



# East Cambridgeshire District Council

REPRESENTATION ON OUTSIDE BODIES  
2023-24

(Including reports from representatives for 2022-23)

# Contents

	Page no.
ECDC Guidance for Elected Councillors Appointed to Joint/Outside Bodies .....	2
Travelling Expenses.....	6
Priority Category of Officer Support.....	6
Summary of Bodies/Representatives .....	7

## Organisations (including 2022-23 reports, where applicable)

A10 Ely to A14 Improvements Scheme .....	10
Cambridgeshire County Council Adults and Health Committee .....	11
Cambridgeshire Police & Crime Panel .....	12
Citizens Advice West Suffolk.....	14
Community Safety Partnership.....	16
East Cambridgeshire Community Land Trust.....	19
East of England Local Government Association.....	21
Historic England – Heritage Champion .....	22
Local Government Association.....	24
Local Government Association – District Councils’ Network.....	25
Paradise Centre Management Committee – Ely.....	26
RECAP Board.....	27
Sanctuary Housing and East Cambridgeshire District Council Committee .....	29
Soham & District Sports Association .....	32

## Internal Drainage Boards (including 2022-23 reports)

Burnt Fen.....	34
Cawdle Fen.....	35
Haddenham Level.....	37
Littleport and Downham .....	39
Middle Fen and Mere .....	42
Padnal and Waterden .....	44
Swaffham.....	47
Waterbeach Level .....	49

# **ECDC GUIDANCE FOR ELECTED COUNCILLORS APPOINTED TO JOINT / OUTSIDE BODIES**

## **1. Introduction**

This guidance is solely intended for the purpose of providing general advice on the duties, obligations and liabilities that a Councillor will have if they are appointed to an outside or joint body. Councillors are asked to bear this in mind when exercising their judgement / trying to balance their respective responsibilities as a Councillor and a nominated representative. The guidance cannot provide a detailed answer for all circumstances and consequently, if in doubt, a Councillor should seek further advice from the Council's Monitoring Officer.

## **2. General**

In some cases, the Councillors appointed will be the Council representative and they will be expected to bring knowledge and expertise of the Council's services (where appropriate), to represent the Council's views at meetings, or will be expected to look after those particular bodies' interests and to further their aims, not the District Council's.

In all cases Councillors should:

- Operate within the rules, and/or constitution of the outside body;
- Report back, where appropriate, to the Council or relevant Committee;
- Behave ethically and follow, as far as applicable, the Members Code of Conduct;
- Take an active and informed role in the affairs of the outside body.

Councillors are not on an outside body to:

- Represent their political party.

There are a number of types of outside bodies in which Councillors may become involved, either independently or as a representative nominated by the Council, to be appointed as:

- Director;
- Trustee;
- Representative/Member of an unincorporated Association.

Some of the most common examples of outside bodies are:

- Charitable Trust;
- Company limited by shares;
- Company limited by guarantee;
- Unincorporated association (like a Panel, or Board).

The structure of each type of organisation, the management, and the rules that govern them will vary. However, there are a number of duties that will apply to the bodies concerned and these are listed below.

In carrying out their duties as a Director, Trustee or Representative/Member, Councillors must take decisions without being influenced by the fact that they are a Councillor. Their primary duty in acting as a representative making decisions for the outside body is to make these decisions in the interests of the organisation. However, Councillors should always ensure that their fellow Directors /Trustees are aware of the fact that they are Councillors.

## **3. The Members' Code of Conduct**

These guidelines should be read in conjunction with the East Cambridgeshire District Council Members' Code of Conduct that was adopted on 26 July 2012. The Code of Conduct indicates that when a Member acts as a representative of the Authority on any other body, he must, when acting for that other body, comply with the Authority's Code of Conduct. That body's Code of Conduct may also bind the Councillor.

A Councillor will have Personal Interest in matters relating to the outside body (if they are a member of that body or in a position of management/control – eg if a Director) and when engaged on Council business/meetings must declare this interest. If that applies, the Member can then (where relevant) still vote on an item unless this relates to a financial or regulatory matter AND a reasonable person would, with knowledge of the relevant facts, regard this interest as so significant that it is likely to prejudice the Councillor's judgement. In that case, the Councillor will have a Prejudicial Interest, which has to be declared, and as a general rule the Councillor will have to leave the meeting for that item unless they are exercising a Speaking Right under the Code of Conduct. In addition to considering these issues, the Members should ensure that, if they intend to vote (or take advantage of the Speaking Right), they are not breaching any other duties that they owe to the outside/joint body nor could be accused of being biased or having pre-determined a matter.

The Council's Code of Conduct requires Councillors to register their involvement in various organisations, and Members should ensure this is listed on their Register of Interests form that Members send to the Monitoring Officer.

#### Registering Interests

Under the Council's Code of Conduct, Councillors are required to register their financial interests and other interests in the Council's Register of Interests within 28 days of their election or appointment. They must also notify the Council's Monitoring Officer, in writing, of changes to these details within 28 days of any such change.

**NOTE: Some outside bodies may require the Councillor to treat the body's business as confidential. This may sometimes create a dilemma for the Councillor and may seem contrary to the idea of assisting public accountability. However, Councillors will have to bear this confidentiality requirement in mind and consider how that fits in with the duties detailed below.**

## **4. The Duties of a Director**

### Compliance with the Companies Acts / other legislation

The Companies Act 2006 introduced a partial codification and framework for Directors' general duties. Most of the duties listed below, however, were applicable before this was enacted (with the exception of "duty to promote the success of the company"). These duties apply to both Executive and Non-Executive Directors. In the main, if a Member is a Director they will be a nominee Director and must ensure compliance with companies legislation, and acting in the interests of the shareholder, as failure to do so could lead to personal liability (fines, disqualification as a Director or prosecution).

### Independent judgement

The Director is under a duty to exercise independent judgement i.e. they should not fetter their discretion by simply voting in accordance with a Council mandate. It is possible, nevertheless, to take into account the interests of a third-party body – so long as this is disclosed and the company's Articles of Association allows the Councillor to do so.

### Promote the success of the company

When acting as a Director, the Councillor owes a "fiduciary" duty to the company (which means loyalty to the company and a duty of care to act in its best interests, having regard to the interests of the members, shareholders, employees and creditors). The Director must consider what would promote the success of the company and have regard to the likely consequences of any decision in the long term. This replaces and expands upon the previous duty of "acting in good faith".

### Reasonable care, diligence and skill

A general duty of care and skill and diligence is imposed. But, when acting in this capacity, a Councillor is expected to act within their own knowledge/skill and seek expert advice when necessary (i.e. due diligence).

### Conflicts of Interest / declare interests in proposed transactions or arrangements

There may be actual or potential conflicts between the interests of the Council and the interests of the company. In such circumstances it would be inappropriate for the Councillor to take part in discussions upon such topics both as a Councillor and as a Director. If the conflict is a serious one or repeatedly presents itself then it may be appropriate for the Councillor to resign as a Director of the company. Equally if the Member has an interest in the proposed transactions, a declaration must be made of the nature and extent of such an interest. This will cover both the Councillor's own interests as well as those where there is a conflict with the Council.

Directors are not allowed to make a private profit from their position. They must not allow personal interests to conflict with those of the organisation. They must therefore disclose any interests they or their family have in relation to the company's contracts. Whether they are then allowed to vote will depend upon the Articles of Association of the company.

### To act within their powers

Directors are under a duty to see that they do not act beyond the powers of the organisation. They must ensure that they do not exceed the powers conferred on them by the Memorandum or Articles, if they do so, they will be acting illegally.

### Financial Responsibility

Directors have a duty to ensure that the company operates within the limits of its financial resources, actual and expected. Even if a company has limited liability, Directors can incur personal liability for its debts and obligations in certain circumstances. Directors can also be held personally liable if they have allowed a company to operate, or continue to operate, where there was no reasonable prospect that it could pay its debts, and these are left unpaid after the liquidation of the company. It follows that Directors must pay scrupulous attention to their company's present and future liquidity, and ensure that their concerns and actions are minuted.

The Companies Act 2006 can be found on the Government's website (<https://www.legislation.gov.uk/ukpga/2006/46/contents>). The specific section regarding Directors' Duties is available at: <https://www.legislation.gov.uk/ukpga/2006/46/part/10/chapter/2>

## **5. Charitable Trustees / Trustees**

Those who are responsible for the control and administration of a charity are referred to as Trustees, even where the organisation is a company limited by guarantee and they are not strictly Trustees. If the organisation is a company, then a Councillor will also be bound to act in accordance with the principles in Section 4 above.

In addition, a Trustee must:

- Act in accordance with the Trust Deed and to protect the charity's assets. They are also responsible for compliance with the Charities Acts<sup>1</sup> and the Trustee Act 2000;

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<sup>1</sup> Different sections of the Companies Act have come into force since 2006, most recently duties detailed above, since 1.10.2007

- Not make a private profit from their position;
- Perform their duty with the standard of care which an ordinary, prudent, business person would show. Higher standards are required of professionals and in relation to investment matters;
- Ensure (if they are a Charitable Trustee) that the information relating to the Trust and Trustees is registered with the Charity Commission and that annual accounts and returns are completed and sent;
- Ensure compliance with all relevant legislation, for example in relation to tax and health and safety.

