to the CPCA.

## **6 Cambridgeshire County Council £5m Communities Capital Fund**

### **Background**

- 6.1 A £5m fund aimed at creating opportunities and improving lives and skills across Cambridgeshire was launched by Cambridgeshire County Council (CCC) on 7 April 2020.
- 6.2 Bid submissions were welcomed if they could demonstrate that they would:
- bring people together and involve them in the design and implementation
  - improve local places and spaces that are important to communities
  - help to address local priorities, e.g. increasing skills, reducing loneliness, improving physical and mental health
  - improve access to new or existing services or activities, e.g. sports, leisure, education
  - demonstrate match funding - this could include in kind contributions, land transfer etc
  - minimise any potential impact on carbon emissions
- 6.3 Bids could be submitted by any voluntary, community organisation or social enterprise alongside public bodies such as district, parish and town councils, schools or any other organisation that could demonstrate how their project would benefit Cambridgeshire residents.

### **Submission process**

- 6.4 Each bid could apply for up to £500,000 of capital funding. Bids were to be considered on a 'first come, first served' basis.
- 6.5 CCC requested that bids were submitted via the local county councillor or community champion.
- 6.6 An expression of interest was submitted initially, and a more detailed business case was requested if the project passed the first stage. For further detail, please see appendix F attached.

### **Projects submitted to the CCC £5m Communities Capital Fund**

- 6.7 A number of projects were submitted to the CCC £5m Communities Capital Fund. A summary of the successful projects is shown in appendix G attached.
- 6.8 Cabinet are asked to note the following updates on 2 of the projects being delivered by FDC in partnership with other stakeholders:

- **West End Park, March**

Improvements to the tarmac path close to the river and a new path linking the main path through the park to the bandstand are almost complete. The run path for ParkRun is almost completed as well – with pathway works being delayed several times due to the inclement weather experienced in the past few weeks. Fencing the skate park off from the rest of the park is also underway, with all pathway and fencing works due to be completed in the coming weeks (weather dependent).



The play area extension is awaiting the results of a supplementary third party funding bid.

- **Wisbech Park Pavilion**

The cost of this project is likely to be £500,000. A bid for additional funding from the CPCA as part of the Growing Fenland project may be submitted, depending on the outcome of other bids for the town.

6.9 The CCC £5m Communities Capital Fund is now closed to any further Expressions of Interest having been oversubscribed.

## **7 Effect on corporate objectives**

7.1 The corporate objectives which link to the Growing Fenland project area as follows:

### **7.2 Communities**

- Support vulnerable members of our community
- Promote health & wellbeing for all
- Work with partners to promote Fenland through culture and heritage
- **Environment**
- Work with partners and the community on projects that improve the environment and our street scene
- Work with partners to keep people safe in their neighbourhoods by reducing crime and anti-social behaviour and promoting social cohesion
- **Economy**
- Attract new businesses, jobs and opportunities whilst supporting our existing businesses in Fenland
- Promote and enable housing growth, economic growth and regeneration across Fenland
- Promote and lobby for infrastructure improvements across the district

## **8 Conclusions**

8.1 Attracting funding to deliver the priorities outlined in the Growing Fenland Town Reports is key to driving economic growth whilst celebrating the unique character and strengths of each individual area.

8.2 The CCC £5m Communities Capital Fund has provided additional opportunities to deliver projects that will benefit the local community.

8.3 Projects that are successfully funded through these funding streams will help to deliver many of the Council's corporate objectives as well as a number of targets set out within the [CPCA's Business Plan for 2020/21](#).

8.4 Further update reports will be tabled at future Cabinet meetings to ensure that any capital and/or revenue costs taken from FDC budgets can be considered.

# APPENDIX A

## CPCA MARKET TOWNS PROGRAMME INVESTMENT PROSPECTUS - JUNE 2020

### INTRODUCTION – GROWING THE CAMBRIDGESHIRE & PETERBOROUGH SUB-ECONOMIES

The Market Towns Programme is a substantial commitment being made between the Combined Authority and the local areas, with scope to develop key market towns for significant impacts on the growth of sub-economies. Successful delivery of the programme will have positive benefits to residents, businesses, and workers within the CPCA area.

The Combined Authority is committed to the future prosperity and success of every market town in the county and is investing in making this a reality through working closely with Town Councils, District Councils' and local partners across Huntingdonshire, Fenland and East Cambridgeshire to deliver eleven Masterplans for key market towns. The Market Towns Programme was piloted in St Neots as part of the Mayor's 100 Day Plan.

### LOCAL INDUSTRIAL STRATEGY PRIORITIES

The Market Towns Programme endorses Mayor Palmer's target for the region, to double its Gross value added (GVA) over the next twenty years. For this to be achieved, the areas market towns will be required to 'do their bit' to improve the three economies.

The LIS has detailed the key areas of action needed to support the Combined Authority's devolution deal commitment to doubling the size of the Cambridgeshire and Peterborough economy. It has identified the key strengths and challenges of the distinct sub economies of the Fens, Greater Peterborough and Greater Cambridge, detailing the strategy for supporting broad-based growth and spreading prosperity to more people.

A commitment was made by the CPCA to produce a Masterplan for each of the key market towns (based on new research and analysis required to deliver the bold growth ambitions) and their interventions hereby enshrine the importance of inclusive growth, in line with CPIER and LIS recommendations.

Applicants will need to demonstrate how they help deliver against LIS priorities through capital investment that will:

- Further develop infrastructure through planned transport, digital and energy interventions across the Combined Authority partnership.
- Deliver integrated approaches to business support, ensuring businesses and potential businesses have the access to the right kind of space, access to growth coaching and supporting networks to help them.
- Harnessing innovation as a tool for business growth, generating world class research.
- Improving education and training levels to ensure businesses have the skills they need, and people have better opportunities.

The Local Industrial Strategy can be viewed [here](#).

## MARKET TOWNS PROGRAMME

A third of our population lives in market towns, with nearly as many again living in surrounding areas. Although links with our core cities are vital, investment and attention has often favoured cities and forgotten the role that market towns play for our region. Alongside this under-investment towns are facing many external pressures like the declining town centres and high streets, an ageing population, and a reduction of in-town job opportunities leading to more outward commuting.

Many of the market towns and villages surrounding Cambridge have rich visitor opportunities, which if developed into a more coordinated offer can bring in revenue and create real economic opportunities. Business tourism is very important as well and has an important impact on the growth and productivity of other sectors in the economy, especially in knowledge intensive industries.

A Masterplan for each of the eleven market towns across the region provides the opportunity to look at the unique features of each town and offers deliverables which will benefit the immediate and wider economy.

With the aim of bringing jobs, infrastructure and growth, the Market Towns Programme will enable each town to become and remain "vibrant and thriving places" whilst helping to boost the local and regional economy.

## PROGRAMME FUNDING CRITERIA

The CPCA is providing capital investment to mobilise each town masterplan and to act as a funding catalyst to securing additional investment. This is an open call – that will last until all available resources have been invested, or the Board decides to issue further instruction.

This Investment Prospectus outlines the process that allocates funding and manages the process post allocation. A transparent and consistent approach has been established to oversee delivery of the Market Towns Programme. All funding applications will be assessed in accordance with specific call specifications & criteria (including match funding and value for money), set against delivery and implementation of each CPCA approved Masterplan.

**Given the transformative aims of the Programme, the CPCA is especially keen to see movement on the more ambitious projects set out in the Masterplans and prospectuses for growth and will prioritise these. And whilst there will be opportunities for longer term projects, applications will have more chance of approval if they can also demonstrate fast impact, especially to support COVID economic recovery over the next 9 months to the new financial year when unemployment impacts of COVID are expected to peak. Applicants are encouraged to explicitly set out how project proposals respond to the challenge of a post Covid-19 economy and how they help reshape and transform the high street and towns, so they are fit for the future.**

Applicants are asked to also consider promoting healthier lifestyles for market town communities – including active travel & air quality benefits and supporting a greener economy.

To secure funding, local authority leads will be invited to submit bids against the following programme eligibility and funding criteria:

- Market Towns funding is allocated to East Cambridgeshire, Fenland, and Huntingdonshire and cover the market towns of St Neots, St Ives, Huntingdon, Ramsey, Wisbech, March, Chatteris, Whittlesey, Ely, Soham and Littleport.
- Market Towns funding must be spent at the latest by 31 March 2022, or earlier as specified within the funding agreement. Deliverability of projects will be an important factor in appraising proposals.
- Proposals are invited to support the mobilisation of each Masterplan and against activities which address the needs and those interventions identified as required to drive targeted growth and regeneration of each town.
- Proposals will be required to set out how they can support the tailoring of local economic policy for each market town to increase the attractiveness of towns for the new generation of lifestyle entrepreneurs.
- The prospectus is seeking proposals for capital investment only. There is no revenue funding available through this prospectus.
- CPCA funding will be provisionally shared across the 10 market towns, with applicants able to bid for up to £1m of capital funding for each town. Consideration will be given to a variety of funding proposals, and applicants will have the opportunity to bid for one or few investments (several smaller scale interventions) against the £1m funding cap for each town. Any unallocated funds will be made available to all 11 market towns.
- In addition, the CPCA has also agreed to recycle £3.1m market town investment back into St Neots and this will be also administered through the Investment Prospectus process. This makes the total CPCA investment being pledged to support delivery of Market Town masterplans is £13.1m across the 11 market towns.
- If the total project(s) cost is likely to exceed the £1m threshold for each town, then a demonstration of a phasing approach would help show how initial funds can be used now, while raising additional funds or investment from other sources.
- Applicants should seek their own advice on State Aids implications of the proposed project, and evidence of this will be sought as a condition of funding. Combined Authority funding cannot be used towards State Aids or other legal costs incurred by the project delivery body as part of the application process. The Combined Authority will not reimburse legal or other costs incurred during applications, whether the application successful or unsuccessful in seeking funding.

## **COVID RECOVERY**

Applicants are also be asked to consider how market towns can support Covid-19 recovery for Cambridgeshire & Peterborough, focusing on the anticipated changes in behaviour around the use of public transport, commercial and public community space, and the revitalisation of High Streets.

Proposals should outline how market town interventions can help support and sustain Government recovery plans based on new econometrics around increased home/remote working and shared commercial space, improve public transport systems, repurpose community space and enhance infrastructure connectivity.

## **APPLICATION PROCESS & FUNDING APPROVAL**

- The process will be a one-stage application process and applicants will be invited to complete an application form for each project to the Combined Authority. Applicants will have the opportunity to have initial discussions with relevant Combined Authority officers regarding eligibility and the suitability of the proposed project.
- Due diligence and appraisal will be initially managed by the Combined Authority, where the strategic need, economic and commercial case for each project proposal will be examined based on delivery of CPCA approved Masterplans.
- All proposals will be assessed against a set of appraisal metrics. Appraised applications will be scored and ranked based of the programme criteria. This approach will help manage any oversubscription of programme funds.
- Recommendations will be brought to the Entrepreneurial Advisory Panel (EAP) for independent review and then onto the CA Board for approval.
- It is expected that project proposals will be brought to Combined Authority Board for approval in July, September, and November 2020 for approval. The submission timeline for the next three Board cycles are as follows:
  - **July Combined Authority Board** (Wednesday 5 August 2020) \* for those proposals already in development and discussed with CPCA officers.

APPLICATION DEADLINE – FRIDAY 10 JULY 2020

- **September Combined Authority Board** (30 September 2020)

APPLICATION DEADLINE – FRIDAY 11 SEPTEMBER 2020

- **November Combined Authority Board** (25 November 2020)

APPLICATION DEADLINE – FRIDAY 30 OCTOBER 2020

## **FURTHER INFORMATION**

- Application Form & Guidance



**CAMBRIDGESHIRE & PETERBOROUGH**  
COMBINED AUTHORITY

## **APPENDIX B**

# **GUIDANCE FOR MARKET TOWN FUNDING APPLICATIONS**

**June 2020**

## **CONTENT**

1. Key Purpose
2. Project Details
3. Project Deliverables
4. Funding Award Process
5. Supporting Documentation
6. Project Variance
7. Project Monitoring

## 1. Key Purpose

This guide is to assist district authorities applying for Market Town Funds to understand the process and the procedures in place at Cambridgeshire & Peterborough Combined Authority (CPCA) prior to and once funding has been agreed.

It covers the following:

- Proposal development
- Application
- Requesting any changes
- Reporting structure
- Key documents

## 2. Project Details

CPCA has committed capital funding to support economic growth of key market towns and to facilitate implementation of approved Masterplans, developed in partnership with district partners.

The Investment Prospectus outlines the process that allocates funding and manages the process post allocation. A transparent and consistent approach has been established to oversee delivery of the Market Towns Programme. Given the transformative aims of the programme, the CPCA is especially keen to see movement on the more ambitious projects set out in the Masterplans and prospectuses for growth and will prioritise these.

There will be opportunities for longer term projects, but applications will have more chance of approval if they can also demonstrate fast impact, especially to support COVID economic recovery over the next 9 months to the new financial year when unemployment impacts of COVID are expected to peak.

Applicants are encouraged to explicitly set out how project proposals respond to the challenge of Covid-19 recovery and helps reshape the high street to transform it, so it is fit for the future. Applicants are also asked to consider promoting healthier lifestyles for market town communities – including active travel benefits, air quality benefits and supporting a greener economy.

If the total project(s) cost is likely to exceed the £1m threshold for each town, then a demonstration of a phasing approach would help show how initial funds can be used now, while raising additional funds or investment from other sources.

## 3. Project Deliverables

Please refer to the below table and guidelines in setting out the project outputs and outcomes:



<b>Employment &amp; Skills</b>					
Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3
<i>Amount of newly created full-time jobs.</i>	<i>Temporary jobs (construction of contract based) as a direct result of intervention.</i>	<i>Wider job impacts as a result of indirect intervention.</i>	<i>Amount of newly created apprenticeship opportunities as a direct result of intervention.</i>		
Area of learning/training space improved (m2)	Area of learning/training space rationalised (m2)	New learners assisted (on courses to full qualification)			
<i>Amount of training/learning floor space refurbished to improve building condition and/or fitness for purpose. For FE Colleges, this should be by estate grading. Figures to be provided following completion.</i>	<i>Amount of training/learning floor space rationalised to operate more efficiently.</i>	<i>The number of new learners assisted as a direct result of the intervention, in courses leading to a full qualification.</i>			
<b>Business &amp; Enterprise</b>					
Number of businesses receiving grant support (high street/town centres)	Number of businesses receiving grant support (wider town)	Number of businesses receiving non-financial support			
<i>Number of SMEs receiving grant funding support with the intention of improving</i>		<i>Number of SMEs receiving support (inc.</i>			



<i>performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). To be counted where the support is at least £1,000.</i>		<i>advice and training with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting).</i>			
<b>Commercial</b>					
Area of commercial floorspace to be created (m2)	Area of commercial floorspace to be refurbished (m2)	Area of public realm / outside space improved or enhanced (m2)	Area of commercial land / floorspace rationalised (m2)	Number of commercial premises with improved broadband access	
<i>Amount of newly created commercial floorspace as a direct result of intervention.</i>	<i>Amount of existing commercial floorspace improved or refurbished as a direct result of intervention.</i>	<i>Amount of newly created public realm improvements as a direct result of intervention.</i>	<i>Amount of commercial land or floorspace rationalised to operate more efficiently.</i>	<i>Amount of commercial properties with improved digital infrastructure and connectivity as a direct result of intervention.</i>	
<b>Transport</b>					
Length of new cycleway to be created (m)	Length of new footpaths to be created (m)	Number of new public transport services			
<i>Amount of newly created cycleway infrastructure as a direct result of intervention.</i>	<i>Amount of newly created footpath infrastructure as a direct result of intervention.</i>	<i>Amount of newly established transport links or improved services as a direct result of intervention.</i>			
<b>Development Sites &amp; Housing</b>					

Area of land to be developed (m2)	Number of new housing units/dwellings to be created	Number of new housing units/dwellings to be refurbished			
<i>At the impact site, the area and class of development to be completed. Floor areas should be measured in accordance with the RICS Code of measuring practice (6th edition) 2007. A building should be classified as completed once it is on the non-domestic rating list.</i>	<i>Amount of new housing infrastructure creating new dwellings as a direct result of intervention.</i>	<i>Amount of existing housing stock to be refurbished as a direct result of intervention.</i>			
<b>Community</b>					
Area of new community floorspace to be created (m2)	Area of community floorspace to be refurbished (m2)	Area of community floorspace rationalised (m2)	Number of community groups receiving grant support		
<i>At the impact site, the area and class of community use development to be completed.</i>	<i>Amount of existing community use floorspace improved or refurbished as a direct result of intervention.</i>	<i>Amount of community use floorspace rationalised to operate more efficiently.</i>	<i>Number of community-based groups receiving grant funding support with the intention of improving performance.</i>		

## 4. Funding Award Process

- a. Project Proposals
  - i. Ideas should come from the approved Masterplan for each town and the interventions recommended therein. Consideration should also be given to Covid response related interventions to support short-medium term economic recovery to March 2021. Furthermore, ideas should all link in some way to the [Cambridgeshire and Peterborough Local Industrial Strategy](#)
- b. Application
  - i. The Application will be developed and submitted by the lead organisation (district authorities) on behalf of each town based on wider consultation with town councils.
  - ii. Due diligence and appraisal will be initially managed by the CPCA, where the strategic need, economic and commercial case for the projects will be examined based on proposed interventions for each town. All proposals will be assessed against an agreed set of appraisal metrics, and independent appraisals will be commissioned if needed for complex projects.
  - iii. The application and appraisal report will be submitted to CA Board and the project is recommended for approval, approval with conditions or rejection.
  - iv. If the project is deemed unsuitable for funding the lead organisation will be informed within 5 working days of the CA Board decision.
  - v. If the lead organisation wishes they can update the Application taking into account, the feedback from the CA Board and resubmit their project or they can stop the process.
  - vi. If the project is recommended for funding with conditions those conditions must be met before final approval is given by the CA Board.
  - vii. Once full approval is given the lead organisation will be issued with an Approval Letter.
  - viii. Further contractual arrangements are entered into with the CPCA Legal Team and are based on whether the funds are a grant fund or a loan arrangement.

## 5. Supporting Documentation

In order for your Application Form to progress you will need to provide additional supporting documents, these are:

- a. *Project Plan*
- b. *Risk Log*
- c. *Project cashflow spreadsheet*

## 6. Project Variance

A change to the project could be generated because of changes to:

- a. Cost
- b. Time
- c. Scope.

Any changes will be submitted by the lead organisation on the correct form and recommendations will be made to the CA Board.

The lead organisation will be informed via a formal Project Variation letter within 10 working days of the request being submitted.

## **7. Project Monitoring**

- a. A [claim form](#) requesting payment and milestone update is required monthly/weekly.
- b. A formal highlight report is required monthly and should be completed by the Project Manager identified in the Application.



