



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Officer Decision/Mayoral Decision	ODN163-2019
DECISION TITLE:	
MARKET TOWNS PROGRAMME: APPOINTMENT OF CONSULTANTS TO DELIVER MARKET TOWN MASTERPLANS FOR ELY, SOHAM & LITTLEPORT (EAST CAMBRIDGESHIRE)	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS:	
Kim Sawyer, Chief Executive	
DATE OF OFFICER DECISION:	
24 December 2019	

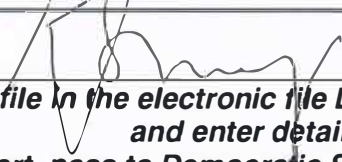
Responsible Director/Mayor:	John T Hill, Director of Business and Skills
Report Author and contact details:	Domenico Cirillo, Programme Lead for Market Towns 07715 658013
Is it a key decision?	NO
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	YES
KEY DECISIONS ONLY	This section only needs to be completed if the decision is a key decision. Only the Mayor can make key decisions
Insert forward plan ref number	Key Decision No: xxxxxx The key decision must be on the forward plan for at least 28 days before the decision is made. Please insert reference number from the published forward plan. If it is not in the forward plan, please contact the Governance Team for advice. (Debbie Forde or Anne Gardiner)
Date when Mayor intend to make decision.	xx/xx/xxx Insert date when the Mayor intends to make the decision. The notice must be published 5 clear working days before the decision is taken. Normally only the Mayor can make a key decision.
Date report published on the website	xx/xx/xxx Send copy of report to Scrutiny Manager for circulation to Overview and Scrutiny Committee
Implementation Date	xx/xx/xxx Insert the proposed date for implementation. The decision cannot be implemented until 5 clear working days after the date the decision was taken. The decision is subject to call in during that period, so you need to check with the Scrutiny Manager that it has not been called in.
Does the report have any annex that contains exempt information?	YES / NO



	<p>If yes, specify number of exempt annex (eg Annex 1), the reason for exemption and explain the application of the public interest test. Keep the exempt information separately from this report on the shared drive.</p>
Decision taken	To confirm the appointment of Metro Dynamics Limited to undertake the remaining Market Town Master Plans for East Cambridgeshire (Ely, Soham and Littleport).
Authorisation <i>(delete as appropriate)</i>	At its meeting on 28 March 2018, the Combined Authority Board approved the sum of £50,000 to develop a Masterplan for each market town (total budget of £550,000). [Minute 170 refers].
Background Information	<p>The St Neots Master Plan was completed in 2018. Metro Dynamics have been working on the next tranche of reports. In partnership with Fenland District Council, they are producing the Market Town Master Plans for each of its four market towns: Whittlesey, Chatteris, March and Wisbech. They are also working with Huntingdonshire District Council on the preparation of Market Town Master Plans for their three other principal Market Towns: Huntingdon, St Ives and Ramsey.</p> <p>MACE Limited, the Combined Authority's project management consultants have procured Metro Dynamics Limited via the Crown Commercial Services framework [ref RM3741] to undertake the remaining Market Town Master Plans for East Cambridgeshire (Ely, Soham and Littleport).</p>
Alternative options considered.	<p>The decision implements a previous decision of the Combined Authority.</p> <p>Given Metro Dynamics Limited's role with the other Market Town Masterplans they will be able to build effectively on their previous work and expertise on market towns in the Combined Authority's area. They are familiar with the industries and key individuals who shape the area and understand some of the challenges which are particularly acute. Their appointment would enable them to take this area-wide analysis and focus in on how the solutions we have identified can be applied to the market towns Ely, Soham and Littleport.</p>
Financial Implications	<p><i>Please include the total costs and how the project will be funded. Please include budget codes for your directorate</i></p> <p>The MTFP sets out the following revenue budget (under CX0051) to develop strategic Masterplans for each of the 11 key market towns in Cambridgeshire & Peterborough:</p> <p>2019/20 - £353,000 2020/21 - £200,000</p>



	<p>There is sufficient budget in the Programme to cover the cost of this commission.</p> <p>The value of the commission is up to £150K and requires authorised signatory by (Chief Executive, Chief Finance Officer, or Monitoring Officer).</p>	
Legal Implications	The Contract has been awarded via Mace Limited.	
Consultation	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p>	<p><i>Name and Date approved (or indicate if not applicable) – retain emails to show that these officers have noted/commented on your report</i></p>
	Chief Executive	Kim Sawyer - 24/12/19
	Responsible Director/Chief Officer	John T Hill –
	Chief Finance Officer	Jon Alsop –
	Monitoring Officer	Dermot Pearson - 23/12/19
	Portfolio Holder	N/A
	Other	N/A
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<p><i>List the names of any member who has been consulted on and declared an interest in relation to the decision.</i></p> <p>N/A</p>	
Supporting documentation	<ul style="list-style-type: none"> • Metro Dynamics – Proposal to produce three Market Town Masterplans for Ely, Soham and Littleport. • MACE Limited Call Off Contract under Framework Agreement (RM 3741) to produce East Cambridgeshire: to produce three Market Town Masterplans. 	

Officer/Mayor signature		Date 24/12/19
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>		