Specific guidance, including “5-minute guides for charity trustees”, is available on the Government’s website: <https://www.gov.uk/guidance/charity-commission-guidance>

Further information is also available on the Charity Commission’s website: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

## 6. Unincorporated Associations

Groups, which are neither limited companies nor charitable trusts, may be “unincorporated associations” which have no separate identity from their members. The rules governing the members’ duties and liabilities will (or should) be set out in the organisation’s constitution, which is simply an agreement between members as to how the organisation will operate.

Usually the organisation’s constitution will provide for a management committee to be responsible for the everyday running of the organisation. Management Committee members must act within the organisation’s constitution and must take reasonable care when exercising their powers.

## 7. Liability issues (Insurance and Indemnity)

In cases where Councillors and Officers act in a decision-making capacity specifically in connection with the business of the outside body, as opposed to merely exercising their role as a representative of the Council, then they will be regarded as serving the particular body rather than the Council. **In that case, Members should only actively participate in the business of that body if insurance is provided, or a Councillor’s liability is protected or limited in some other manner by the body.**

The Council's insurance cover will extend to Councillors and Council officials assisting outside organisations as advisers or observers, either facilitating exchanges of views or information as an extension of their Council duties or otherwise representing the Council, **but the Council's insurance cover does not extend to indemnify Councillors and Council officials who serve in an executive capacity on an outside body.**

For further/specific guidance, please contact the Council’s Monitoring Officer.

## **TRAVELLING EXPENSES**

It is the Council's policy that elected Member representatives on outside organisations may claim from East Cambridgeshire District Council travelling allowances, where such allowances are not payable by the organisation concerned. The entries for each organisation in this booklet indicate whether or not they will pay expenses.

It is important that, where allowances are payable by the organisations, representatives submit any claims to them accordingly.

Non-Member representatives may only claim expenses where they are payable by the organisation concerned.

## **PRIORITY CATEGORY OF OFFICER SUPPORT**

- 1.** Nominated officers to provide Members with regular support on a proactive basis, and attend meetings where appropriate (including those outside bodies where officers attend at present).
- 2.** Nominated officers to provide ad hoc support on specific agenda issues and act as a contact for feedback and implementation of action points. The onus will be on the Member to contact the nominated officer to facilitate these arrangements.
- 3.** Members should liaise directly with Democratic Services.

## **SUMMARY OF OUTSIDE BODIES AND REPRESENTATIVES 2023-24**

ORGANISATION	REPRESENTATIVE(S)	ECDC CONTACT OFFICER	RELEVANT COMMITTEE
A10 Ely to A14 Improvements Scheme	Ian Bovingdon Bill Hunt	Director Community: Sally Bonnett	Finance & Assets
Cambridgeshire County Council Adults and Health Committee	Keith Horgan ( <i>Lead Member</i> ) James Lay ( <i>Substitute</i> )	Environmental Services Manager: Liz Knox	Operational Services
Cambridgeshire Police & Crime Panel	Alan Sharp ( <i>Lead Member</i> ) Julia Huffer ( <i>Substitute</i> )	Communities & Partnership Manager: Lewis Bage	Operational Services
Citizens Advice West Suffolk	James Lay ( <i>Lead Member</i> ) Julia Huffer ( <i>Substitute</i> )	Communities & Partnerships Manager: Lewis Bage	Operational Services
Community Safety Partnership	Christine Ambrose Smith ( <i>Lead Member</i> ) James Lay Keith Horgan ( <i>Substitute</i> ) Alan Sharp ( <i>Substitute</i> )	Neighbourhood & Community Safety Team Leader: Emma Graves	Operational Services
East Cambridgeshire Community Land Trust	Anna Bailey	Director Community: Sally Bonnett	Finance & Assets
East of England Local Government Association	Leader of Council: Anna Bailey	Chief Executive: John Hill	Finance & Assets
Historic England – Heritage Champion	Lucius Vellacott	Conservation Officer: Christopher Partrick	Operational Services
Local Government Association	Julia Huffer	Chief Executive: John Hill	Finance & Assets
Local Government Association – District Councils Network	Leader of Council: Anna Bailey	Chief Executive: John Hill	Finance & Assets
Paradise Centre Management Committee, Ely	Martin Goodearl	Leisure & Active Lifestyles Manager: Martin Grey	Operational Services
RECAP Board	Julia Huffer	Environmental Services Manager: Liz Knox	Operational Services
Rural Services Network	Keith Horgan James Lay ( <i>Nominated backup</i> )	Senior Democratic Services Officer	Finance & Assets
Sanctuary Housing Services and East Cambridgeshire District Council Committee	Christine Ambrose Smith Alan Sharp	Housing & Community Advice Manager: Angela Parmenter	Operational Services
Soham and District Sports Association	Ian Bovingdon Lucius Vellacott	Leisure & Active Lifestyles Manager: Martin Grey	Operational Services



INTERNAL DRAINAGE BOARD	REPRESENTATIVE(S)	ECDC CONTACT OFFICER
Burnt Fen	Derrick Beckett Cllr Martin Goodearl	Director Finance: Ian Smith
Cawdle Fen	Christine Colbert Kathrin Holtzmann Caroline Shepherd Christine Whelan Rebecca Denness Rupert Moss-Eccardt <b>Vacancy</b>	Director Finance: Ian Smith
Haddenham Level	Gareth Wilson Steve Cheetham	Director Finance: Ian Smith
Littleport and Downham	Christine Ambrose Smith Lorna Dupré Martin Goodearl David Miller Mark Taylor Andrew Butcher	Director Finance: Ian Smith
Middle Fen and Mere	Ian Bovingdon Mark Goldsack Keith Horgan Lucius Vellacott Alec Jones ( <i>Lay Member</i> )	Director Finance: Ian Smith
Padnal and Waterden	Alison Whelan Lis Every ( <i>Lay Member</i> ) Clive Webber <b>Vacancy</b> <b>Vacancy</b> <b>Vacancy</b> <b>Vacancy</b>	Director Finance: Ian Smith
Swaffham	David Brown Lavinia Edwards Alan Sharp John Trapp	Director Finance: Ian Smith
Waterbeach Level	David Chaplin	Director Finance: Ian Smith

## **Section 1**

### **ORGANISATIONS**

	Page no.
A10 Ely to A14 Improvements Scheme.....	10
Cambridgeshire County Council Health Committee .....	11
Cambridgeshire Police & Crime Panel .....	12
Citizens Advice West Suffolk.....	14
Community Safety Partnership.....	16
East Cambridgeshire Community Land Trust.....	19
East of England Local Government Association.....	21
Historic England – Heritage Champion .....	22
Local Government Association.....	24
Local Government Association – District Councils Network.....	25
Paradise Centre Management Committee, Ely.....	26
RECAP Board.....	27
Sanctuary Housing and East Cambridgeshire District Council Committee .....	29
Soham and District Sports Association .....	32



# **CAMBRIDGESHIRE COUNTY COUNCIL ADULTS AND HEALTH COMMITTEE**

## **AIMS AND ACTIVITIES**

- The County Council's public health duty including health improvement, individual and community wellbeing, and reduction of health inequalities;
- To respond as appropriate to central government consultation relating to policy or legislation falling within the remit of the Committee;
- The review and scrutiny of any matter relating to the planning, provision and operation of the health services in Cambridgeshire;
- To report to the Secretary of State for Health on any proposals for substantial change to any part of the NHS's services within Cambridgeshire.

<b>Representation:</b>	One Member and one Substitute
<b>Status of Member:</b>	Non-voting member
<b>Approx. no. of meetings per year:</b>	6
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	1
<b>Contact Officer:</b>	Environmental Services Manager, Liz Knox

<b>Representatives for 2023/24:</b>	<b>Cllr Keith Horgan</b> (Lead Member) <b>Cllr James Lay</b> (Substitute)
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## **REPORTS FROM 2022/23 REPRESENTATIVES**

### Cllr Lis Every (attended 2 of 4 meetings)

The Adults and Health Committee has a statutory responsibility for Health Scrutiny of NHS commissioners and providers and non-NHS providers of NHS funding and services. The Committee can review matters and make recommendations to the NHS and other relevant organisation. A representative from each District Council sits on the Scrutiny of Health Committee which is held separate from the Adults Committee. District Councillors are there as observers and have no vote.

Over the past year, the Committee has focused on the work of the NHS Trusts, performance and quality monitoring, thematic scrutiny areas, eg the dental services, new developments, eg the new Integrated Care System and virtual wards.

ECDC has helped fund local GP services with CIL money and the development of the Princess of Wales Hospital is moving forward (Corporate Objective in Social and Community Infrastructure) Health Services, although not a statutory area for ECDC, they have a vested interest in the health of the community.

As can be seen from the above this is really relevant to ECDC and the health and well-being of our community.