# APPENDIX C

## CPCA MARKET TOWNS PROGRAMME FUNDING APPLICATION FORM

APPLICANT DETAILS			
<b>Project Title</b>			
<b>Market Town</b>			
<b>Lead Authority</b>			
<b>UK Registered Address</b>			
<b>Contact Person</b>  (please include job title and project role)			
<b>Contact Telephone</b>			
<b>Contact Email</b>			
<b>VAT Registration Number</b>		<b>Companies House Registration Number</b>	
<b>Number of Employees</b>			
<b>Key Documents in Place</b>	Equal Opportunities/Diversity Policy	Yes	No
	Modern Slavery Policy	Yes	No
	Health & Safety Policy	Yes	No
<b>We do not require copies of these policies at this stage, please circle as appropriate</b>			

PROJECT DETAILS
<b>Project Description – please provide details of the project and what specifically will be delivered (please refer to the Investment Prospectus and Guidance)</b>

<b>Project Partners - please list any key partners in the project and the engagement on the project to date</b>	
<b>Proposed project Start date</b>	
<b>Proposed project Completion date</b> <b>(Please note: CPCA Market Towns funding must be spent by the project delivery body by 31 March 2022)</b>	
<b>Key Milestones – please detail project phasing to delivery</b>	

<b>PROJECT DELIVERABLES</b>	
<b>Project Outcomes - please indicate how the project will deliver against job outputs and wider economic outcomes, including any increases in productivity and volumes of trade exports (<u>please refer to the Investment Prospectus and Guidance</u>)</b>	
<b>Which key sector(s) does this project intend to support?</b>	
<b>Is the project part of a wider development/programme/project? If so, please</b>	



<b>provide details</b>	
<b>What is the current status of your project (or key elements)?</b>  E.g. In development, Outline design, Planning approved, Ready to start or Project underway?	
<b>Is Planning Permission required? If so, by when is this anticipated?</b>	
<b>If the project includes development or redevelopment of land or premises, please indicate whether your organisation has control of the site or when you expect to have control or ownership</b>	

<b>SITE DETAILS (FOR CONSTRUCTION PROJECTS)</b>	
<b>Location</b>	
<b>Site Ownership</b>	
<b>Current Use</b>	
<b>Proposed Use</b>	
<b>Site Area (ha)</b>	
<b>Existing Built Floorspace (sqm)</b>	
<b>Planning Permissions?</b>	
<b>Section 106 Agreements?</b>	
<b>Existing Land Charges or Restrictions?</b>	

<b>SITE DETAILS (FOR REFURBISHMENT PROJECTS)</b>	
<b>Location</b>	
<b>Site Ownership</b>	





<b>Current Use</b>	
<b>Proposed Use</b>	
<b>Site Area (ha)</b>	
<b>Existing Built Floorspace (sqm)</b>	
<b>Planning Permissions?</b>	
<b>Section 106 Agreements?</b>	
<b>Existing Land Charges or Restrictions?</b>	

PROJECT OUTPUTS 2020/21					
Project Outputs - please indicate how the project will deliver against the outputs below – complete only those that apply to your project.					
<b>Employment &amp; Skills</b>					
Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3
Area of learning/training space improved (m2)	Area of learning/training floorspace rationalised (m2)	New learners assisted (on courses to full qualification)			
<b>Business &amp; Enterprise</b>					
Number of businesses receiving grant support (high street/town centres)	Number of businesses receiving grant support (wider town)	Number of businesses receiving non-financial support			
<b>Commercial</b>					
Area of commercial floorspace to be created (m2)	Area of commercial floorspace to be refurbished (m2)	Area of public realm / outside space improved or enhanced (m2)	Area of commercial land / floorspace rationalised (m2)	Number of commercial premises with improved broadband access	
<b>Transport</b>					
Length of new cycleway to be created (m)	Length of new footpaths to be created (m)	Number of new public transport services			



<b>Development Sites &amp; Housing</b>					
Area of land to be developed (hectares)	Number of new housing units/dwellings to be created	Number of new housing units/dwellings to be refurbished			
<b>Community</b>					
Area of new community floorspace to be created (m2)	Area of community floorspace to be refurbished (m2)	Area of community floorspace rationalised (m2)	Number of community groups receiving grant support		

PROJECT OUTPUTS 2021/22					
Project Outputs - please indicate how the project will deliver against the outputs below – complete only those that apply to your project.					
<b>Employment &amp; Skills</b>					
Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3
Area of learning/training space improved (m2)	Area of learning/training floorspace rationalised (m2)	New learners assisted (on courses to full qualification)			
<b>Business &amp; Enterprise</b>					
Number of businesses receiving grant support (high street/town centres)	Number of businesses receiving grant support (wider town)	Number of businesses receiving non-financial support			
<b>Commercial</b>					
Area of commercial floorspace to be created (m2)	Area of commercial floorspace to be refurbished (m2)	Area of public realm / outside space improved or enhanced (m2)	Area of commercial land / floorspace rationalised (m2)	Number of commercial premises with improved broadband access	
<b>Transport</b>					
Length of new cycleway to be created (m)	Length of new footpaths to be created (m)	Number of new or improved public transport services			



<b>Development Sites &amp; Housing</b>					
Area of land to be developed (hectares)	Number of new housing units/dwellings to be created	Number of new housing units/dwellings to be refurbished			
<b>Community</b>					
Area of new community floorspace to be created (m2)	Area of community floorspace to be refurbished (m2)	Area of community floorspace rationalised (m2)	Number of community groups receiving grant support		

**PROJECT OUTPUTS 2022/23 (Onwards)**

**Project Outputs - please indicate how the project will deliver against the outputs below – complete only those that apply to your project.**

**Employment & Skills**

Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3
Area of learning/training space improved (m2)	Area of learning/training floorspace rationalised (m2)	New learners assisted (on courses to full qualification)			

**Business & Enterprise**

Number of businesses receiving grant support (high street/town centres)	Number of businesses receiving grant support (wider town)	Number of businesses receiving non-financial support			
---	---	--	--	--	--

**Commercial**

Area of commercial floorspace to be created (m2)	Area of commercial floorspace to be refurbished (m2)	Area of public realm / outside space improved or enhanced (m2)	Area of commercial land / floorspace rationalised (m2)	Number of commercial premises with improved broadband access	
--	--	--	--	--	--

**Transport**

Length of new cycleway to be created (m)	Length of new footpaths to be created (m)	Number of new or improved public transport services			
--	---	---	--	--	--



<b>Development Sites &amp; Housing</b>					
Area of land to be developed (hectares)	Number of new housing units/dwellings to be created	Number of new housing units/dwellings to be refurbished			
<b>Community</b>					
Area of new community floorspace to be created (m2)	Area of community floorspace to be refurbished (m2)	Area of community floorspace rationalised (m2)	Number of community groups receiving grant support		



FINANCIAL DETAILS				
Total Project Costs				
Total Capital				
Total Revenue				
Total Market Town Funds requested				
Please provide a financial summary for the project. All information should relate to the project for which Growth Funds are being sought				
	2020/21	2021/22	2022/23 onwards	TOTAL COSTS
<b>COSTS (£)</b>				
<b>TOTALS</b>				
Please submit any information which substantiates these values and costs				

PROJECT FUNDING			
Please provide details of the funding already secured and/ or any being sought in addition to Market Town Funds, including, where appropriate any funding certificates			
SOURCE	VALUE (£)	TYPE (CAP/REV)	STATUS
Please confirm the projected expenditure profile for the Market Town Funding requested			
MILESTONE	AMOUNT (£)	DATE	
Please describe any other options (including funding options) that have been considered and explain why the amount being requested is the minimum necessary in order for the project to proceed			

STATE AIDS
Please confirm the Project is State Aid compliant: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/325465/bis-14-943-state-aid-general-block-exemption-guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/325465/bis-14-943-state-aid-general-block-exemption-guidance.pdf</a>
(Please provide a copy of any legal advice received in this respect)





<b>PROJECT RISKS</b>
<b>What are the key risks associated with the project and identified mitigation measures?</b>
<b>Do you have any additional comments/information to support your application?</b>

<b>DECLARATION</b>	
<ul style="list-style-type: none"><li>• I/We certify that to the best of our knowledge the information provided is a true and accurate reflection of our business circumstances. If this is found not to be the case the application will be declined without any further reference to us.</li><li>• I/We authorise Cambridgeshire &amp; Peterborough Combined Authority (CPCA) undertake any searches or other investigations deemed necessary in the assessment of my/our application. CPCA is under no obligation to notify me/us of the nature of these searches.</li><li>• I/We authorise CPCA to notify HM Government Ministry of Housing, Communities &amp; Local Government (MHCLG) and any of its subsidiaries of our application, where, in the opinion of CPCA, alternative and more appropriate sources of funding may be available.</li><li>• I/We confirm that CPCA may make enquiries of any person who may have access to information relevant to my/our application without prior reference to me/us.</li><li>• I/We agree that CPCA may use our company name in conjunction with their marketing activities.</li><li>• I/We agree that CPCA's decision is final.</li><li>• I/We have read and understood the features and eligibility criteria of the Programme.</li></ul>	
<b>Signature</b>	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	



### APPLICATION CHECKLIST

Please check you have included copies the following with your completed application:

- A completed and signed application form
- A spreadsheet setting out the timeline for drawing down funds against key project milestones
- A project cashflow spreadsheet (setting out all project costs and Market Towns funding)
- A completed Project Plan (template provided)
- A completed Risk Log (template provided)
- Lead organisation Health & Safety Policy
- Lead organisation Anti Slavery Policy
- Lead organisation Equal Opportunity Policy

Please note

- Submissions must be electronic
- Applicants agree to the information contained in this form being processed by Cambridgeshire & Peterborough Combined Authority for the express use of statistical analysis

### COMPLETED APPLICATIONS

Please return completed Application forms to:

[Domenico.Cirillo@cambridgeshirepeterborough-ca.gov.uk](mailto:Domenico.Cirillo@cambridgeshirepeterborough-ca.gov.uk)

If you have any queries, please contact the CPCA on 01480 277180

APPENDIX D

GROWING FENLAND PROJECTS - SUBMITTED BIDS - updated 08.02.21

REF	TOWN	PROJECT TITLE	PROJECT DESCRIPTION	FUNDING REQUESTED FROM CPCA	MATCH FUNDING	MATCH FUNDING PROVIDER	CAPITAL COST IMPLICATIONS FOR FDC	REVENUE COST IMPLICATIONS FOR FDC (PER YEAR)	CPCA BOARD MEETING DATE	BID SUBMISSION APPROVED?
WHI1	Whittlesey	Interactive Flood Signs	Interactive signs which will signal when the B1040 is closed due to flooding and can also be used to communicate other information to passing drivers	£56,500	£8,000	Whittlesey Town Council	£500	£0	30.09.20	Yes
					£500	FDC Leaders Fund				
WIS3	Wisbech	Wisbech Market Place	Modifications to Wisbech Market Place as part of a town centre improvement initiative	£200,000	£200,000	Wisbech Town Council	£0	£0	30.09.20	Yes
CHA2	Chatteris	Chatteris Town Centre Renaissance Fund	Refurbishment of street furniture and ornate streetlamps together with a grant fund available to business/retail unit owners and leaseholders in the centre of Chatteris for schemes to help improve the visual appearance of the town centre.	£100,000	40% of costs payable by businesses / retailers for grant fund	Local businesses / retailers	£0	None anticipated	25.11.20	Yes
WHI2	Whittlesey	Heritage Visitor Centre	A new visitor centre that showcases local artifacts and tells the story of Whittlesey, and Fenland more generally, from the Bronze Age to modern day.	£500,000	c £100,000	Value of land gifted by Forterra PLC	£0	TBC	25.11.20	Yes
					£8,000	Whittlesey Town Council				
					£1,666	FDC				

WHI3	Whittlesey	Heritage Walk	A walk starting and ending at the planned Heritage Visitor Centre (with alternative start & finish points in the town) providing residents and visitors with background information on key landmarks in the town	£218,169	£0	n/a	£0	£0	25.11.20	Yes
MAR1	March	Match Funding for March Future High Street Fund	Match funding for the March Future High Street Project following the receipt of an In-Principle offer letter from the Ministry of Housing and Local Government (MHCLG) for £6,447,129 of funding for ambitious plans submitted earlier in the year.	£9,000 + £11,000 CPCA funding = £2m in total	£0	N/A	£0	£0	24.03.21	Yes
WHI5	Whittlesey	Business Capital Grants Scheme	A capital grants scheme for the local business community to help mitigate against the effects of the COVID-19 pandemic	£124,331	£0	N/A	£0	£0	27.01.21	Yes
WIS9	Wisbech	Footfall Counters	Provision of additional footfall counters to monitor footfall in Wisbech Market Place	£19,500	£0	N/A	£0	£0	27.01.21	Yes
WIS13	Wisbech	Replacement Shopwatch Radios	Replacement of existing Shopwatch radio scheme with digital system	£33,800	£0	N/A	£0	£0	27.01.21	Yes
WIS14	Wisbech	Business Capital Grants Scheme	A capital grants scheme for the local business community to help mitigate against the effects of the COVID-19 pandemic	£200,000	£0	N/A	£0	£0	27.01.21	Yes
FEN1	District wide scheme	Civil Parking Enforcement	A bid for the capital costs involved with delivering a district wide Civil Parking Enforcement scheme. £100,000 to be allocated by each of the 4 market towns to deliver the scheme.	£400,000	£0	N/A	£0	£60,000 to £90,000 per annum (to be confirmed)	27.01.21	Yes

APPENDIX E

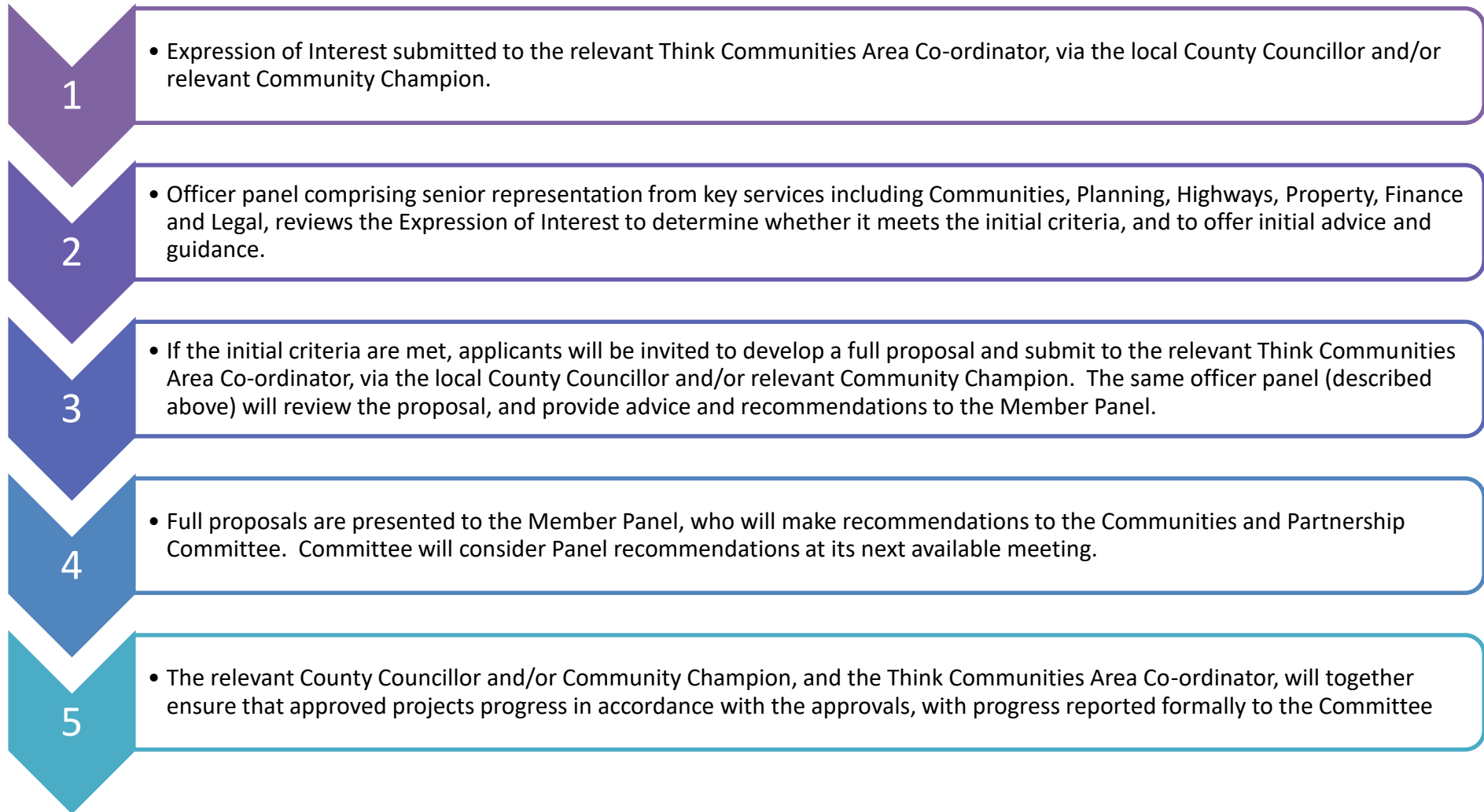
GROWING FENLAND PROJECTS - BIDS TO BE SUBMITTED - updated 08.02.21

Projects due to be submitted to CPCA Board meeting scheduled for 24.03.21

REF	TOWN	PROJECT TITLE	PROJECT DESCRIPTION	FUNDING TO BE REQUESTED FROM CPCA	MATCH FUNDING	MATCH FUNDING PROVIDER	CAPITAL COST IMPLICATIONS FOR FDC	REVENUE COST IMPLICATIONS FOR FDC (PER YEAR)	COMMENTS
CHA3	Chatteris	Chatteris Skills Development	Funding for ICT hardware and software to supports skills development	£36,178	£0	N/A	£0	£0	
WIS6	Wisbech	Wisbech Water Park	A water play space providing a permanent fun activity for families from Wisbech and the surrounding area, whilst also enhancing Wisbech Park, a key open space in the town.	£147,500	£2,500	Wisbech Town Council	c£125,000	£0	The CPCA have requested a commitment to underwrite any future capital or revenue shortfall. It is proposed that FDC underwrite the capital costs (replacement of equipment at the end of its useful life - likely to be 10 years) and Wisbech Town Council underwrite any revenue shortfall in addition to the annual revenue costs of c£1,500 per annum (agreed at the Wisbech Town Council meeting held on 14.12.20).

# APPENDIX F

## SUMMARY OF APPLICATION PROCESS FOR CCC £5M COMMUNITIES CAPITAL FUND



**APPENDIX G**

**CCC £5m Communities Capital Fund**

**APPROVED SUBMISSIONS (FUNDING AWARDED)**

REF	PROJECT NAME	BRIEF DESCRIPTION	CAPITAL FUNDING REQUIRED	MATCH FUNDING	PROJECT MANAGEMENT LEAD	DATE SUBMITTED	COMMENTS
3	March Town Rugby Club	<ul style="list-style-type: none"> <li>New Club House facility</li> </ul>	£194,000	£126,000 – Sport England £TBC – March Rugby Club £TBC – Taylor Wimpy	March Town Rugby Club	30.04.20	£234,000 funding approved
6	West End Park (March)	<ul style="list-style-type: none"> <li>Improve Park Run surface</li> <li>Tarmac path from park entrance to bandstand</li> <li>Enhance junior play area</li> <li>Skate Park Fence</li> </ul>	£75,000	£7,500 – FDC play area funding £2,500 – March Town Council £2,000 – in kind support from CCC	FDC	30.04.20	
8	Estover Park, March	<ul style="list-style-type: none"> <li>Install fencing around whole site</li> <li>Lay pathways and patio</li> <li>Furnish kitchen and café area</li> </ul>	£35,000	£6,000	March Town Council	Not recorded	
10	Tower Hall, Friday Bridge	<ul style="list-style-type: none"> <li>Provide 'fit for purpose' disabled toilet and improve other toilets</li> <li>Install solar panels with battery back up</li> </ul>	£36,000	£3,000 – Tower Hall £3,000 – Elm Parish Council (TBC)	Elm Parish Council	Not recorded	Maximum of £36k will be awarded, subject to confirmation of written quotes and planning permission.
14	Wisbech Market Place Enhancement Scheme	<ul style="list-style-type: none"> <li>Enhancements to Wisbech Market Place</li> </ul>	£150,000	£50,000 - Wisbech Town Council	Wisbech Town Council	01.05.20	
18	Christchurch Outdoor Equipment	<ul style="list-style-type: none"> <li>Details not available</li> </ul>	£15,000	Details not available	Possibly Christchurch Parish Council?	Not recorded	
19	Gorefield Extension to community parish hall	<ul style="list-style-type: none"> <li>Details not available</li> </ul>	£198,000	Details not available	Possibly Gorefield Parish Council?	Not recorded	
7	Wisbech Park Pavilion	<ul style="list-style-type: none"> <li>Develop a pavilion in the park as a multi-use community space including a pop up café</li> </ul>	£240,000	£10,000 – FDC £10,000 - Wisbech Town Council £5,000 (TBC) – Arts Council	FDC	Not recorded	

This page is intentionally left blank



Agenda Item No:	<b>9</b>	
Committee:	<b>Cabinet</b>	
Date:	<b>22 March 2021</b>	
Report Title:	<b>March - Future High Street Fund</b>	

## 1 Purpose / Summary

- The purpose of this report is to update Cabinet on the Future High Street Fund (FHSF) bid to MHCLG. This paper details the final expected grant award value from both MHCLG and match funding agreed by CPCA.
- Further detail is provided regarding the expected spending profile for each workstream within the programme and delivery dates.

