

Agenda Item No:	<b>9</b>	
Committee:	<b>Cabinet</b>	
Date:	<b>23 February 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	Civil Parking	£400,000	27.01.21	FDC

Scheme	Enforcement			
--------	-------------	--	--	--

\*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.

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

- 5.16 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.
- 5.17 The outcome of these bid submissions will be included in the next Projects Update Report presented to Cabinet members.

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

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

<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>  (Please note: CPCA Market Towns funding must be spent by the project delivery body by 31 March 2022)	
<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			

Development Sites & Housing					
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			
Community					
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			

Development Sites & Housing					
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			
Community					
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.					
<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			

Development Sites & Housing					
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			
Community					
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
COSTS (£)				
TOTALS				
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)





### PROJECT RISKS

**What are the key risks associated with the project and identified mitigation measures?**

**Do you have any additional comments/information to support your application?**

### DECLARATION

- 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.
- I/We authorise Cambridgeshire & 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.
- I/We authorise CPCA to notify HM Government Ministry of Housing, Communities & 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.
- 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.
- I/We agree that CPCA may use our company name in conjunction with their marketing activities.
- I/We agree that CPCA's decision is final.
- I/We have read and understood the features and eligibility criteria of the Programme.

**Signature**

**Name**

**Position**

**Date**

### 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

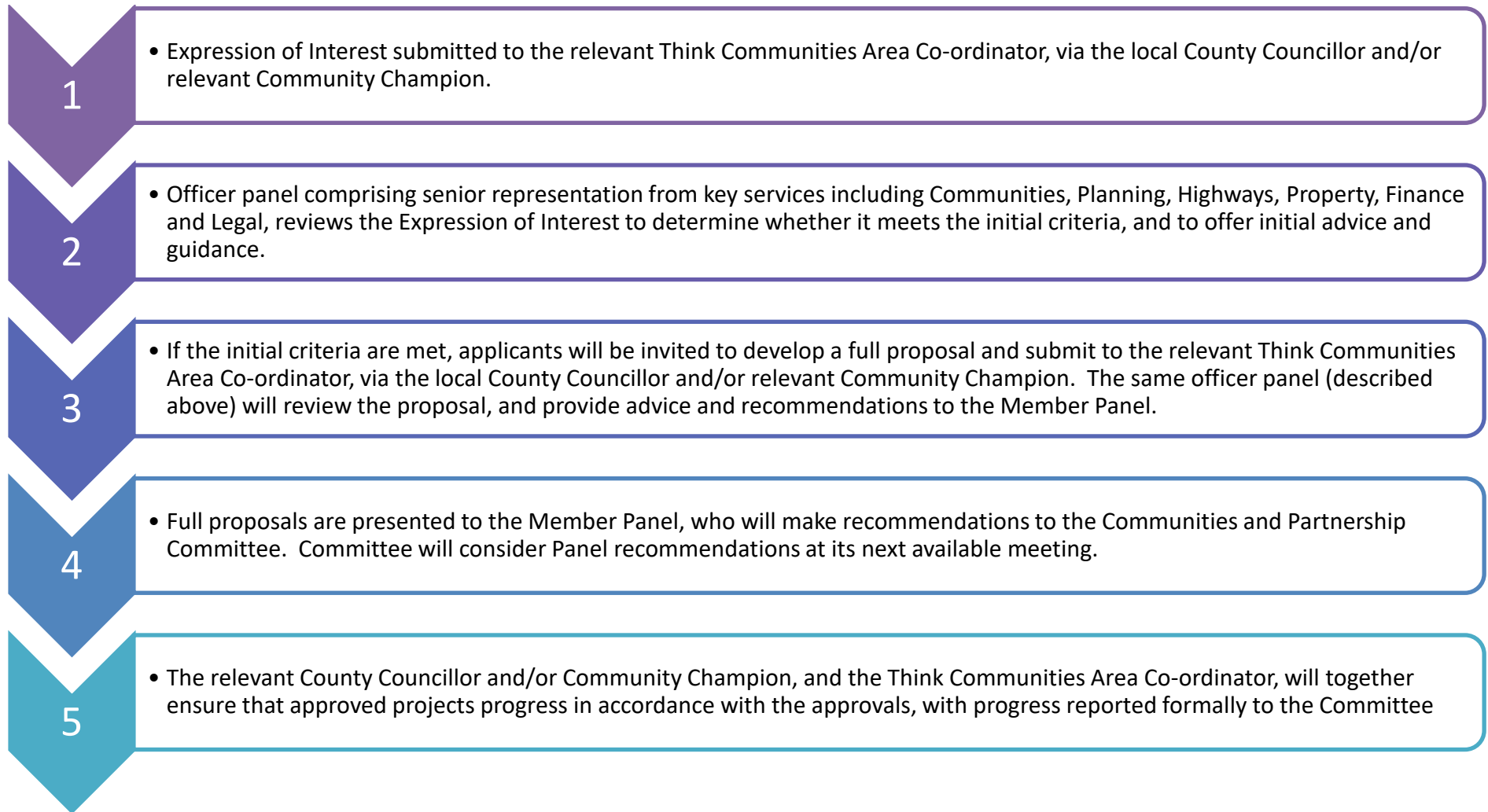
GROWING FENLAND PROJECTS - BIDS TO BE SUBMITTED - updated 08.02.21

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	