

A meeting of the **CABINET** will be held in **MEETING ROOM 0.1A, GROUND FLOOR, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 15 DECEMBER 2010** at **6:00 PM** and you are requested to attend for the transaction of the following business:-

APOLOGIES


**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 18th November 2010.

**Mrs H Taylor
388008**

2. MEMBERS' INTERESTS

To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda item. Please see Notes 1 and 2 overleaf.

3. LOCAL GOVERNMENT FINANCE ACT 1988 (AS AMENDED) PUBLICATION OF RURAL SETTLEMENT LISTS (Pages 7 - 24)

With the assistance of a report by the Head of Customer Services to consider revised rural settlement lists.

**Mrs J Barber
388105**

4. ENVIRONMENT STRATEGY REVIEW (Pages 25 - 74)

To consider a report by the Head of Environmental Management on the Council's Environment Strategy.

**C Jablonski
388368**

5. ST IVES WEST TOWN DEVELOPMENT (Pages 75 - 76)

To consider a report by the Head of Planning Services on the proposed governance arrangements to support the urban design planning process for the St Ives West town development.

**M Huntington
388404**

6. RAF BRAMPTON (Pages 77 - 78)

To consider a report by the Head of Planning Services on the proposed governance arrangements to support the urban design planning process for the RAF Brampton site.

**M Huntington
388404**

7. FRAUD INVESTIGATION ACTIVITY (Pages 79 - 80)

To consider a report by the Head of Customer Services.

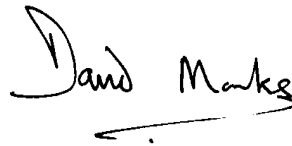
**N Jennings
388480**

8. PERFORMANCE MANAGEMENT (Pages 81 - 106)

To consider a report by the Head of People, Performance and Partnerships containing details of the Council's performance against its priority objectives.

**D Buckridge
388065**

Dated this 6 day of December 2010



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntsdc.gov.uk /e-mail: if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Cabinet.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of
Agenda/Minutes/Reports or would like a
large text version or an audio version
please contact the Democratic Services Manager
and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

This page is intentionally left blank

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 18 November 2010.

PRESENT: Councillor I C Bates – Chairman.

Councillors K J Churchill, D B Dew, J A Gray, A Hansard, C R Hyams, Mrs D C Reynolds, T V Rogers and L M Simpson.

51. MINUTES

The Minutes of the meeting of the Cabinet held on 21st October 2010 were approved as a correct record and signed by the Chairman.

52. MEMBERS' INTERESTS

Councillor I C Bates and Councillor K J Churchill declared personal interests in Minute No. 10/55 by virtue of their membership of Cambridgeshire County Council.

Councillor C R Hyams declared a personal interest in Minute No. 10/56 by virtue of his membership of Godmanchester Town Council.

53. DRAFT BUDGET 2011/12 AND MTP 2012/16

Consideration was given to a report by the Chief Officers Management Team (a copy of which is appended in the Minute Book) setting out a draft Budget for 2011/12 and Medium Term Plan (MTP) for the period 2012 -16.

Members were advised that the proposals reflected the results of the recent public consultation on the budget and were expected to generate revenue savings of 6.4m per year by 2014/15 as well as a reduction in the capital programme of 5.3m over five years.

In discussing the contents of the report, Member's attention was drawn to the conclusions reached by the Overview and Scrutiny Panel (Economic Well-Being). In that respect, Members concurred with the Panel that consideration should be given to alternative delivery methods for local offices services, such as the customer services centres. Furthermore, Members were advised that initial discussions had been held with Cambridgeshire County Council with a view to working alongside their library service and that further talks would be held with Town and Parish Councils.

With regard to proposals to reduce the grants paid to voluntary organisations, Executive Councillors concurred with the Panel that these groups are likely to form an important part of the move towards "localism" and the public's demand on them may increase as a result of changes to the welfare system. The Cabinet were of the opinion also that these groups should be encouraged to explore a variety of

alternative means of funding and revenue generation.

Having considered the Panel's views on the proposals for the CCTV Service, the Cabinet noted that a number of options were being discussed including the potential to enter into a joint arrangement with Cambridgeshire Constabulary, other Councils and/or Town and Parish Councils.

In relation to the proposals to increase car parking charges from 2014, a number of comments have been made with regard to the staggering of the increases, the lack of adequate public transport, the introduction of civil parking enforcement and the support and ability of residents to pay an increased fee.

In considering the options for the determination of levels of Council Tax for 2011/12, the Cabinet were conscious of the current economic climate, the impact on local residents and the Government's proposed grant of 2.5% for Councils who decided to freeze their council tax for the coming financial year. In the circumstances Executive Councillors concluded that this should form the basis of a recommendation to Council and alternative options for Council Tax should not be considered.

Discussion also ensued on proposals put forward by the Liberal Democrat Group, in respect of which the Cabinet noted that review of pay, pay systems and allowances was already underway with the development of shared services initiatives and proposals to sub let spare office capacity. Areas which required further discussions were noted these included job sharing, members allowances, a reduction in the number of District Councillors - although it was felt that they would unlikely to result in significant savings during the budget plan period and the retention of the customer services centres. Members concluded that it was not feasible to lease back Pathfinder House.

Having acknowledged that the contents of the draft budget was subject to change during the preparation of the detailed budget and would need to adapt appropriately to circumstances and new information, the Cabinet

RESOLVED

- (a) that the draft Medium Term Financial Plan be recommended to Council as the basis for the development of the 2011/2012 budget and the revised Medium Term Plan 2015/2016;
- (b) that Council be recommended to approve no increase in Council Tax for 2011/2012; and
- (c) that Chief Officer's Management Team be authorised after consultation with the appropriate Executive Councillors to prepare and implement plans for changes and reductions in services to achieve targeted savings plans for 2011/2012 and future years.

54. TREASURY MANAGEMENT - REVIEW OF PERFORMANCE

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance achieved during the period April to September 2010 by external fund managers in the matter of the investment of the Council's capital receipts.

RESOLVED

that the contents of the report be noted.

55. CAMBRIDGESHIRE LOCAL INVESTMENT PLAN

Consideration was given to a joint report by the Heads of Housing Services and of Planning Services (a copy of which is appended in the Minute Book) to which was attached a copy of the Cambridgeshire Local Investment Plan (CLIP) prior to its submission to Cambridgeshire Horizons Board for final approval in December 2010.

The Cabinet were advised that the Plan aimed to facilitate the delivery of investment in a range of housing, infrastructure, regeneration and community activities taking into account locally determined priorities and a number of existing strategies and plans. The document had been prepared by the Homes and Communities Agency and Cambridgeshire Horizons in conjunction with Cambridgeshire Local Authorities and would primarily be used as evidence to support bids to draw in external funding to the area.

Having been advised of the conclusions reached by the Overview and Scrutiny Panel (Social Well-Being) on the reliability of the data presented and in concurring with the Panel over the importance of upgrading the A14, the Cabinet

RESOLVED

that the contents of the Cambridgeshire Local Investment Plan now submitted be endorsed.

56. HOMELESSNESS STRATEGY: CONSULTATION DRAFT

The Cabinet considered a report by the Head of Housing Services (a copy of which is appended in the Minute Book) seeking approval for the adoption of the draft Homelessness Strategy.

In so doing, Members' attention was drawn to the statutory requirement under the Homelessness Act 2002 for local authorities to carry out a review of homelessness within their areas and to formulate and publish a homelessness strategy based on the results of that review. The draft Strategy outlines the future strategic direction of homelessness prevention, which was a matter of growing concern for the Council.

Members' attention was drawn to the conclusions reached by the Overview and Scrutiny Panel (Social Well-Being). In that respect, the Cabinet shared the concerns of the Panel that Government funding for the homelessness prevention budget might not continue beyond

2010/11.

Whereupon, it was

RESOLVED

that the draft Homelessness Strategy be approved for consultation purposes.

57. ST NEOTS EAST URBAN DESIGN FRAMEWORK

Consideration was given to a report by the Head of Planning Services (a copy of which is appended in the Minute Book) to which was attached a schedule summarising those representations received during consultation on the Urban Design Framework which would guide development of an area of land east of the railway line in St. Neots. The framework was intended to set design parameters for any future redevelopment of the site and had been prepared in conjunction with the major landowners and potential developers.

The contents of the Framework had been considered by the Overview and Scrutiny Panel (Environmental Well-Being), arising from which some concern had been expressed over the need for integration with the remainder of the town and the planned education provision for the site. Having received assurances over proposals to expand Longsands and St Neots Community Colleges, the Cabinet

RESOLVED

- (a) that the revisions to the St. Neots Expansion Urban Design Framework be approved; and
- (b) that the Head of Planning Services be authorised, after consultation with the Executive Councillor for Planning Strategy and Transport, to approve the adoption of the revised document incorporating consequential amendments as Planning Policy.

58. LAND AT MILL ROAD, EATON SOCON

With the assistance of a report by the Head of Law, Property and Government (a copy of which is appended in the Minute Book) the Cabinet considered a proposal for the transfer of Council-owned land at Mill Road, Eaton Socon to an adjoining landowner for the development of a residential scheme.

Members were advised that the 1st Eaton Socon Scout Group currently leased the land from the Council on a 10 year lease due to expire at the end of 2012. Having been advised that the transaction would protect the interests of the Scout Group and would include the developer providing replacement facilities and other support, the Cabinet

RESOLVED

that disposal of the land at Mill Road, Eaton Socon be approved in principle and the Director of Central Services authorised, after consultation with the Executive Councillor for Leisure and Law, Property and Governance to approve

terms for the sale.

59. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY

(The following urgent item was admitted in accordance with Section 100B (4) (b) of the Local Government Act 1972 given the need for the Cabinet to consider the report prior to its submission to the Council)

With the assistance of a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book), the Cabinet considered the results of consultation on the Council's revised Statement of Licensing Policy under the Licensing Act 2003.

The Cabinet were acquainted with legislative changes that had taken place since the previous statement of licensing policy had been approved. These included a mandatory code of practice for alcohol retailers, allowing elected members of licensing authorities to become interested parties for the purposes of making representation and applying for reviews, re-classification of lap dancing clubs so that they require a sex establishment licence and new mandatory conditions in relation to the supply of alcohol.

Having been informed that the consultation had elicited little response and that the Licensing Committee had proposed that no change be made to the draft other than minor corrections, the Cabinet

RESOLVED

that the revised statement of licensing policy be endorsed for submission to the Council for approval.

60. EXCLUSION OF THE PUBLIC

to resolve:-

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to individuals and is likely to reveal the identity of those individuals.

61. EMPLOYEE SELECTION PANEL APPLICATIONS FOR VOLUNTARY RELEASE

Having been acquainted with the outcome of the meeting of the Employee Selection Panel on applications for voluntary release from senior managers the Leader, on behalf of the Cabinet confirmed that there were no material objections to the applications in accordance with the Officer Employment Procedure Rules.

Chairman

This page is intentionally left blank

**MANAGEMENT TEAM
CABINET**

**30 NOVEMBER 2010
14 DECEMBER 2010**

**LOCAL GOVERNMENT FINANCE ACT 1988 (as amended)
PUBLICATION OF RURAL SETTLEMENT LIST
(Report by the Head of Customer Services)**

1 INTRODUCTION

- 1.1** Section 42 of the Local Government Finance Act 1988 was amended by the Local Government and Rating Act 1997 to require billing authorities, such as Huntingdonshire District Council, to compile and maintain a rural settlement list.
- 1.2** The settlements referred to all those which appear to the authority to have a population of not more than 3,000 on the 31st December before the beginning of the chargeable financial year.
- 1.3** A rural settlement list must identify the boundary of each settlement, whether by defining the boundaries (for example, ward or parish boundaries) or referring to boundaries in a map or other document. This means that the Council can define the boundary of a rural settlement by reference to maps rather than accepting ward or parish boundaries to be the boundary of the settlement.
- 1.4** The purpose of the Rural Settlement List is to allow the Council to grant Rural Rate Relief to rural post offices, village shops, public houses and petrol stations.

2 CURRENT POSITION

- 2.1** Officers have undertaken a review of rural settlements and advise Members that some minor changes need to be made to the previously approved rural settlement list primarily because Fenstanton has once again exceeded the 3,000 population mark despite the Huntingdonshire (Parishes) Order 2009 which did move some properties in to St Ives Town. This report therefore revises the rural settlement list and defines new boundaries by reference to maps. For example, Fenstanton now specifically excludes the current 166 properties at "Elizabeth Court", "Greenfields" and "Maytrees" which are immediately adjacent to, and more akin to, St Ives Town.
- 2.2** In this way, qualifying rural shops and businesses will continue to be eligible to make application for certain mandatory and/or discretionary relief under the amended 1988 Act.
- 2.3** The amended draft rural settlement list, as proposed at Annex 'A', must be published and available for inspection by 31 December.
- 2.4** Where it is necessary to define boundaries, other than those of the respective parishes, these are illustrated by reference to maps, as shown at Annex 'B'. Members should note that these boundaries relate only to the application of Rural Rate Relief and not other matters (for example, planning development).

3 RECOMMENDATION

- 3.1** It is recommended that the District Council resolve that the revised rural settlement list shown at Annexes 'A' and 'B' be approved and made available for inspection as required throughout the three months preceding the beginning of the next financial year.