# **CAMBRIDGESHIRE POLICE & CRIME PANEL**

## **AIMS AND ACTIVITIES**

The Police and Crime Panel (PCP) provides checks and balances on the work of the Police and Crime Commissioner (PCC). The Panel does not scrutinise Cambridgeshire Constabulary; it scrutinises how the PCC carries out their statutory responsibilities. While the Panel is there to constructively challenge the PCC, it also has a key role in supporting the Commissioner in their role in enhancing public accountability of the police force.

- To review and make a report or recommendation on the draft police and crime plan, or draft variation, given to the panel by the Police and Crime Commissioner.
- To review, put questions to the Police and Crime Commissioner at a public meeting, and make a report or recommendation (as necessary) on the annual report.
- To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments made by the Police and Crime Commissioner.
- To review and make a report on the proposed appointment of the Chief Constable.
- To review and make a report and recommendation (as necessary) on the proposed precept.
- To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the commissioner's functions.
- To make reports or recommendations to the Police and Crime Commissioner with respect to the discharge of the commissioner's functions.
- To support the effective exercise of the functions of the Police and Crime Commissioner.
- To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the panel by the Police Reform and Social Responsibility Act 2011.
- To appoint an Acting Police and Crime Commissioner if necessary.
- To suspend the Police and Crime Commissioner if it appears to the panel that the Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years.

<b>Representation:</b>	One member and one substitute
<b>Status of Member:</b>	ECDC representative
<b>No. meetings per year:</b>	4
<b>Expenses paid by organisation:</b>	£920 per annum (maximum) from a central fund administered by Peterborough City Council
<b>Insurance provision:</b>	No
<b>Category of Officer Support (see p. 6):</b>	1
<b>Contact Officer:</b>	Communities and Partnerships Manager, Lewis Bage
<b>Representatives for 2023/24:</b>	<b>Cllr Alan Sharp</b> (Lead Member) <b>Cllr Julia Huffer</b> (Substitute)

## **REPORTS FROM 2022/23 REPRESENTATIVES**

Cllr Alan Sharp (attended 3 of 4 meetings)

The Police & Crime Panel is important, as it fits into the objective of ECDC of keeping the public safe, whilst fitting in to the objective of influencing policing within our District.

The continued representation on the Police & Crime Panel is required to continue, for the interests of ECDC.

I have attended 3 of the 4 Panel meetings held.

This year, there was one less meeting than normal, as a meeting of the Panel was due to be held around the time of the Queen.

It has been a period of consolidation for the PCC and it has been a constructive period, as the PCC has consolidated his term of office.

Cllr Julia Huffer (substitute)

(Not required.)

## **CITIZENS ADVICE WEST SUFFOLK**

### **AIMS AND ACTIVITIES**

The objective of the service is to provide free, confidential, impartial and independent advice to enable local residents to deal with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more. The nature of the assistance provided will depend on a client's needs and abilities.

The provision of this service requires that, at any one time, 2 to 6 advisers and 1 supervisor are on duty and 1 telephone number with 3 linked lines are available to members of the public. For face-to-face advice, offices are available at Foley House, Wellington Street, Newmarket.

The standard of service is set out in the Citizens Advice Quality Assurance Standards Membership Agreement.

Responsibility for the management of the Advice Service is vested in the Citizens Advice Trustee Board, the membership and operation of which is laid down by a constitution/Memorandum and Articles of Association.

<b>Representation:</b>	One Member and one Substitute
<b>Status of Member:</b>	ECDC representative (no decision-making powers)
<b>No. meetings per year:</b>	12
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	2
<b>Contact Officer:</b>	Communities & Partnerships Manager, Lewis Bage
<b>Representatives for 2023/24:</b>	<b>Cllr James Lay</b> (Lead Member) <b>Cllr Julia Huffer</b> (Substitute)

### **REPORTS FROM 2022/23 REPRESENTATIVES**

Cllr Alan Sharp (substitute – attended 1 of 10 meetings)

I am a substitute member of the CAB – West Suffolk trustees. I have attended one meeting during the year and the CAB is an important function within the support required for residents during the last two years.

As well as attending meetings, I attended a fundraising function for the CAB in September 2022, in a personal capacity, and had a very constructive discussion with the CEO, giving my thoughts on the value of the Bureau and listening to the comments of the organisation, who are very appreciative of the grant given by ECDC.

ECDC supports the West Suffolk CAB well in terms of grant funding and it is important that a continued presence is maintained to ensure that resident's interests are maintained.

The meetings are a mixture of zoom with a couple of face-to-face and that seems to be the way that it will continue, with maybe three face-to-face meetings a year and the rest on zoom. There have been clashes of date with other commitments, which has resulted in a lower attendance.

Cllr Amy Starkey

(Not received.)



## **COMMUNITY SAFETY PARTNERSHIP**

### **AIMS AND ACTIVITIES**

- Section 6 of the 1998 Act requires the responsible authorities [commonly referred to collectively as a Community Safety Partnership (CSP)] in a local government area to work together in formulating and implementing strategies to tackle local crime and disorder in the area.
- To work in partnership with other organisations and groups to implement the Strategies.
- To monitor and evaluate the effectiveness of the strategies.
- To contribute to the improvement of the quality of life of local people by improving Community Safety and reducing crime and disorder (and the fear of crime) in East Cambridgeshire.

<b>Representation:</b>	Two Members and two Substitutes
<b>Status of Member:</b>	ECDC representative. Lead Member has voting rights.
<b>No. meetings per year:</b>	4
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	No
<b>Category of Officer Support (see p. 6):</b>	1
<b>Contact Officer:</b>	Neighbourhood & Community Safety Team Leader, Emma Graves
<b>Representatives for 2023/24:</b>	<b>Cllr Christine Ambrose Smith</b> (Lead Member) <b>Cllr James Lay</b> <b>Cllr Keith Horgan</b> (Substitute) <b>Cllr Alan Sharp</b> (Substitute)

### **REPORTS FROM 2022/23 REPRESENTATIVES**

Cllr Lis Every (attended all 4 meetings)

The Community Safety Partnership (CSP) brings together a number of agencies and organisations concerned with tackling and reducing crime and antisocial behaviour. Community Safety Partnerships were set up under Sections 5-7 of the Crime and Disorder Act 1998. Some organisations, like the District Council and the Police, are statutory members, but voluntary groups and businesses are also represented and play an important role.

Our key role is to understand the kind of community safety issues East Cambridgeshire is experiencing; decide which of these are the most important to deal with; and then decide what actions we can take collectively, adding value to the day-to-day work undertaken by our individual agencies and organisations. We detail these actions in our Community Safety Plan which we update each year.

This is organised strategically through the Partnership Board who operate a Problem Solving Group where key personnel from all the agencies and local representation including schools discuss issues concerning the above. If a solution cannot be found, it is referred to the Delivery Group which is also multi-agency where a Task and Finish Group is formed. Funding is available for the CSP through ECDC and the Police and Crime Commissioner. Currently the Task and Finish Groups working are:

- Youth Provision across District (working closely with the ECDC's Youth Strategy)
- Social and private landlord collaboration to support vulnerable families
- Mental Health provision for young people
- Local Parish Forums where there is an element of anti-social behaviour or issues that need resolving requiring a multi-agency approach

The Delivery Group also runs and funds projects, eg

- The very successful Eyes and Ears project which is now County wide
- The Drink Spiking Campaign;
- Safety on the streets campaigns;
- Road safety, security in the home, scams training

The CSP can also apply for funds to the PCC's budgets.

Earlier in the year a very successful partnership event was run showcasing the work that the CPS has been doing. It was well attended by partner and local authority representatives, other agencies and the public.

ECDC has a statutory duty to work on community safety and is a stakeholder on the Community Safety Partnership. The CSP is a valuable organisation working closely with the residents in order to make them feel and be safe and deal with issues that may arise.

All of the above are relevant to ECDC and the Partnership reports regularly to the Operational Services Committee.

#### Cllr Christine Ambrose Smith (attended all 4 meetings)

The CSP 's work fits with ECDC's Corporate Objectives because it helps to make this district a happier, healthier & safer place to live and work.

With the participation of officers from County and District, relevant organisations such as Police, GP's, the voluntary sector, and member representation, this gives a wide spectrum of knowledge & expertise.

The CSP addresses & discusses matters of concern around anti-social behaviour, substance addiction & abuse and related criminal activities, including county lines and the introduction and involvement of young and vulnerable people into these acts. Domestic

violence and the effect on children, mental health issues, modern day slavery, levels of deprivation and the effects poverty has, social prescribers, youth activities, older peoples socialising, policing, scams – these are just some of the topics dealt with. CSP has a budget to help with these interventions, and progress is monitored and outcomes measured. A well-attended CSP Showcase Event was held in Ely Cathedral on 13 March 2023 featuring presentations by relevant organisations and stalls covering many community groups. There were opportunities for networking which is always of value.