## 2 Key issues

- The government is committed to helping local high streets evolve and adapt to the changing high street experience. They have created a Future High Street Fund with over £1 billion of funding available.
- March was successful in its Expression of Interest (EoI) for the Future High Streets Fund, being one of 50 town centres nationally to be initially shortlisted. Councils were only permitted to submit one application per district/county and March was considered to have the best chance of success in this particular process.
- External expertise was required to produce the full business case required by the Ministry of Housing, Communities and Local Government (MHCLG). Using £150k received from central government as part of the Future High Street Fund process, a consortium of consultants was appointed, led by Hatch Regeneris.
- The details found in **Appendix A** are the culmination of a considerable amount of work from several consultants working together with the Council and other partners. Any drawings or images within the document are draft and not finalised. Designs will be subject to change as the project moves into the delivery phase. Further community consultation regarding the public realm areas will be sought.
- During the development of the submission, FDC Members, March Town Council Members, CPCA and CCC have been involved and consulted. As the project progresses Middle Level Commissioners and Anglian Water will also support the project. This work has run in parallel with the emerging **March Area Transport Study**, with the FHSF bid and the study complimenting and strengthening each other's work. The CCC funded MATS work in Broad Street will deliver the roundabout at the northern end of the street, necessary road alterations and associated pedestrian crossing points. FHSF grant will deliver public realm changes in Broad Street.
- On 26 December 2020 MHCLG announced that March had in-principle been offered a grant of £6,447,129 against our bid of £9,326,949. This reduction of £2,879,820 meant that MHCLG required revised information about FDC's approach to matching the project expenditure with the total funding available of £8,447,129 (£6,447,129 MHCLG + £2,000,000 CPCA).

- Following discussions with Members and supporting consultants, a revised submission to MHCLG maintained 4 of the 5 main workstreams as originally presented, with the Acre Road workstream being downsized to match the revised funding envelope available. This option was the only realistic alteration to the overall project that delivered the necessary savings whilst not impacting on key FHSF / MATS projects.
- In order to realise the funding from both CPCA and MHCLG it is necessary to agree to and/or enter into the standard terms and conditions of the granting authority. Appropriate advice will be sought on the content of those agreements, however they are not expected to be contentious. The proposals have been initially assessed for subsidy control compliance. There will be no subsidy to the Council. Most of the works will be public realm infrastructure and therefore their funding will not amount to a subsidy. The provision of funding in relation to shop units will most likely be dealt with as de minimis funding and thus there will not be unlawful subsidies to the owners. Any disposal of Council land in relation to the Acre Road project is likely to be at market value and thus there would be no subsidy involved. To the extent required, further subsidy control assessment will be undertaken to ensure compliance. Furthermore, all works required will be subject to a compliant procurement process.

### 3 Recommendations

1. That Cabinet agrees to accept the grant funding detailed below and authorises the Leader of the Council and the Portfolio Holder for Social Mobility and Heritage to work with officers to enter into agreements with both CPCA and MHCLG for those grants.
2. That Cabinet instructs officers to put in place appropriate governance arrangements to facilitate the draw down and appropriate management of grant expenditure, including the management of the project delivery with appropriate contractor and consultant procurement.

#### Funding Details:

£900,000	CPCA Market Town Fund for March
£1,100,000	CPCA additional support grant
£6,447,129	MHCLG Future High Streets Fund grant
<b>£8,447,129</b>	<b>Total project value</b>

<b>Wards Affected</b>	March Wards
<b>Forward Plan Reference</b>	
<b>Portfolio Holder(s)</b>	Cllr Chris Boden - Leader of the Council Cllr Chris Seaton - Portfolio Holder for Social Mobility and Heritage Cllr Jan French - Deputy Leader of the Council
<b>Report Originator(s)</b>	Phil Hughes - Head of Leisure Services
<b>Contact Officer(s)</b>	Paul Medd - Chief Executive Simon Machen - Interim Corporate Director Phil Hughes - Head of Leisure Services Jo Blackmore - Executive Officer

**Background Papers**

Appendix A

March Future High Street Fund bid submission produced by Hatch Regeneris and We Made That, adjusted to reflect January 2021 adjustments to Acre Workstream deliverables.

Appendix B

Overall Cost plan split by funder and workstream



Future High Street Fund MHCLG submission - edited to reflect January 2021 changes to Acre workstream.



XXXXXXXXXXXXXXXXXXXX  
WE MADE THAT  
XXXXXXXXXXXXXXXXXXXX



180 MARCH FUTURE HIGH STREET FUND  
APPENDIX B | OPPORTUNITY OPTIONS 30-04-2020



# 1.0 SHORT-LISTING PROCESS

## Short-listing process update

### From long list to a preferred option

The design team has considered a long list of opportunities for March Town Centre, including March Station area and High street South to develop the Future High Street Fund bid.

Each of the long list items/projects have been scored and valued in relation to the Future High Street Fund requirements, summarised in the categories listed below:

- Time-scales for delivery
- Key partners needed for delivery
- How critical to improving March Town Centre
- Wider Value, area based uplift
- Expected overall impact on footfall

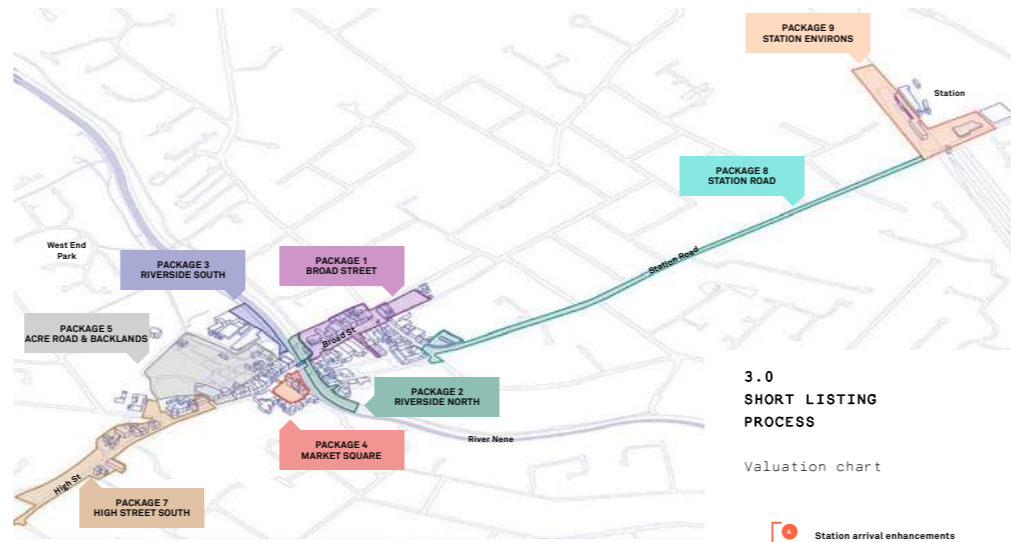
A number of meetings and workshops have taken place to assist with the process summarised below:

- October 17th - Options Development Workshop - Officers meeting
- October 17th - Options Development Workshop - Members presentation
- December 5th - Short listing workshop - Members meeting
- December 5th - Short listing workshop - Officers meeting

Finally, this short listing process has led the team to choose four different options that have informed the business case for the Future High Street Fund bid.

### 2.0 OPPORTUNITY OPTIONS

The following pages include the background, existing photos and illustrative proposal outlines for the long list of option packages.



180 March FHSF  
© WE MADE THAT

### 3.0 SHORT LISTING PROCESS

Valuation chart

	Timescales for delivery	Key partners needed for delivery	How critical to improve March Town Centre	Wider value (Area based uplift)	Expected overall impact on footfall	Wider value (Area based uplift)	Expected overall impact on footfall
	5=short 1=long	5=few 1=complex	5=very 1=little	5=yes 1=no	5=very high 1=very low	5=yes 1=no	5=very high 1=very low
<b>PACKAGE 9</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 8</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 7</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 6</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 5</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 4</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 3</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 2</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 1</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		
<b>PACKAGE 0</b>	●●●●●	●●●●●	●●●●●	●●●●●	●●		

180 March FHSF  
© WE MADE THAT

p 67

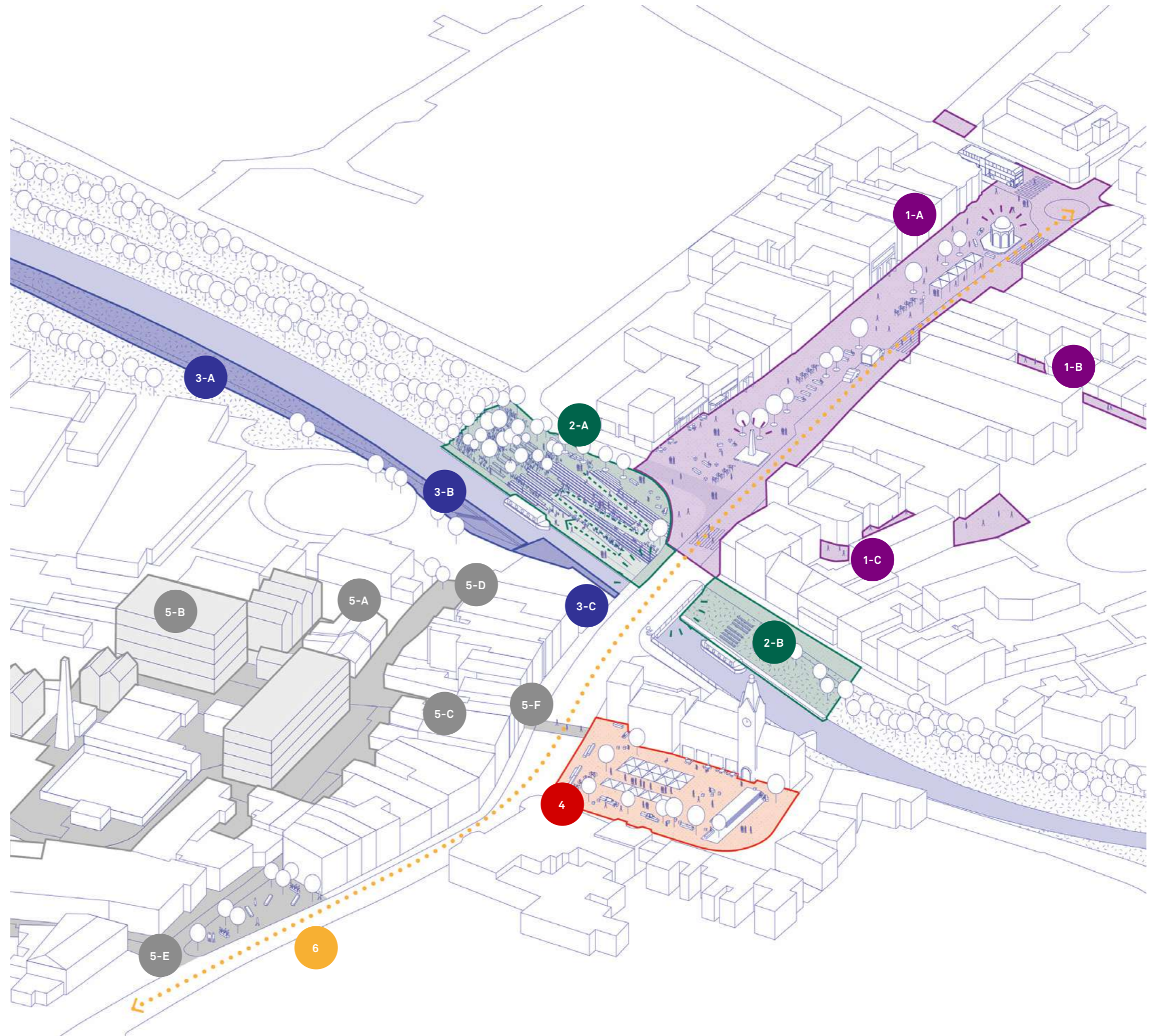
180 March FHSF  
© WE MADE THAT

p 68



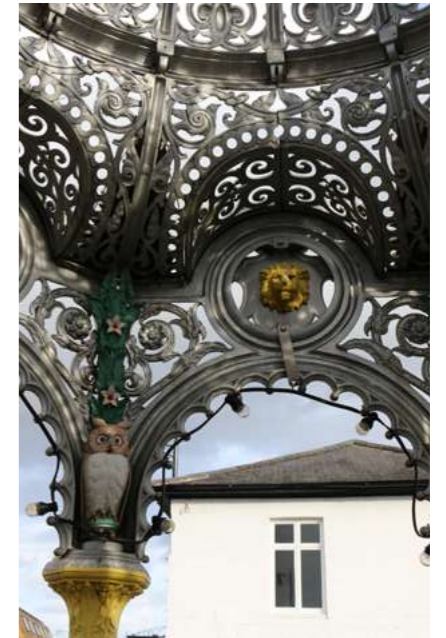
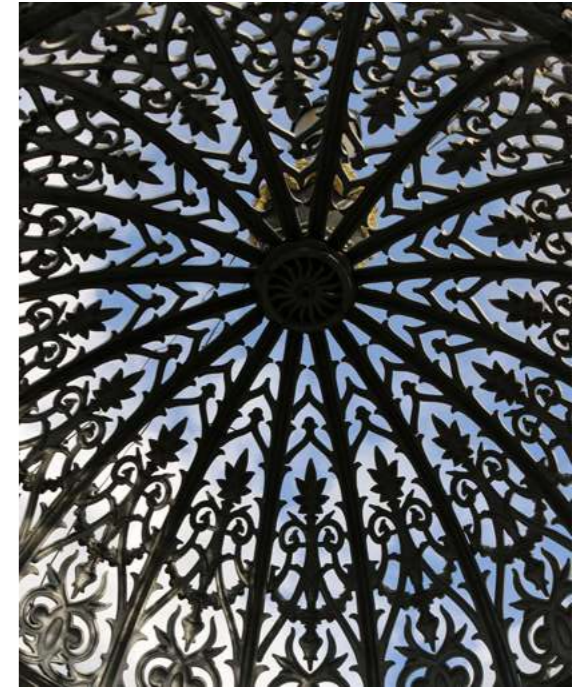
Preferred option

- 1-A Broad Street public realm transformation
- 1-B Improvements to Sainsbury's car park link
- 1-C Improvements to Sainsbury's car park link
- 2-A Riverside transformation
- 2-B River edge at Nene Parade
- 3-A Improved connection to the river and West End Park
- 3-B Improve mooring platform
- 3-C Improved connection from bridge to the Library
- 4 Market Place/Square
- 5-A Refurbishment of vacant units
- 5-B Mixed use development site
- 5-C Alleyway improvements
- 5-D Alleyway improvements
- 5-E City Road square enhancement
- 5-F Improve market connections
- 6 Reactivating vacant units programme





2.0  
PREFERRED OPTION  
DETAIL DESIGN





# BROAD STREET PACKAGE 1

## Existing photos

### Background

Broad Street is the core of March's Town Centre. Efforts to address the current dominance of cars, create better infrastructure for pedestrians and provide sustainable modes of transport will help to improve experience and dwell time in the Town Centre. Key heritage landmarks should be celebrated as an important part of March's identity. Vacant units offer an opportunity to boost social and civic functions, as alternatives to retail, that are so necessary for the success of future high streets.

### Key Partners/Land Owners

Private owners, FDC, CCC adopted highways

### Critical Success Factors





# Precedents

## Precedent image description:

1. An active public realm for leisure and shopping with space for pedestrians and cycles
2. A public space where existing heritage assets are enhanced and part of the main civic space
3. Seating pockets with some greening and lighting
4. An active space for local people to enjoy on the evenings



1



3



2



4



## Future High Street Fund proposal - Preferred option approach

1-A

### Broad Street public realm transformation

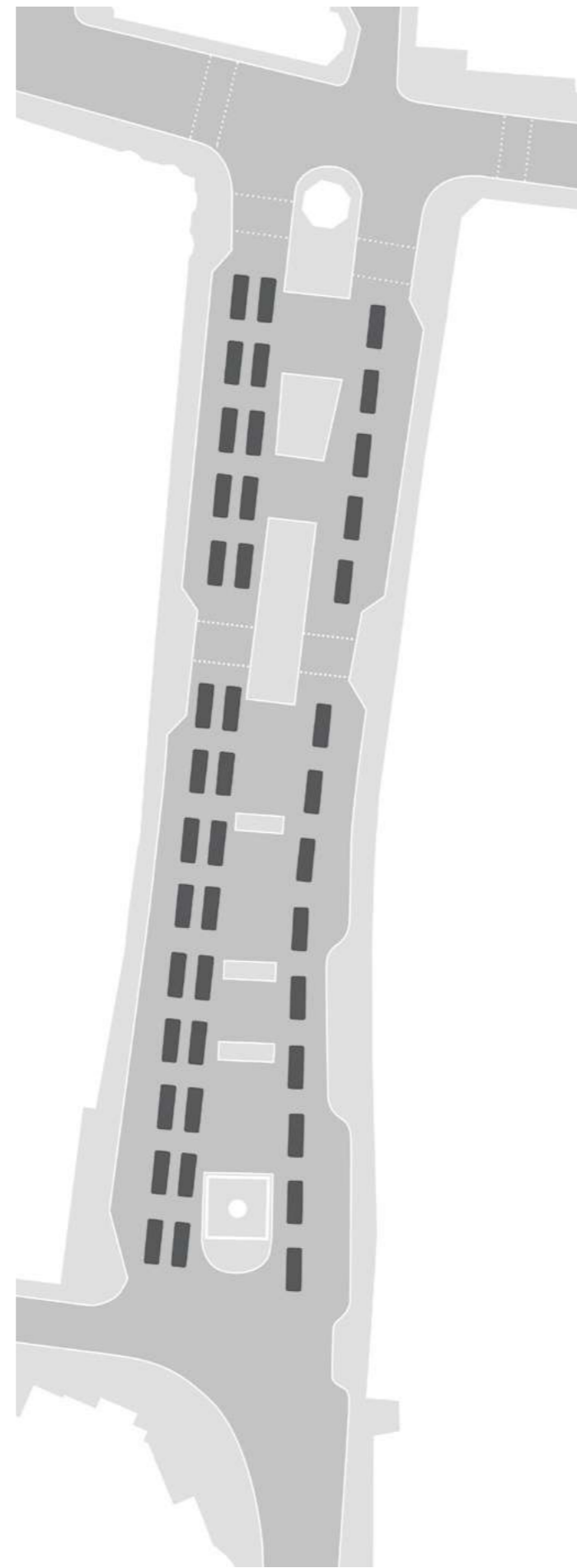
Options to improve pedestrian and cycle experience, celebrate landmarks and reduce dominance of road.

The proposed scheme reduces vehicle dominance in the town centre by increasing public space and addressing issues of severance. This will encourage visitors to spend time and money in the high street. The introduction of a new roundabout will also reduce traffic congestion according to traffic modelling undertaken.