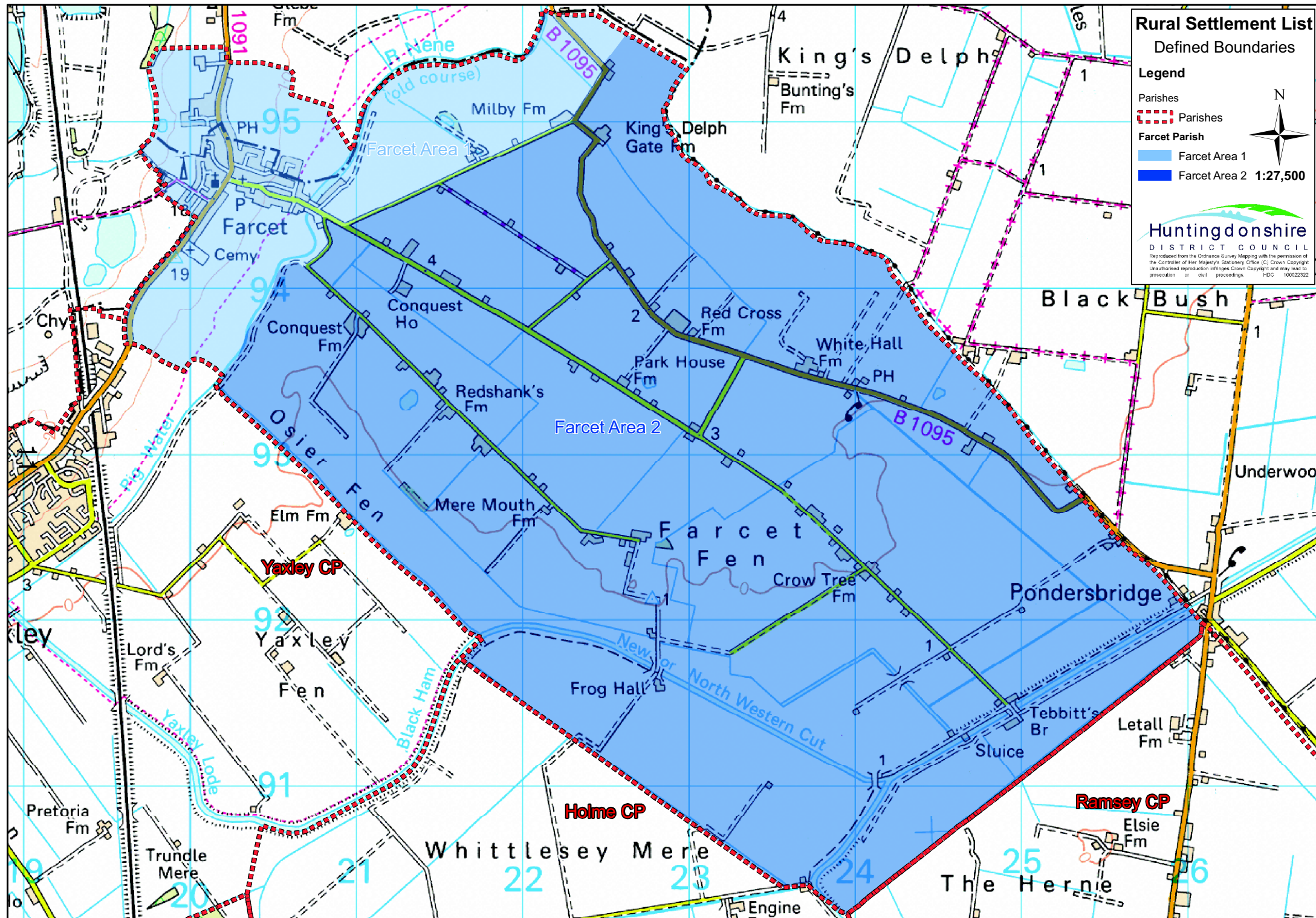
Contact Officer: **Julia Barber – Head of Customer Services**
☎ (01480) 388105

**LOCAL GOVERNMENT FINANCE ACT 1988
RURAL SETTLEMENT LIST**

Abbotsley	Hemingford Grey
Abbots Ripton	Hilton
Alconbury	Holme
Alconbury Weston	Holywell-cum-Needingworth
Alwalton	Houghton & Wyton
Barham & Woolley	Kimbolton & Stonely
Bluntisham	Kings Ripton
Brington & Molesworth	Leighton Bromswold
Broughton	Morborne
Buckden	Offord Cluny*
Buckworth	Offord D'Arcy*
Bury	Old Hurst
Bythorn & Keyston	Old Weston
Catworth	Perry
Chesterton	Pidley-cum-Fenton
Colne	Ramsey Forty Foot*
Conington	Ramsey St Mary's*
Covington	Ramsey Mereside*
Denton & Caldecote	Ramsey Heights*
Diddington	Sibson-cum-Stibbington
Earith	Southoe & Midloe
Easton	Spaldwick
Ellington	Stilton
Elton	Stow Longa
Farcet (village area only)*	The Stukeleys
Farcet (rural area)*	Tilbrook
Fenstanton (village area only)*	Toseland
Folksworth & Washingley	Upton & Coppingford
Glatton	Upwood & the Raveleys
Grafham	Waresley-cum-Tetworth
Great & Little Gidding	Water Newton
Great Gransden	Winwick
Great Paxton	Wistow
Great Staughton	Woodhurst
Haddon	Woodwalton
Hail Weston	Wyton-on-the-Hill
Hamerton & Steeple Gidding	Yelling
Hemingford Abbots	

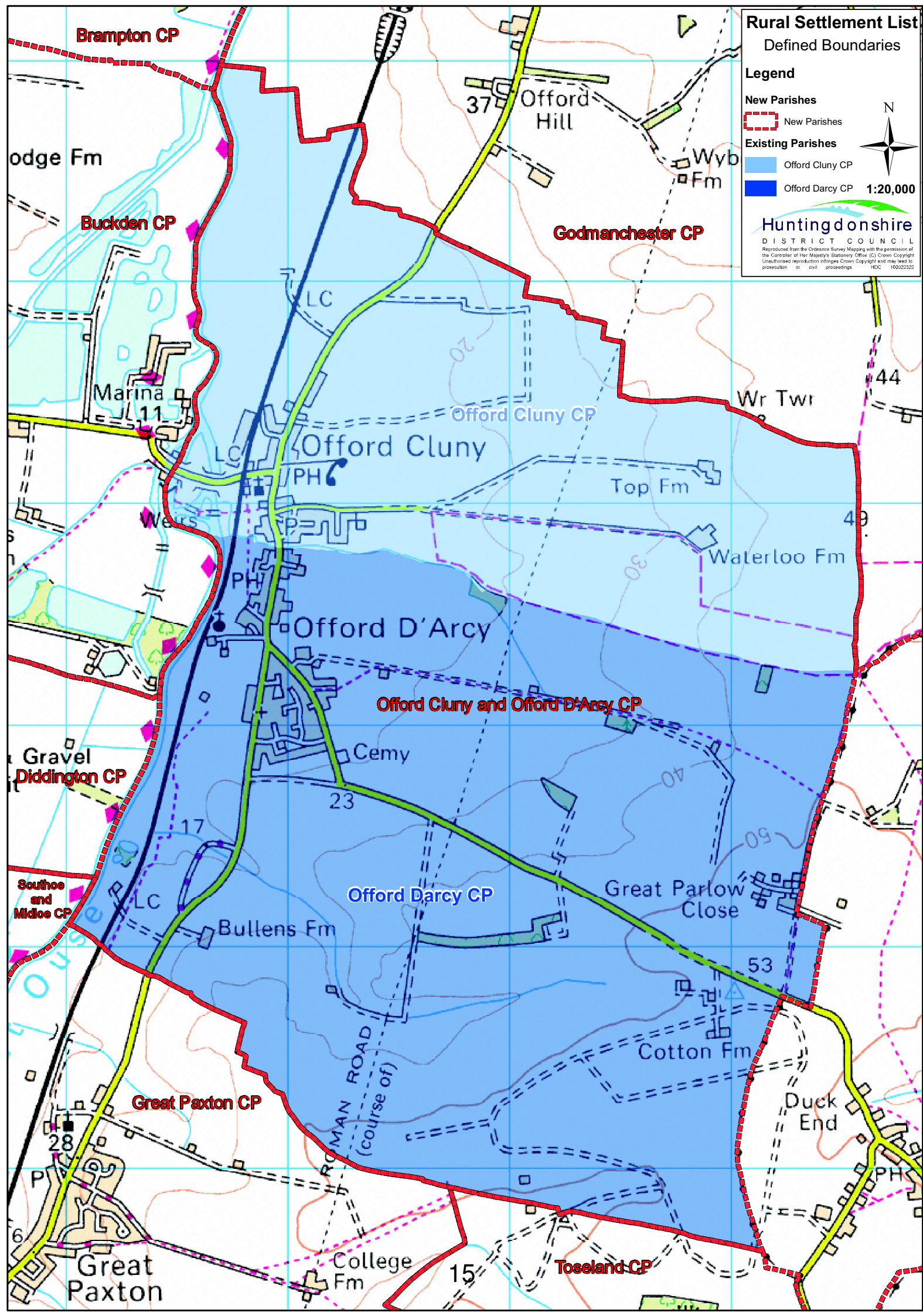
The boundaries to be used are those which currently define the relevant parish with the exception of those marked by an asterisk (*)

This page is intentionally left blank



This page is intentionally left blank

This page is intentionally left blank



This page is intentionally left blank

Rural Settlement List
Defined Boundaries

Legend

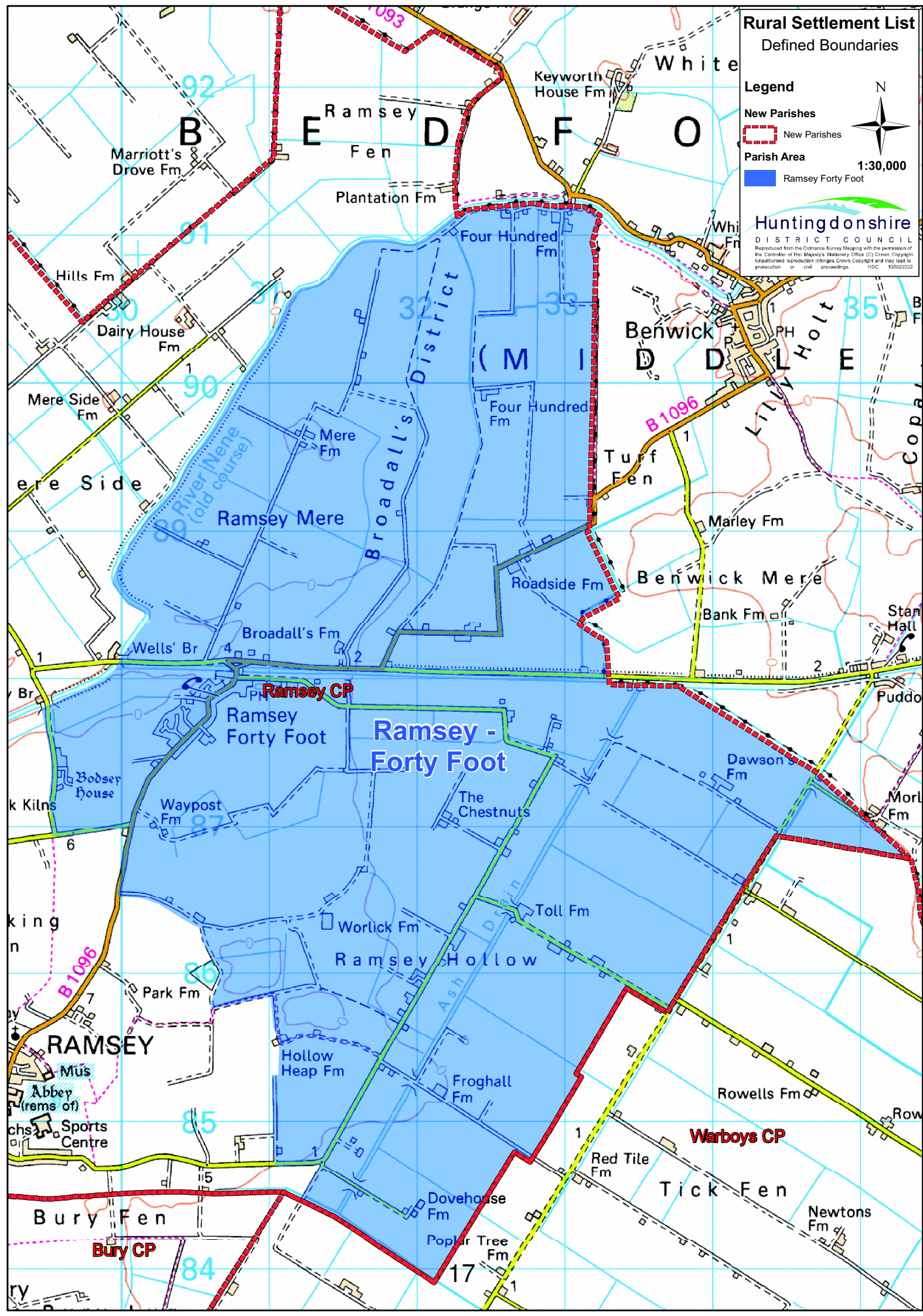
- New Parishes
- Parish Area
- Ramsey Forty Foot

