

LITTLEPORT PARISH COUNCIL

Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Monday 15th June 2020 at 7.05pm

PRESENT: Councillor C Allen
Councillor C Ambrose Smith
Councillor D Ambrose Smith
Councillor P Cox
Councillor R Gasgarth
Councillor S Green
Councillor B Guittet-Carriere
Councillor D Jordan – VICE CHAIRMAN
Councillor S Kerridge
Councillor L Malkin
Councillor G Norman
Councillor M Stableford
Councillor J Weaver
Councillor C Webber – CHAIRMAN
Councillor J Webber

Also in attendance: Clerk and Deputy Clerk

Members of the Public: 0

PUBLIC FORUM

No attendees

19/20.151 CHAIRMAN'S WELCOME

The Chairman welcomed everyone for attending the full Council meeting conducted via video conferencing.

19/20.152 APOLOGIES & ABSENCES:

None.

19/20.153 DECLARATIONS OF INTEREST:

None.

19/20.154 CONFIRMATION OF MINUTES

Wet signatures on previous Minutes will be obtained when the full Council are permitted (in accordance with legislation) to physically meet in the Barn.

19/20.155 CHAIRMAN'S UPDATE

Cllr C Webber updated the meeting on the support work that the mutual aid group have been providing with assistance from the Parish Council. This has included weekly hot meals for the elderly and vulnerable that have been referred to the group by partner agencies, communication devices loaned to our local care homes in order for the residents to keep in touch with relatives. A grant of £250 (from the Covid-19 CCF Grant that had been received) had been given to AAA Motorcycle Training School to help towards their additional fuel costs incurred whilst carrying out the free prescription collection service. Extended support had also been provided to ThePORT to enable them to carry on with their activities with the youths of the village. PULSE have also been successful

in securing a grant to enable additional oncology services to take place at St George's Medical Centre.

19/20.156 ECDC ENVIRONMENT AND CLIMATE CHANGE ACTION PLAN

Cllr J Webber updated the meeting on the newly adopted Environment and Climate Change Strategy and Action Plan. ECDC's Operational Services Committee approved:

- a) The Council's first Environment and Climate Change Strategy and Action Plan;
- b) Acts as Champions for the Plan, helping to communicate its key messages and facilitate its delivery;
- c) Recommends to Finance and Assets Committee that consideration be given to the actions outlined in the Plan, in terms of how they may be suitably resourced; and
- d) Seeks regular update on progress with delivering the actions in the Plan, including a thorough update report approximately one year hence.

A more detailed synopsis of the Action Plan is contained with the County and District Councillors' report appended to these Minutes.

The Parish Council RESOLVED to work with ECDC on the Plan and will form a recurring item on future agendas.

19/20.157 YOUTH BUILDING – THINK COMMUNITIES BID

An application has been submitted to Cambridgeshire County Council's Think Communities fund for the hoped for youth building. The application has passed Stage 1 and work is being carried out on the submission for Stage 2.

The Parish Council RESOLVED to support the bid for £400,000 grant funding to facilitate the building.

19/20.158 CCC INNOVATE AND CULTIVATE FUND

A further application will be made to the Innovate and Cultivate Fund from the County Council to extend a Timebank Co-Ordinator role to include the elderly and vulnerable residents (referred to as a link worker).

A grant application/fund raising working group to be set up to forward the work and this will include Cllr M Stableford, Cllr S Green, Cllr J Weaver, Cllr J Webber and Cllr D Jordan.

19/20.159 FINANCE

159.1 The Financial Statements of the Parish Council were presented (via email) to all members of the Parish Council and will be wet signed by the Chairman as a true representation of the accounts held by the Parish Council at the next physical meeting.

159.2 A full printout of all payments and receipts between 20th April and 14th June 2020 was emailed to all Councillors for their information.

159.3 No orders for payments required authorisation due to having been paid out of meeting.

159.4 The Chairman authorised the BACS payments to be made to staff.

19/20.160 CLERKS' FOLLOW UP DIARY

Nothing to report to this meeting.

19/20.161 DISTRICT COUNCILLORS' REPORT

An email containing the annual update from ECDC's Leader had been circulated prior to the meeting. The text of the report is as follows:

“East Cambridgeshire District Council Annual Report

Anna Bailey Leader of the Council, East Cambs District Council

Friday 29th May 2020

The Coronavirus pandemic struck East Cambridgeshire in March this year, but it feels as though we have all been living with it for a lot longer than that, and I have no doubt that it is going to have ramifications for a very long time to come.