Almost all meetings are conducted remotely by Teams which results in a better attendance, less time lost in travelling and the contribution towards the green agenda of less mileage. One cause of concern is that these meetings sometimes conflict with District Committees, held in person. Given the number of people in attendance from the wide range of organisations, this is not surprising. The CSP has been Chaired by Cllr Lis Every in an excellent, competent and very professional manner

Cllr Alan Sharp (attended 2 of 4 meetings)

The Community Safety Partnership (CSP) is important to ensure that the objectives of ECDC are being met and we can collaborate with partner organisations to keep the public safe.

The continued representation on the CSP is required to continue, for the interests of ECDC and its residents.

Due to clashes with other meetings, I was only able to attend two meetings of the Committee, but those two meetings were very worthwhile.

My membership fits in with my involvement with the Police & Crime Panel, where the PCC funds the CSP.

Cllr Jo Webber (substitute)

(Not required.)

# **EAST CAMBRIDGESHIRE COMMUNITY LAND TRUST**

## **AIMS AND ACTIVITIES**

East Cambs Community Land Trust is incorporated to enable affordable homes to be owned and managed by an independent locally-run body that enables people to live and work locally. It is an “umbrella” Community Land Trust (CLT) and therefore covers a wider area or region than a local CLT and takes a complementary, supportive, role to any local CLTs.

Its purpose is to carry on, for the benefit of people in need (whether by virtue of poverty, financial hardship, age, physical or mental disability or ill health), in East Cambridgeshire:

- The business of providing and managing housing (including social housing) and facilitating the provision and management of such housing;
- The provision of, and facilitating the provision of, information, advice, assistance, training, support, facilities, amenities and services incidental to the provision and promotion of housing;
- The promotion of regeneration in areas of social and economic deprivation in such ways as may be thought fit by the Trustees;
- Any other charitable object that can be carried out from time to time by a community land trust and which the Trustees consider would further the social, economic and environmental interest of the community in the area of benefit.

<b>Representation:</b>	Up to three Members (total of one vote irrespective of number of Members.)
<b>Status of Member:</b>	Custodian Nominee Trustee
<b>No. meetings per year:</b>	3-4
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	3
<b>Contact Officer:</b>	Director Community, Sally Bonnett
<b>Representative for 2023/24:</b>	Cllr Anna Bailey

## **REPORT FROM 2022/23 REPRESENTATIVE**

Cllr Anna Bailey (attended all 12 meetings)

ECCLT is a not-for-profit Community Benefit Society, run by volunteers. The Trust was established in November 2017 as an umbrella Community Land Trust (CLT) for the whole of East Cambridgeshire. ECCLT supports the work of the Council in promoting Community Land Trust development in the District and in securing affordable homes that help to enable people with ties to the area to live and work locally.

ECCLT owns and manages two affordable homes within Montgomery House that were part of the East Cambs Trading Company’s Kings Row development in Barton Road, Ely which are occupied by local people. ECCLT also manages the Montgomery House building.

ECCLT has been working with East Cambs Trading Company to take on the ownership and management of 15 shared ownership affordable homes on the ex-MOD housing site in Ely; the work is nearly complete.

Continued representation on this outside body is very important – the District Council has Custodian Member status and has responsibilities to the Trust in that regard. Membership also helps to pursue the stated Corporate Plan housing objectives of the Council.

This organisation facilitates the delivery of affordable homes and supports the outcomes of the Council's Corporate Plan.

# **EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION**

## **AIMS AND ACTIVITIES**

- To represent the interests of local authorities in the region;
- To formulate sound policies for the development of local government in the region;
- To promote the policies of the East of England LGA and provide information/advice on local government issues to the public and partner organisations;
- To enable Councillors to exercise their democratic accountability and leadership effectively;
- To support innovation and excellence that enables local authorities and their partnerships to meet the needs of their communities and meet future challenges.

<b>Representation:</b>	Leader of Council
<b>Status of Member:</b>	Representative of ECDC
<b>No. meetings per year:</b>	1
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	1
<b>Contact Officer:</b>	Chief Executive, John Hill

**Representative for 2023/24:** Cllr Anna Bailey

## **REPORT FROM 2022/23 REPRESENTATIVE**

### Cllr Anna Bailey

This is a member led organisation whose core services are funded by member subscriptions from the East of England.

Core Services are a universal offer available to all subscribing members and provided free at the point of access. They include programmes of activity in priority areas, support for regional member and officer networks, a range of free events and briefings, specific helpdesk and advice services, as well as activity undertaken jointly with Trade Unions in its role as the Regional Employers Organisation.

The organisation provides support and advice to the Council, particularly adding value when in house services are not available.

Continued representation on this Outside Body is worthwhile; the organisation is useful to the Council in providing briefings, information, support and expertise and in representing local Government with central Government.

## **HISTORIC ENGLAND – HERITAGE CHAMPION**

### **AIMS AND ACTIVITIES**

The historic environment includes historic buildings, landscapes, monuments, places, archaeology (including marine archaeology) and areas. The Heritage Champion will promote the local historic environment, share best practice and attend training (where appropriate).

The network of Heritage Champions across the country supports the protection of the historic environment at a local level. At a strategic level, Champions can make sure that local plans and strategies capture the contribution that the local historic environment can make to the success of an area. More specifically they can:

- Help local authorities manage the historic environment of their area;
- Promote heritage within the local community, generating enthusiasm for and awareness of the importance of the local historic environment;
- Help ensure that commitment to the proper care of the historic environment is embedded in all relevant activities and plans of the local authority;
- Support the Authority's local historic environment services (both archaeological and historic buildings conservation officers);
- Influence and communicate with others to ensure benefits for the historic environment.

<b>Representation:</b>	One Member
<b>Status of Member:</b>	Champion
<b>No. meetings per year:</b>	0
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	No
<b>Category of Officer Support (see p. 1):</b>	1
<b>Contact Officer:</b>	Conservation Officer, Christopher Partrick

**Representative for 2023/24:** **Cllr Lucius Vellacott**

### **REPORT FROM 2022/23 REPRESENTATIVE**

Cllr Lis Every (no formal meetings, regularly meets with Conservation Officer)

The Cambridgeshire Local Heritage Project (the 'local list'), a collaboration with the five other Cambridgeshire Districts and the County Council, is now very well-established and showing concrete results for East Cambridgeshire. The website went live for public contributions in spring 2022 and including the 90 existing sites imported from the 2017 local list, there are (as of 26/4/23) now 657 sites identified in East Cambridgeshire. There is still a considerable task ahead of 'fleshing out' the details and assessing candidates for eligibility but all 35 parishes have now had provisional assessments, which is the first time the District's local historic environment has been surveyed systematically.

The adoption process has been amended by Operational Services Committee to delegate authority to officer level, and adoptions will be rolled out on a parish-by-parish basis. It is

anticipated that the first round of consultations with property owners and parish councils will start in the summer.

The expansion of the local list will enhance ECDC's ability to protect the District's built environment immeasurably but, equally important, it is a testament to the sheer variety and quality of the district's heritage. There are some wonderful buildings in East Cambridgeshire and the website is irrefutable proof. <https://local-heritage-list.org.uk/cambridgeshire>

Conservation support to Fenland District Council:

ECDC responded to a call from our neighbours in Fenland when their own conservation officer left in 2022 and has been providing conservation cover on a consultancy basis since September 2022. This is a temporary arrangement pending Fenland's recruitment of a new officer, but is a concrete demonstration of ECDC's 'good neighbour' ethos.

Conservation through planning:

The development management process remains the 'coalface' of heritage protection, and absorbs the bulk of ECDC conservation effort. Staff respond to 400+ formal consultations on works involving listed buildings, conservation areas, locally listed buildings and other cases requiring design expertise. The effect of this remains largely unseen but it is vindicated in ECDC's success rate in appeals: in 2022-23 seven appeals were won primarily on conservation/design grounds and two costs appeals were not upheld.

Aside from the regulatory role, ECDC continues to work proactively in the interests of the historic environment. In 2022 five war memorials were submitted for statutory listing at Historic England's request, and to date one (Lode) has been designated at Grade II.

Finally, it is especially gratifying to record that Ely Museum's successful transformation continues to gain recognition: the project won the Royal Institute of British Architects 2022 East Region design & conservation awards and has been nominated for the Civic Voice national conservation award. Regular meetings are held on the above to expand further the work that is being done.

This work is so important to support our local heritage that there are plans to create a Heritage Society bringing in all those stakeholders who have a vested interest in ensuring our heritage is looked after and enjoyed by local residents and the many tourists who come to visit these sites.



## **LOCAL GOVERNMENT ASSOCIATION**

### **AIMS AND ACTIVITIES**

To support, promote and improve local government in England and Wales.

To support Councillors in their role as democratically elected local representatives.