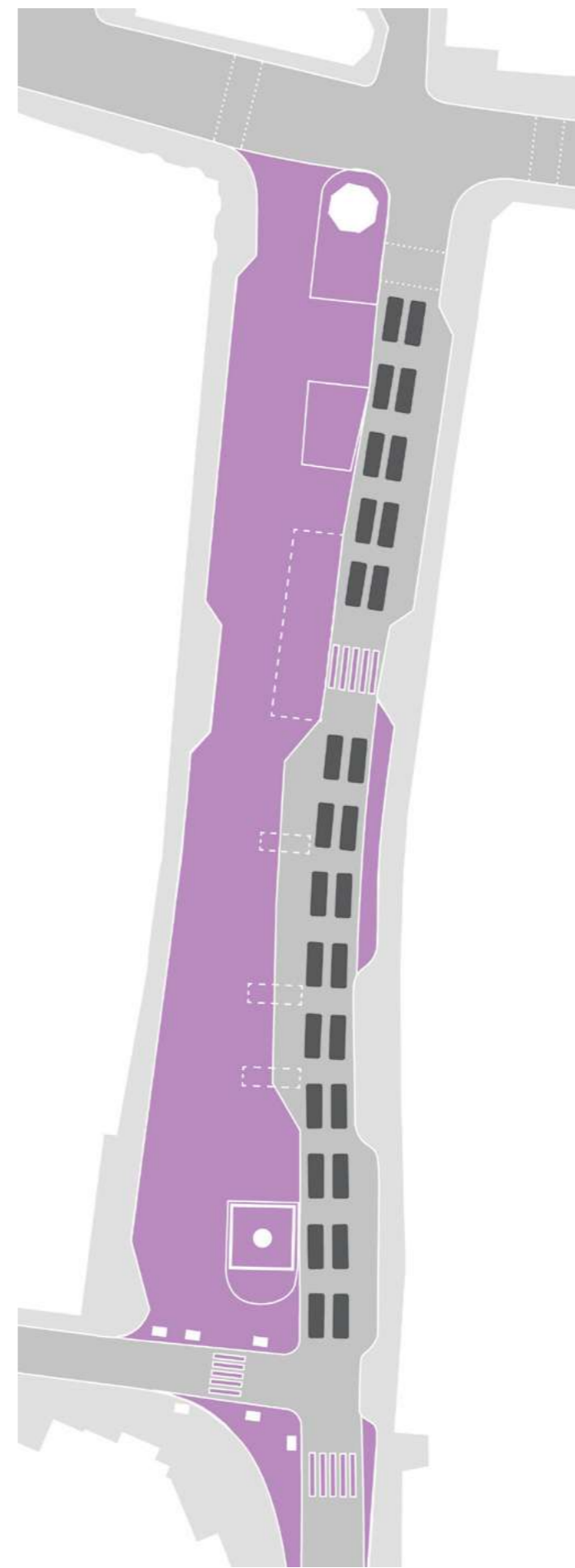
**Timescales: 3/5 (medium)**

**Key partners: CCC adopted highways**

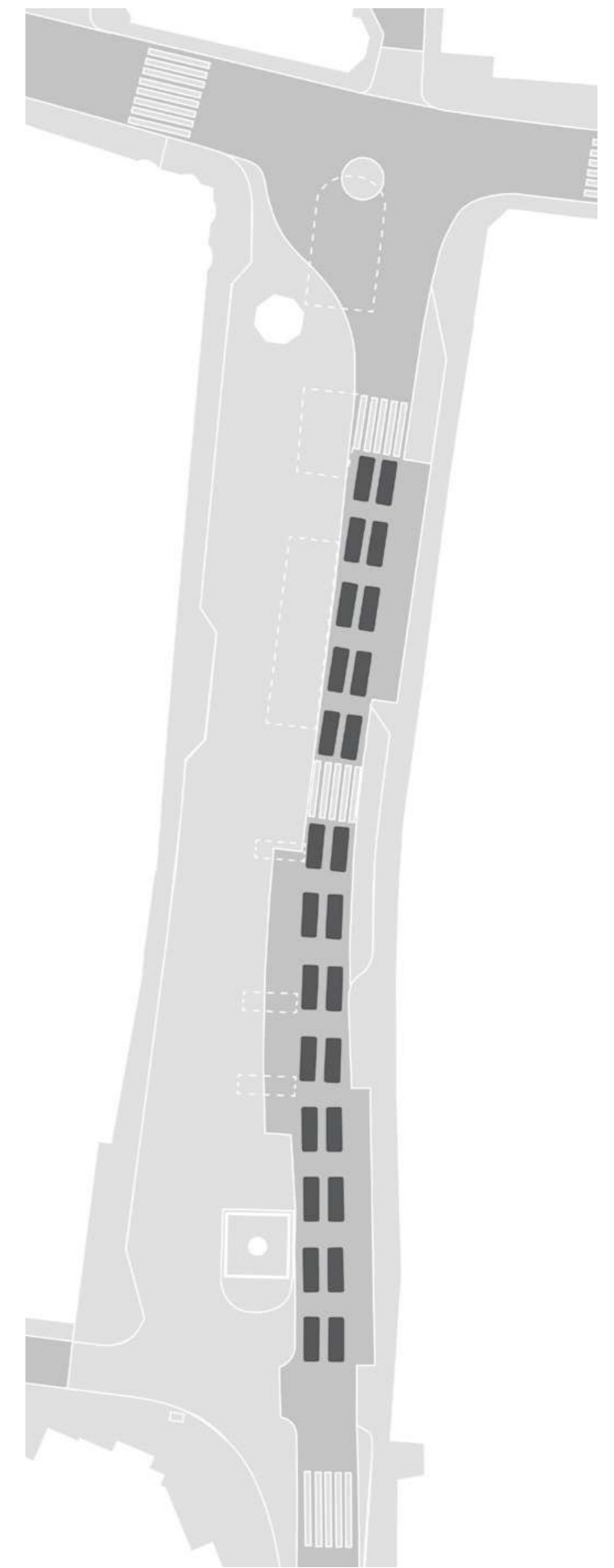
**Criticality: 5/5 (high)**



EXISTING



FHSF DRAFT OPTION



FHSF PREFERRED OPTION

BROAD STREET  
PACKAGE 1-A

Public Realm  
Design Proposal



**KEY**

- 1. Lamp post
- 2. Breakout seating
- 3. Bench
- 4. Bike stand
- 5. Tree and tree pit
- 6. Bus stop
- 7. Potential for market stalls
- 8. Loading area and disabled parking bay
- 9. Memorial fountain
- 10. Accent paving to highlight heritage asset
- 11. Proposed roundabout
- 12. Planting
- 13. Taxi rack





An illustration of the completed scheme for Broad St



# BROAD STREET PACKAGE 1-B&C

## Improvements to Sainsbury's car park links



Existing photo

1-B

### Improvements to Sainsbury's car park links: Fenland Walk

Repaving and new lighting to improve experience and accessibility

The large Sainsbury's super market is highly frequented and has a large car park, but links to the high street are poor quality and do not currently encourage people to combine visits to both locations. Improved public realm will make these links attractive and safe, improving footfall to the town centre.

**Timescales: 5/5 (short)**

**Key partners: CCC adopted highways, private owner**

**Criticality: 3/5 (medium)**



Existing photo

1-C

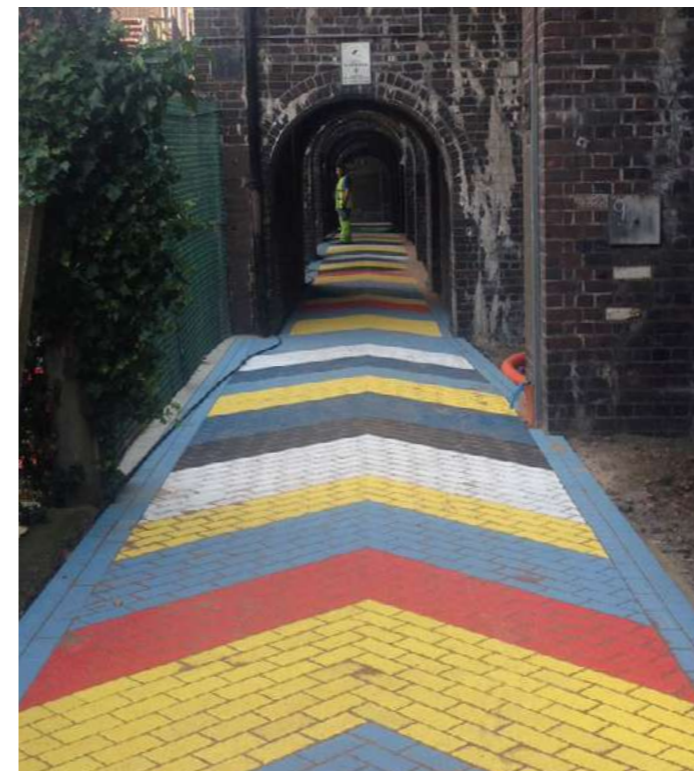
### Improvements to Sainsbury's car park links: Mill View

#### Example image description:

1. Bespoke lighting to increase safety on an alleyway
2. New directional paving to improve accessibility
3. Local art commission to make routes more attractive and promote local businesses
4. New paving for better accessibility and increase character



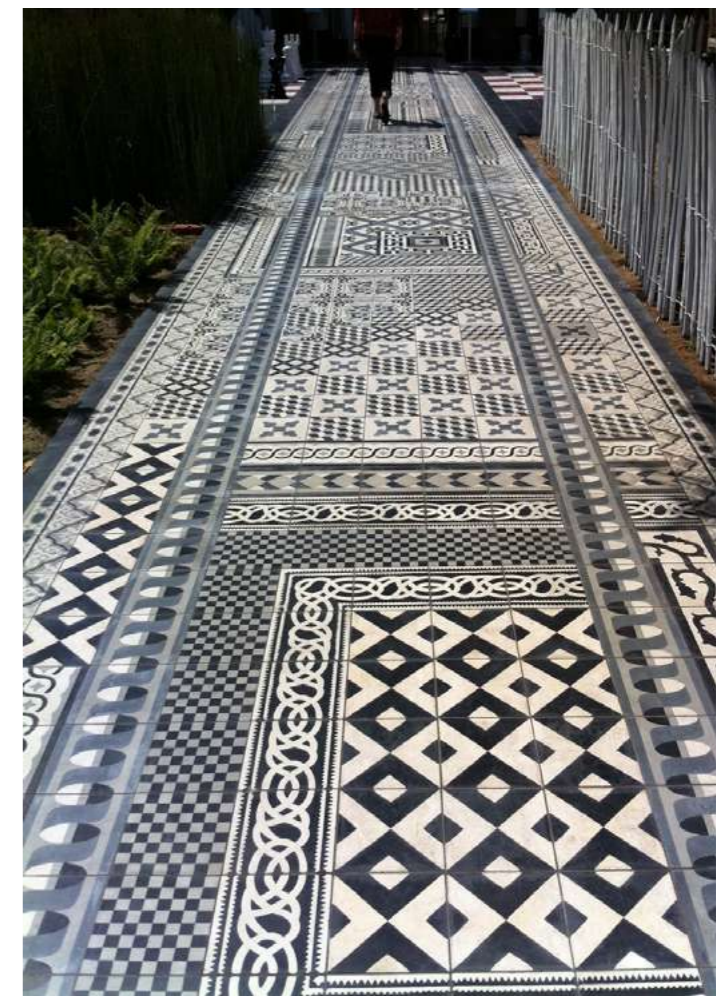
1



2



3



4



# RIVERSIDE NORTH PACKAGE 2

## Existing photos

### Background

Improving access to the River Nene and its surroundings will encourage leisure activities that connect to the surrounding wider network.

### Key Partners/Land Owners

FDC, Inland Waterways, Middle Level Commission, private owner, CCC adopted highways

### Critical Success Factors

01

Increase the role and prominence of the River Nene as a key feature within the Town Centre

07

Improve March's unique identity as a retail, leisure and cultural destination

08

Promote a work/life balance in town centre (e.g. night time economy)





# Precedents

## Precedent image description:

1. Stepped area in connection to the river that celebrates the unique asset
2. Stepped area with integrated trees and planting where people can seat informally
3. Permeable and soft materials for integration with the river edge
4. Sloped access to the river for accessibility for all



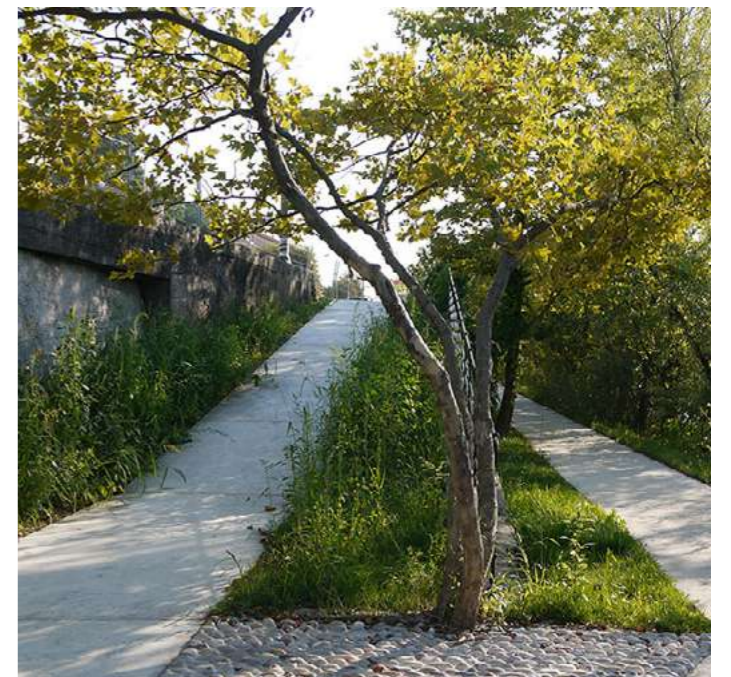
1



2



3



4



# RIVERSIDE NORTH PACKAGE 2-A

## Design proposal

2-A

### Riverside celebration intervention

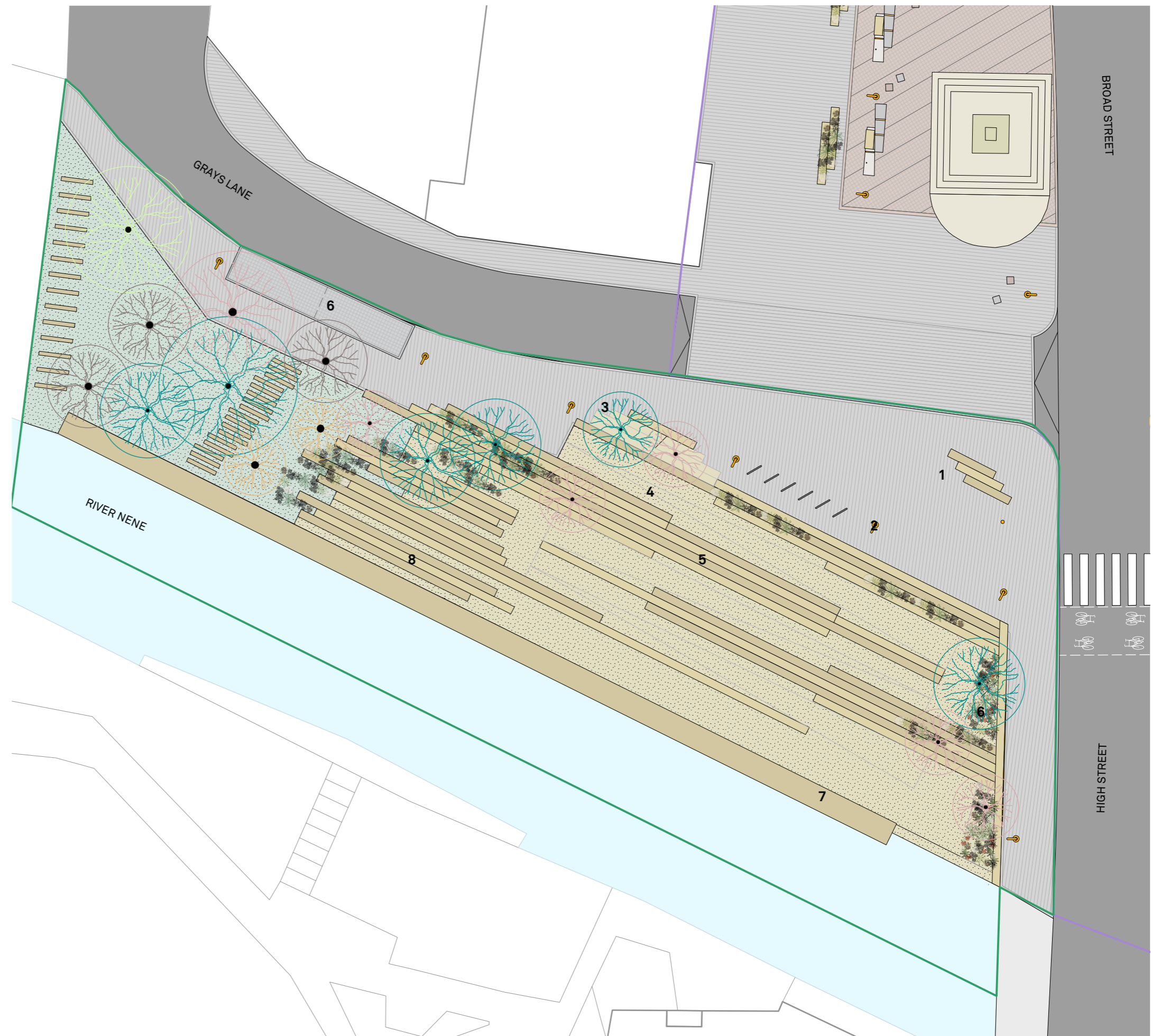
Improve public access and enjoyment of river bank. Shrubs to be cleared for new paved and stepped access to river, with new pavilion (to replace removal of existing toilets) and feature lighting.

The River Nene is an important asset to the town centre, but is currently inaccessible and hardly visible. Opening up the river will support a wider range of visitors to come to March's town centre for leisure and recreation.