With the outbreak still in its early phases, we are of course presently living in uncertain and worrying times. The pandemic, as awful as it has been and continues to be, has brought a collective examination of what is important in life with a new sense of increased value being placed on non-material things - our natural environment, our health, our family and friends and on the importance of having time to appreciate them. The recovery from the pandemic therefore requires us to think about a different future and to capture and nurture those positive things that people have experienced. East Cambs District Council, with its partners, is focussing on the future and how we can play our part in improving things for our residents for a better quality of life.

Looking back over the last year, the first year of the new four year administration, there has been much noteworthy activity that shouldn't be overshadowed by recent events. In May last year I had the perhaps dubious pleasure, but nonetheless privilege, of being elected Leader of the Council, and I have been working incredibly hard since then to move the Council forward with the projects, services and activities that were promised in the election of May 2019; I list the key activities and progress below.

Housing

- The Council has expanded its successful Housing and Community Support offer, which is:
 - **Preventative** - we work with people before they get into crisis
 - **Holistic** - we support people holistically, working with them over a period of time to help them sort out all the issues they face - mental health, financial (including licensed financial advice), housing, etc; it's not a one meeting process
 - **Accessible** - our services are immediately accessible (face to face activity is currently closed due to Covid 19, but support is still accessible via telephone, online and virtually):
 - people can use the drop in service at the Council offices - open for over 40 hours per week; people can use our Community Hubs in Ely, Littleport, Stretham and Earith - informal, relaxed settings with multi-agency advice on hand (new Hubs are planned for Soham, Sutton and Bottisham); we have an out of hours service for immediate help; we visit people in their own homes; we also support people in other informal locations
- ECDC purchased the ex MoD housing site in Ely - 88 empty properties are being brought back into use, turned into 92 refurbished homes in total, with 15 being retained as affordable shared equity homes in a Community Land Trust and reserved for local working people. The project is managed by East Cambs Trading Company (wholly owned by the Council for the benefit of Council Taxpayers). Progress had been in line with the business plan up to when Covid 19 struck and homes on the site have already been sold and let. Operations on site were closed for a period of 10 weeks during Covid, but work restarted on 11th May. It is expected that Covid will cause potentially significant delays to the project overall; work and financial plans are currently being reprofiled. The Phase 2 application for new homes on the site will however be submitted very soon and we will be looking for ways to deliver more than 30% affordable homes in Phase 2.
- Completion of the new homes at Barton Road, Ely by East Cambs Trading Company, including 2 affordable homes in a Community Land Trust for local working people.

- Stretham and Wilburton Community Land Trust (which began with support from ECDC) has continued its development at Manor Farm in Stretham and there are now 19 CLT owned homes that are occupied by local working people with ties to the Parish, soon to be 23; plans for the new on site GP Surgery which is being delivered as part of the community benefit of the site have moved forward. The CLT now owns £6m of property assets, exclusively for local people, and £12,500 is coming in to the CLT every month in rent, all legally tied to benefit the community.
- Planning permission was granted to East Cambs Trading Company for Kennett Community Land Trust - 500 new homes, 150 of which will be affordable, and far greater than normal community benefits from the scheme – including a new road to take traffic away from the village, low density housing, a business area, a new Primary School, 30 acres of green space including playgrounds, woodlands, orchards and allotments. Kennet Garden Village will be delivered as a near zero energy development, through investment in building fabric energy efficiency, on-site low or near zero carbon energy generation such as solar panels, air-source heat pumps and battery storage, and an emphasis on sustainable forms of transport, including electric vehicles, with car charging points accessible for occupiers of all domestic and commercial properties.
- New homes are being built by East Cambs Trading Company at Haddenham Community Land Trust, where again on site activity was paused during the Covid outbreak, but work restarted on 11th May.
- Plans for new homes on the old Paradise Pool site in Ely have been developed and a planning application will be submitted by East Cambs Trading Company imminently.
- £100k Homes – ECDC has supported the Combined Authority’s launch of the new innovative housing product for people struggling to get onto the property ladder: £100k Homes. East Cambs is first to get going with delivering new £100k homes on a site in Fordham. £100k Homes are new one-bedroom properties available to buy for £100k. The “discounted home” model will work throughout every district of Cambridgeshire and Peterborough including Cambridge City. £100k Homes offer a truly affordable step onto the housing ladder for working people. Key features of this product include:
 - 100% freehold home ownership
 - Monthly mortgage payment likely to be significantly lower cost than private rent on a similar home (allowing people to make over-payments to build up increased equity if they wish)
 - No rent to pay (unlike shared equity models)
 - Can be sold at any time
 - Owner benefits from future value increases
 - Purchasable with a deposit and mortgage, just like any other home (deposit required is typically expected to be low, as purchaser can use the discounted element to show equity)
 - Owner builds equity as the mortgage is paid off
 - The home’s next buyer benefits from the same discounted step on the housing ladder