Huntingdonshire
DISTRICT COUNCIL

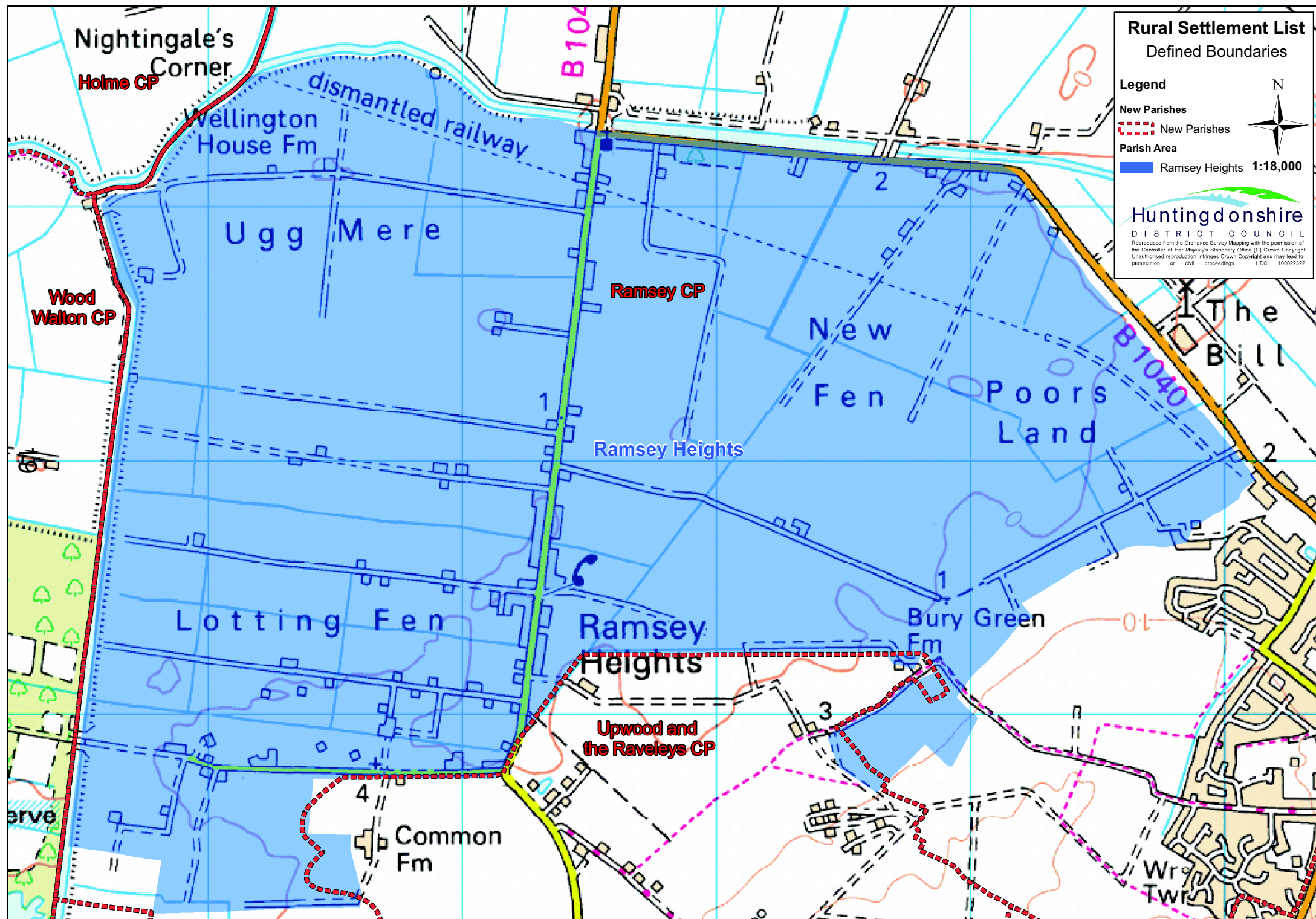
Reproduced from the Ordnance Survey Mapping with the permission of the Controller of Her Majesty's Stationery Office (C) Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. HDC 100022322

1:30,000

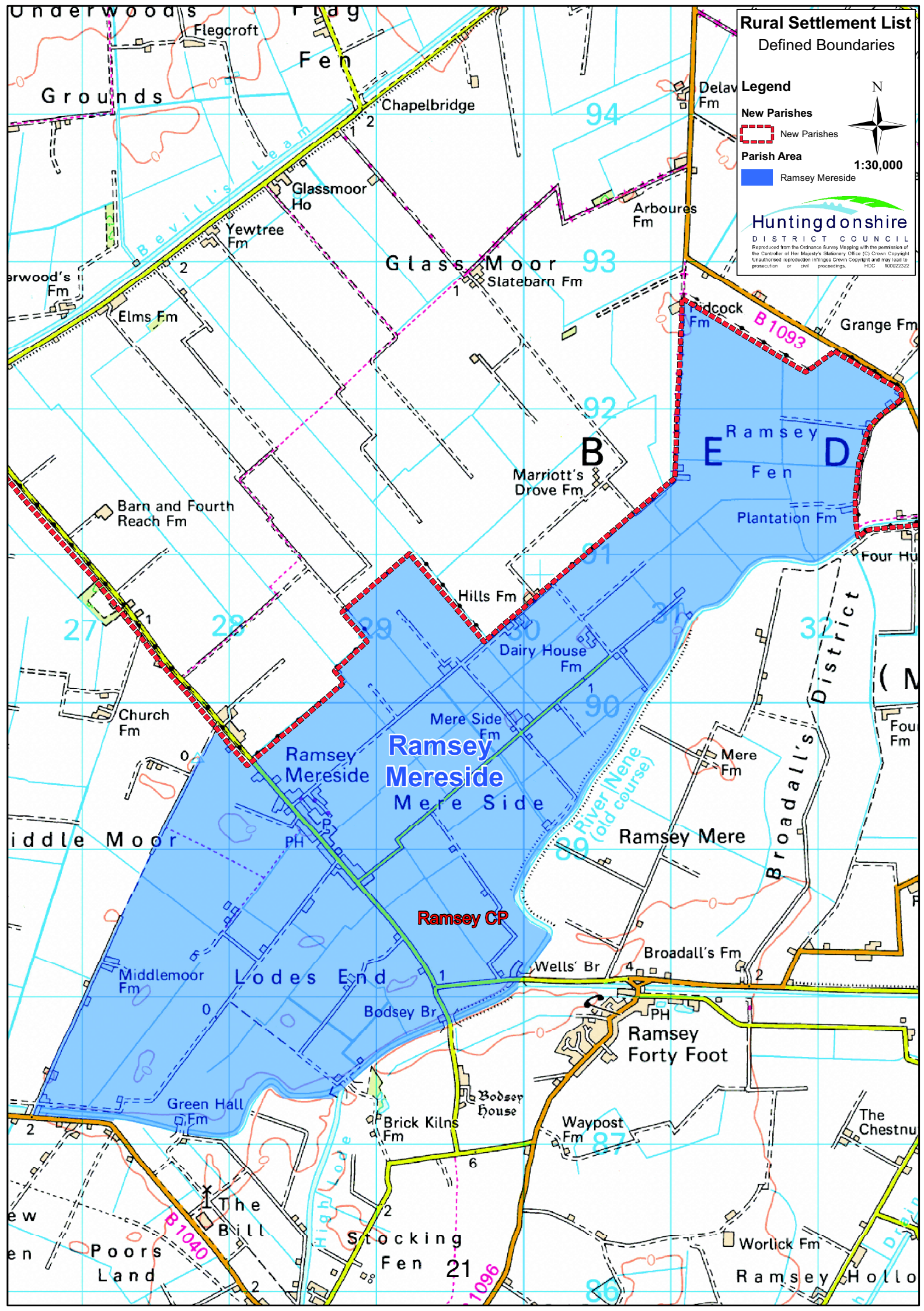
N

This page is intentionally left blank



This page is intentionally left blank



This page is intentionally left blank

Rural Settlement List
Defined Boundaries

Legend

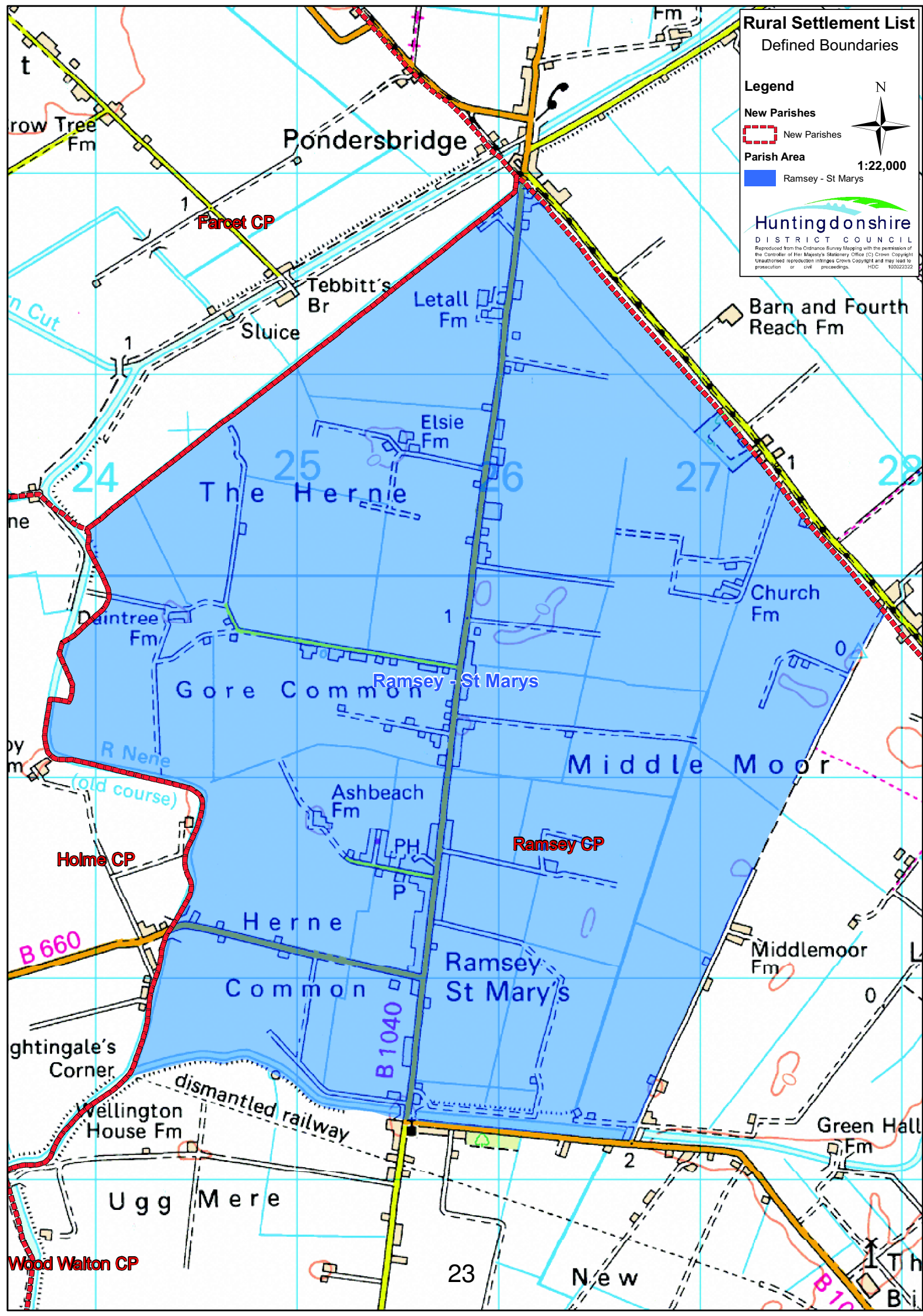
New Parishes
 New Parishes

Parish Area
 Ramsey - St Marys

1:22,000

Huntingdonshire
DISTRICT COUNCIL

Reproduced from the Ordnance Survey Mapping with the permission of the Controller of Her Majesty's Stationery Office (C) Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. HDC 100022322



This page is intentionally left blank

COMT
OVERVIEW AND SCRUTINY PANEL
(ENVIRONMENTAL WELL-BEING)
CABINET

23 NOVEMBER 2010
07 DECEMBER 2010
14 DECEMBER 2010

GROWING AWARENESS – ENVIRONMENT STRATEGY REVIEW (Report by Head of Environmental Management)

1. INTRODUCTION

1.1 This report accompanies a mid-way review of the Councils Environment Strategy 'Growing Awareness – A Plan for our Environment'. The Environment Strategy is divided into three main themes:

- Tackling Climate Change
- Using Resources Efficiently
- Protecting and Improving the Environment

1.2 'Growing Awareness' provides the framework for the Council to prioritise, monitor and deliver its environmental objectives. The Strategy covers the period 2008 to 2013.

1.3 The main review document attached as Appendix A to this report comprises two parts:

- Internal progress - addressing the need for the Council to improve its own environmental performance
- External progress – The Council acting as a community leader to encourage a reduction in the environmental footprint of the district as a whole.

1.4 The Environment Strategy Action Plan included at Appendix B, documents progress against a set of environmental indicators, sets targets for the remainder of the strategy period and outlines future areas of focus.

1.5 This systematic approach to addressing its environmental responsibilities has recently been recognised by the Council being short listed for the national Environment Agency Annual Environment Awards under the category of 'Best Public Sector Organisation'.

2. ACHIEVEMENTS TO DATE (2008 – 2010)

INTERNAL PROJECTS

2.1 The internal goals contained within the Environment Strategy Action Plan are overseen by the cross departmental Environmental Resource Efficiency Group.

2.2 Significant internal achievements to date include:

- The development of the Council's Carbon Management Plan and an 11% reduction in the Council's own carbon emissions (2008/09 to

2009/10). This is in line with the Council's commitment to the national 10:10 campaign

- A successful grant application for £75,000 SALIX grant funding to establish a ring fenced fund of up to £450,000 to implement energy saving 'invest to save schemes for Council owned buildings
- Innovative sustainable new buildings such as:
 - The St Neots Creative Exchange,
 - The St Ives Enterprise Centre
 - The Paxton Pits Nature Reserve Education Centre.
- Reduced CO2 emissions from Council's fleet vehicles
- The staff-led Greenforce environmental awareness initiative involving representatives from all departments, co-ordinating campaigns and behavioural change within the organisation
- Development of a risk based approach to climate change adaptation
- Sustainability and energy efficiency measures at Council's new headquarters

2.3 In addition to the individual projects listed above, since the adoption of the strategy considerable progress has been made in embedding environmental sustainability within the Council's policy framework. Environmental targets are now included within the Council's corporate scorecard reporting mechanism and also within the service plans of Council departments where potential improvements have been identified.