**Timescales: 4/5 (short)**

**Key partners: FDC**

**Criticality: 5/5 (high)**



### KEY

1. Benches
2. Bike stands
3. Tree and tree pit
4. Accessible access to river
5. Timber steps
6. Disable bays
7. Level access to river platform
8. Timber steps through tree planted area



# Proposed Section

## KEY

- 1. Timber steps down to river
- 2. Lamp post
- 3. Bike stand
- 4. Level access to river platform
- 5. Memorial at Broad St







An illustration of the completed scheme for the riverside



RIVERSIDE NORTH  
PACKAGE 2-B



Existing photo

2-B

**River edge at Nene Parade**

Improve access to the river by clearing planting and opening up stepped access. Additional steps to river

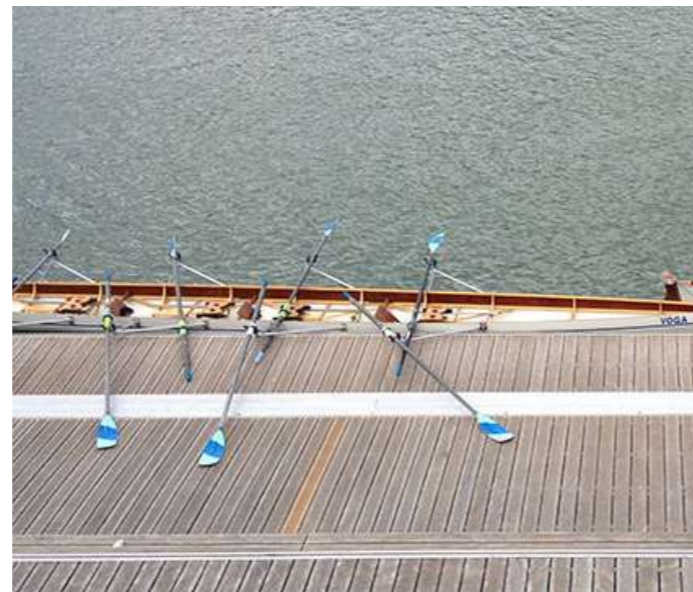
**Timescales: 5/5 (short)**

**Key partners: Inland Waterways, Middle Level Commission**

**Criticality: 4/5 (high)**



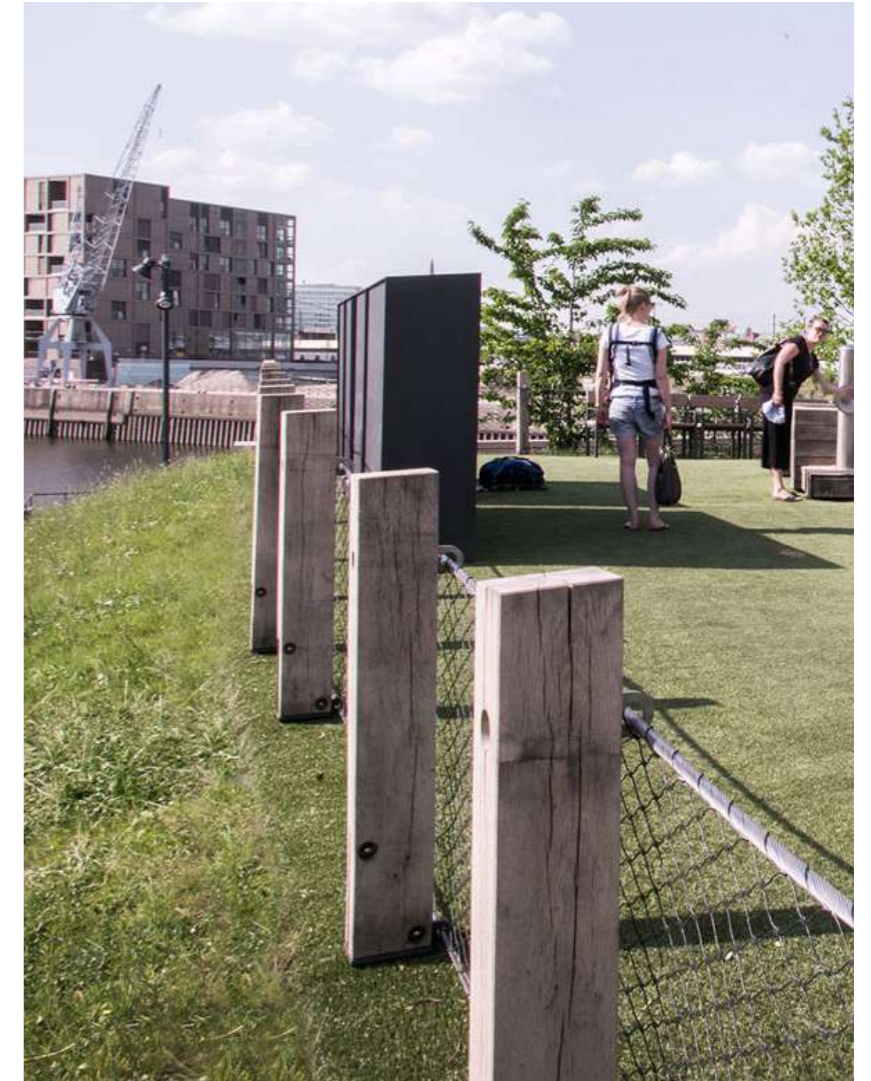
1



2

**Example image description:**

1. New timber steps and wide steps combination to provide better access to the river Nene
2. New timber mooring platform for local and visitors boats
3. New fence and edges to the riverbank to the stepped area



3



# RIVERSIDE SOUTH PACKAGE 3

## Existing photos

### Background

Improving access to the River Nene and connections through from the high street will support enjoyment of leisure activities that connect the Town Centre to the surrounding wider leisure network.

### Key Partners/Land Owners

FDC and CCC

### Critical Success Factors

01

Increase the role and prominence of the River Nene as a key feature within the Town Centre

07

Improve March's unique identity as a retail, leisure and cultural destination





## Selected projects rationale

3-A

**Improved connection to the river and West End Park and improve mooring platform**

3-B

**Improve mooring platform**

Encourage route through by clearing shrubbery, widening path and improving lighting. Mooring platform to be improved to offer leisure activities and enjoyment of river.

**Timescales: 3/5 (medium)**

**Key partners: FDC**

**Criticality: 3/5 (medium)**

3-C

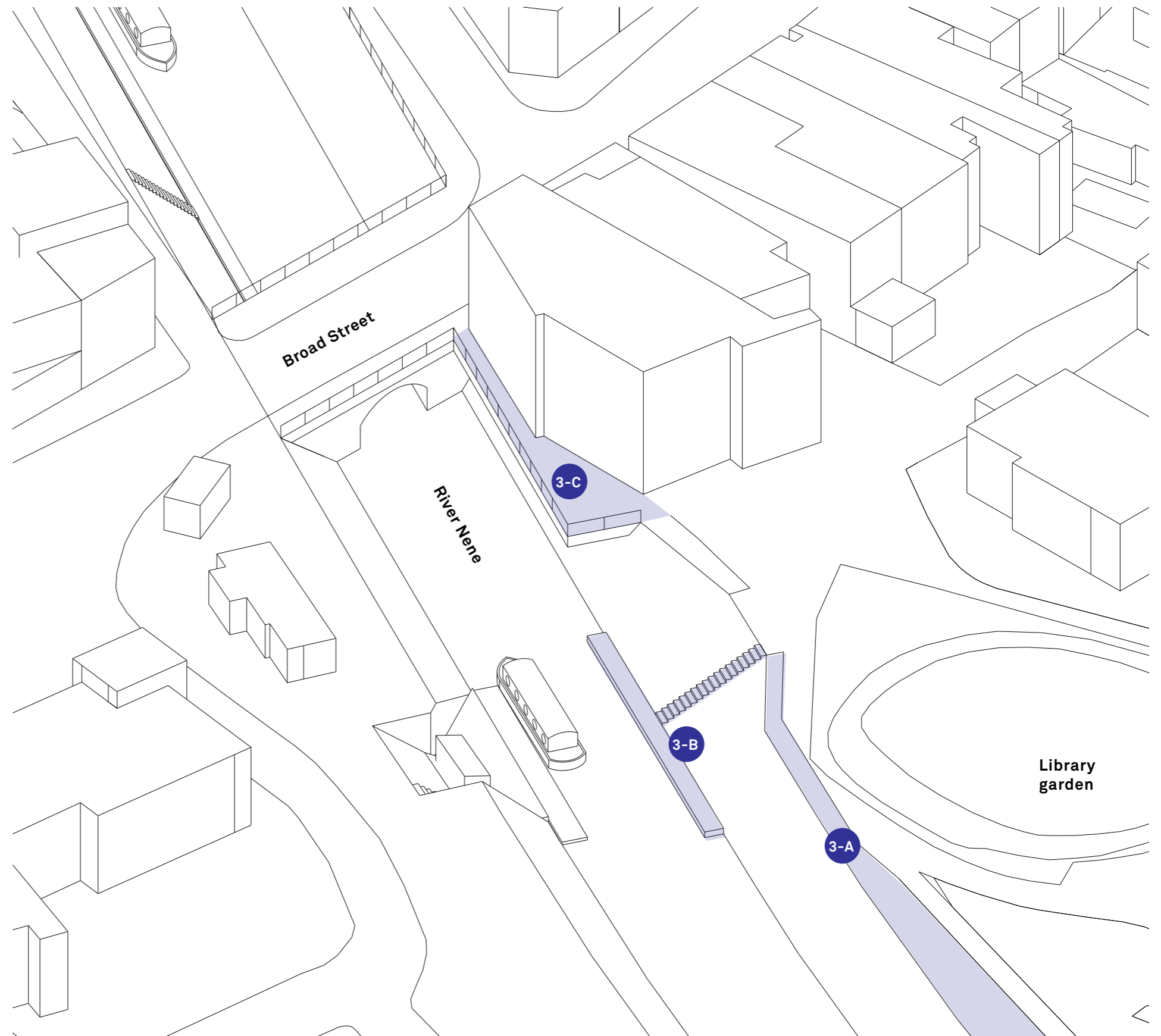
**Improve connection from bridge to library**

Improve access from high street to the library and leisure centre by building a cantilever extension to the existing narrow alleyway.

**Timescales: 5/5 (short)**

**Key partners: assumed CCC**

**Criticality: 5/5 (high)**





# RIVERSIDE SOUTH PACKAGE 3-A&B

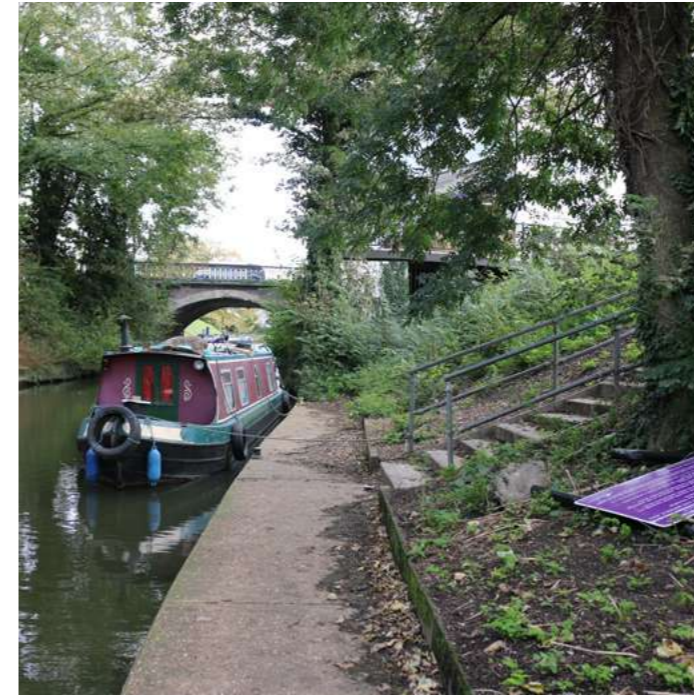
## Opportunity



Existing photo



1



Existing photo



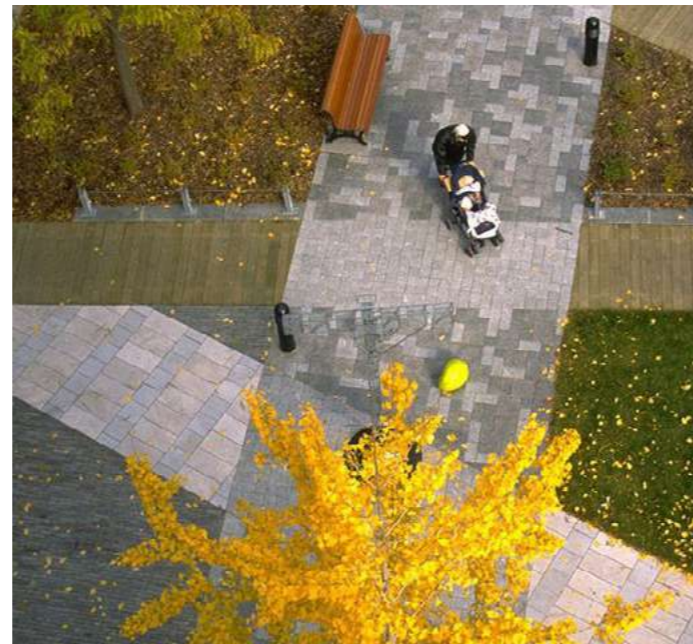
3

3-A

### Improved connection to the river and West End Park

#### Example image description:

1. Improved surfaces to park paths and river edge for pedestrians and cyclists
2. (same as above)
3. New timber steps and wide steps combination to provide better access to the river Nene
4. New timber mooring platform for local and visitors boats



2

3-B

### Improve mooring platform



4



RIVERSIDE SOUTH  
PACKAGE 3-C

Opportunity



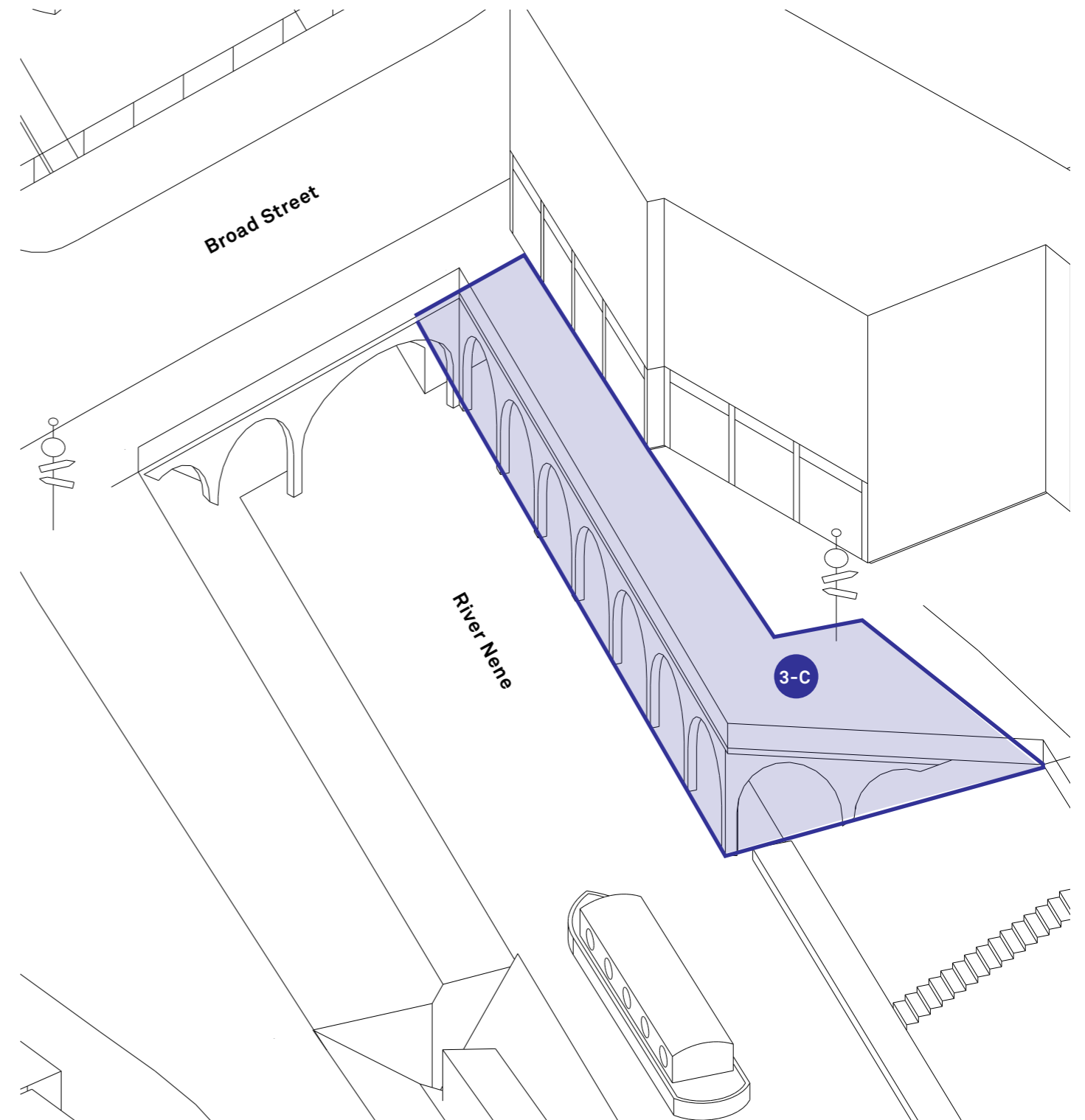
Existing photo



Example image: new guard and balustrade for a minor path extension to improve accessibility



Improve connection from bridge to library





# MARKET SQUARE PACKAGE 4

## Existing photos

### Background

The once bustling market place and Town Hall are a key landmarks and an important part of March's history. The site is currently a car park. There is an opportunity to boost the current market offer to celebrate March's heritage and support the surrounding high street. The Town Hall currently offers important youth programmes which can be expanded upon in order to thrive and support the 24 hour economy.

### Key Partners/Land Owners

March Civic Trust, FDC and CCC adopted highways

### Critical Success Factors

03

Make the high street more resilient to external factors

07

Improve March's unique identity as a retail, leisure and cultural destination

08

Promote a work/life balance in town centre (e.g. night time economy)





# Precedents

## Precedent image description:

1. New stone cobble surface combining different sizes and including drainage systems to provide
2. (same as above)
3. New arrangement of street furniture to enhance heritage building around a square
4. Timber stage for performances and seating
5. Tree pits integrated within stone paving including permeable area
6. Movable play equipment to activate local square
7. Cafe spill, seating and cycle parking combination on a local square



1



2



3



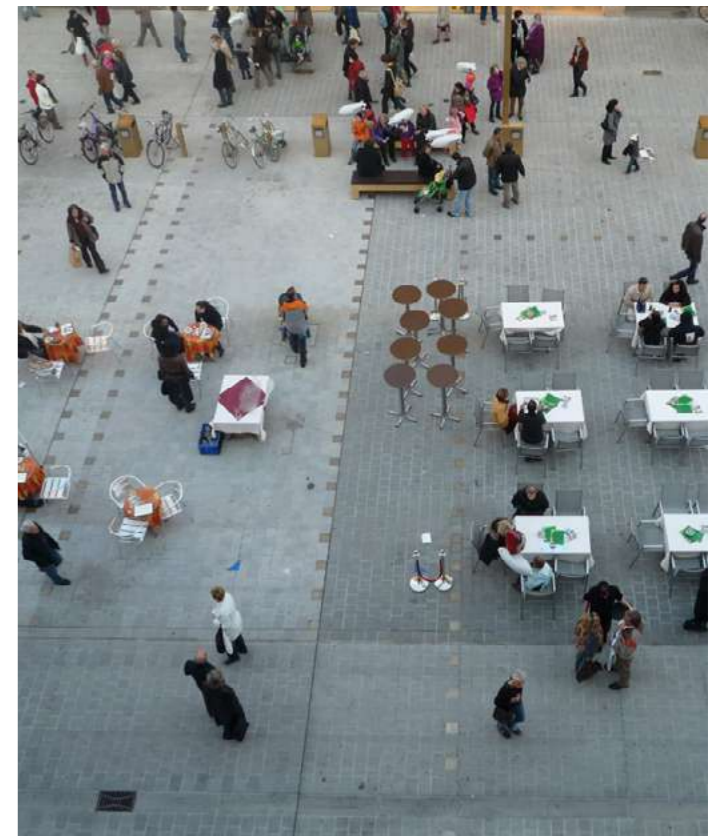
4



5



6



7



# MARKET SQUARE PACKAGE 4

## Design Proposal



### Market Place/Square

Pedestrianise the car park to create new public square with street furniture. A new platform for events to link with current activities in Town Hall. Improved infrastructure to help boost market offer

**Timescales: 4/5 (short)**

**Key partners: FDC**

**Criticality: 5/5 (high)**

### KEY

1. Lamp post
2. Signage element
3. Breakout seating
4. Bike stand
5. Bench
6. Tree and tree pit
7. Potential for market stalls
8. Platform
9. Loading area
10. Accent paving for events space
11. Disable bay





An illustration of the completed scheme for the Market Square





# ACRE ROAD & BACKLANDS PACKAGE 5

## Existing photos

### Background

The area around Acre Road provides an important opportunity as a 'backlands' site that supports the high street and market. Current vacant land and buildings with important industrial heritage can be activated as part of a wider development site to boost activity and business opportunities in the Town Centre.