<b>Representation:</b>	One Member
<b>Status of Member:</b>	Representative of ECDC (voting Member)
<b>No. meetings per year:</b>	1
<b>Expenses paid by organisation:</b>	Yes (attendance only, not travel)
<b>Insurance provision:</b>	No
<b>Category of Officer Support (see p. 6):</b>	1
<b>Contact Officer:</b>	Chief Executive, John Hill
<b>Representative for 2023/24:</b>	Cllr Julia Huffer

### **REPORTS FROM 2022/23 REPRESENTATIVE**

Cllr Joshua Schumann

*(Not received.)*

## **LGA – DISTRICT COUNCILS’ NETWORK**

### **AIMS AND ACTIVITIES**

- To lobby and negotiate directly with senior members of national political parties on district-specific needs and issues – the “localism” agenda;
- To inform and influence national agencies, government departments and other local authority agencies on things that matter, such as resources and allocation;
- To get the Network’s unique message across to the audiences that matter – people, Government, partners, regulators;
- Help each other to remain effective and share learning/good practice.

<b>Representation:</b>	Leader of Council
<b>Status of Member:</b>	ECDC representative
<b>No. meetings per year:</b>	4
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	No
<b>Category of Officer Support (see p. 6):</b>	1
<b>Contact Officer:</b>	Chief Executive, John Hill

**Representative for 2023/24:** Cllr Anna Bailey

### **REPORT FROM 2022/23 REPRESENTATIVE**

Cllr Anna Bailey

The District Councils’ Network (DCN) is a cross-party member led network of 180 district councils. It is a Special Interest Group of the Local Government Association (LGA), and provides a single voice for all district councils within the Local Government Association.

Being a member of the network supports the work of the organisation, provides valuable information and data to the Council and facilitates networking, helping the Council to lobby Government and fulfil its statutory and non-statutory activities.

Over the years during Covid the DCN has been particularly pro-active. Topics vary and cover most aspects of the functions of District Councils.

This organisation has been an incredibly effective conduit for District Councils and central Government, particularly in relation to dealings with the DLUCH; it has meant that District Councils have had a strong and united voice.

## **PARADISE CENTRE MANAGEMENT COMMITTEE**

### **AIMS AND ACTIVITIES**

- The provision of facilities for playing sports;
- The provision of opportunities for recreation, social activities and refreshment, for the benefit of its members and the public;
- The provision and maintenance of a sports and leisure centre at Paradise Ground, Ely; including selection of the centre management.

<b>Representation:</b>	One Member
<b>Status of Member:</b>	Non-voting Observer
<b>No. meetings per year:</b>	6
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 1):</b>	3
<b>Contact Officer:</b>	Leisure & Active Lifestyles Manager, Martin Grey

**Representative for 2023/24:** **Cllr Martin Goodearl**

### **REPORT FROM 2022/23 REPRESENTATIVE**

Cllr David Ambrose Smith (attended 1 meeting)

The work of the outside body certainly fits in with ECDC's corporate objectives but I'm unsure of the need to have a ECDC representative on the committee. ECDC officers have weekly contact with the Centre management team enabling both parties to gauge whether or not they are making the best from the opportunities that may arise.

No items of specific relevance to ECDC have been discussed at meetings, as the centre management and ECDC officers have a good working relationship.

The centre is well run by a strong and very experienced manager.

Going forward it may help if the District Leisure/Sports Centres met say quarterly to compare ways of working not just day to day but look at long term planning including the decision-making / governance process of each Centre.

## RECAP BOARD

### AIMS AND ACTIVITIES

RECAP has representation from all Districts, Peterborough City Council and Cambridgeshire County Council. The partnership was set up to enable discussion and joint decisions. By working collaboratively on both the collection and disposal of waste as well as associated areas of work, education, fly-tipping efficiencies have been realised.

The RECAP Board shall:

- act as the focus for discussion and to deliver a political perspective and steer to the scope of activities undertaken by the RECAP Partnership.
- establish and implement a process of partnership and joint working on issues included within the scope of activities, seeking consensus within the budgets delegated by the constituent Councils, whilst respecting the individual council policies and authorisations of individual members.
- investigate ways of working to deliver services provided by Partner authorities in a more economic and efficient way, including the investigation of joint procurement where applicable.
- promote data sharing of the local environmental services provided by the Partner authorities and others in order to identify best practice.
- agree and recommend to the appointing authorities, the breakdown of the financial contribution to be made by respective Councils towards the coordination and development of the work of the RECAP Partnership.
- agree an annual work programme and recognise the achievements of the RECAP Partnership by regularly reporting on progress to the Cabinets of the County Council and Peterborough City Council and to the appropriate District Council Executives.
- promote common messages and common themes to ensure a consistent approach between the Partner authorities.
- contribute to the process of public consultation and public debate in relation to the services included in the scope of activities.
- consider the impact of legislation and national policy development and to make recommendations on the implications for, and response of, Partner authorities.

<b>Representation:</b>	One Member
<b>Status of Member:</b>	ECDC representative. Decision-maker.
<b>No. meetings per year:</b>	4
<b>Expenses paid by organisation:</b>	No
<b>Insurance provision:</b>	No
<b>Category of Officer Support (see p. 6):</b>	1
<b>Contact Officer:</b>	Environmental Services Manager, Liz Knox
<b>Representative for 2023/24:</b>	<b>Cllr Julia Huffer</b>

## **REPORT FROM 2022/23 REPRESENTATIVE**

Cllr Julia Huffer (attended 7 of 8 meetings)

This is a vital organisation which helps the Waste Services of all the Recap partners come together to provide the best and most efficient service to all residents. This year has been spent working on the DEFRA consultation regarding waste services.

# **SANCTUARY HOUSING SERVICES AND EAST CAMBRIDGESHIRE DISTRICT COUNCIL COMMITTEE**

## **AIMS AND ACTIVITIES**

Sanctuary Housing Services Ltd is a non-profit-making organisation providing affordable homes for rent throughout East Cambridgeshire.

The purpose of the East Cambridgeshire Committee (the Committee) is to:

- Monitor and challenge landlord services provided to Sanctuary Group tenants living within the East Cambridgeshire District Council area
- Ensure services comply with the consumer standards set by Regulator for Social Housing
- Oversee compliance with the Local Offer to Sanctuary residents within the East Cambridgeshire District Council area
- Monitor the delivery of community investment activity in the East Cambridgeshire District Council area
- Ensure services are effective, improve and continue to offer good value
- Pay due consideration to the objectives of East Cambridgeshire District Council and other key local partners
- Work with, and support, Sanctuary's operations nationally
- Recommend improvements to the way local services, neighbourhood and community initiatives are run

<b>Representation:</b>	Two Members
<b>Status of Member:</b>	Decision-maker (limited)
<b>Approx. no. of meetings per year:</b>	4
<b>Expenses paid by organisation:</b>	Travel
<b>Insurance provision:</b>	No
<b>Category of Officer Support (see p. 6):</b>	1
<b>Contact Officer:</b>	Housing & Community Advice Manager, Angela Parmenter
<b>Representatives for 2023/24:</b>	<b>Cllr Christine Ambrose Smith</b> <b>Cllr Alan Sharp</b>

## **REPORTS FROM 2022/23 REPRESENTATIVES**

Cllr Christine Ambrose Smith (attended all meetings)

Sanctuary Housing hold and operate the largest number of Social Housing properties within the District. Having the opportunity to enable the largest number of residents to have a safe & secure home is of the greatest importance. This in turn contributes to the Council's aim of avoiding homelessness wherever possible.

Continued representation on this committee gives the ECDC representatives the opportunity to raise issues with the local management team, to receive regular updates, and to generally understand and discuss the challenges facing Sanctuary.

There has been concern around the number of long term void properties, which the representatives have regularly discussed. It would appear that the Sanctuary maintenance team continues to struggle to attract and retain sufficient numbers of tradesmen, including filling vacancies for apprenticeships. Turning to outside contractors has not always been the answer as those businesses suffer from similar recruitment & retention of staff problems. Materials, replacement items and spares are beginning to become easier to obtain but the prices of these are increasing in line with other goods and services, and there continues to be long lead times for some items. The long term voids tend to be properties that become available following the death of elderly tenants, or their move into care homes. These tenants have often lived for many years without requesting that remedial or upgrading work is carried out, with the result that these vacated properties need substantial renovation, thereby needing the constant attention of maintenance teams for a considerable period. Properties coming forward which need much less or minimal work are therefore prioritised to maximise their turnaround and availability.

It is essential that tenants follow the reporting process for maintenance to ensure that all information is captured at the first point of contact, and for subsequent updates. Upon taking up a tenancy, the tenant receives an information and welcome pack which details the reporting process and with information on other matters. Over time these packs become lost and forgotten and the correct process is frequently not followed. It has been suggested that a regular re-issue or reminders given to tenants could be helpful. Inevitably, maintenance personnel through the course of a working day, experience delays as some jobs will take longer than anticipated as unforeseen problems emerge. A clear line of contact with the tenant needs to be established so that tenants awaiting the arrival of a maintenance worker who is delayed, is advised and where necessary the appointment rearranged. Where tenants have perhaps taken holiday from their employers in order to be available, irritation is understandable. This of course happens within the private rented sector and owner-occupied homes across the board also. A visit by the local housing support officer is useful when councillors are contacted and should be requested. This gives the tenants the opportunity to express their dissatisfaction and for the officer to check progress of the original report. This type of intervention by a third party will often diffuse a difficult situation. Clearly there is always more work to be done around timescales for repairs and renovations.