EXTERNAL PROJECTS

2.4 Environmental projects undertaken in the wider district initiated by the Council, have been overseen by a cross-organisational partnership of key environmental organisations in the district, the 'Huntingdonshire Environment Forum'.

2.5 Key achievements In the wider district have included:

- Greenhart Grove a development of sustainable new build properties in Huntingdon built to Code Level 5 under the Code for Sustainable Homes (the first of it's kind in the east of England)
- The Green House Project properties in St Ives and St Neots encouraging individuals and organisations to act to reduce their energy use and promote of low carbon refurbishment
- Adoption of higher environmental standards within the Council's planning requirements as part of the Council's Core Strategy
- Continued development of landscape scale restoration projects such as the multi-partner Great Fen Project
- Progress towards the completion of a Water Cycle Strategy for the District

2.6 The above internal and external projects are described in detail in Appendix A.

3. FUTURE AREAS OF FOCUS (2010 -13)

INTERNAL PROJECTS

- 3.1 The primary area of focus for the remainder of the Strategy period is the continued identification and implementation of projects to increase the energy and water efficiency of the Councils estate, to realise monetary and carbon savings. A full environmental performance assessment of each of the Councils main sites will ensure that only the most cost effective measures are undertaken.
- 3.2 Staff transport and fleet efficiency will also be key areas of internal focus for the remainder of the strategy period. This will include such projects as updating site specific internal Travel Plans, a review of employee travel allowances and a major phased renewal of the refuse and recycling fleet. All of these projects have the potential to deliver revenue and resource savings as a result of changing travel habits and increasing the fuel efficiency of the Council's operational fleet.
- 3.3 Work to embed resource efficiency throughout the Council's operations should also remain a priority, with targets to reduce resource consumption included within the Council's scorecard reporting mechanism and where appropriate, departmental scorecards. This is the first stage in implementing an environmental management system and formal accreditation to a recognise scheme is the ultimate goal.
- 3.4 The Environmental Resource Efficiency group which meets on a quarterly basis will continue to monitor and oversee internal progress against strategy objectives and identify the best environmental efficiency savings for the Council whilst also seeking to develop other key internal objectives where progress to date has been slower than anticipated such as sustainable procurement.

EXTERNAL PROJECTS

- 3.5 The low carbon and resource efficiency agenda will be increasingly the focus of the Council's external environmental projects and initiatives.
- 3.6 The Green house project will help facilitate a business transformation to show how typical family homes can be refurbished affordably and easily, not only to reduce carbon emissions but to be cheaper, more comfortable and more efficient to run.
- 3.7 Training and engagement of local businesses such as electricians and heating engineers will also be key to sustainably retro-fitting properties in the district over the coming years, transforming the market for energy efficiency and renewables locally by developing the skills base and expertise required to install them. Opening the Green House properties for the remainder of 2010 and throughout 2011 will maximise opportunities for residents to visit and gain information and advice and for sponsors to organise Continuing Professional Development (CPD) courses for a number of trades and professions.
- 3.8 The Green House Project also aligns well with the Governments recently announced 'Green Deal' designed to make energy efficiency available to all. This includes measures to improve energy efficiency in the private rented sector which mean landlords will face no upfront costs when improving their properties. In the longer term the forthcoming Energy Bill will create powers allowing any tenant asking for reasonable energy

efficiency improvements to receive them from 2015 onwards. It will also allow local authorities to insist that landlords improve the worst performing homes.

- 3.9 In future it will be imperative to develop environmental opportunities within the context of the newly formed Greater Cambridge/Greater Peterborough Local Enterprise Partnership (LEP).
- 3.10 Increasingly environmental activities will focus on the development of strategic projects e.g. redevelopment and growth in Huntingdon, St Neots and other areas e.g. Alconbury airfield. Projects which will be developed in this context include the Low Carbon Development Initiative (LCDI). As part of this European Resource Development Fund (ERDF) initiative, the Council will develop the business case for a District Heating System to benefit St Neots.
- 3.11 Focus will inevitably decrease on 'traditional' areas of small scale environmental improvements and transport related initiatives. This refocusing of activity and continuous re-examination of priorities will enable the Council to deliver its low carbon and resource efficiency priorities in the District.

4. FINANCIAL IMPLICATIONS

- 4.1 The Environment Strategy benefits from time limited capital and revenue funding to facilitate its delivery. It is proposed that future funding is used primarily to support the implementation of 'invest to save' schemes in line with the Council's Carbon Management Plan and the 'future projects' identified within the Strategy Action Plan.
- 4.2 All funding requirements will be considered through the Council's Medium Term Planning (MTP) process and in the light of the necessity to achieve an overall reduction in the Council's spending commitments.
- 4.3 Significant external funding has been secured in the form the SALIX energy efficiency grant and it is likely that delivery will depend increasingly on accessing external sources of funding.

5. CONCLUSIONS

- 5.1 Performance against the objectives of the Environment Strategy and the specific targets contained within the review document show that the Council is making real progress in reducing its own environmental impact and in encouraging others to do the same.
- 5.2 The range of projects outlined within the review show that the Council is performing well against each of the three key themes of Growing Awareness and over 60% of all indicators contained within the strategy action plan (Appendix B) are exceeding target expectations. Only 15% of the indicators have failed to be met and where this is the case it will be necessary to ensure that adequate resources are in place to ensure that they are achieved.
- 5.3 Internally, the integration of environmental performance into relevant service planning documents, has promoted a greater understanding of the Council's environmental impact and as a direct result there have

been significant cost savings and a reduction in resources used. In addition to carbon reduction, sustainable procurement, water usage and employee travel will all be key areas of focus for the remainder of the strategy.

- 5.4 Externally, increased emphasis on strategic work to steer the transition towards a low carbon economy will be required to ensure that future development in the district contribute to this goal through efficient design the use of renewable technologies where appropriate.
- 5.5 Advice to householders to encourage the installation of energy efficiency and renewable measures will remain central to the work of the Council's Environment Team and the Greenhouse Project will be the primary means by which this is achieved in addition to the provision of grant information and advice.

6. RECOMMENDATIONS

- 6.1 It is recommended that Cabinet -
 - (a) To note this report and the assessment of current performance against the aims and objectives of the Councils Environment Strategy.
 - (b) To endorse the current and future priorities outlined within the review document for the remainder of the strategy period; specifically the focus on carbon management and the implementation of 'spend to save' projects in this area to enable further significant reductions in carbon emissions and cost savings to the Council.
 - (c) To support the publication of the strategy review document and to encourage greater participation by communities to promote the strategies aims and objectives.

BACKGROUND INFORMATION

Growing Awareness: Our Plan for the Environment – HDC 2008
Huntingdonshire District Council

Contact Officer: Chris Jablonski (Environment Team Leader)
☎ (01480) 388368

This page is intentionally left blank

Growing Awareness – A plan for our Environment**Mid Point Review**

- Foreword/Introduction
- Reducing Huntingdonshire District Council's Environmental Footprint
 - ⇒ Tackling climate change
 - ⇒ Using resources efficiently
 - ⇒ Protecting and improving our Environment
 - ⇒ Behavioural change
- Reducing Huntingdonshire's Environmental Footprint
 - ⇒ Tackling climate change
 - ⇒ Using resources efficiently
 - ⇒ Protecting and improving our environment
 - ⇒ Partnership working
- Areas of focus for the future 2010 - 2013
- Conclusions

Introduction – Reducing Our Environmental Footprint

Growing Awareness, Huntingdonshire's Environment Strategy received approval from Cabinet in 2008. When the document was launched, Huntingdonshire District Council committed to delivering a number of measures addressing three environmental priority areas:

1. Tackling climate change
2. Using resources more efficiently
3. Improving and protecting our environment

The environment strategy has a dual track approach recognising the two distinct roles of the authority:-

- **Reducing the environmental footprint of the Council** itself – recognising our role as a community leader, detailing how we will manage resource use issues within our estate and 'lead by example'
- **Reducing the environmental footprint of the District** – recognising our role as a service provider with the ability to influence many environmental issues within Huntingdonshire.

This document reports on progress implementing this strategy. Huntingdonshire District Council has set up and led a cross-organisational partnership of key environmental organisations in the district, the 'Huntingdonshire Environment Forum' to oversee and help the implementation of Growing Awareness.

Within Huntingdonshire District Council a cross-functional environmental resources group oversees the delivery of internal projects.

The aspirations in Growing Awareness underpin a range of partnership initiatives placing Huntingdonshire District Council at the forefront of the low carbon and resource efficiency agenda whilst working hard to protect and improve the beautiful environment of Huntingdonshire.



My pledge to keep
Huntingdonshire
beautiful and
reduce my
**environmental
footprint**

with a **3** step approach...

Tackling climate change
Using resources efficiently
Protecting and enhancing
our environment

**REDUCING
HUNTINGDONSHIRE
DISTRICT
COUNCILS'
ENVIRONMENTAL
FOOTPRINT**

DRAFT

Confirming Huntingdonshire District Council's commitment

Huntingdonshire District Council signed the Nottingham declaration in 2007 to demonstrate our commitment to tackling climate change, reducing our use of resources and wider environmental issues. This led to the development of 'Growing Awareness – A plan for our environment'.

A strong internal governance structure was established to develop the Environment strategy and a detailed consultation was undertaken to make sure the document reflected the needs of the council, residents, businesses and community groups alike. For the purpose of developing the 'Growing Awareness' action plan and targets, a Members Group, Management Board and a Steering Group met during 2007. The overall governance of the strategy is now managed through the officer led Environmental Resource Efficiency Group (EREG) which meets quarterly to review the progress of projects being taken forward under Growing Awareness and discusses more generally environmental resource use issues faced by the Council.

Monitoring, reviewing and publicising performance

Growing Awareness provides the framework for the Council to make continual, measurable progress in reducing resource use across its entire estate. Progress against the full set of environmental indicators included within this review was first publicised at a public exhibition in June 2010 which accompanied the inaugural Green Heart Community Environmental Awards celebrations.

Headline indicators and targets monitored by the strategy are fed directly into the Council's scorecard reporting system and environmental targets are now included in the service plans where potential areas for improvement have been identified E.g. specific energy efficiency targets are now included in the One Leisure scorecard and targets for reducing fuel use from the councils fleet vehicles are included in the scorecard of the council's Operations Division.

The objectives of the document are further embedded in the Council's policy framework as follows:

- 'Helping to mitigate and adapt to climate change' has been identified as a key priority within the Council's Corporate Plan 'Growing Success', as is reducing our internal use of natural resources.
- The Council also has a comprehensive performance management framework which monitors all work areas and ensures that they are linked via a 'corporate scorecard' and contribute to achieving our key priorities.
- Lead officers have been identified for each of the projects contained within the councils Carbon Management Plan and progress against delivering these projects will be monitored via individual Service Plans and individual Officers Key Performance Areas.

By incorporating environmental reporting in the Council's performance monitoring framework, it has become much simpler to assess progress against targets and where targets are not being met, measures can be put in place to rectify any problems that exist.

REDUCING THE COUNCIL'S ENVIRONMENTAL FOOTPRINT TACKLING CLIMATE CHANGE - PROJECTS

Carbon Management and the Carbon Trust

To help us understand our use of energy in more detail, the Council became involved in the Carbon Trusts Local Authority Carbon Management Programme in 2008. With the help of the Carbon Trust and our Environmental Resource Efficiency Group (EREG), a Carbon Management Plan (CMP) was developed with an aspiration of delivering a 30% reduction in carbon emissions from our estate over a five year period (08/09 - 12/13).

Our involvement with the Carbon Trust has helped the collection of accurate data relating to the amount of energy council buildings and services are using and the amount of fuel consumed by fleet and staff travel. It allowed us to work out how much CO₂ the Council emits as a result of its day to day activities.

As part of the process One Leisure sites were identified as the Councils biggest energy users with the most opportunity for savings to be made, and delivery plans were devised accordingly. Following approval of the Carbon Management Plan in June 2009, steps were taken by the Environmental Resource Efficiency Group to begin implementing projects across the Council to reduce CO₂ emissions.



Through the implementation of projects identified in our Carbon Management Plan, the Council has reduced CO₂ emissions from its buildings by 6.8% since the beginning of the Strategy

Sustainable Buildings

In line with Growing Awareness, all new council buildings and extensions to existing assets are designed with sustainability and energy efficiency in mind with BREEAM assessments required for key construction projects.

BREEAM is the Building Research Establishment Environmental Assessment Method for buildings. It is a standard that demonstrates progress towards corporate and organisational environmental objectives, addressing wide-ranging environmental and sustainability issues and enabling developers and designers to prove the environmental credentials of their buildings.

Buildings achieving a BREEAM 'EXCELLENT' represent the UK's top examples of sustainable design. The awards are not subjective as each development is independently assessed and certified. In order to win an award, a building must excel in every environmental category within BREEAM (e.g. from Energy to Ecology) and therefore winners represent a holistic approach to delivering environmental sustainability.