### Key Partners/Land Owners

Private owners, FDC and some CCC adopted highways

### Critical Success Factors

03

Make the high street more resilient to external factors

05

Bring derelict & underused buildings & spaces back into productive use

06

Improve investment climate for new businesses

08

Promote a work/life balance in town centre (e.g. night time economy)





Existing plan

**ACRE ROAD SITE**

**SITE 1.1**

PROPRIETOR: GROUP HOLDINGS (SOUTH) LIMITED

AREA: 1251 sq m  
— 4 vacant units 50 sq m each

**SITE 1.2**

PROPRIETOR: OWEN KIRK




AREA: 1253 sq m  
— 2 vacant units 50 sq m each

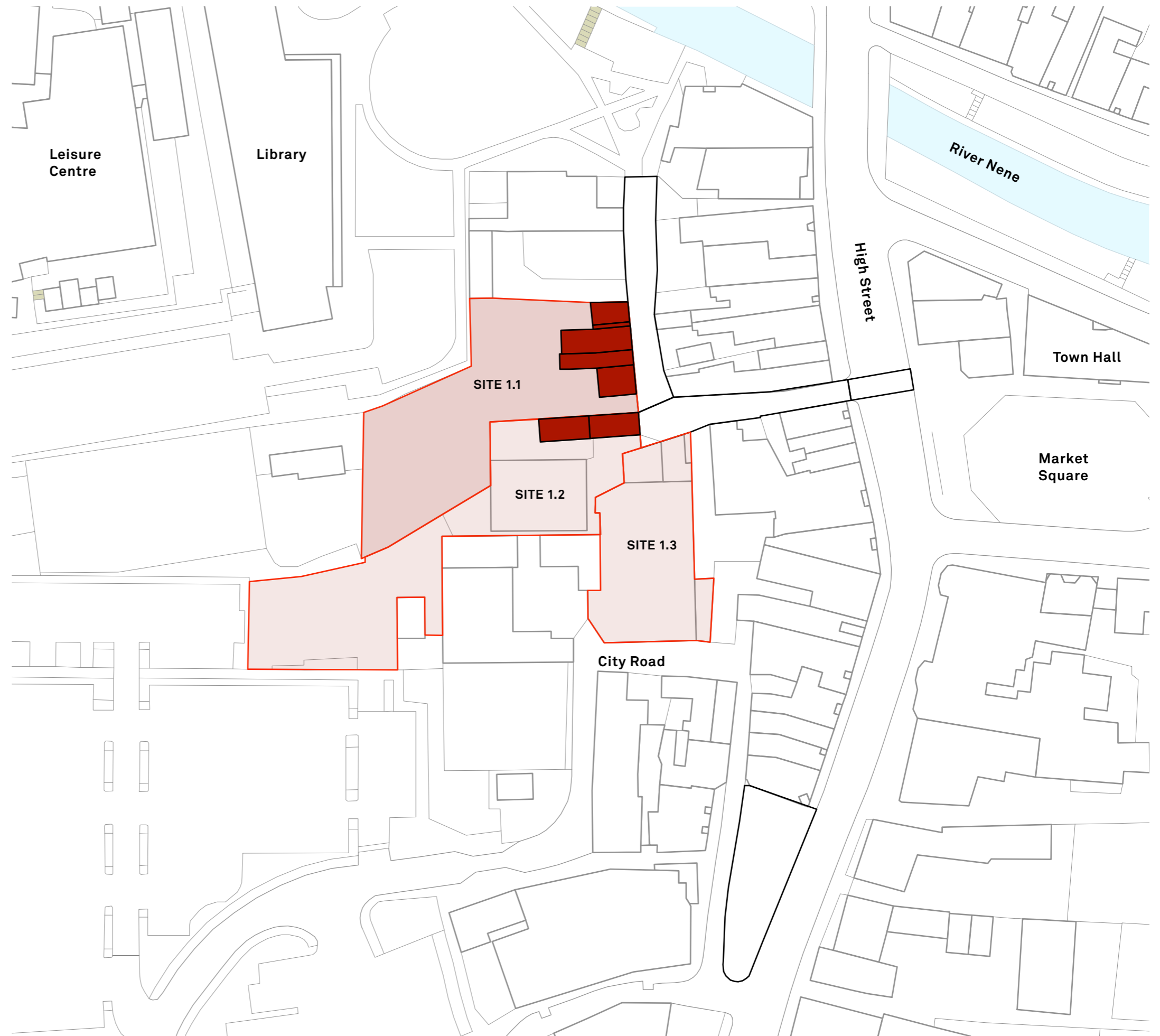
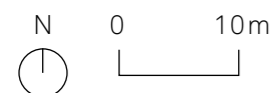
**SITE 1.3**

PROPRIETOR: OWEN KIRK

AREA: 672 sq m  
— Former market building recently demolished

KEY

-  Existing vacant units
-  Public realm site boundary
-  Development site boundary





# Precedents



1

### Precedent image description:

1. Heritage building refurbishing for workshops/ work space to keep local character
2. Heritage building refurbishing and extension to create workshops/work space
3. New terraced houses and public realm to create new links from the high street
4. Alleyway activation through spill out of businesses/workshops
5. New residential flats and duplexes including accessible routes through the town centre



2



4



3



5



ACRE ROAD & BACKLANDS  
PACKAGE 5-C,E,F

Connections to  
the town centre



Existing photo

5-C

**Alleyway improvements**

Improve links to riverside and through backlands.  
New shared surface and lighting opportunity

**Timescales: 5/5 (short)**

**Key partners: CCC adopted highways (partially)**

**Criticality: 5/5 (high)**



Existing photo

5-D

**Alleyway improvements**



Existing photo

5-E

**City Road square improvements**

Shared surface upgrade, new streets furniture and  
planting to improve pedestrian/cycle experience

**Timescales: 1/5 (short)**

**Key partners: tbc**

**Criticality: 3/5 (medium)**



Existing photo

5-F

**Improve market connections**

New crossing to encourage route through from  
market square to backlands. Alleyway surface  
improvements, lighting and accessibility

**Timescales: 5/5 (short)**

**Key partners: CCC adopted highways**

**Criticality: 3/5 (high)**

# REACTIVATING VACANT UNITS PROGRAMME PACKAGE 6

Town centre wide project

## Background

Current and future vacant units along the town centre high street provide an opportunity to diversify uses and make the high street more resilient. Underused and vacant upper floors have the potential for a change of use to residential use.

## Key Partners/Land Owners

Private owners and FDC

6-A

Upgrades and re-purposing of ground floor

6-B

Upgrades and re-purposing of upper floor for change of use to residential

03

Make the high street more resilient to external factors

05

Bring derelict & underused buildings & spaces back into productive use

06

Improve investment climate for new businesses

08

Promote a work/life balance in town centre (e.g. night time economy)



Example image for a refurbished vacant interior



Example image for upper floor and ground floor activation





## Current vacant units directory

The following units in March town centre have been identified as currently being vacant, and provide a selection of premises available to participate in the reactivation programme.

Package No. for reference	Vacan Unit number	Address	Floor level	Conservation status
Package 1	vu-1	1 Darthill Road, PE15 8HP	Ground floor (former cinema)	
Package 1	vu-2	7 Dartford Road, PE15 8LA	Ground floor (former cinema)	
Package 1	vu-3	1A Darthill Road, PE15 8HP	Upper floor (former cinema)	
Package 1	vu-4	26 Broad Street PE15 8TG	Upper floor	
Package 1	vu-5	22-24 Broad Street PE15 8TG	Ground floor	
Package 1	vu-6	14 Broad Street PE15 8TG	Upper floor	
Package 1	vu-7	10 Broad Street PE15 8TG	Ground floor	Local Interest
Package 1	vu-8	8 Broad Street PE15 8TG	Ground floor	
Package 1	vu-9	39 Broad Street PE15 8TP	Ground floor	Local Interest
Package 1	vu-10	Marwick House PE15 8LB	Ground floor	
Package 1	vu-11	2 Old Bank Chambers 4 Dartford Road March Cambridgeshire PE15 8AQ	Ground floor	
Package 4	vu-1	13 High Street March Cambridgeshire PE15 9JA	Upper floors	
Package 4	vu-2	27-29 High Street March Cambridgeshire PE15 9JA	Upper floors	
Package 4	vu-3	35 High Street March Cambridgeshire PE15 9JJ	Ground floor (period property)	
Package 4	vu-4	43 High Street March Cambridgeshire PE15 9JJ	Upper floors	
Package 4	vu-5	28 Marktet Place PE15 9JF	Ground floor	
Package 4	vu-6	26 Marktet Place PE15 9JF	Entire property	Listed
Package 7	vu-1	Former Pub 'The George', 61 High Street, PE15 9JJ	Entire property	Listed
Package 7	vu-2	75 High Street, PE15 9 LB	Ground floor and ground floor	
Package 7	vu-3	81 High Street, PE15 9 LB	Ground floor	
Package 7	vu-4	72 High Street, PE15 9 LD	Upper floor	
Package 7	vu-5	74 High Street, PE15 9 LD	Upper floor	
Package 7	vu-6	96-100 High Street, PE15 9LP	Ground floor	
Package 7	vu-7	112 High Street, PE15 9LP	Ground floor	
Package 7	vu-8	120 High Street, PE15 9LP	Ground floor	
Package 7	vu-9	122 High Street, PE15 9LP	Ground floor	

## Current vacant units directory


The following units in March town centre have been identified as currently being vacant, and provide a selection of premises available to participate in the reactivation programme.

Package No. for reference	Vacan Unit number	Address	Floor level	Conservation status
Package 1	vu-1	1 Darthill Road, PE15 8HP	Ground floor (former cinema)	
Package 1	vu-2	7 Dartford Road, PE15 8LA	Ground floor (former cinema)	
Package 1	vu-3	1A Darthill Road, PE15 8HP	Upper floor (former cinema)	
Package 1	vu-4	26 Broad Street PE15 8TG	Upper floor	
Package 1	vu-5	22-24 Broad Street PE15 8TG	Ground floor	
Package 1	vu-6	14 Broad Street PE15 8TG	Upper floor	
Package 1	vu-7	10 Broad Street PE15 8TG	Ground floor	Local Interest
Package 1	vu-8	8 Broad Street PE15 8TG	Ground floor	
Package 1	vu-9	39 Broad Street PE15 8TP	Ground floor	Local Interest
Package 1	vu-10	Marwick House PE15 8LB	Ground floor	
Package 1	vu-11	2 Old Bank Chambers 4 Dartford Road March Cambridgeshire PE15 8AQ	Ground floor	
Package 4	vu-1	13 High Street March Cambridgeshire PE15 9JA	Upper floors	
Package 4	vu-2	27-29 High Street March Cambridgeshire PE15 9JA	Upper floors	
Package 4	vu-3	35 High Street March Cambridgeshire PE15 9JJ	Ground floor (period property)	
Package 4	vu-4	43 High Street March Cambridgeshire PE15 9JJ	Upper floors	
Package 4	vu-5	28 Marktet Place PE15 9JF	Ground floor	
Package 4	vu-6	26 Marktet Place PE15 9JF	Entire property	Listed
Package 7	vu-1	Former Pub 'The George', 61 High Street, PE15 9JJ	Entire property	Listed
Package 7	vu-2	75 High Street, PE15 9 LB	Ground floor and ground floor	
Package 7	vu-3	81 High Street, PE15 9 LB	Ground floor	
Package 7	vu-4	72 High Street, PE15 9 LD	Upper floor	
Package 7	vu-5	74 High Street, PE15 9 LD	Upper floor	
Package 7	vu-6	96-100 High Street, PE15 9LP	Ground floor	
Package 7	vu-7	112 High Street, PE15 9LP	Ground floor	
Package 7	vu-8	120 High Street, PE15 9LP	Ground floor	
Package 7	vu-9	122 High Street, PE15 9LP	Ground floor	

	January 2021 final spend profile proposal to MHCLG		
	MHCLG grant	CPCA grant	Total
Package 1: Broad Street	£ 2,326,577	£ 561,660	£ 2,888,237
Package 2: Riverside North	£ 942,500	£ 561,670	£ 1,504,170
Package 3: Riverside South	£ 313,215	£ 161,670	£ 474,885
Package 4: Market Square	£ 440,000	£ 715,000	£ 1,155,000
Package 5: Acre Road & Backlands	£ 1,740,019	£ -	£ 1,740,019
Town Centre Wide: Vacant Units Activation Programme	£ 684,818	£ -	£ 684,818
<b>TOTAL</b>	<b>£ 6,447,129</b>	<b>£ 2,000,000</b>	<b>£ 8,447,129</b>



This page is intentionally left blank

Agenda Item No:	10	
Committee:	CABINET	
Date:	22 March 2021	
Report Title:	<b>Lease of Land to Manea Parish Council</b>	

## Cover sheet:

### 1. Purpose

- To grant to Manea Parish Council a Lease of land at Manea for the provision and management of a car park to serve the Railway Station in Manea.
- It is proposed that FDC grants a lease to Manea Parish Council for a term of 25 years which will enable the car park to be operated for the benefit of local residents and users of the railway station.

### 2. Key issues

- This Cabinet report seeks to support the ongoing and substantial investment into the Fenland Stations programme by approving the grant of a Lease which will enable the implementation of operational arrangements for Manea Railway Station car park.
- Fenland District Council has purchased land at Manea in order to facilitate the construction of a car park to serve the Railway Station. The funding to acquire the site was provided by the Cambridgeshire & Peterborough Combined Authority (CPCA).
- Following the completion of the acquisition of land in November 2020, Officers have continued to work together with CPCA to develop a car park scheme that will be constructed with funds provided by the CPCA. Tendering of the principal contractor has recently concluded and the car park construction works are due to start imminently.
- It is intended that the operation and management of the completed car park will be undertaken by Manea Parish Council and in order to formalise their involvement, it is proposed to grant a Lease for a term of 25 years at an annual rent of £1.
- The proposed nominal rent reflects the costs of operating and managing the car park, including costs associated with the ongoing repairs and maintenance and capital replacement costs. In addition, there is also a requirement to comply with Planning & Ecological conditions which will be the responsibility of Manea Parish Council. In order to generate sufficient funds to meet these obligations, Manea Parish Council intend to implement car parking charges to recover the costs of their ongoing responsibilities.
- As it is intended to grant a lease at a nominal sum, the proposed grant of the Lease would require the Secretary of State's consent under section 123 of the Local Government Act 1972 as the land is being disposed of for less than the best consideration which can be reasonably obtained. However, there is a

“General Consent” available in specified circumstances where the undervalue is not more than £2m on a parcel of land.

### 3. Recommendations

- Members are requested to consider the report and confirm whether they wish to approve the grant of a Lease for 25 years at an annual rent of £1 to Manea Parish Council upon the Terms herein proposed.
- Should the proposal be deemed acceptable to Members, it is further requested that approval of the detailed terms of the Lease be delegated to the Corporate Director (Finance) and the Head of Economic Growth & Assets in consultation with the Portfolio Holder for Social Mobility and Heritage, the Portfolio Holder for Economic Growth and the Leader of the Council and Portfolio Holder for Finance.

<b>Wards Affected</b>	Manea
<b>Forward Plan Reference</b>	
<b>Portfolio Holder(s)</b>	Cllr Chris Seaton - Portfolio Holder for Social Mobility and Heritage Cllr Ian Benney – Portfolio Holder for Economic Growth
<b>Report Originator(s)</b>	Justin Wingfield – Head of Economic Growth & Assets
<b>Contact Officer(s)</b>	Paul Medd – Chief Executive Peter Catchpole - Corporate Director (Finance) Justin Wingfield – Head of Economic Growth & Assets
<b>Background Paper(s)</b>	Cabinet 27 June 2019 - <a href="#">Fenland Stations Regeneration Project Board</a>



## Report:

### **1. Background**

- 1.1 Fenland District Council (FDC) and its partners have been working with the railway industry, other project partners and the public on a programme to make significant improvements to our local railway stations in Manea, March and Whittlesea. These efforts are known as the 'Fenland Stations Regeneration Programme'.
- 1.2 To date high level masterplans have been produced for each station setting out a range of small, medium and large-scale improvements. In Manea, one of the more substantial projects seeks to provide much needed car parking capacity, where the station is currently without dedicated parking provision. It is anticipated that providing parking at this location will lead to a significant increase in the use of the station, which aims to accommodate growing demand, improved services and meet the needs of local residents.
- 1.3 In November 2020 Fenland District Council (FDC) acquired an area of land at Fodder Fen Road in Manea, adjacent to the Railway Station. The land is shown as edged red on the plan at **Appendix 1**. The purchase was funded through a part of the grant provided by the Cambridgeshire & Peterborough Combined Authority (CPCA) as part of the Fenland Stations Regeneration Programme.
- 1.4 In addition to the acquisition of the land, the CPCA has also provided grant funding within the Fenland Stations Regeneration Programme to fund the construction of a 109 space car park, together with cycle parking a bus turning and waiting area (a copy of the proposed layout plan is attached at **Appendix 2**).
- 1.5 The final element of the project at Manea will be to secure the ongoing management and operation of the car park which it is intended, will be provided by Manea Parish Council.
- 1.6 Manea Parish Council (MPC), who have been project partners to this scheme are intended to become the operators and custodians of the car park by virtue of a proposed Lease agreement between FDC and MPC which is the subject of this Cabinet report.

### **2. Proposal**

- 2.1 FDC Officers have been working with the Clerk to Manea Parish Council to develop and agree 'Heads of Terms' (a copy is annexed to this report at **Appendix 3**). The draft terms will become the basis upon which a formal Lease agreement is to be based and a formal decision to implement these terms will be subject to a formal Decision from both FDC's Cabinet and from Manea Parish Council.
- 2.2 The Heads of Terms propose that FDC grants a Lease to MPC for a term of 25 years at an annual rent of £1. This reflects the requirements of the car park operator to undertake ongoing repairs and maintenance and to ensure the car park continues to meet its obligations, whilst operating safely and effectively. In addition, there are a number of Planning & Ecological conditions of the development which will require that the operator continues undertake works to meet and satisfy these conditions. The conditions include responsibilities to maintain wildlife habitats, planting, cutting and maintenance to the adjoining land surrounding the car park.
- 2.3 In order to fund the cost of operating, repairing and managing the car park and adjoining habitat it is proposed that MPC will introduce and implement a tariff of car park charges, firstly to ensure that they are able to recover the costs they incur and secondly to ensure costs are recovered on a 'user pays' approach, rather than the costs falling to the Parish Council or local residents.

- 2.4 It is intended that the car park will be operated on a 'not for profit' basis, which will seek to ensure that any surpluses produced from car parking income are retained as part of the a sinking fund for future repairs and replacement of assets and equipment or directly reinvested into the day-to-day operation, upkeep and maintenance of the car park.
- 2.5 The parties will agree the official commencement date of the proposed Lease, but it's not anticipated to come into effect until the car park construction is completed in late 2021 and the proposals may be finalised in the first instance by entering into an Agreement to Lease.

### **3. Considerations**

- 3.1 The proposed Heads of Terms are subject to formal approval between FDC & MPC. If Cabinet is minded to approve the proposed grant of a Lease, MPC will be required to formally ratify and adopt the proposed Heads of Terms at a subsequent meeting of Manea Parish Council. It is proposed that any subsequent minor variations will be dealt with by requesting that FDC's Cabinet confers delegated authority to Senior Officers in conjunction with the Portfolio Holder for Economic Growth, the Portfolio Holder for Social Mobility and Heritage & the Leader of the Council and Portfolio Holder for Finance.
- 3.2 The proposed Lease is intended to be for a term of 25 years and is likely to incorporate a suitable break provision that will allow either FDC or MPC to bring the Lease to an end should the need arise. The Tenant will be responsible for the ongoing repairs and maintenance and FDC will have not any obligations in this regard.
- 3.3 In connection with the introduction of car parking charges, MPC will be required to notify FDC of the introduction or subsequent variation of the charging tariff or any penalty charges to ensure they remain proportionate and in accordance with the principles that the car park is operated on a 'not for profit' basis. FDC will not be required or permitted to approve such charges.
- 3.4 The Lease will be granted on the principles that both FDC & MPC will continue to benefit of residents and users of the car park to ensure that decisions are in the best interests of the car park facility and are made with prudence, diligence and not to the detriment of the other party. The parties will meet at least once a year, but with an appropriate regularity to discuss matters relating to: (i) the management and performance of the car park; (ii) the charging regime and operational income & expenditure; (iii) compliance with associated Lease, Planning & Ecological obligations; (iv) the future replacement & investment plan; (v) a car park user charter and (vi) the repairs & maintenance.