The East Cambs representatives need to discuss these points at every meeting, and feed back to councillors when concerns are raised.

Finding that the terms of reference for Sanctuary/ECDC had lapsed, conversations around what needed to be included and agreed, in line with other areas where Sanctuary operate, took place. This fresh document was signed off and forwarded to ECDC Housing for comment/approval.

It was noted that Sanctuary have a degree of difficulty in finding Tenant Representatives (covering as wide a spectrum as possible), willing to come forward and commit to the four meetings during the year. Similar difficulty is found when identifying two Independent Persons to serve on the Board.

Sanctuary try very hard to make these meetings a useful and positive contribution and to give a voice to the concerns of its residents.

Cllr Jo Webber (attended all meetings)

Sanctuary Housing are a national housing association with a large stock of housing in East Cambridgeshire, which includes both general needs and residential care for the elderly.

ECDC have responsibility for housing services and Sanctuary Housing play a vital role in ensuring that our residents have access to suitable accommodation, which is safe and well maintained.

As the largest residential social landlord in East Cambridgeshire, I think it is crucial that a strong working relationship is maintained not only between Sanctuary Staff and ECDC Officers, but also with ward members who are representing their residents. It is important for members to gain an understanding of the processes and procedures that are in place, and how they can work with Sanctuary to support their residents in the most effective way.

Sanctuary Managers and Housing Officers work closely with the Housing Team at ECDC and have staff located alongside the Customer Services Team, so that residents can easily access support when required.

Quarterly meetings are normally held between Sanctuary management, tenant representatives, and representatives from East Cambs District Council. Until the elections in May 2023 when I stood down as a Councillor, I represented ECDC on the Committee along with Cllr Christine Ambrose Smith, and I also chaired the meetings.

After the coronavirus lockdown it was agreed that the quarterly meetings would be held via zoom, and this continued as the older members of the Committee were more reluctant to return to face-to-face meetings however, in person meetings resumed at the beginning of 2023.

One of the biggest challenges for Sanctuary housing following the Coronavirus lockdown has been the recruitment of staff and access to building materials which is a problem that has been experienced across the construction industry.

A backlog of scheduled maintenance work was created by the lockdown, but the turnaround of void properties that require major works is also a serious issue. Sanctuary are putting processes in place to reduced turnaround time to a minimum, but this will take some time. Regular discussions and updates on the situation have been given.





## **Section 2**

### **INTERNAL DRAINAGE BOARDS**

	Page no.
Burnt Fen.....	34
Cawdle Fen.....	35
Haddenham Level.....	37
Littleport and Downham .....	39
Middle Fen and Mere .....	42
Padnal and Waterden .....	44
Swaffham.....	47
Waterbeach Level.....	49

Internal Drainage Boards (IDBs) are public bodies that manage water levels in areas where there is a special need for drainage. They reduce flood risk to people and property and they manage water levels for agricultural and environmental needs. IDBs are funded by a combination of drainage rates levied on the owners of farmland, and special levies on District and Unitary Councils. District Councils appoint representatives to IDBs, the number of representatives being determined by the IDBs by consideration of the percentage of the Board's income being paid by each Council.

Haddenham Level IDB is part of the Middle Level Commissioners, all other IDBs on which ECDC is represented are part of the Ely Group of Internal Drainage Boards.

Appointment of ECDC representatives to Internal Drainage Boards has been discussed at various Council and Committee meetings<sup>2</sup> and the following process has been agreed:

1. Nominations should be invited from the Members of Council.
2. If vacancies cannot all be filled from within the District Council then;
  - a. former District Councillors who are willing to continue in their IDB role could be nominated as a layperson, and;
  - b. the relevant Parish Council(s) should be invited to submit nominations.

If there are more nominations than vacancies then consideration should be given to the candidates' prior knowledge and experience of both the geographical area and the issues relevant to IDBs. In all cases, the final decision on each appointment rests with the Finance & Assets Committee.

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<sup>2</sup> Resources & Finance Committee: 29 March 2018 (Agenda Item 11, Minute 94); 26 July 2018 (Agenda Item 12, Minute 35).  
Council: 19 April 2018 (Agenda Item 10, Minute 89).  
Finance & Assets Committee: 20 June 2019 (Agenda Item 13, Minute 17); 26 September 2019 (Agenda Item 18, Minute 56).

## **BURNT FEN INTERNAL DRAINAGE BOARD**

<b>District Wards covered:</b>	Ely North Littleport
<b>Parish Councils covered:</b>	City of Ely Council Littleport Parish Council
<b>Representation:</b>	Two Members
<b>Status of Member:</b>	Board Member
<b>No. meetings per year:</b>	3
<b>Expenses paid by organisation:</b>	No (paid by the Council)
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	3
<b>Contact Officer:</b>	Director Finance, Ian Smith
<b>Representatives for 2023/24:</b>	(2 vacancies)

### **REPORTS FROM 2022/23 REPRESENTATIVES**

Cllr Julia Huffer (attended 1 of 4 meetings)

The Drainage Board continues to provide a vital service to Farmers and residents alike. It is a well run and effective organisation.

Support for this organisation should continue.

Derrick Beckett (lay member)

*(Not received.)*

## **CAWDLE FEN INTERNAL DRAINAGE BOARD**

<b>District Wards covered:</b>	Ely West
<b>Parish Councils covered:</b>	City of Ely Council
<b>Representation:</b>	Seven Members
<b>Status of Member:</b>	Board Member
<b>No. meetings per year:</b>	3
<b>Expenses paid by organisation:</b>	No (paid by Council)
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	3
<b>Contact Officer:</b>	Director Finance, Ian Smith

<b>Representatives for 2023/24:</b>	<b>Cllr Christine Colbert</b> <b>Cllr Kathrin Holtzmann</b> <b>Cllr Caroline Shepherd</b> <b>Cllr Christine Whelan</b> (3 vacancies)
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### **REPORTS FROM 2022/23 REPRESENTATIVES**

#### Cllr Simon Harries

(Not received.)

#### Cllr Christine Whelan (attended 2 of 3 meetings)

There has been little change from last year. The nature of the land that is around Ely means that drainage and water management is important. The whole area was affected by the adverse weather conditions last year, with the total rainfall of one month falling in a single day.

It is important for ECDC as the flooding would affect the agricultural land of the area. So the work of the IDB is essential for the continued existence of East Cambs.

The special levy has been increased this year.

There is an engineering problem with a culvert that runs along The Dock. Estimates are being sought but remediation could cost as much as £400k. If that is the case, then the Special Levy will be increased significantly.

Parish Cllr Ian Lindsay (attended all 3 meetings)

Continued representation is important as the effective drainage of the area covered by ECDC is dependent on the efficient operation of all the local drainage boards.

A budget has just been set that deals with the current operating costs; but the future financial situation of the Board is fraught. There is major damage to a drainage pipe deep buried in a covered culvert along the Ely Dock access road. The pipe will eventually need repairing, and that will be very costly. A project is underway to tackle both the engineering implications, and the funding thereof.

Rupert Moss-Eccardt (attended all 3 meetings)

Things haven't change much from last year:

Water management continues to be essential to support food production, protect property and underpin the local economy:-

The CPIER report alludes to significant GVA benefit from flood protection schemes. A fairly recent modelling exercise for the Great Ouse fens predicts 7-10 £bn of damage in the event of a significant flood control failure.

Many planning applications are only successful because, even though they are in Flood Zone 3, the site is protected by flood defences.

SUDSs only work if there is somewhere for the final outflow to go. IDBs move that water from catchwater drains through to the main river.

Finally, if the IDBs didn't provide a path for water to be abstracted, the local agricultural economy would fail.

So the work of the IDB is essential for the continued existence of East Cambs.

As this is a body that raises a levy against ECDC it is incumbent on ECDC to utilise its scrutiny and management power to meet its obligations to ensure the money is spent properly.

The Special Levy has been increased this year.

There is an engineering issue with a culvert that runs along The Dock. Estimates are being sought but remediation could cost as much as £400k. If that is the case then the Special Levy will be increased significantly.

## **HADDENHAM LEVEL INTERNAL DRAINAGE BOARD**

<b>District Wards covered:</b>	Haddenham Stretham Sutton
<b>Parish Councils covered:</b>	Haddenham Parish Council Stretham Parish Council Sutton Parish Council Wentworth Parish Council Wilburton Parish Council
<b>Representation:</b>	Two Members
<b>Status of Member:</b>	Board Member
<b>No. meetings per year:</b>	3
<b>Expenses paid by organisation:</b>	No (paid by Council)
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	3
<b>Contact Officer:</b>	Director Finance, Ian Smith

**Representatives for 2023/24:** **Cllr Gareth Wilson**  
(1 vacancy)

### **REPORTS FROM 2022/23 REPRESENTATIVES**

#### **Cllr Gareth Wilson (attended all 3 meetings)**

Drainage boards provide a vital function in the district and precept to the council. This body is a statutory body that imposes drainage rates. Drainage considerations are vitally important for the low-lying Fens.