Pathfinder House

The new Headquarters Building at Pathfinder House incorporates many features designed to reduce the building's impact on the environment. The design, construction and operation of the building has ensured that it has achieved a prestigious BREEAM 'EXCELLENT' design rating and it incorporates the following features:

- Energy efficient heating and cooling
- Efficient Lighting and IT replacement
- Efficient Water Management
- Reuse of surplus office equipment



The combination of excellent thermal insulation and high efficiency boilers and air handling plant has enabled Pathfinder House to achieve a 'B' rating for its Energy Performance Certificate.

breeam

The Code for Sustainable Buildings

This is to certify that

**Pathfinder House - Buildings B, C and D,
St Mary's Street,
Huntingdon PE28 3TN**

has achieved a score of 71.23%, and a BREEAM rating of

EXCELLENT



Pass



Excellent

This Design and Procurement assessment was carried out under the 2008 version of BREEAM Offices

Richard Byrd

Signed on behalf of BRE Global Ltd

Tom Ellis-Brooke

Unassessed Assessor

Carillion plc

Developer / Client

Carillion plc

Contractor

Certificate Reference: 16-CE-7-78011-5

6th March 2010

Date

Hoare Lea

On behalf of

Archital Architects

Architect

Hoare Lea

Building Services Consultant

breglobal

The building is assessed for its energy, water, materials and waste, and is awarded a rating from 1 to 3 stars. The rating is based on the building's performance against a set of criteria. The rating is awarded by BRE Global Ltd, the leading authority in the world for sustainable building certification.

Eastfield House

Eastfield House opened in September 2007 replacing several satellite depots throughout the district, including the main depot in Godmanchester. The building includes the following sustainability features:

- A sophisticated Building Management System to optimise gas and electricity usage and minimise the need for mechanical ventilation
- Heating - Variable Refrigerant Flow (VRF) heat pumps in the offices, post room and print areas for improved efficiency, combined with natural ventilation in workshop and storage areas.
- Lighting – High efficiency florescent and compact florescent lighting with Passive Infra Red (PIR) movement sensors
- Surface water drainage has been designed with on site storage and attenuation to minimise run off.



Combined Heat and Power (CHP) at Huntingdon Leisure Centre

In July 2008, a Combined Heat and Power (CHP) unit was installed at Huntingdon One Leisure site. The unit became operational in October 2008, efficiently providing heat and electricity simultaneously, in order to reduce energy costs and carbon emissions. The Councils leisure centre sites are currently the subject of an environmental performance review and CHP is a technology which is being considered across our buildings if appropriate.



Solar Lighting at Bus Shelters

The Council has a bus shelter contract covering around 75 bus shelters across the district, many of which are owned and maintained by the Council. For reasons of community safety all of these shelters are lit at night.

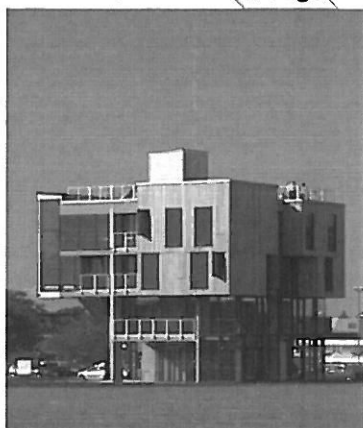
When, as is often the case, the council replaces an old and unlit shelter, there is often a significant cost in connecting the shelter to the mains electricity supply. During 2009/10 the Council trialled the use of solar lighting at several bus shelters in the District, including St Neots Market Place.

The trial proved a success and as a result the Council will now use solar lighting at all bus shelters (otherwise requiring a mains connection) for which it has management responsibility. This will save fossil fuel emissions and there is also the potential for significant financial savings as connecting bus shelters to mains electricity often requires costly and disruptive engineering work.



There are now 15 bus shelters in Huntingdonshire with solar powered lighting.

St Neots Creative Exchange



The Council wanted an imaginative and sustainable new building in the market town of St Neots, with workspace for start-up creative businesses, training and support services. £700,000 was secured in growth area funding (GAF II) from Communities and Local Government (CLG) for the project. As a result, Huntingdonshire District Council procured an innovative building that met the council's aspirations for a high quality, sustainable building to act as a regional exemplar. Council officers also gained valuable experience of how to commission such architecture.

As well as achieving a BREEAM "Very Good" rating, the Creative Exchange won a British Construction Industry Award for best Local Authority Building 2009 and a Royal Institute of British Architects Award in 2010. Sustainability was an integral part of the design brief and the building incorporates passive design, materials with low embodied carbon, high energy efficiency, rainwater harvesting and a solar thermal hot water system.

Fleet fuel savings

The Council has an extensive fleet of refuse and recycling vehicles, street sweepers and grounds maintenance vehicles. During the strategy period savings have been made in fuel use through the relocation of our depot facilities. Eastfield House opened in September 2007 replacing several depots throughout the district, including the main depot in Godmanchester. There were operational difficulties with the old depots and in particular large refuse vehicles from the main depot were not able to utilise the old bridge linking Godmanchester to Huntingdon, due to weight restrictions. This caused problems for the refuse collection vehicles adding a further 20 to 40 minutes of travelling onto their working day. The reduction in travel time has led to a fuel saving and a considerable reduction in HGV movements in the vicinity of Godmanchester.

The recent renewal of the recycling contract has allowed us to take the dry recyclable material collected in householders blue bins to a materials recycling facility closer to Huntingdonshire, (Peterborough rather than Milton Keynes), saving further fleet miles and fuel.



Savings in fleet miles travelled, reduced the fuel used and CO₂ emissions from travel by 19% in 09/10

Travel Plans

The Council has a Corporate Travel Plan and site specific plans for each of its main sites, Speke House, Pathfinder House and Eastfield House. The plans are designed to encourage a modal shift away from the sole occupancy use of the private car for commuting to work and whilst at work and are due for renewal in 2010/11. Since the start of the strategy there has been considerable success in reducing the number of employees travelling to work alone by car from 61% to 50%.

Staff travel initiatives

Pool Cars - The Council has a fleet of four low emission pool cars, employees are encouraged to use these in preference to their own vehicles. The fleet consists of a Toyota Prius Hybrid with emissions of 104g of CO₂ per km and three Toyota Yaris with CO₂ emissions of 119g/km. The fleet encourages a modal shift away from employees travelling to work by car.

E-Learning Eco-driver Training - The Council has an e-learning course designed to encourage staff to drive more efficiently, thus reducing their carbon emissions. Advice is given on the ways we can all maintain our vehicles to increase their efficiency and on ways to reduce emissions while driving.

Camshare - CamShare is a car sharing website set up to provide a matching service for all those who live, work and travel in and around Cambridgeshire. The Council have been members of the site, which matches up potential car sharing partners, since 2006, and the scheme is regularly promoted to staff via dedicated posters and intranet messages.

Extension of pool bike scheme - For shorter journeys employees are encouraged to use one of the 4 pool bikes at the Council's main offices. The bikes offer a greener and healthier alternative to driving and can negate problems with congestion, lack of parking spaces and parking charges when travelling to more local meetings.

Travel for work survey

The council is a member of the Cambridgeshire Travel for Work Partnership and takes part in its Annual Travel for Work Survey. The survey provides a valuable snapshot of employees travel habits during the same week each year and the council has been taking part since 2001.

In 2008 the survey showed that the number of staff travelling to work alone by car had decreased from 61% to 50% and this was maintained in the 2009 survey. This significant decrease has been achieved via a reduction in on site parking combined with a series of positive initiatives to encourage people to change the way in which they travel to and whilst at work.



In 2008 the Travel for Work survey showed that the number of staff travelling to work alone by car had decreased from 61% to 50% and this was maintained in the 2009 survey

Adapting to climate change - Local Climate Impacts Profile (LCLIP)

The Council completed a Local Climate Impacts Profile (LCLIP) in December 2009 to inform how the Council should take steps to prepare for and adapt to climate change. An LCLIP is a tool widely used by local authorities and is based upon evidence of a locality's vulnerability to severe weather. By examining how events have previously affected the local community as well as the authority's assets and capacity to deliver services, the potential impacts of a changing climate can be assessed and addressed.

REDUCING THE COUNCIL'S ENVIRONMENTAL FOOTPRINT USING RESOURCES EFFICIENTLY - PROJECTS

Sustainable Purchasing

Although a sustainable purchasing policy is still to be fully developed, several projects initiated in the last year have raised the profile of sustainable purchasing within the organisation.

Salix Finance

Salix Finance is an independent company funded by the Carbon Trust that delivers interest free funding to accelerate investment in energy efficiency technologies across the public sector. One of the forms of funding Salix Finance provides is a loan which, when match funded by local authorities, can be used to develop a local 'invest to save' ring fenced fund. Once established, the fund can be used to invest in energy efficiency measures and the financial savings achieved by each project are fed back in and returned to the fund.

In February 2010, Salix Finance confirmed that Huntingdonshire District Council has been successful in its application to establish a ring fenced fund for the authority. By establishing this ring fenced fund, the Council will be able to invest, and reinvest, in energy efficient and low carbon technologies to reduce its carbon emissions and energy costs.

Resource Efficiency at HDC Leisure Centres

Last year, over 1.7 million people visited the five "One Leisure" centres located in Huntingdon, Ramsey, Sawtry, St Ives and St Neots. The leisure centres are Council managed and provide a wide variety of sports and leisure activities for all ages and interests. With a great deal of fitness equipment available, including five swimming pools, the leisure centres are the most energy and water intensive services offered by the Council.

Leisure Centre managers have been committed to energy and water savings since the introduction of regularly updated environmental and energy policies back in 2001, and both the Carbon Trust and Anglian Water have provided advice, support and assessments of energy and water saving opportunities. The information in these reports has been used as a basis to undertake various resource saving projects over the past 4 years. Leisure centre managers played an active role in the development of the Councils Carbon Management Plan and many of the projects scheduled for implementation in the next 3 years.

Projects implemented and ongoing include:

- ◆ Passive Infrared lighting
- ◆ Re-commissioning of radiators
- ◆ Variable Speed Drive's
- ◆ Cavity Wall Insulation
- ◆ Solex Roof coating at the St Ivo Leisure Centre
- ◆ Voltage Optimisation
- ◆ Pool covers for all swimming pools
- ◆ Re-commissioning of air handling unit at Sawtry Leisure Centre
- ◆ Combined Heat and Power (CHP) at Huntingdon Leisure Centre

Pool depth reduction at Ramsey Leisure Centre

In July 2009 work was undertaken to reduce the depth of the swimming pool at Ramsey Leisure Centre. The pool was raised from 2 metres to 1.5 metres deep and the area filled was 7 metres by 0.5 metres by 9.2 metres, reducing the pools water capacity by 32,000 litres.

Not only has the work seen a substantial water saving but a great deal of energy has also been saved since the completion of the work. The pool water is maintained at approximately 29 degrees so the reduction in water has meant less energy used in heating.

In addition to these water and energy savings, cleaning the pool is also more efficient. The turnover time for circulating pool water through the filtering system has reduced from 4 hours to 3.5 hours, again saving energy but also saving on the vast array of cleaning chemicals used to keep the pool clean and sanitised.



Paper

In 2008 the Council used 3,550 reams of printer and photocopy paper costing £18,000, which is the equivalent to over three and a half million sheets of A4 paper. Paper usage of this magnitude represents a significant revenue expense for the council and also places a demand on natural resources.

A continued reduction in paper use has been identified as a key internal indicator of environmental performance and as such, paper use is being monitored quarterly with the Council's corporate scorecard.

Multi-functional Devices (MFD's) - This project reduced the number of printers, scanners, photocopiers and fax machines at the Council's Headquarters and Operations centre from over 300 to just 19 multi-functional devices. The MFD's are capable of printing, photo copying scanning and sending faxes, and we aim to reduce the remaining number of printers and challenge their replacement.



MFD's have led to a reduction in paper consumption because they automatically print double-sided and each MFD has a keypad requiring a print job to be requested whilst at the machine.

Before the introduction of the MFD's some staff printed documents from their desks and forgot that they had sent them to the printer. These forgotten documents would be disposed of at a later date having been automatically printed. Since the introduction of MFD's jobs, are retained in the print queue for 24 hours before being automatically deleted, avoiding unnecessary printing.

The use of MFD's also contributes to energy efficiency savings and has significantly reduced the numbers of toner cartridges used for printing.

Electronic Document Management - The Council has continued to roll-out Electronic Document Management. This system scans in paper documents, indexes them and allocates them into workflows – enabling managers to electronically manage their team's workload.

Other documents (such as electronic files or images) can also be stored and managed in this system, freeing up over 200 metres of storage space. In addition to removing these paper documents – the project means documents are easily searchable, stored securely, electronically backed up and are available for Officers to share with others in the authority without reproducing paper copies.



Electronic Document Management and Multi-functional devices have contributed to a 36% reduction in paper usage in 2009/10.

Rainwater harvesting

Water saving has also been a key feature in the design of the Council's new office buildings with the installation of rain water harvesting and water efficient appliances. Similarly efficient appliances are also fitted as standard at Leisure Centre's through the standard repair and replacement programme.

Access to recycling

Waste from our various buildings is collected by numerous contractors depending on the arrangements organised by managers at each office or leisure centre location. We regularly audit all sites to see who has access to recycling facilities, with a target in Growing Awareness to reduce waste to landfill by 15% and ensure 100% of our estate has access to recycling facilities by 12/13.



At present 78% of staff at HDC have access to recycling facilities

Blue bin recycling

There is a co-mingled collection of dry recyclable material from our offices at Pathfinder House. This allows staff to recycle all of their paper, cardboard, cans, tins and plastic bottles.

To further encourage recycling and waste minimization, a large centralized bin system was introduced. A small number of 220 litre bins were placed in appropriate locations within offices for both dry recyclables and general waste. This coincided with the removal of individual desk bins to encourage staff to reuse things wherever possible, and to make recycling as easy as general waste disposal.