### **4. Effect on Council's Business Plan**

- 4.1 The proposal satisfies the Council's Business Plan and in particularly the following Corporate Priorities:
- 4.2 Economy – This proposal will support the Council's ambition to promote and lobby for infrastructure improvements, which encourage sustainable rail travel and improve access to employment and local services. The construction and operation of the Manea Railway Station car park represents a major milestone in the progress of the Fenland Stations Regeneration Programme and will help to increase passenger uptake and drive demand for more frequent rail services.
- 4.3 The project will also support the Council's ambitions to promote and enable housing growth, economic growth, and recreation, providing a much-needed local facility for Manea and the surrounding area. The provision of a car park will further increase demand and support the growth of Manea as a 'rail-served' and attractive Fenland village.

## 5. Funding & Financial Implications

- 5.1 As was intended as part of the investment into Fenland's Railway Stations, the grant of a Lease to MPC will not create any additional or reduced financial implications for FDC. MPC will be responsible for all day-to-day revenue costs and for any capital expenditure relating to the repairs and maintenance and the upkeep or replacement of any equipment which may arise into the future. The proposed inclusion of a sinking fund within the Lease will assist with future capital replacement works and regular meetings between FDC & MPC will ensure that any surplus or deficit situations which may arise will continue to adhere to the principles of 'not for profit'.
- 5.2 It is proposed that the Lease would be granted at a nominal rent, in this case £1 p.a. which recognises the likely ongoing revenue costs required to operate and maintain the car park. The Council has powers under Section 123 of the Local Government Act 1972 to dispose of land in any manner it wishes, including granting a lease. The only restriction is that a disposal must be for the best consideration reasonably obtained, otherwise consent is required from the Secretary of State.
- 5.3 In ascertaining "best consideration" the Council can either offer the land on the open market or undertake a valuation of the lease so that it can determine whether the proposed price is the best consideration which can be reasonably obtained for the land and, if there is a disposal at an undervalue, what the amount of that undervalue is.
- 5.4 The General Disposal Consent (England) 2003 ("the General Consent") allows the Council to dispose of land for less than its market value without having to obtain consent from the Secretary of State where the difference between the unrestricted value of the interest to be disposed of and the consideration accepted is £2m or less. This will apply if the Council "*considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area:*
- i) *the promotion or improvement of economic well-being;*
  - ii) *the promotion or improvement of social well-being;*
  - iii) *the promotion or improvement of environmental well-being".*
- 5.5 The Council has undertaken an internal valuation appraisal of the land based upon the proposed Heads of Terms and is of the opinion that the undervalue does not exceed the £2m threshold. This is based upon the grant of a 25 year Lease, with a restrictive User covenant in the Lease limiting the use of the land to a car park and associated purposes on a 'not for profit' basis.
- 5.6 As the draft Heads of Terms are yet to be formally agreed with Manea Parish Council and the operational costs and car park charging tariff have yet to be established, Officers will continue to keep this matter under review. Prior to entering into the Lease or any Agreement to Lease, a further valuation may be required to ensure that the undervalue remains less than the £2m threshold and compliant with the terms of the regulations and in accordance with the approval sought by this Cabinet report.
- 5.7 Members will need to consider whether the purpose for which the land is being leased is in accordance with the requirements of the General Consent, namely that it satisfies at least one of the three objects referred to in paragraph 5.4 above.

## 6. Conclusions

- 6.1 The proposal seeks to grant a Lease to Manea Parish Council, as was always intended, which will ensure local ownership and active management on the ground, whilst at the same time providing a much-needed local facility. These proposals were never envisaged to create significant profits for the operator and the principles of 'not for profit' have been adopted here to ensure that the facility can recover the costs of operation through the

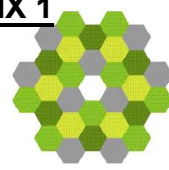


introduction of charges which removes the burden directly from the Parish Council, but ensures that such charges on a 'user pays' basis, remaining are proportionate and reasonable.

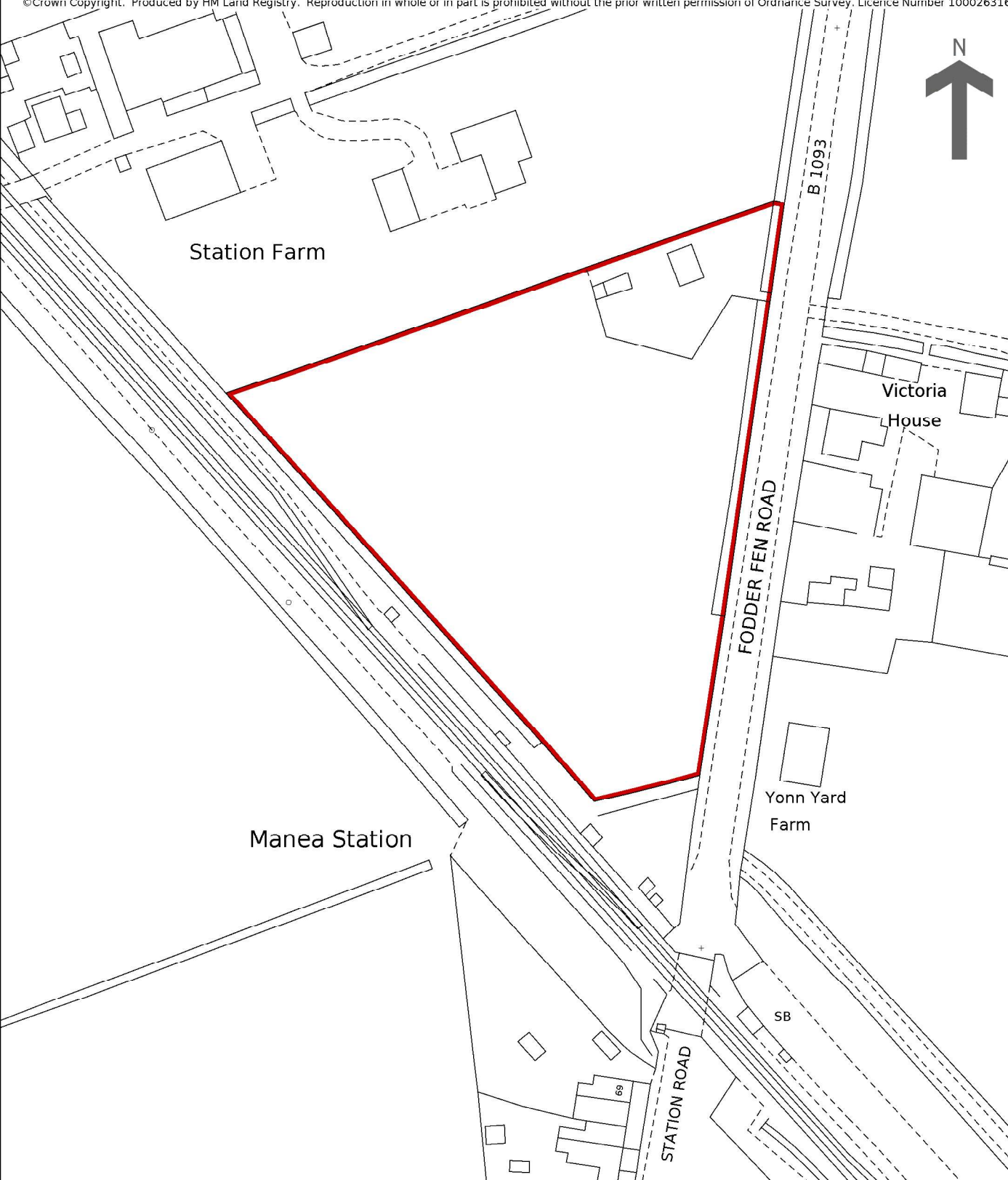
- 6.2 Manea Parish Council have been principle partners to the Fenland Stations Regeneration Programme Board in Manea and there is a strong community interest in granting a Lease, which will bring significant benefits to local residents and improve accessibility to one of Fenland's Railway Stations.

## **7. Recommendations**

- 7.1 Members are requested to consider the report and confirm whether they wish to approve the grant of a Lease for 25 years at an annual rent of £1 to Manea Parish Council upon the Terms herein proposed.
- 7.2 Should the proposal be deemed acceptable to Members, it is further requested that approval of the detailed terms of the Lease be delegated to the Corporate Director (Finance) and the Head of Economic Growth & Assets in consultation with the Portfolio Holder for Social Mobility and Heritage, the Portfolio Holder for Economic Growth and the Leader of the Council and Portfolio Holder for Finance.



© Crown Copyright. Produced by HM Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316





- NOTES:**
- All details are to be checked on site by the Contractor prior to the commencement of the works.
  - All dimensions in metres unless otherwise stated. Measurements to all lines are to the centre line. DO NOT SCALE from this drawing.
  - All levels in metres above ordnance datum unless otherwise stated.
  - HUK cannot be held responsible for the accuracy of the topographical survey.
  - Refer to site specific HUK Works Specification 2009-012/Spec'1. If there is any ambiguity between the Specification and the Drawings, the Drawings shall take precedence.
  - All lining is to be MMA screed
  - All street furniture to have 450mm clearance from face of kerb

- KEY:**
- Site Boundary
  - Footway Construction
  - Carriageway Construction
  - Earth Bund Construction
  - Grasscrete or similar
  - New Kerb
  - New Footway Edging
  - Timber Post and Four Rail Fence
  - Proposed 'V' ditch
  - Proposed Swale
  - Proposed Culvert
  - Proposed Headwall
  - Outfall into existing ditch
  - Proposed Lamp Columns - refer to lighting design by Joseph Lighting & FDC lighting specification. Columns 3 & 4 to be hinged for access reasons.
  - Columns LC1, LC2, LC5, LC6, and LC7 are to have column protectors installed on car park side (3 post 60mm dia. steel tube concrete foundation - installed to manufacturers instructions)

Rev	Date	Drawn by	Checked by	Approved by
I	14.12.20		Amendments from comments by FDC	RC PB PB
H	07.12.20		Minor amendments	RC RC PB
G	04.12.20		Updated to reflect FDC changes	RC RC PB
F	30.11.20		Updated to reflect FDC changes	NR RC PB
E	12.11.20		Amended to suit HUK comments	NR RC PB
D	02.11.20		GA & Topographical survey updated	NR RC PB
C	20.10.20		Timber post and four rail fence added	NR RC PB
B	28.10.20		Minor amendments to cycle parking	NR RC RC
A	27.10.20		Motorcycle parking relocated	NR RC PB



3 Martinfeld  
Welwyn Garden City  
Hertfordshire  
AL7 1HG  
0845 338 3938 info@highwaysuk.com

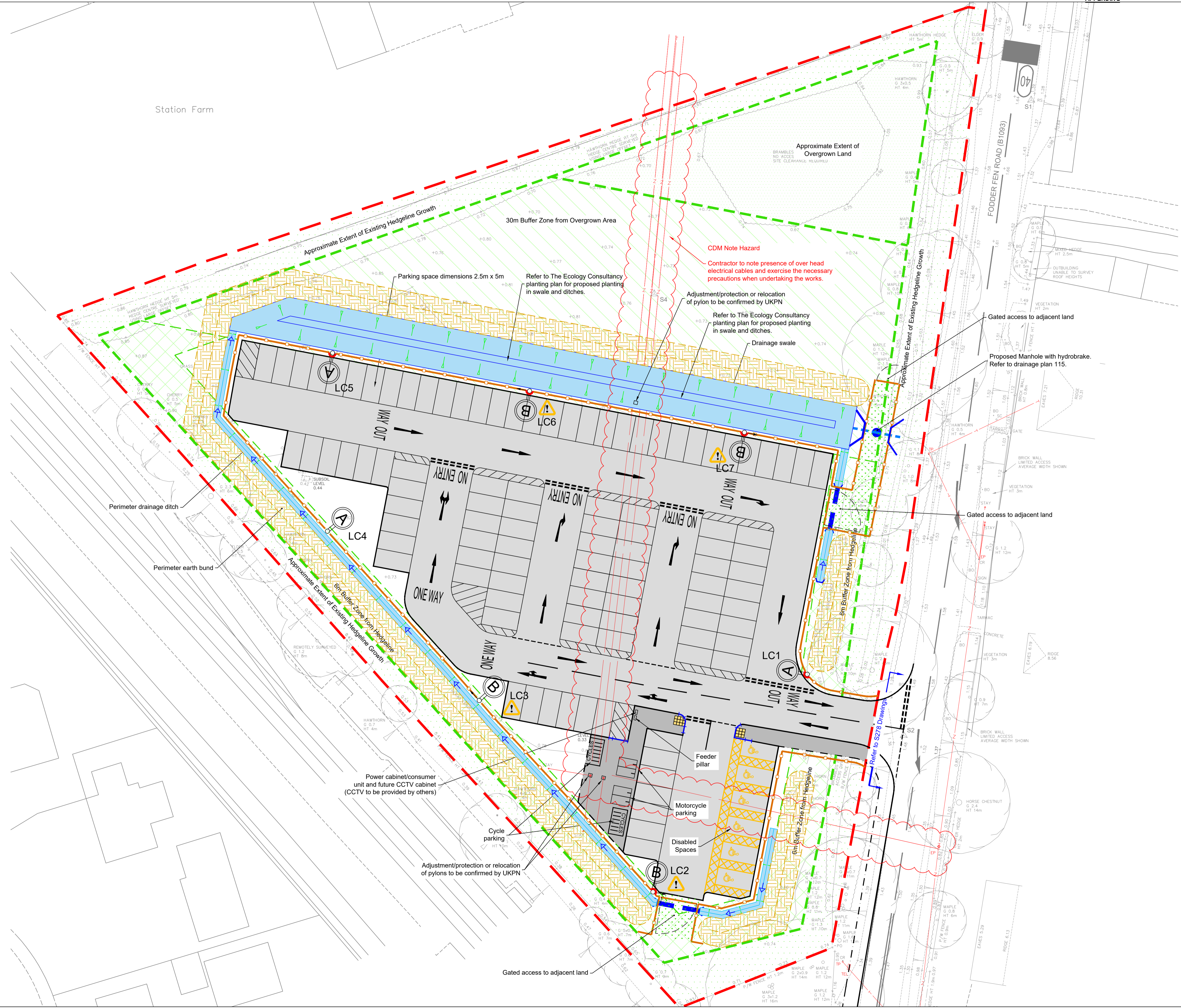
CLIENT: **MACE GROUP**

PROJECT: **MANEA STATION CAR PARK MANEA, MARCH**

TITLE: **CAR PARK DESIGN GENERAL ARRANGEMENT**

STATUS: **FOR APPROVAL**

SCALE:	DATE:	DRAWN:	CHECKED:	APPROVED:
1:250	05.10.20	RC	PB	JH
JOB NO:	DRAWING NO:	REVISION:		
2009-012	111	I		







**Heads of Terms**

New Lease

Manea Railway Station Car Park  
Fodder Fen Road  
Manea  
March

**SUBJECT TO CONTRACT AND WITHOUT PREJUDICE**

**The Code for Leasing Business Premises 1st edition effective September 2020 published by RICS advises that if you are not represented by an RICS member or other property professional you are strongly recommended to seek professional advice (e.g. from a qualified surveyor, solicitor or licensed conveyancer) before agreeing or signing a Business Tenancy agreement.**

**The code is available via the link below**

**[https://www.rics.org/globalassets/code-for-leasing\\_ps-version\\_feb-2020-1.pdf](https://www.rics.org/globalassets/code-for-leasing_ps-version_feb-2020-1.pdf)**

**Prepared on: 8 March 2021 (version 4) – Draft**

## DRAFT v4

<b>Purpose</b>	<p>The parties both acknowledge that the proposed construction and operation of the car park at Manea Railway Station is to be provided for the benefit of local residents, businesses, and users of the Railway Station.</p> <p>In reflecting the investment into the project made by the Cambridgeshire &amp; Peterborough Combined Authority, both parties acknowledge that the car park shall be operated on a 'not for profit' basis with any surplus income being held on account by the Tenant and reinvested into the operation, upkeep and maintenance of the car park.</p> <p>The parties agree to work collaboratively and for the benefit of residents and users of the car park to ensure that such decisions are in the best interests of the car park facility and are made with prudence, diligence and not to the detriment of the other.</p>
<b>Landlord:</b>	Fenland District Council Fenland Hall County Road MARCH PE15 8NQ
<b>Tenant:</b>	Manea Parish Council
<b>Tenant Address:</b>	Parish Clerk c/o 20 St Martin's Road Chatteris PE16 6JF
<b>Tenant Contact Details:</b>	07771 524093 <a href="mailto:clerk@manea-pc.gov.uk">clerk@manea-pc.gov.uk</a>
<b>Property Demised:</b>	Land at Fodder Fen Road, Manea, March, Cambridgeshire.  All that land as shown edged red on the attached plan.
<b>Land Registry Title Number:</b>	CB240874
<b>Term:</b>	25 years from a date to be agreed.
<b>Term Start Date:</b>	From a date to be agreed between the parties.