Items discussed of particular relevance to ECDC were gravel extraction and drainage rates.

#### **Parish Cllr Steve Cheetham (attended 2 meetings)**

ECDC are committed to ensuring that East Cambridgeshire continues to be a district where people want to live, work and visit and ensuring flood defences are maintained is a critical element of this commitment.

Continued work on the monitoring of the construction of irrigation reservation reservoirs at Willow Hall Farm following the approval by the County Council. However, the HIDB will monitor the the development of the reservoirs accordingly. Worked with the HIDB and Haddenham Parish Council in relation to the planning application for three re-charge trenches which are essential to protect the environment and the surrounding land at the proposed gravel extraction site.

HIDB have continued to raise concerns on the amount of seepage coming through or under the 100 ft riverbank, which this year has caused more surface water on land than we have seen before, and the refusal of the Environment Agency to acknowledge the benefit of dredging and carry it out.

This is a precepting body with the duty of protecting the Haddenham & Aldreth area from flooding and providing irrigation for agriculture and the meetings give a real insight into issues affecting farming and agriculture. The 2021/2022 winter has seen lower levels of rainfall than the rain which impacted East Cambs 2020/21, but it continues to be critical that the knowledge of the issues in detail from the HIDB are understood by ECDC.

## **LITTLEPORT & DOWNHAM INTERNAL DRAINAGE BOARD**

<b>District Wards covered:</b>	Downham Villages Ely North Littleport Stretham Sutton
<b>Parish Councils covered:</b>	Coveney Parish Council Little Downham Parish Council Little Thetford Parish Council Littleport Parish Council Stretham Parish Council Wentworth Parish Council Wilburton Parish Council Witchford Parish Council

<b>Representation:</b>	Six Members
<b>Status of Member:</b>	Board Member
<b>No. meetings per year:</b>	3
<b>Expenses paid by organisation:</b>	No (paid by Council)
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	3
<b>Contact Officer:</b>	Director Finance, Ian Smith

<b>Representatives for 2023/24:</b>	<b>Cllr Christine Ambrose Smith</b> <b>Cllr Lorna Dupré</b> <b>Cllr Martin Goodearl</b> <b>Cllr David Miller</b> (2 vacancies)
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### **REPORTS FROM 2022/23 REPRESENTATIVES**

#### **Cllr Christine Ambrose Smith (attended 3 meetings)**

This important work carried out in conjunction with other similar boards, keeps areas within the District from becoming flooded, while providing the local farming industry with water for irrigation during the dryer months & drainage dykes maintained. With the considerable level of housing development within areas of East Cambs, the IDB's are increasingly seen as important consultees by Planning Department.



It is useful to understand the part played by this and other boards within our area, and to hear from the other board members (Farmers) who while playing their own part, rely on the work of the Engineer and his workforce, to maintain the drainage system in good order.

It was agreed that for a number of reasons, regular maintenance work on the drainage infrastructure had fallen behind. As ECDC representatives we supported & pressed for the increase of professional assistance needed by the engineer so that he was able to spend time strategically planning the work schedules and other matters requiring his attention. Representatives also supported substantial pay increases to the workforce proposed by board members, reacting to the cost of living crisis. It was recognised by board members that in order to attract and retain good & trained workers, that pay needed to be competitive. To their credit, board members have always endeavoured to be thrifty. Regular review of plant is required to ensure that the best machinery for the necessary work is available. Great concern was raised by EA contractors dredging the riverbed and apparently removing clay used as a base. The possibility of water weakening the sides of the banks caused much discussion and investigation, with the EA being pressed for answers.

#### Cllr David Ambrose Smith

The IDB is an extremely important partner to ECDC.

ECDC Planners work closely with the IDB's and value one another's contribution to the planning process.

In recent years IDB's praiseworthy concerns regarding increasing their charges has restrained them from carrying out more medium to long term planning.

The past twelve months has seen a dramatic and costly move towards catching up with drain maintenance work and taking on a more rounded team to manage the systems going forward.

Members have played an important role in being part of the decision-making process of the board.

I believe that all our local Internal Drainage Boards should be amalgamated into a single board which would bring efficiencies at all levels from governance to the water courses. ECDC councillor/s representation on this single board would then give ECDC a better joined up understanding of the whole area, with the councillor becoming the ECDC Service Champion/s for Internal Drainage.

#### Cllr Lorna Dupré (attended 2 meetings)

The work of the Littleport & Downham Internal Drainage Board is key to the provision and maintenance of flood and drainage infrastructure in this part of East Cambridgeshire, and to the environment of the district. Continued representation on this Outside Body and other Internal Drainage Boards is very worthwhile.

The IDB adopted updated bye-laws as amended by the Association of Drainage Authorities at national level. It contributed £1,000 to Fenland SOIL, and was well represented at the very successful two-day Fenland SOIL conference in April.

The Board nominated two members to represent it on the new South Level Water Resources Group following recent challenges with abstraction. The new Group will discuss matters such as enforcement issues, restrictions and licences.

Cllr Jo Webber (attended 2 meetings)

The internal drainage boards play a vital role in keeping East Cambridgeshire free from flooding, and supporting our agricultural industry by maintaining drainage channels, and providing irrigation services throughout the drier months.

Additionally, the IDBs play an important role in the environment, by maintaining habitats for Wildlife, and are a key stakeholder in the ECDC Climate Change Strategy and Action Plan.

I think it is increasingly important that East Cambs continues to work in partnership with the IDBs, and for members to be aware of the potential risks that face both our residents and local businesses, and the funding required to mitigate those risks.

Ongoing maintenance of drainage channels and the reliability of equipment play a huge part in reducing the risk of flooding to both farmers fields and adjacent homes. Excess water can cause issues during the winter months, but a shortage of water for irrigation purposes can cause as many issues during the drier summer months, as it can severely impact the ability to produce crops. This was very evident in the extremely hot weather experienced in the summer of 2022. The IDBs are tasked with managing these situations and each meeting addresses issues as they arise, as well as planned maintenance of equipment, health and safety, training and wider issues that can impact the Board.

As the local planning authority, East Cambs DC play a key role in the overall plan to address the flood risks to our area along with the County Council as the lead flood authority, Anglian Water, the Environment Agency and the Internal Drainage Boards.

Parish Cllr Howard Palmer (appointed 24 November 2022)

(Not received.)

Parish Cllr Mark Taylor (attended multiple meetings)

I have been to 18 meetings to do with the drainage board and the problems with the 100ft river that we put on ITV news. But I have also been involved in my own time with new members of the IDB staff showing them the area and drainage system and catch waters as the old people that used to know all have past and the danger is the younger ones don't know.

I definitely think it has been worthwhile as the work on catch water from Ely – Little Downham – Littleport – Witchford – Mepal needs upgrading as it has not been updated since 1600 when built and the building from that date is not fit for purpose and is now getting done. I have also got the main drains done in the fen that haven't been done in the last 20 years. Also I pushed to get new pumps at the 100ft pump house which we got as well. Still plenty to do. Even though I rustle a few feathers the IDB have asked me to chair or be vice chairman. I have also been trying to get money for the IDB through grants, which Anna Bailey helped, to make improvements to the system.

## **MIDDLE FEN & MERE INTERNAL DRAINAGE BOARD**

<b>District Wards covered:</b>	Ely East Ely North Fordham & Isleham Soham North Soham South
<b>Parish Councils covered:</b>	City of Ely Council Fordham Parish Council Isleham Parish Council Soham Town Council Wicken Parish Council
<b>Representation:</b>	Five Members
<b>Status of Member:</b>	Board Member
<b>No. meetings per year:</b>	3
<b>Expenses paid by organisation:</b>	No (paid by Council)
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	3
<b>Contact Officer:</b>	Director Finance, Ian Smith
<b>Representatives for 2023/24:</b>	<b>Cllr Ian Bovingdon</b> <b>Cllr Mark Goldsack</b> <b>Cllr Keith Horgan</b> <b>Cllr Lucius Vellacott</b> (1 vacancy)

### **REPORTS FROM 2022/23 REPRESENTATIVES**

Cllr Ian Bovingdon (attended 2 of 4 meetings)

The IDB has continued important work which affects local agricultural production and flooding protection. It fits with ECDC's commitment to be an area where people want to live, businesses want to grow and people want to visit. Their work is increasingly important due to climate change.

ECDC representation is extremely important to understand the effect on local employment, flooding and the environment, and how their work affects ECDC regarding planning for housing/infrastructure.

Discussions of particular relevance to ECDC this year have been:

- The impact of developments on the watercourses.

- Fuel usage which impacts on ECDC carbon policy.
- Climate change effects on water supplies/flooding.

#### Cllr Mark Goldsack

During the year the board met with regularity and covered a multitude of subjects. The levy discussion for what the board has to do in the future was the main contention but well chaired the meeting concluded an accepted increase. Members all act and work for the board albeit most coming from local farm concerns so obviously bring a local feel to proceedings. Under Mr Mawby the board runs well and works hand in glove with Andrew, chief engineer.

During the year the South Level Water Resources Group was formed and with engineer three members stepped in to represent abstraction users and the board.