In 2009/10 HDC recycled 53% of all its waste



Disposal of old office furniture

When the old Pathfinder House was demolished a large amount of office furniture became surplus to requirements. After considering all disposal options and being keen to promote re-use of the furniture rather than disposal of redundant items, the Council decided that internal re-use at the council's other sites combined with distribution to not-for profit organisations was the best option.



Over 300 items of furniture were re-used within the council and 25 not-for-profit organisations benefited from items for no charge

PROTECTING AND IMPROVING OUR ENVIRONMENT - PROJECTS

Grass cutting

The council uses a 'cut and lay' system of grass cutting which ensures that nutrients are not removed from the soil. Nutrients drawn into the growing grass are returned to the soil as the cuttings compost naturally into the ground. The 'cut and lay' system also reduces dramatically, the amount of fuel consumed by negating the need to transport grass cuttings off site.

Tree Cutting

All waste material generated by the council's arboricultural activities is recycled. The material is routinely chipped on site following the work and either used on the site as a mulch to suppress weed growth or put to other uses, such as the construction of paths in our parks, countryside parks and conservation areas. Any excess material, or material that is too large to chip is sent to Marshall's plant at Ellington, where they have larger machinery and either goes through the full composting process, or is processed and used as waste derived fuel.



Tree Planting

The Council have a tree nursery at Godmanchester where we grow on young trees for use in local planting schemes. That work is co-ordinated by local tree wardens, who run local groups of volunteers across the district.

We also have an ongoing, long term programme to grow trees native to Cambridgeshire from seed and then distribute them to local community groups for local planting. The scheme has been in operation now for about 5 years and is a long term commitment as we are growing trees such as Oak Beech and Black Alder. We have also established an orchard comprising old species of apple tree which are becoming rarer year on year. The initial orchard was planted 4 years ago and was increased in size in 09/10.

Weed Control

The Council is responsible for the weed control of curbed footways throughout the district and until recently weed spraying took place 2 to 3 times a year. Spray treatments are weather dependent but have until now been carried out in April/May and July/September.

For cost and environmental reasons the council has recently changed the spray treatment it uses to a mild, long-lasting chemical that does not harm animals or have any dangerous environmental impacts. The main benefit from the change will be a reduction in applications required reducing three treatments down to a single application followed by 'spot spraying' on foot only where a top up treatment is necessary. The initial treatment is applied by mechanical street

sweepers in the course of their regular rounds negating the need for extra vehicle miles and fuel use. Applying follow up treatments on foot means that less spray and fuel are used and the level of run-off from treating hard surfaces by 'spot-treatment' is substantially reduced as the treatment is targeted than blanket mechanical spraying.



Changing to a mild, long-lasting weed killer has reduced the need to spray from 3 times a year to once, reducing fuel use and chemical run-off from hard surfaces

BEHAVIOURAL CHANGE WITHIN THE COUNCIL

Green Force Staff Initiative

A key project identified within Growing Awareness, which also features in the Council's Carbon Management Plan, to increase the environmental awareness of Huntingdonshire District Council's employees, is Green Force. The initiative involves representatives from teams across the Council, planning, overseeing and coordinating a series of fun and engaging campaigns and projects to promote environmentally friendly behavioural change within the organisation. Staff participation in the Green Force scheme is recognised under the Annual Personal Development Review process as a 'Key Value and Behaviour'.



Energy Saving Week



During an ideas sharing workshop in June 2009, Green Force Representatives identified their first campaign; to support Energy Saving Week, an annual event hosted by the Energy Saving Trust. Last year the week ran from 19th-25th October and its theme was waste. It aimed to encourage people across the UK to stop wasting their time, their energy and their money through bad habits in the home and at work.

To make the most of this opportunity, Green Force undertook a series of activities across all council sites to encourage officers to reduce their carbon footprint whilst at work and also in the home. These included holding an energy efficiency drop in session for staff and opening a Green Room during the week.

National Nest Box Week

During an ideas sharing meeting Green Force decided to promote and support National Nest Box Week, run by the British Trust for Ornithology. The week aimed to encourage everyone throughout the UK to put up nest boxes in their local area in order to promote and enhance biodiversity.

To demonstrate what the Council is doing in its own estate to promote biodiversity, Green Force opted to erect nest boxes around Council sites. The Council's Countryside Services Team had recently received a substantial donation of wood and put together nest box kits for Green Force to assemble. 27 boxes were made in total which are now being put up around Council offices, community drop-in centres, leisure centres and countryside sites to promote and enhance biodiversity. By doing this the group hope to encourage other individuals and businesses in the district to also take similar steps to protect and improve the environment.



Green Force now has 35 representatives from teams across the Council and has undertaken a wide variety of campaigns relating to travel for work, office recycling, and energy saving and online training for all staff.

REDUCING HUNTINGDONSHIRE'S ENVIRONMENTAL FOOTPRINT

DRAFT

GROWING AWARENESS – REACHING THE WIDER AUDIENCE

Over the past two years Huntingdonshire District Council has delivered a number of schemes and projects with the objective of tackling climate change. We have promoted both energy saving measures and renewable energy technologies for businesses and householders through grant schemes, reduced both fuel poverty in the district and the amount of CO₂ we emit. We have challenged communities to reduce their energy and are currently working on two ground breaking showcase projects, Greenhart Grove and the Green House Project, which will lead the way in demonstrating how we can all do our bit to live more sustainably and tackle climate change.

We have also been looking at how greener travel can help tackle climate change by encouraging the residents of Huntingdonshire to look at alternative forms of transport, by improving cycle ways and public transport facilities. We also recognise that sometimes the car is the only option; therefore we have been doing our best to promote low emissions vehicles.

Because it is now believed that a certain amount of climate change is inevitable due to our increased emissions of CO₂ over previous decades, how we adapt to a changing climate is equally important and work has begun to identify the environmental risks that we face to ensure that people, communities, infrastructure, and wildlife are resilient and able to adapt.

We have been looking carefully at how we use our natural resources such as water and land and how we deal with the waste we produce. Our Green House Project is a fantastic example of how residents can save water within the home and the Greenhart Grove showcase demonstrates to developers how energy and water efficiency can be factored into properties in the construction stages. We have also extended recycling services offered to households in the district and supported a number of green purchasing and waste reduction campaigns in a bid to make Huntingdonshire more efficient with natural resources.

It's also been a busy time for projects aimed at protecting and improving our environment; with the extension to Paxton Pits Nature Reserve, progress on the Great Fen project and Huntingdonshire's commitment to the BBC's Breathing Places Campaign, which brought wildlife and the great outdoors to many of our residents.

REDUCING HUNTINGDONSHIRE'S ENVIRONMENTAL FOOTPRINT TACKLING CLIMATE CHANGE - PROJECTS

Householder Grants

The council operates a number of schemes offering discounted loft and cavity wall insulation. Over the first two full years of the strategy, over 500 householders in the district have taken advantage of these schemes.

Warmer Homes for Life - This scheme provided insulation measures to over 300 vulnerable households in the district, raising the thermal comfort and improving the energy efficiency of their houses.

Pensioners Home insulation Scheme - This scheme was launched in March 2009 and was available to all households containing a resident in receipt of a basic state pension. Over a nine month period over 250 homes received either loft or cavity wall insulation under the scheme.

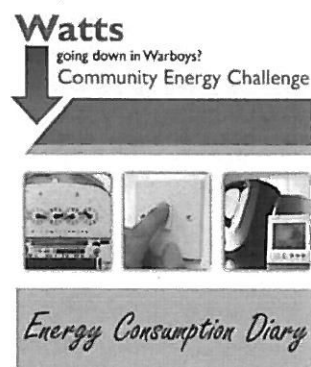
British Gas Council Tax Rebate Scheme - This scheme offered a one off rebate of £60 off the Council Tax bill to households installing either cavity wall and or loft insulation.



Through strong promotion we have seen a 90% increase in uptake of energy efficiency installations in 2009/10 compared with 2008/2009, a saving of 711 tonnes of CO₂

Watts Going Down - Community Energy Challenge

In March 2009, Huntingdonshire District Council launched the 'Watts Going Down - Community Energy Challenge' designed to reduce energy wasted in the home with the help of real time energy monitors, which allow users to see exactly how much energy they are using in the home at any given moment. They help the user to take corrective action, by switching off lights and unnecessary appliances and they have been shown to be one of the best means of encouraging greater energy efficiency; cutting electricity use by up to 25%. The Challenge was launched in Warboys and one hundred residents participated by recording their electricity meter readings over a period of four weeks.



"Watts going down" participants reduced their electricity consumption by 22 per cent.



Huntingdonshire
DISTRICT COUNCIL

Solar thermal hot water grant - In 2008 we launched our solar hot water scheme. The scheme gives a £600 grant towards the installation of solar thermal hot water and is available to all households in the district, regardless of income. This was promoted along side the potential to top it up to £1000 with funds from the Government's Low Carbon Buildings Programme.



12 households have installed solar thermal hot water using Huntingdonshire District Council's solar thermal grant scheme

The Green House Project - Huntingdonshire District Council has teamed up with the Building Research Establishment (BRE) as part of their 'Rethinking Refurbishment' campaign; with the aim of demonstrating how typical family homes can be refurbished affordably and easily, not only to reduce carbon emissions but to be cheaper, comfortable and more efficient to run.



Two homes in St Neots and St Ives, due to be open to the public in November, have been dramatically transformed into eco-homes, as part of the Green House Project. The project is the only one of its kind in the region. Both properties are currently being assessed for 'Super Home' status by the Sustainable Energy Academy (SEA) and will soon become part of the network for Super Homes across the UK.

In order to achieve high environmental standards the council, working with contractors Apollo Housing, has concentrated on improving the building fabric and reducing the carbon emissions by using a variety of insulation techniques, installing efficient heating systems, renewable energy technologies and water efficiency measures. The specifications for the improvements have been designed in partnership with the BRE, with the St Ives property having the potential to become a 'lifetime home'.

Both properties are typically representative of homes across the district in their age and construction. The St Neots property, a three bedroom semi-detached house built in the 1970s, will demonstrate what improvements can be made to an existing property for a relatively modest financial outlay, with no major structural improvements.



The St Ives property, a two bedroom detached house built in the 1960s has not only undergone sustainable refurbishment but has had a replacement single storey extension to the rear and a two storey extension to the side, creating extra living space, an additional bedroom and an integral garage.

Both properties will be used as exemplars. Due the St Ives property being larger it will be used as the main showcase and will demonstrate additional features such as a green roof, rain water harvesting and triple glazed windows. The houses, designed around four themes, energy efficiency, renewable energy, water efficiency and biodiversity, which supports the council's environmental objectives, will demonstrate numerous

products and services, donated by a number of sponsors.

The Energy Saving Trust will offer advice on energy efficiency once the properties are open to the public. The St Ives property will be used as a local Energy Saving Trust satellite advice centre, providing information, home energy checks, advice on grant assistance, renewable technologies and the feed-in-tariff. The properties will also be available for training purposes.

Greenhart Grove Project - The Greenhart Grove new build development in Huntingdon shows clearly how 'low carbon' homes can be built. The project is extremely important both as an example for others to learn from and follow and also by sending a clear message that Huntingdonshire District Council takes it's responsibility to tackle climate change seriously. The development provides 29 super insulated homes that can generate their own energy and sell surpluses back to the national grid.



Features include:

- **Energy efficiency** – Homes are designed to reduce the demand for heating by having better levels of insulation by incorporating the insulation into the timber frame. The air tightness of the dwellings is also important with care taken in the design and construction to ensure that 70% less air is lost out of the building through leaks than the maximum allowed through Building Regulations. Finally, a ventilation system both extract air from bathrooms and kitchens and provide fresh air from outside.
- **Renewable energy** – There are two different forms of renewable energy technology used in these homes. Firstly solar thermal hot water panels on the roof are used to provide hot water to the properties, catering for up to 50% of the annual needs of the homes. This means the boiler is not needed in the warmer summer months. Secondly, solar photovoltaic panels (PV) are used on the remaining roof space. These should provide between 40 and 50% of the annual electricity used in the home and unused energy generated by the panels can be sold back to the grid.



By incorporating many other features designed specifically to reduce the environmental footprint of the development; Greenhart Grove provides a blueprint for sustainable living, making it an affordable, inspiring place, where people will be proud to live.

Community Funding from Large Scale Wind

There are currently two large-scale wind farm developments within the district. As part of their commissioning, community funds were established into which monies were placed for spending on local environmental projects. Both community funds have given financial support to a diverse range of schemes including low energy Christmas lights for town centres, the provision of cycle racks and sustainable drainage schemes for local recreation grounds.



To date over 30 local projects have received a total of £50,000 from the Red Tile Farm and Glass Moor Community Environment Funds

Cycleway Improvements - Rural cycling objectives were reappraised during summer 2008 and 30 schemes have been identified with eight being marked as priority for delivery. Of these eight priority schemes, three are now at the development stage. These include:

- St Ives to Hartford
- Grafham Water (new route)
- Yaxley to Farcet (phase two)

Much progress has also been made on the Yaxley cycleway with phase one completed in 09/10.

Bus/Rail Interchange - Huntingdon Railway Station

In 2007 the Council's Project Engineering Team, working with the County Council, Network Rail and First Capital Connect, began a significant upgrading of the bus/rail interchange at Huntingdon Railway Station. The work was designed to segregate bus movements from other traffic and to encourage more train passengers to travel to and from the rail station by bus rather than car.

As a direct result of the improvement works undertaken, Stagecoach the main bus operator in Huntingdonshire, has agreed that all bus services coming from Cambridge will now continue on to the Railway Station rather than terminating at Huntingdon Bus Station as was previously the case. This significantly improves the service for bus passengers wishing to make an onward journey on the rail network.