## DRAFT v4

<b>Rent:</b>	£1 per annum payable on demand
<b>VAT:</b>	Where VAT is applicable, it will be chargeable at the prevailing rate.
<b>Type of Lease:</b>	Head Lease.
<b>Landlords Works:</b>	Works to construct a car park and ancillary services in accordance with Planning application F/YR20/0427/F (subject to approval or subsequent amendment)
<b>Tenant Works:</b>	The installation of infrastructure to support the implementation of car park charging and any ancillary Tenant 'fit out' works required to make the Property Demised suitable for purpose.
<b>Rent Deposit:</b>	No rent deposit will be required.
<b>Guarantor</b>	No guarantor will be required.
<b>Break Provision:</b>	The Landlord or Tenant can exercise the break provision on the 5th, 10th, 15th or 20th anniversary of the Term Start Date with a minimum of 6 months prior written notice.
<b>1954 Act Protection:</b>	The Lease excludes the provisions of S24-28 of Landlord & Tenant Act 1954.
<b>Rights Granted:</b>	None.
<b>Rights Reserved:</b>	<p>Rights of access, utility, and connection across, over and under the Property Demised.</p> <p>The right of access for third parties who are required to obtain access the Property Demised to ensure compliance and the appropriate discharge of conditions and obligations in connection with any Planning &amp; Ecological requirements.</p> <p>The reservation of any rights that currently exist, benefit or are intended to benefit third party owners. Details to be provided by the Landlord.</p>
<b>Car Parking Charges:</b>	The Tenant shall be permitted to introduce and implement car parking charges in connection with the



## DRAFT v4

	<p>User clause.</p> <p>The levying of car parking charges will be undertaken on a 'not for profit' basis and any surplus car parking revenue will be retained and directed towards both capital replacement, revenue repairs, maintenance, and ongoing operation.</p> <p>The Tenant shall, before introducing such charges, provide the Landlord with a copy of it's proposed charging and penalty charging tariff and shall upon introduction of car parking charges and with each subsequent amendment of the charging and penalty charging tariff, provide a copy to the Landlord not less than 20 working days before such charges shall take effect.</p> <p>For the avoidance of doubt the Landlord is not required to provide formal approval, however the Landlord expects that any surplus revenue is reinvested into the operation and upkeep of the car park.</p> <p>The Tenant is solely responsible for the costs of acquiring and operating any equipment required to implement parking charges on the site, which includes any subscription, capital equipment or replacement costs.</p>
<p><b>Management &amp; Performance Meetings:</b></p>	<p>The parties agree, at a frequency of not less than annually to meet to discuss as a minimum:</p> <ul style="list-style-type: none"> <li>• the management and performance of the car park,</li> <li>• the charging regime and operational income &amp; expenditure</li> <li>• compliance with associated Lease, Planning &amp; Ecological obligations, and conditions.</li> <li>• The future replacement &amp; investment plan.</li> <li>• Car park user charter.</li> </ul>
<p><b>Outgoings:</b></p>	<p>The Tenant will be responsible for the payment of all outgoing arising from the occupation of the Property Demised, including, but not limited to the costs of utilities, services, subscriptions, and associated property taxes such as Business Rates and Land Drainage Rates.</p>
<p><b>Rent Payment:</b></p>	<p>The rent is to be paid annually in advance on the Term Start Date and upon each anniversary of the Term Start</p>

## DRAFT v4

	Date.
<b>Rent Review:</b>	It is not proposed to include a Rent Review clause.
<b>User:</b>	<p>The premises are to be used as a public car park for the benefit of users of the railway station and for use as public transport interchange.</p> <p>The parties will agree a user charter between themselves prior to the car park being used and shall review any changes or amendments in a collaborative manner.</p>
<b>Tenant Repairs:</b>	The Tenant will have full responsibility for all repairs and maintenance relating to the Property Demised.
<b>Tenant Obligations:</b>	<p>The Tenant will have full responsibility for complying with all Planning and Ecology conditions and obligations as included in the Appendix to these Heads of Terms.</p> <p>The parties agree to establish the full responsibilities in connection with grounds maintenance and ecology obligations, together with matters relating to security, lighting, CCTV, and other relevant considerations.</p>
<b>Landlord Repairs:</b>	<p>The Landlord will have no repairing liabilities.</p> <p>During the first 12 months of the lease the Landlord may be required to ensure that the principal contractor completes any remedial works identified during the 'snagging' process. The Tenant acknowledges the need to permit access to the Property Demised in order for such works to be completed. Such works will be undertaken with the aim of minimising disruption.</p>
<b>Dilapidations:</b>	Dilapidations should be scheduled and given to the Tenant for action six months prior to the termination date.
<b>Insurance:</b>	<p>The Landlord will be responsible for insuring any buildings or structures on the Property Demised. The Landlord will be entitled to recover the costs of any insurance premium from the Tenant.</p> <p>The Tenant will be responsible for any Public Liability and any other Third-Party insurances.</p>
<b>Service Charge:</b>	It is not anticipated that there will be any Service

## DRAFT v4

	<p>Charges associated with this lease.</p> <p>Where services are subsequently identified or required, the Tenant agrees to pay for the cost of such services provided by the Landlord.</p>
<b>Sinking Fund:</b>	<p>The Tenant shall establish a Sinking Fund for the purposes of funding the replacement of any items or equipment which are required to be replaced and are in the opinion of both parties considered to be 'capital' replacements.</p>
<b>CCTV:</b>	<p>If the Landlord is required to provide CCTV to the Demised Premises, the parties agree that the Landlord is permitted to recover the capital costs of installation and all ongoing revenue costs in connection with providing CCTV services.</p> <p>In the event that CCTV is to be procured by the Tenant and provided by a third party, the Landlord will be required to provide consent, such consent shall not be unreasonably withheld or delayed.</p>
<b>Alienation:</b>	<p>The assignment of whole or part of the Property Demised and underletting are prohibited.</p>
<b>Alterations:</b>	<p>The Tenant will be permitted to make any non-structural alterations on site, subject to the Landlords prior written approval, such approval not to be unreasonably withheld.</p> <p>The Tenant will not be permitted to make any structural alterations or such alterations that constitute engineering activities for which Planning permission would usually be required to the Property Demised.</p>
<b>Planning:</b>	<p>The Tenant is to observe and comply will all Planning Acts and be responsible for obtaining any necessary statutory consents relating to the Tenants occupation and operation of the Property Demised.</p> <p>The Tenant is not permitted to apply for Planning permission to change the use of the site or make any physical or engineering alterations, except where it is necessary to comply with any statutory direction or obligation. Where this is necessary it will be subject to the Landlord's prior written approval.</p>



## DRAFT v4

<b>Compensation:</b>	The Tenant will not be due any Compensation upon the termination of the Agreement to Lease or Lease however so arising.
<b>Conditions:</b>	The terms are subject to formal Council approval of the respective parties.
<b>Landlords Solicitors:</b>	Chief Solicitor Fenland District Council Fenland Hall County Road March, PE15 8NQ
<b>Tenant's Solicitors:</b>	TBC
<b>Landlord's Agent:</b>	Head of Economic Growth & Assets Fenland District Council Fenland Hall County Road March, PE15 8NQ
<b>Costs:</b>	Both parties will bear their own costs in connection with this transaction.
<b>Other Terms:</b>	The lease shall contain other such terms and conditions as the Landlord considers necessary for the letting of this nature.  Such terms may include but are not limited to compliance with GDPR and Freedom of Information Act requirements.

Please indicate your acceptance to the terms set out above by signing and dating in the space indicated below: -

Signed.....

Date.....


### **Data Protection Act 2018 and General Data Protection Regulations**

Any personal data supplied by you will be held and used in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. The Council will not

## **DRAFT v4**

disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. The Council may also use this data in connection with the prevention of fraud or other crime.

How we use your data is important to us and will be managed in accordance with the Council's Privacy Policy which can be accessed at <http://www.fenland.gov.uk/privacy/> To provide you with our services we will need to record personal information, such as your name and address. This information will be kept securely and only accessed by approved staff. We will not share your information with anyone else without first telling you. If you would like more details about how we protect personal information, please contact our Data Protection Officer.

Agenda Item No:	11	
Committee:	Cabinet	
Date:	March 2021	
Report Title:	Review of Outside Body Organisations 2021/22	

## 1 Purpose / Summary

The purpose of this report is to enable Cabinet to review and agree the list of outside bodies requiring elected Member representation during 2021/22. The appointment of representatives for the revised list of outside body organisations will be considered at the July meeting of Cabinet.

## 2 Key issues

- In addition to attending Council meetings and other constituency work, Councillors are required to sit as representatives of the Council on other organisations and agencies known as Outside Bodies
- An "Outside Body" is an organisation that has a separate governance structure to that of the Council
- The Council appoints elected members to represent it on a range of Outside Bodies at a national and local level. Such appointments ensure that the Council's and residents interests are represented within key agencies
- The Council recognises the value outside organisations make to the wider community and in the achievement of the Council's corporate priorities.
- The rules relating to political proportionality in relation to the membership of committees are set out in The Local Government and Housing Act 1989 and the supporting regulations. It is best practice to reflect these rules when allocating places on outside body organisations.
- A Member led review of Outside Body organisations was conducted by a sub group of the Overview and Scrutiny Panel in 2013/14. The review sub group were keen to ensure greater transparency, particularly in relation to; the representative appointment process, ensuring a clear and tangible link between those outside bodies requiring representation and corporate priorities and/ or funding provided by the District Council. As a result the following recommendations arose from the review regarding the types of outside organisations that warranted representation. The recommendations were subsequently endorsed by Full Council
  - Statutory outside bodies
  - Organisations to which the District Council contributes funding - To ensure that public money is used properly and achieves value for money
  - Organisations which have a clear link to key objectives outlined in the Corporate Plan



### 3 Recommendations

- For Cabinet to consider and agree the list of Outside Body organisations requiring representation, that fulfil the representation criteria.
- Agree the list of Outside Body Organisations that no longer fulfil the criteria for representation.
- Consider at the July meeting of Cabinet the appointment of elected members to the agreed list of Outside Body organisations.
- For Cabinet to delegate to the Corporate Director and Monitoring Officer in consultation with the Leader of the Council and Group Leaders the addition or deletion of outside bodies as the need arises during the municipal year and appointment of Members to vacancies on outside bodies during the municipal year.

<b>Wards Affected</b>	All
<b>Forward Plan Reference</b>	
<b>Portfolio Holder(s)</b>	Councillor Chris Boden – Leader of the Council
<b>Report Originator(s)</b>	Anna Goodall Head of Governance and Customer Services
<b>Contact Officer(s)</b>	<p>Paul Medd, Chief Executive  <a href="mailto:paulmedd@fenland.gov.uk">paulmedd@fenland.gov.uk</a>            01354 622202</p> <p>Peter Catchpole, Corporate Director  <a href="mailto:petercatchpole@fenland.gov.uk">petercatchpole@fenland.gov.uk</a>            01354 622201</p> <p>Carol Pilson, Corporate Director  <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a>            01354 622360</p> <p>Anna Goodall, Head of Governance and Customer Services  <a href="mailto:agoodall@fenland.gov.uk">agoodall@fenland.gov.uk</a>            01354 622357</p>
<b>Background Paper(s)</b>	<p>Outside Bodies Review Scoping Report</p> <p>Overview and Scrutiny Outside Bodies Review Report</p> <p>Outside Bodies Cabinet Report (2)</p>

## 4 OUTSIDE BODY ORGANISATIONS

### Background / introduction

Cabinet previously endorsed the recommendations arising from the 2013/14 Member Led Review of Outside Body organisations; namely that Outside Body organisations requiring representation from the District Council should fulfil one or more of the following criteria.

- Statutory Outside Bodies
- Organisation to which the District Council contributes funding - To ensure public money is used properly and achieves value for money
- Organisation which have a clear link to key objectives outlined in the Business Plan

Political proportionality rules are applied to outside bodies as best practice by the Council. It should be noted that political groups can appoint members who are not aligned to a political group, or indeed aligned to another group, to seats allocated to them, under the political proportionality rules.

Following the Member Led review of Outside Bodies, the criteria for considering Fenland District Council representation have been stringently applied. As a result the 54 Outside Body organisations currently requiring representation, have all previously fulfilled the criteria identified as a result of the Member Led Review. 33 organisations are defined as either Statutory Organisations or Outside Bodies to which the District Council contributes funding. The remaining 21 organisations were assessed as being linked to key objectives in the 2020/21 Corporate Business Plan.

Given the change in approach and structure of the Corporate Business Plan for 2021/22, it provides an opportunity for Cabinet to review the 21 Outside Body organisations that were linked to key objectives in the former Business Plan for 2020/21. This will ensure that Outside Body representation will be considered in accordance with the key objectives in the current Business Plan and therefore confirm or otherwise that all organisations continue to meet the representation criteria.

The table contained within Appendix A outlines the Outside Bodies currently requiring representation, the level of required representation and highlights organisations that members of Cabinet may wish to reconsider in relation to establishing links to key objectives in the recently approved Corporate Business Plan.

In the event that members agree that any of the 21 organisations linked to the former Business Plan key objectives, no longer fulfil any of the previously

agreed outside body representation criteria, then they will be removed from the list of organisations and informed accordingly.

It is envisaged that the process of nominating and reviewing representatives on Outside Bodies will occur at the start of the municipal year unless in exceptional circumstances. Nominations are considered during the July Cabinet meeting.

The Outside Body organisation that members of Cabinet may wish to consider in respect of Fenland District Council representation are as follows;

- Cambridgeshire Horizons
- Cambridgeshire Military Community Covenant Board
- Cambridgeshire Health and Wellbeing Board + District Lead Members Group
- Chatteris Community Centre Association
- College of West Anglia Governing Body
- Community Learning and Skills Partnership
- Fenland Diverse Communities Forum
- Fenland Health and Care Forum
- Fenland Tension Monitoring Group
- Fenland Transport and Access Partnership
- Fenland Transport Strategy
- Fenland Twinning Association
- Health Committee
- Hanson, Fletton Brickworks Industry
- March Area Transport Study
- March Education Foundation
- Wisbech Community Development Trust (Oasis Village Centre)
- Rural Cambs CAB
- The Wash and North Norfolk Marine Partnership
- Wisbech Access Strategy Member Steering Group
- Young People March



## APPENDIX A

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
1	Anglia Revenue Partnership	1 + 2 substitutes	Cllr Jan French Substitute members Cllr Connor Cllr Kim French		Conservative Party representation
2	Benwick Internal Drainage Board (IDB)	4	Cllr Laws Cllr Miscandlon Cllr Mrs Mayor Cllr Wicks		3 Conservatives 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
3	Cambridgeshire Horizons Board	1	Cllr Boden		Conservative Party representation
4	Cambridgeshire Military Community Covenant Board	1	Cllr Tierney		Conservative Party Representation
5	Cambridgeshire Police and Crime Panel	1 + 1 substitute	Cllr Lynn substitute member Cllr Connor		Conservative Party Representation
6	Cambridgeshire Health and Wellbeing Board + District Lead Members Group	1	Cllr Clark		Conservative Party Representation
7	Chatteris Community Centre Association	2	Cllr Murphy Cllr Benney		1 Conservative 1 Fenland Independents Alliance (including 2

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
					Liberal Democrats and 1 Member of The Green Party)
8	College of West Anglia Governing Body	1	Cllr Topgood		Conservative Party Representation
9	Community Learning and Skills Partnership	1	Cllr Benney		Conservative Party Representation
10	Curf and Wimblington Combined IDB	1	Cllr Davis		Conservative Party Representation
11	Feldale IDB	7	Cllr Laws Cllr Boden Cllr Miscandlon Cllr Mrs Mayor		5 Conservatives 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
12	Fenland Association of Community Transport	1	Cllr Seaton		Conservative Party Representation
13	Fenland Diverse Communities Forum	1	Cllr Tierney		Conservative Party Representation
14	Fenland Health and Care Forum	Open meeting			Open meeting available for elected members and members of the public wishing

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
					to attend
15	Fenland Tension Monitoring Group	1	Cllr Hoy		Conservative Party Representation
16	Fenland Transport and Access Partnership	1	Cllr Topgood		Conservative Party Representation
17	Fenland Transport Strategy	2	Cllr Seaton Cllr Connor		1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
18	Fenland Twinning Association	4	Cllr Mrs Hay Cllr Mrs Mayor Cllr Topgood Cllr Meekins		3 Conservatives 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
19	Hanson, Fletton Brickworks Industry	1	Cllr Boden		Conservative Party Representation
20	Health Committee	1 + 1 substitute	Cllr Clark Substitute Member Cllr Topgood		Conservative Party Representation
21	Hundred of Wisbech IDB	15	Cllr Topgood		10 Conservatives



Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
			Cllr Wallwork Cllr Lynn Cllr Hoy Cllr Rackley Cllr Sutton Cllr Meekins Cllr Booth Cllr Tanfield		5 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
22	Kings Lynn IDB	1	Cllr Rackley with effect Feb 21		Conservative Party Representation
23	LGA/ LGA Rural Commission/ LGA Urban Commission	1 + 1 Substitute	Cllr Boden Substitute member Cllr Tierney		Conservative Party Representation
24	Manea and Welney Drainage Commissioners	3	Cllr Marks Cllr Sutton		2 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
25	March Area Transport Study	2	Cllr Count Cllr Skoulding		1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
26	March West and White Fen Internal	6	Cllr Cornwell Cllr Wicks		4 Conservatives

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
	Drainage Board (Previously known as March and Whittlesey IDB)				2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
27	March East IDB	11	Cllr Purser Cllr Clark Cllr Topgood Cllr Cornwell Cllr Marks Cllr Yeulett		7 Conservatives 4 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
28	March Education Foundation	1	Cllr Purser		Conservative Party Representation
29	March Fifth District Drainage Commissioners	8	Cllr Cornwell Cllr Jan French		5 Conservatives 3 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
30	March Sixth District Drainage Commissioners	4	Cllr Cornwell Cllr Jan French		3 Conservatives 1 Fenland Independents Alliance (including 2 Liberal

<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required</b>	<b>Current nominated representatives 2020/21</b>	<b>To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting</b>	<b>Proportionality</b>
					Democrats and 1 Member of The Green Party)
31	March Third IDB	5	Cllr Cornwell Cllr Marks Cllr Jan French Cllr Yeulett		3 Conservatives 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
32	Middle Level Commissioners	3	Cllr Laws Cllr Miscandlon Cllr Sutton		2 Conservatives 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
33	Needham and Laddus IDB	1	Cllr Sutton		Conservative Party Representation
34	Nightlayer IDB	10	Cllr Benney Cllr Murphy Cllr Divine		7 Conservatives 3 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)



Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
35	North Level District IDB	7	Cllr Humphrey Cllr Sam Clark Cllr Laws Cllr Mrs Mayor Cllr Miscandlon Cllr Booth Cllr Meekins		5 Conservatives 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
36	Wisbech Community Development Trust (Oasis Village Centre)	1	Cllr Rackley was the nominated representative but stood down in June 2020.		Conservative Party Representation
37	Ransonmoor District Drainage Commissioners	2	Cllr Connor Cllr Wicks		1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
38	RECAP	1 +1 Substitute member	Cllr Murphy Substitute member Cllr Tierney		Conservative Party Representation
39	Rural Cambs CAB	3	Cllr Miscandlon Cllr Booth		2 Conservatives 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
40	Safer Fenland Partnership	1	Cllr Lynn		Conservative Party Representation
41	The Wash and North Norfolk Marine Partnership	1	Cllr Rackley		Conservative Party Representation
42	The Combined Authority	1 + 1 Substitute	Cllr Boden Substitute member Cllr Jan French		Conservative Party Representation
43	The Combined Authority Overview and Scrutiny Committee	2 + 2 Substitutes	Cllr Connor Cllr Miscandlon Substitute members Cllr Tierney 1 vacancy		Conservative Party Representation
44	The Combined Authority Audit and Governance Committee	1 + 1 Substitute	Cllr Benney Substitute member Cllr Hoy		Conservative Party Representation
45	The Combined Authority Employment Committee	1 +1 sub	Cllr Miss French Cllr Mrs Davis (substitute)		Conservative Party Representation
46	The Combined Authority Housing and Communities Committee	1+1 Sub	Cllr Boden Cllr Mrs Laws (substitute)		Conservative Party Representation
47	The Combined Authority Transport and Infrastructure Committee	1+1 Sub	Cllr Seaton Cllr Boden (substitute)		Conservative Party Representation
48	The Combined Authority Skills Committee	1+1 Sub	Cllr Seaton Cllr Mason (substitute)		Conservative Party Representation

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
49	Upwell IDB	2	Cllr Rackley Cllr Sutton		1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
50	Waldersey IDB	2	Cllr Rackley Cllr Sutton		1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
51	Warboys, Somersham and Pidley IDB	1	No nominated representative for 2019/20		Conservative Party Representation
52	Whittlesey & District IDB	5	Cllr Mason Cllr Laws Cllr Mrs Mayor Cllr Wicks		3 Conservatives 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
53	Wisbech Access Strategy Member Steering Group	2	Cllr Lynn Cllr Rackley		1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and



Ref No	Outside Body	Number of representatives required	Current nominated representatives 2020/21	To Be Nominated Representatives 2021/22 TBA at July Cabinet Meeting	Proportionality
					1 Member of The Green Party)
54	Young People March	1	Cllr Purser		Conservative Party Representation

**DRAFT 6 MONTH CABINET FORWARD PLAN –  
Updated 9 March 2021**



(For any queries, please refer to the published forward plan)

**CABINET**

<b>CABINET DATE</b>	<b>ITEMS</b>	<b>LEAD PORTFOLIO HOLDER</b>
Wed 14 Apr 2021	1. Cabinet Draft Forward Plan	Cllr Boden
Wed 19 May 2021	1. Project Update – Growing Fenland & CCC Capital Community Fund 2. Draft Local Plan 3. Lettings Policy for the Allocation of Affordable Rented Homes 4. Home improvements (confidential) 5. Cabinet Draft Forward Plan	Cllr Boden  Cllr Laws Cllr Hoy  Cllr Boden Cllr Boden
Thu 17 Jun 2021	1. Project Update – Growing Fenland & CCC Capital Community Fund 2. Cabinet Draft Forward Plan	Cllr Boden  Cllr Boden
Thu 15 July 2021	1. Annual Report 2020/21 2. Treasury Management Annual Report 2020/21 3. Financial Outturn Report 2020/21 4. Project Update – Growing Fenland & CCC Capital Community Fund 5. Cabinet Draft Forward Plan	Cllr Boden Cllr Boden Cllr Boden Cllr Boden  Cllr Boden
Thu 16 Sept 2021	1. Project Update – Growing Fenland & CCC Capital Community Fund 2. Cabinet Draft Forward Plan	Cllr Boden  Cllr Boden

This page is intentionally left blank