I'd like to thank those on the board for their focus and time and Andrew and staff for their terrific work. As stated the chair has done an excellent role and long may all continue past 2023 and beyond.

#### Cllr Alec Jones (attended 1 of 3 meetings)

The work of the IDB fits with ECDC's corporate objectives because it provides a vital connection between draining land for agriculture and development, both business and domestic, keeping it usable and safe from flooding as well as providing access to water for agriculture during the dryer seasons.

While there is little direct relevance in the day to day dealings, its relevance to local agricultural business is immense and maintaining the links between business and Local Authorities makes this a worthwhile commitment.

Discussions of particular relevance to ECDC have been the development of future drainage infrastructure, maintenance of drainage systems and the rising cost of drainage during high inflation period.

#### Cllr Daniel Schumann (attended 0 meetings)

I have nothing to report. I attended no meetings and was never invited to attend a meeting.

#### Derrick Beckett (lay member)

(Not received.)

## **PADNAL & WATERDEN INTERNAL DRAINAGE BOARD**

<b>District Wards covered:</b>	Ely North Littleport
<b>Parish Councils covered:</b>	City of Ely Council Littleport Parish Council
<b>Representation:</b>	Seven Members
<b>Status of Member:</b>	Board Member
<b>No. meetings per year:</b>	3
<b>Expenses paid by organisation:</b>	No (paid by Council)
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 1):</b>	3
<b>Contact Officer:</b>	Director Finance, Ian Smith

<b>Representatives for 2022/23:</b>	<b>Cllr Alison Whelan</b> <b>Lis Every (<i>Lay Member</i>)</b> (5 vacancies)
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### **REPORTS FROM 2022/23 REPRESENTATIVES**

#### **Cllr David Ambrose Smith**

The IDB is an extremely important partner to ECDC.

ECDC Planners work closely with the IDB's and value one another's contribution to the planning process.

IDB's praiseworthy concerns regarding increasing their charges perhaps restrains them from carrying out more medium to long term planning.

Members have played an important role in being part of the decision-making process of the board.

I believe that all our local Internal Drainage Boards should be amalgamated into a single board which would bring efficiencies at all levels from governance to the water courses.

ECDC councillor/s representation on this single board would then give ECDC a better joined up understanding of the whole area, with the councillor becoming the ECDC Service Champion/s for Internal Drainage.

#### Cllr Lis Every (attended 3 meetings)

The internal drainage board (IDB) is the operating authority which is established in areas of special drainage need in England and Wales, eg the Fens, with permissive powers to undertake work to secure clean water drainage and water level management within drainage districts. It also has the authority to add a levy to the Council Tax. Internal Draining Boards are a statutory consultee for all Planning Applications. In this area, which seeks growth, the work of the IDB is a very important organisation which has representatives from local farmers and councillor representatives from ECDC.

Regular discussions take place with local farmers for whom the drainage board is vital. Discussions are based on the running of the individual IDB, but for this IDB concerns are currently being discussed about the North Ely Junction and what this will mean for the Board and also for the local farmers.

As seen above, the work undertaken by the IDB is vital for the area, ensuring that there is no flood activity, that the relevant maintenance is undertaken, the right levels of water for irrigation are maintained and the protection of species, ie eels, is undertaken.

It is a statutory consultee for all planning applications.

#### Cllr Alison Whelan (attended 2 meetings)

The nature of the land that surrounds Ely is such that water management is crucial to avoid flooding. Representation on these bodies is important to further the Council's environmental and flood prevention objectives. Recent changes to our weather, with record hot spells and intense rain periods make this even more important.

The refurbishment of the Padnal No 1 pumping station is underway.

On the 6th February 2023 the Board made a Drainage Rate of £0.30 in the £ in respect of agricultural land and agricultural buildings in their District to raise £39,418.80 of their expenditure for the year ending on the 31st March 2024 and made a Special Levy of £102,191.70 on East Cambridgeshire District Council to raise the balance of their expenditure for the same year.

#### Parish Cllr Clive Webber (attended 2 meetings)

I represent the Littleport Town Council on the IDB. With flooding becoming more of a risk with climate changes, I think we all need to be aware of, and also contribute to, the important work being carried out by the IDB's, as they maintain the drainage channels that run through our parishes, and support our farmers.

I think it is very important that ALL levels of local government continue to be represented on the IDBs, as we need to be aware of the continuing threat of flooding, the actions we can take to mitigate the risks, and the costs involved. It also assists us with developing our own emergency planning policies.

Keeping drainage channels clean, supplying water for irrigation and increased risk of flooding.

It is vital that East Cambs District Council work with all of the agencies that are involved in keeping the District free from flooding.

Parish Cllr Debra Jordan

(Not received.)

Parish Cllr Susan Kerridge

(Not received.)

## **SWAFFHAM INTERNAL DRAINAGE BOARD**

<b>District Wards covered:</b>	Bottisham Burwell Fordham & Isleham Soham South
<b>Parish Councils covered:</b>	Bottisham Parish Council Burwell Parish Council Fordham Parish Council Lode Parish Council Reach Parish Council Swaffham Bulbeck Parish Council Swaffham Prior Parish Council Wicken Parish Council
<b>Representation:</b>	Four <sup>3</sup> Members
<b>Status of Member:</b>	Board Member
<b>No. meetings per year:</b>	3
<b>Expenses paid by organisation:</b>	No (paid by Council)
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	3
<b>Contact Officer:</b>	Director Finance, Ian Smith
<b>Representatives for 2023/24:</b>	<b>Cllr David Brown</b> <b>Cllr Lavinia Edwards</b> <b>Cllr Alan Sharp</b> <b>Cllr John Trapp</b>

### **REPORTS FROM 2022/23 REPRESENTATIVES**

Cllr David Brown (attended 3 of 3 meetings)

Swaffham IDB plays a key role in managing water, preventing flooding – keeping people and property safe, helping with agricultural production – thereby contributing to the economic wellbeing of the District.

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<sup>3</sup> Four Members plus one nominee jointly with South Cambridgeshire District Council (SCDC). SCDC makes the joint appointment by reciprocal agreement of June 1990 whereby ECDC makes the joint appointment to Waterbeach Level IDB. Appointments are for 3 years.



As a precepting body it is vital that District Councillors are actively involved in the IDBs to help ensure that public funds are spent in a reasonable manner. So, yes, continued representation on the IDB is worthwhile.

One example of the above in 2022/23 would be the decision to spend significant funds on replacing the winding mechanism for the pump.

Cllr Lavinia Edwards (attended 2 of 3 meetings)

The work of the Swaffham Internal Drainage Board fits in with ECDC Corporate Objective because it maintains the large area of drainage networks in the District.

I think the continued representation of the Drainage Board is worthwhile because the district has a large agricultural element with much employment in this field. The Drainage Board is also a consultee for Planning Applications.

Items discussed in the last financial year have varied from financial to ecological issues.

We have discussed the setting of the levy, climate change, water shortages agriculture and flood issues.

Cllr Alan Sharp (attended 1 of 3 meetings)

The work of the Drainage Board totally fits in with the corporate objectives of the Council, as the issue of flooding and water management is a crucial factor in resolving the challenges that Climate Change presents to us.

I have attended one meeting during the year out of the three arranged, the other two meetings clashing with other commitments.

The Board meetings take place at the Drainage Board offices in Prickwillow.

Contributing to the management of The Fens is an important role of the Council and the involvement of Council representatives with this body is totally necessary.

I find the meeting of the Board very interesting and worthwhile, listening to the comments of farming colleagues.

Cllr John Trapp

(Not received.)

## WATERBEACH LEVEL INTERNAL DRAINAGE BOARD

<b>District Wards covered:</b>	Stretham Soham South
<b>Parish Councils covered:</b>	Little Thetford Parish Council Stretham Parish Council Wicken Parish Council
<b>Representation:</b>	One <sup>4</sup> Member
<b>Status of Member:</b>	Board Member
<b>No. meetings per year:</b>	3
<b>Expenses paid by organisation:</b>	No (paid by Council)
<b>Insurance provision:</b>	Yes
<b>Category of Officer Support (see p. 6):</b>	3
<b>Contact Officer:</b>	Director Finance, Ian Smith
<b>Representative for 2023/24:</b>	(1 vacancy)

### REPORT FROM 2021/22 REPRESENTATIVE

David Chaplin (lay member, attended 1 of 2 meetings)

The IDB has phased out all diesel pumps and all now have primary and back up electrical supplies. Run off from development and other surface water run off is monitored and controlled (within the scope of its powers) by the drainage board.

Continued representation on the IDB is worthwhile whilst it continues to cost nothing to ECDC.

Whilst the Drainage Board waters are not in East Cambs, they are all upstream and therefore actions impact waterflow and quality in East Cambs waterways.

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<sup>4</sup> One Member jointly with South Cambridgeshire District Council (SCDC). ECDC makes the joint appointment by reciprocal agreement of June 1990 whereby SCDC makes the joint appointment to Swaffham IDB. Appointments are for 3 years.