Discounted parking for low CO₂ emissions vehicles - In 2008/09 the council introduced discounted season tickets at Council owned car parks for vehicles with lower CO₂ emissions (under 120gms CO₂ per km). Owners of vehicles with low emissions can purchase a parking season ticket for 50% less than owners of more polluting vehicles, encouraging 'greener' vehicles on our roads.



In 2009/10 the sale of season tickets for low carbon emission vehicles rose to 5.5% of total sales.

Huntingdonshire Emergency Warning System (HEWS) - HEWS is a warning system which has been developed by Huntingdonshire District Council Emergency Planning Team to advise members of the public of any possible difficulties created by a major incident in the District. The system recognises the fact that many of the District's community commute outside of the area and may not always have access to local news and information.

Therefore HEWS is one way of enabling them to receive relevant information should there be a major incident which could affect their journey home.



Huntingdonshire residents are invited to sign up to a text and e-mail message service that will warn them about major emergency incidents which might occur in Huntingdonshire, including severe weather events and flooding. Those who sign up will receive free text message alerts and/or emails to give information about major emergencies.

REDUCING HUNTINGDONSHIRE'S ENVIRONMENTAL FOOTPRINT RESOURCE EFFICIENCY - PROJECTS

Huntingdonshire Nursery Project - This Community Nursery project situated in Park Lane, Godmanchester, welcomes people from a wide range of ages and abilities. Volunteers receive informal horticultural training whilst working in the glasshouse, tree nursery and vegetable plot. There is also an orchard of local heritage apple trees, a polytunnel and a shade tunnel and the nursery provides trees for the Parish Planting Scheme which are distributed throughout the Huntingdonshire area by a group of voluntary tree wardens. Produce from the vegetable plot and orchard is given to volunteers, used in the café at Hinchingsbrooke Country Park or sold to raise funds.



Farmers Markets

The key principles of genuine farmers' markets are that the food sold is truly local and is sold by somebody involved in its production. These principles also apply to non-food items which can be sold at farmers' markets such as garden plants, cut flowers and crafts made using local natural materials.

At Huntingdon Farmers' Market the producers come from within a 30 mile radius, going up to 50 miles for products which cannot be sourced more locally. Our rules state that the primary aim of the markets is to develop the local food economy through bringing consumers and producers together.

Green principles run through the core of Huntingdon Farmers' Market's operation. The detailed rules state that preference is given to traders with the most environmentally-friendly production methods, including the best standards of animal welfare. All things being equal, preference is given to the most local trader to keep food miles to a minimum. Producers are encouraged to limit the amount of packaging and waste they produce, whilst recycling whatever they can. The waste and recycling is collected by council vehicles powered by bio-diesel which helps to reduce the carbon footprint of the whole farmers' market operation.

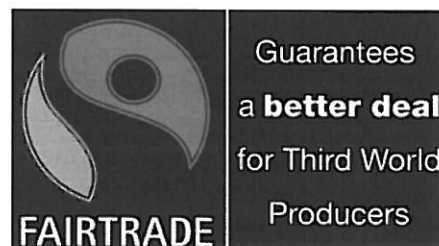


We now have Farmers Markets in four of Huntingdonshire's market towns

Fairtrade in Huntingdonshire

In 2009, Huntingdon became the second town in the District to achieve Fairtrade status.

The Fairtrade movement ensures that producers in the Third World are paid a fair price for their products. This price includes a social premium, which is donated to the local community to pay for community projects, such as building schools and wells. Buying Fairtrade products help the developing world to work towards a better standard of living. The Fairtrade Foundation in Britain recognises cities and towns that have achieved certain levels in the promotion and availability of Fairtrade Products, by awarding them the status of being a Fairtrade Town.



In order to become a Fairtrade Town, a place must achieve the following five goals:

1. The local council must pass a resolution supporting Fairtrade, and serve Fairtrade coffee and tea at its meetings and in offices and canteens.
2. A range of Fairtrade products must be readily available in the area's shops and served in local cafés and catering establishments.
3. Fairtrade products must be used by a number of local work places (estate agents, hairdressers, etc.) and community organisations (churches, schools, etc.)
4. The council must attract popular support for the campaign.
5. A local Fairtrade steering group must be convened to ensure continued commitment to Fairtrade Town status.



Both the towns of St Neots and Huntingdon have achieved Fairtrade status

Greenhart Grove Water Efficiency

We all use water whether drinking, washing dishes showering, brushing teeth, flushing toilets, watering the garden or relaxing in the bath. Every day we consume on average 150 litres and it is easy to take this precious resource for granted.

The Anglian Water region is the driest in the country and only a quarter of the rain that falls can be used for consumption due to evaporation and natural use. The Greenhart Grove properties are aiming to provide the highest efficiency possible in terms of water usage.

In reality this means the owners of the homes should not consume more than 80 litres per day each. All water using appliances such as toilets, showers and baths have been especially selected for their efficiency ratings and use less water than conventional designs. Toilets will dual flush either 6 or 4 litres, the bath capacity is 149 litres, showers will have a maximum flow rate of 6 litres per minute, kitchen taps 5 litres per minute and wash hand basins 2 litres per minute, all providing ground-breaking water efficiency standards and a blueprint for developers in Huntingdonshire to follow.

Water Cycle Strategy

During 2009/10 the council published the first phase of a Water Cycle Strategy for the District with the overall aim of providing a sustainable approach to the provision of water services in the face of increasing demands from households, agriculture, industry and a changing climate. The following topics have been covered as part of the process:

- Flood Risk Management – Identifying areas where development is likely to increase flood risk
- Water supply – Reviewing the existing water supply sources and identifying any required upgrades to ensure adequate water provision for new developments.
- Drainage and waste water – Understanding the current capacity of sewage works and the sewer network to identify whether any upgrades are required to accommodate new developments
- Ecology – Identifying the impact of growth relating to water quality nature conservation and protected species, then suggesting possible mitigation measures where required

The strategy will be used to inform future development in the District.

Spatial Planning and the Local Development Framework

The Council's planning policies provide a framework for making decisions about the area's future. As a result of legislation introduced in 2004 a Local Development Framework (LDF) replaces the Huntingdonshire Local Plan in setting out policies for the area.

The LDF will comprise several documents to be produced over a period of time:

- Development Plan Documents
- Supplementary Planning Documents
- A Statement of Community Involvement
- The Local Development Scheme
- An Annual Monitoring Report

The Core Strategy Development Plan Document (DPD) was adopted by Huntingdonshire District Council on 23 September 2009 following Independent Examination by an Inspector appointed by the Secretary of State and sets the strategic spatial planning framework for how Huntingdonshire will develop up to 2026.

It contains strategic policies to manage growth and guide new development in Huntingdonshire and will help shape the provision of housing development, services, economic growth and environmental improvements.

"Sustainable Development and Responding to Climate Change

Delivering the required growth sustainably and in a way that mitigates against and responds to our changing climate will be the most significant challenge for the Development Plan. Development will therefore respond to the need to reduce emissions of greenhouse gases by ensuring that energy is used efficiently both in the construction and use of buildings and more of the energy used comes from zero or low carbon sources.

The location of development will minimise the need to travel especially by car, make sustainable forms of travel more convenient and so reduce the impact of transport on climate change. Global warming is likely to enhance extremes of weather and the potential of increased risk of flooding that comes from the likelihood of wetter and milder winters could affect much of Huntingdonshire. Also the East of England is already one of the driest areas in the country for much of the year and this is likely to get worse with climate change and will have implications for the use of water in new and existing development."

HDC CORE STRATEGY 2009

"Love food hate waste" campaign

On average, families in the UK throw away one third of the food they buy. The food that ends up in landfill decomposes to release potent greenhouse gases. If we stopped throwing this food away, it would have the same impact as taking 1 in 5 cars off our roads. Nationally, consumers have already saved £300 million by following simple tips including meal planning, portion control and storing food more effectively.

To support the national "Love Food Hate Waste" campaign, three events were held in Huntingdonshire during the summer of 2009. At these events residents were presented with handy giveaways and many easy tips to help them plan their meals, store food to keep it fresher for longer, and use up foods such as leftovers. Those in the know were encouraged to share their food saving tips and those who signed up as a committed food waste reducer were entered into a draw to win an eco-prize which will help them manage their food even better.



More than 500 people visited one of the 'Love Food Hate Waste' events and pledged to reduce food waste in the home

Kerbside Glass recycling



In March 2010 Huntingdonshire residents were able to include glass bottles and jars in their recycling bin, saving many residents journeys to the bottle bank. In partnership with Cambridge City and Fenland District Council, a five year contract has been agreed with leading recycling company Viridor for the sorting and processing of recyclables, to include the recycling of glass.

This new service will contribute towards our aspirational target of recycling 60 per cent of waste by 2020. All 34,000 tonnes of recyclable material collected annually by the three councils will now be taken to a materials recycling facility in Peterborough.

Glass will be separated from other materials using specialist equipment and then sent for processing. Recycled glass will mainly be used as aggregate for the construction of roads and car parks.



In 2009/10 the residents of Huntingdonshire recycled over 55% of all their waste.

REDUCING HUNTINGDONSHIRE'S ENVIRONMENTAL FOOTPRINT PROTECTING & IMPROVING OUR ENVIRONMENT - PROJECTS

BBC Breathing Places Campaign



Breathing Places is a campaign organised by the BBC using £9.5 million of lottery funding to create new breathing places. Nationally, over 9000 schools signed-up to the campaign, over nine thousand breathing places were registered on the Event Finder, and over 10 million people did a nature based activity.



In April 2009 Huntingdonshire District Council joined forces with the BBC to inspire people to get involved in local nature. By becoming a Breathing Places Community the council committed to make our local area more wildlife-friendly and turn our residents into nature lovers via 12 months of nature-friendly activity. This involved running nature events such as the Young Anglers Picnic and the Tree Festival for Huntingdon which helped local residents to celebrate orchards, woodlands and forests at Hinchbrook Country Park.

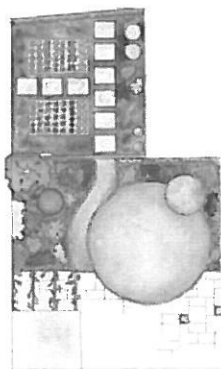
Events were held throughout the year which encouraged residents to make wildlife homes such as bat and bird boxes and a number of tree and flower planting events took place including district wide participation in 'Tree O Clock', an attempt to set a new tree planting world record.



Huntingdonshire successfully hosted fifteen BBC Breathing Places events and planted over 1,500 trees for 'Tree O Clock'

Great Gidding Horse Pond Restoration - The restoration of this Horse Pond is a good example of a small scale environmental improvement project of the kind regularly undertaken by the Council. Horse Ponds were a feature of rural life in Cambridgeshire which all too often become overgrown and have often been filled in completely. The Horse Pond in Chapel End, Great Gidding sits on the boundary of a Conservation Area and was neglected to the extent that the pond was barely visible, having become congested with silt and totally overgrown with brambles and willow bushes.

After an ecological survey clearance work began and the pond banks were then reshaped revealing the original cobblestone base of the pond and road drainage gullies were restored and topsoil seeded. The area supports a wide diversity of wildlife including wildfowl and hedge nesting birds that were encouraged to the pond as a result of the restoration work. The unblocking of the highway drainage gully which also took place as part of the project improved safety for road users allowing the pond to act as a balancing area to reducing the risk of localised flooding.



Green House Project Wildlife Gardens

The gardens at the Green House Project show homes aim to show visitors how they can incorporate wildlife into an ordinary back garden. The variety of shrubs provide protection, nesting sites, food sources, flowers to provide nectar and pollen, and have as much in bloom throughout the year to encourage as wide a variety of birds, butterflies, insects and mammals to visit our garden.

There are food plants for nine species of butterfly known to visit local gardens and nectar will be available to bees and butterflies throughout the year. Bird, bat and bumble bee boxes, and the hedgehog home will provide shelter for these increasingly threatened but well loved members of the British fauna. Plants have been sourced as locally as possible; many have been divided and nurtured from the gardens of those that have been involved in the project and it is our hope that

the rich biodiversity of these gardens will provide a safe and productive haven for wildlife for many years to come.

Paxton Pits Nature Reserve Visitor and Education Centre

February 2010 saw the official opening of the newly extended visitors' centre at Paxton Pits Nature Reserve, St Neots. The nature reserve currently gets over 100,000 visitors and visitor numbers are increasing as more people come to watch the wildlife and enjoy a walk around the gravel pits. The extended visitors centre and a separately located environmental education centre to the north of the reserve will be essential in managing the large school groups, interest groups and visitors who come to Paxton Pits Nature Reserve to enjoy the huge variety of wildlife that it has to offer.



The result is two new buildings with very low embodied carbon through both the materials used and the method of construction. The buildings also include the following additional sustainability features:

- A Sedum Planted Roof – providing warmth in winter and cooling in summer whilst minimizing run off
- A Rainwater Harvesting System for toilet flushing to minimize the requirement for mains water
- Natural day-lighting through the extensive use of Sun Pipes
- Wood burning Stoves to provide renewable heat from locally sourced and readily available wood stock.

The extension and education centre were funded with a grant from the Housing Growth Fund and financial support from the Friends of Paxton Pits Nature Reserve.



Attracted by its reputation for ease of seeing birds and hearing nightingales, visitors to Paxton Pits now number over 100,000 per year

Reed Rustler and river clean up projects

In 09/10 the Council's Countryside Team acquired a boat to be used in river clean ups.