Infrastructure

- The Highways England A14 21 mile upgrade completed and the new road has been opened – ECDC contributed £1m to the funding of this scheme.
- Plans for the new Soham Railway Station (which ECDC has supported financially (and in effort) from the outset have moved forward significantly. In September 2019, the Combined Authority committed £18.6m to fund the delivery of the new station and reconnect the town of Soham with the rail network, which will also improve the prospects for economic growth,

jobs and investment in the area. On 1 May 2020, Network Rail submitted a planning application to ECDC for permitted development of the station. Subject to gaining planning permission, the construction of the station is planned to begin later this year and is expected to be complete and open to passengers in 2022.

- A142/A10 “BP” and Lancaster Way roundabouts – the project to upgrade the two roundabouts (which it must be stressed is only a short term interim solution) has now received the final piece of the funding jigsaw. Work will begin on site on the BP roundabout in July this year, unlocking new growth at the Lancaster Way Business Park for around 2,500 new jobs. The scheme includes ECDC financial support from CIL (Community Infrastructure Levy) developer contributions.
- Work continues in partnership with Cambridgeshire NHS organisations to push for the redevelopment of the Princess of Wales Hospital, to bring much needed new community health facilities to East Cambridgeshire.

Other Activities

- The Council declared a climate emergency and the first Environment and Climate Change Strategy, and Action Plan is due to come to Committee in June.
- The Council has been running an extensive Bus, Cycle, Walk consultation – a survey was sent to every household in the district asking residents to put forward their ideas for improvements to bus routes, cycling and walking infrastructure. When Covid 19 hit the consultation, deadline was extended to the end of May to ensure everyone could have their say. With significant new money from central Government (£5bn nationally) the timing could not be better for the District Council to collate the results and make the case to the Combined Authority and other funding bodies for improvements.
- The Council is developing new planning policy documents in the form of Supplementary Planning Documents (SPDs). SPDs add detail to the policies in the Local Plan and because they form part of the material considerations in planning decisions, they strengthen the Council’s ability to secure development that complies with the requirements of each SPD. New SPDs are currently being developed on the *Natural Environment* and *Custom and Self-Build Housing* with more to follow on *Developer Contributions*, *Climate Change* and *Design*. All new SPDs will be subject to public consultation.
- The Council regained control of its 5 year land supply in April this year, meaning that the development envelopes around villages and settlements are now back in place.
- Fordham and Witchford became the latest two Parishes to successfully complete their own Neighbourhood Plan to control development in their parishes.
- East Cambs Trading Company has delivered over £1.6m benefit to the District Council and it made an early loan repayment back to ECDC.
- ECDC set its budget in February 2020 and was able to show a balanced budget for the next two years. We froze the East Cambs element of Council Tax for the seventh year in a row. Looking to the future, following the Covid 19 pandemic, there are now bigger than ever uncertainties surrounding the future of local Government funding and it will be a long time before the full social, health and economic effects of the pandemic are understood.

Coronavirus Covid 19 Pandemic

Who could have predicted, just a few short weeks ago, what was to come for life in Britain and across the world? It is like nothing else most of us has ever experienced. Life has changed suddenly, dramatically and drastically for us all and these are worrying times for everyone, but we are adjusting, and we will get through the Covid 19 pandemic, by pulling together and looking after each other.

The rate of transformation at both the District and County Councils has been unprecedented. But change we have, and I am proud of the way staff have risen to the challenge with a sense of determination, pragmatism and quiet resilience.

All services at the District Council are operational with some changes. Beyond its normal services, the District Council is focussed on two key areas: getting Government financial support out to businesses; and ensuring support is in place for everyone that is self-isolating.

Finances

The Government is providing financial support to Local Authorities and has announced two rounds of c.£1.6bn nationally. ECDC is allocated £43.4k in round 1 and £895k in round 2. Many District Authorities are reporting huge costs and losses arising from increased costs for rough sleepers and loss of car parking income. ECDC is relatively shielded from both of these as it has only a small income from car parking charges (the majority of its car parks being free of charge) and has been able to support most people prior to them losing their accommodation so there are only very low numbers of people with accommodation issues. A joint Finance document has been developed by all Section 151 officers from the Cambridgeshire and Peterborough County and District level Councils and information is regularly provided to Government. Looking forward the finances are hard to predict, but work is ongoing all the time to model the various scenarios.

Council Tax Hardship Support

The District Council has received £429k from Government to support people in difficulty with paying their Council Tax. This was immediately applied in line with Government guidance so that people on the Local Council Tax Reduction Scheme received a further £150 off their bill, or reduction of their bill to £0 if it was previously lower than £150. Further opportunities to help more people facing difficulties with their Council Tax bills may be possible in the future.

Business Support

Business rates: the business rates discounts have been applied automatically to all businesses that are eligible.

Grants: there are 1,363 businesses that have been identified in the district that may be eligible for assistance from the Small Business Grant and the Retail, Hospitality and Leisure Grant. We have contacted all 1,363 businesses asking them to complete and return a simple form to claim the grant so that information can be checked and verified. Some Local Authorities took the decision to pay grants by cheque to named company directors and straight into the bank accounts of businesses where they held bank details on file; at East Cambs we took the view that information needed to be verified before public money was handed over. We are up to date with payment to all eligible businesses that have provided their information and payments have been made to around 80% of businesses to date.

New grant: A new discretionary grant will be available from 1st June and is designed to help small businesses that have not yet benefited from other grant schemes, these include small businesses in shared premises that do not pay business rates, B&Bs, charities that get business rates exemption, and market traders. Up to date information will be available from the home page of the East Cambs website: www.eastcambs.gov.uk.

Combined Authority COVID 19 Capital Grants: The Combined Authority created two funds for small and medium sized companies. An initial £2.4m has now been increased to a total fund of £5.4m. For grants of £2,000 - £49,999, the CA will fund up to 80% of the total equipment costs. For grants between £50,000 - £150,000 the CA will fund up to 50% of the total equipment costs. For sole traders and non-Limited companies such as partnerships and companies with less than 5

employees a separate fund of £500k has been set up to support with capital grants of between £2,000 and £5,000. The Combined Authority is leading the economic recovery plan for the county.

Community Support

The support to communities is a co-ordinated effort between the County Council, the District Council and Parish and community support groups.

You can contact the **Countywide Coordination Hub which is focussed on the “shielded” group on 0345 045 5219.**

The District Council is focussed on everyone else not in the shielded group and is working to support the community efforts and to ensure no one falls through the cracks. Early on ECDC wrote to everyone over the age of 70 with information about how to get support. People contacting the District Council for support are referred to the local scheme if one is in place; where no scheme is in place the District Council fulfils the request. You can contact the **District Hub on 01353 665 555.**

19/20.162 COUNTY COUNCILLOR’S REPORT

CCLr D Ambrose Smith’s report is appended to these Minutes outlining the current activities of the County Council.

The next virtual meeting (via Zoom) of the Parish Council will take place on Monday 20th July 2020.

There being no further business the meeting was closed at 7.59pm.

Signed:

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Chairman

Dated:

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CAMBRIDGESHIRE COUNTY COUNCIL AND EAST CAMBRIDGESHIRE DISTRICT COUNCIL REPORT

CCC Adults Committee 11.6.2020

Approved a tender for 810 block beds and 12 planned respite beds for older people and people with a physical disability in Cambridgeshire at a total cost of £353.1million over a period 10 years.

CCC Children & Young People 26.5.2020

Review of Fostering Allowances for Cambridgeshire Foster Carers

It was agreed to reduce the number of payment bands for Cambridgeshire foster carers from the current 6 to 4; New payment bands would be higher than the existing baring band 6 which was being done away with.

Cambridgeshire County Council Covid-19 Update

The continuing commitment of staff across children's services and partner agencies – schools in particular – to ensure that the needs of vulnerable children and young people continue to be met.

It was agreed to fund the additional costs of £24-£30,000 per month until September 2020 in order to maintain Grafham Water as a contingency in the event that we have no placement options for older young people in care during the summer months, when there are always placement shortages.

ECDC Operational Services Committee 8.6.2020

ECDC Environment and Climate Change Strategy and Action Plan

On the 17th October 2019, Full Council passed a 'Climate change Motion', which declared a climate emergency and agreed a number of actions to take place.

One such action was to task this Committee with the preparation of an 'Environment and Climate Change Strategy and Action Plan'

The Committee approved

- A) The Council's first Environment and Climate Change Strategy and Action Plan:
- B) Acts as Champions for the Plan, helping to communicate its key messages and facilitate its delivery;
- C) Recommends to Finance and Assets Committee that consideration be given to the actions outlined in the Plan, in terms of how they may be suitably resourced; and
- D) Seeks regular update on progress with delivering the actions in the Plan, including a thorough update report approximately one year hence.

20 Commitments for 2020/21:

We have set a long-term vision to deliver net zero carbon emissions for the Council's operations and, in partnership with all stakeholders, for East Cambridgeshire as a whole, with clear and demonstrable progress towards that target year on year. At the same time, we will support our communities and East Cambridgeshire's biodiversity and environmental assets to adapt and flourish as our climate changes.

To help move one step towards that vision, the following forms a summary of the top 20 commitments we aim to achieve over the next 12 months. These are real actions

the Council will take to play its part to help mitigate climate change and boost the natural environment:

To help mitigate climate change:

1. Reviewing its entire electricity and gas contracts, and, where practical to do so, will seek to amend to 100% renewable electricity tariffs and 100% carbon off-set gas tariffs as soon as possible.
2. Appraising the impact of its streetlights and consider the options to move to LED lighting, if feasible, taking account of the carbon savings, financial savings and public opinion of doing so, including consideration as whether dimming of lights is practicable and safe during certain low-use hours (note: most street lights are not under the control of ECDC).
3. Embed a greater culture of home working (to reduce commuting) and less business travel (eg for site visits), taking advantage of lessons learnt during the Covid-19 lockdown situation, with the aim of encouraging staff to undertake less, and more coordinated, site visits and meeting attendance.
4. Undertake a thorough appraisal of the potential to expand electric car charge points.
5. Rolling out further guidance and training for staff in relation to the recently introduced 'Carbon Impact Assessment' procedure – a new assessment which requires all Council decisions to be assessed for the carbon implications of the decision being made.
6. Working with ECTC and ECSS, the Council's wholly owned companies responsible for matters such as waste collection, street cleansing and maintaining public open spaces, conclude a review into alternative options for its vehicle fleet, and set out a programme of how its vehicle fleet will become less carbon intensive, plus review our waste collection methods to determine whether more efficient route collections can be secured, thereby reducing vehicle fuel consumption (and consequently reduced CO2 emissions).
7. Completing an energy opportunity assessment for The Grange to identify measures that can be taken to reduce consumption and/or generate renewable energy and deliver at least one of the measures identified within a year.
8. Completing an energy opportunity assessment for E-Space North to identify measures that can be taken to reduce consumption and/or generate renewable energy and deliver at least one of these.
9. Develop a Customer Access Strategy, which at its heart will enable customers to undertake activities with the Council without the need for physical attendance at Council Offices.
10. Finalise the Council's bus, cycling and walking review (which commenced over winter 2019/20), and work with a wide variety of partners to try to implement its findings, taking advantage of new Government funds, linked to Covid-19 recovery, to boost cycling and walking infrastructure.

For both boosting the natural environment and to help mitigate climate change:

11. Undertaking a thorough appraisal of the Council's land assets, and determine whether a programme of tree planting and/or meadow planting can take place on any of it. If so, commence that programme during the 2020/21 winter and spring planting season.
12. Prepare, consult and adopt two Supplementary Planning Documents, one on the Natural Environment and the second on Climate Change.
13. Identify / develop a training course for all staff and members on climate change

issues, minimisation, mitigation, adaptive measures, and key environmental policies (possibly Open University's Environment: treading lightly on the Earth). Aim for all staff and members to have completed training by 2021. All new starters from 2021 to complete training within 2 months of start date.

14. Putting in place arrangements, by April 2021 (including a district wide partnership forum), to facilitate the preparation of a district wide Action Plan ('District-EnvPlan'). This Action Plan, which is prepared in partnership with a wide range of stakeholders, will set out how we can cut our carbon emissions and boost the natural environment collectively across the East Cambridgeshire area.

15. Working with a willing Parish Council, prepare a template parish-based Action Plan ('Parish EnvPlan'), and subsequently encourage all Parish Councils to come up with their own targets and projects.

16. Preparing a second Council-EnvPlan by June 2021 (ie a review of this document), setting out progress over 2020/21, and proposals and targets for 2021/22.

17. Work proactively with the Combined Authority, as part of its recently launched Climate Change Independent Commission

18. Support Cambridgeshire County Council in its delivery of its recently adopted Action Plan.

19. The Council also acknowledges that in recognising there is a climate emergency, the actions needed to be taken are not all about mitigating the impacts, but also adapting to the inevitable changes of climate change. As such, the Council also commits to commence preparation of a Climate Adaptation Plan over the next 12 months.

20. Work with Palace Green Homes (PGH), the Council's commercial property and development company, to establish a new sustainability policy for the company; this will then inform how it can progress its development schemes in the most sustainable, yet viable, way.

Draft Homelessness and Rough Sleeper Strategy 2020-2025

Was approved