Since it set sail in April, it has been used on a number of river clean-ups, maintenance of bridges within riverside parks and to transport machinery to islands at sites such as Paxton Pits where equipment is sometimes necessary in order to undertake conservation work to benefit bird species such as Redshank, Snipe and Lapwing. The boat is well equipped for wheel chair users and is regularly used as an educational resource around many of the countryside sites within the district.



Managing our Country Parks

The Council manages several parks and nature reserves, including Hinchingsbrooke Country Park, Huntingdon, Priory Park, St Neots, Hill Rise Park at St Ives and Paxton Pits Nature Reserve in Little Paxton. Our Countryside Services Team of rangers is supported by very keen volunteers, who are heavily involved in the day to day running of these parks.



In 08/09 of the 129 local wildlife sites in Huntingdonshire, 50 or 39% were under positive conservation management. In 09/10, a further 10 local wildlife sites were considered to be under positive conservation management.

This positive conservation management contributes to maintaining and enhancing the features of interest for which a site has been selected and designated. Of the many local sites of interest in Huntingdonshire, the District Council's Countryside Team have complete ownership of only handful, but are partners in the management of nearly all of them.



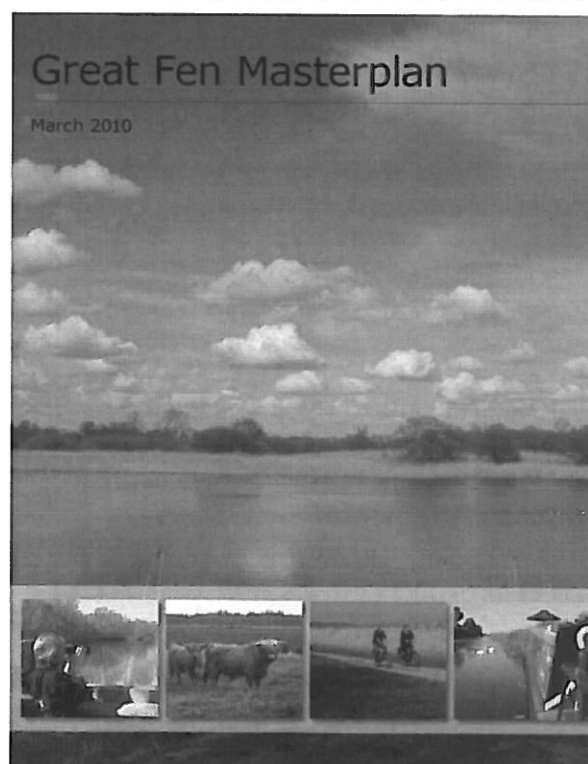
In 09/10 the percentage of local wildlife sites under positive conservation management increased from 39% to 45%

Great Fen Project

This is one of the most exciting habitat restoration projects ever undertaken in Britain. It will create a 91,000 hectare wetland between Huntingdon and Peterborough. It will connect Woodwalton Fen National Nature Reserve with Holme Fen National Nature Reserve to create a very large site with conservation benefits for wildlife and socio-economic benefits for people.

The project aims to combine nature conservation and management with tourism and other income-generating activities. Importantly, in relation to climate change, it will prevent the release of 325 000 tonnes of carbon dioxide each year and will help the local area to adapt by providing somewhere for winter flood waters to be stored thereby reducing the risk of flooding for surrounding farmland and communities. As a partner of the project, the Council has provided land for the project as well as financial support and input from qualified staff.

This is a long-term project managed in partnership by the Environment Agency, Huntingdonshire District Council, Middle Level Commissioners, Natural England and the Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough. The project has to date secured over £2.2 million of external funding and this is in no small part due the outstanding partnership working arrangements



St Ives Town Centre litter clean up

With a busy night life and a number of fast food restaurants litter was a major problem for St Ives Town Centre, the location of litter bins were inappropriate and in some cases too small to take certain types of litter (e.g., pizza boxes).

Clearing litter is a big expense to the Council and working closely with the Council's CCTV service to monitor the situation and engaging business owners, the Town Council and local community groups, the following measures were implemented to resolve the reoccurring problems:

- Jointly funded new bins with Town Council,
- Located bins right by fast food outlets
- Fast food premise owners agreed to clearing within 100m of their premises,
- CCTV used to monitor the situation,
- Street Litter Control notices used if necessary



The Council's Street Scene Team has been working hard to ensure the streets of Huntingdonshire are clean and safe and St Ives Town centre is now a much tidier place.

Solving litter problems in Eynesbury

With a busy supermarket, playing fields, leisure centre and school nearby, the problem of litter was regularly raised at the local police neighbourhood forums in Eynesbury.

Our Street Scene team held a problem solving group at the leisure centre involving the supermarket, HA, the Police, Fire Service, Highways Department, Head teacher of the local school and a number of local community groups. Together, these community representatives brain stormed ideas and planned a big tidy up event involving planting bulbs and river clean up to tie in with the secondary school timetable and involve the local children.

Further measures to prevent litter were agreed and including the following:

- The supermarket banned children at lunchtimes
- The school changed packaging to design out the polystyrene containers and use reusable plates
- A new fence was built to stop litter blowing around and into the ditch
- The Council agreed to lend Eynesbury Village Association litter picking equipment to carry out regular litter picks
- Leisure centre staff agreed to regularly litter pick the local area
- Schools purchased new bins to put out at break times

The local area is now almost completely litter free and the project has been an excellent example of how a local community can work together for the benefit of their environment.

Community Development - Antisocial behaviour surgeries

Early 2010 saw the start of a new service in the Yaxley Community Information Centre. A police and antisocial behaviour surgery now takes place on the first Thursday of each month.

A community safety officer from Huntingdonshire District Council and a police officer is available to answer questions and take reports from the local community. Residents can speak to them in private and receive crime prevention information from the experts at the centre which is located at the Broadway Shopping Centre in Yaxley.

The surgeries are a prime example of how the council is working with the police to provide services which can be easily accessed by everyone in the community. Local people are very aware of antisocial behaviour in their local area and the service will help reduce crime and behaviour which causes concern to the general public.

Green Heart Community Environment Awards



Saturday 5 June 2010 was an important day for Huntingdonshire's environment. Huntingdonshire District Council marked World Environmental Day with a public environmental exhibition during the day and the evening was a celebration of the great and inspirational environmental projects that has been taking place within our district.

More than 100 people took the opportunity to speak with exhibitors such as HeatingSave, the Energy Saving Trust and Cambridgeshire County Council's Recycling Bus about new ways of greening their lifestyle.

Each visitor also took home a green goody bag which included a kitchen caddy, low energy saving light bulb and some wildflower seeds as a starting point to reducing their environmental footprint.

During the evening the finalists walked down the green carpet and enjoyed an evening dedicated to the successes of the inspirational environmental projects that have been taking place. The winners were presented with an award kindly donated by Ridgeons and received a cheque for £250 to put towards their next environmental project.



Partnership Working - Huntingdonshire Strategic Partnership and the Environment Forum



The Council is responsible for promoting the economic, social and environmental wellbeing of its communities so that they can enjoy a good quality of life. To do this, the Council works with and brings together a variety of partners from public, private and voluntary sectors.

The Huntingdonshire Strategic Partnership is one of five Local Strategic Partnerships which have been set up based on each district within Cambridgeshire. The Partnership involves senior representatives from agencies including Cambridgeshire County Council, Huntingdonshire District Council, Cambridgeshire NHS, Cambridgeshire Police, local businesses and voluntary sector organisations. These agencies provide important services to the public such as health care, community safety, transport, education, environmental protection, leisure, economic development and planning. All these agencies have teamed up to work together more effectively to tackle the 'big issues' in the area and improve quality of life.

The Environment Forum is one of the thematic groups that form part of the Huntingdonshire Strategic Partnership, and is made up of the Environment Team from the Council and representatives from the Environment Agency, Cambridgeshire Police, Anglian Water, the local Wildlife Trust and the National Trust. The Forum have an action plan which mirrors the aims in Growing Awareness and identifies where we can 'join up' our activities to make the best use of resources, sharing knowledge and expertise, setting out the way in which all these agencies will work together to make a difference.

AREAS OF FOCUS FOR THE FUTURE 2010 - 2013

DRAFT

There has been a great deal of positive work emerging from Growing Awareness over the last two years, but progress in delivering real environmental improvement, tackling climate change and better use of our natural resources is an ongoing commitment.

Growing Awareness is a five year plan but it is regularly updated with a major review scheduled for 2012/13. Projects and schemes are continually added and amended throughout the year and shown below is a brief overview of just some of the projects planned for delivery over the next few years.

Environmental Performance Assessment of Council buildings

A major assessment of energy and water use at all 'One Leisure' sites has taken place throughout the last half of 2010. This exercise has identified where major savings in both energy and water can be made and a planned programme of implementation will take place over the next two years. A similar review is scheduled for other major office locations. These assessments will include a review of the benefits and payback of renewable energy options (e.g. PV and CHP) for each site to inform Council decisions about use of these technologies.

Energy and water Officer

To ensure further consideration is given to energy and water management within the Council's estate, the Environmental Management Division has undergone a restructure which has resulted in the creation of a post for an Environment Officer responsible for identifying and delivering energy and water savings across all Council buildings, in alignment with the Environment Teams Carbon Management Plan.

Salix Funded Energy Efficiency Projects

In March 2010, Huntingdonshire District Council was successful in its bid for Salix Funding, providing the Council with money to spend to increase the energy efficiency of its estate. Since receiving the money, the Council has begun implementing projects to reduce its energy use, which is also helping the Council to save money on its energy bills.

Projects that are currently in the pipeline include the installation of voltage optimisation technology to reduce the incoming voltage to equipment in Council buildings and the installation of daylight sensors on lighting in office buildings. Many more projects are continually being identified and collectively they will help the Council to reach the targets it has set itself for energy and CO₂ reduction.

St Ives Industrial units Caxton Road St Ives

The design of these industrial units in St Ives has carbon reduction as a key principle, improving on Building Regulation CO₂ emissions standards by 40%, utilising climate control, natural daylight and ventilation; an air source heat recovery system incorporating integrated dynamic insulation cell technology and low energy light fittings.

Water efficient measures such as low flush toilet and low taps have been installed in the toilet and kitchen areas to minimise the buildings overall water consumption and to further reduce the building's use of mains water, a rainwater harvesting system has been installed, to collect rainwater off the green roof. The collected rainwater will then be used to flush the toilets and also be used by the "leaky pipe" system installed to help maintain the green roof during long periods of hot weather.

The building also incorporates the following sustainability features:

- under floor heating and cooling
- a site waste management plan and an on site co-operative recycling system
- BREEAM Very Good Standard
- good cycle and pedestrian access

Solar Powered bus shelters

At least 10 more bus shelters will be fitted with solar powered lighting over the next year.

Review of the Council's pool car fleet and employee mileage allowances

As part of its employee travel plan, the council operates a fleet of four pool cars. The current contract for the provision of these vehicles will be reviewed in early 2011 and it is expected that part of this process will be an assessment of the current system of employee mileage allowances. We will also be investigating the feasibility of updating the pool car fleet with lower polluting alternatives such as electric cars. It is hoped that a review of staff mileage will encourage further use of the fuel efficient pool car fleet and also provide incentives for employees to purchase more fuel efficient private vehicles, by decreasing mileage allowances as engine size increases.

Fleet fuel usage

A major renewal of the Council's refuse vehicle fleet will be undertaken beginning in 2011/12. This procurement process should result in significant fuel savings compared to the council's current refuse fleet as work will be undertaken to examine the feasibility of fuel saving measures such as electric bin lifts, which may be purchased with the new vehicles and have been shown to deliver a fuel saving of around 9%.

E-marketplace

The Council is in the early stages of establishing an e-marketplace system for the organisation. The system makes it easier for staff to purchase goods and services, while allowing some control over the specification of the products they can buy. To allow informed decisions to be taken on the use of greener supplies, our customer service centre are currently trialling the purchase of green products only, with the hope that purchase will be restricted to these products over others once e-marketplace is implemented across the organisation.

Business Environmental Pledge Scheme

The Business Environmental Pledge scheme aims to encourage small to medium size enterprises (SME's) in the district to commit to reducing their environmental footprint. By signing an Environmental Pledge to improve their businesses environmental performance they are eligible for up to 12 hours of one to one professional advice on environmental efficiency and a £500 grant.

Huntingdonshire CO2Y Homes Scheme

This new scheme is due to begin in May 2010 and will run throughout the next two years. It replaces the previous Warmer Homes for Life Scheme and provides householders on a qualifying benefit with free loft and cavity wall insulation.

Watts Going Down Campaign

We aim to encourage at least two more community groups in the district to get involved in the Watts Going Down Campaign to reduce their energy use.

St Neots Energy Study and the Low Carbon Development Initiative

The Council is working closely with partners to deliver low carbon housing and energy solutions within the district. In particular the St Neots Energy Study was produced in early 2010 to explore the low carbon energy 'supply mix options' for St Neots, where 5000-homes are planned in the existing town, and a further 2000 homes in a proposed 'eco-extension'. The study highlighted the unique opportunity provided by Little Barford power station to provide heat to supply a district heating network for the town. The power station provides enough waste heat to theoretically provide for the whole of St Neots and if the project can be successfully delivered it will be ground breaking work that will help to set standards in delivering large-scale zero-carbon development, as well as providing major benefit for the existing businesses and community. During the next few years the Council will seek to develop this opportunity further through the Low Carbon Development Initiative (LCDI).

Monitoring Programmes

Green House Project and Greenhart Grove are excellent examples of how energy efficiency and renewable energy generation can be incorporated into new homes and existing housing stock. Working closely with partners, these showcase homes will be monitored in great detail during 2010/11 to enable us to understand how much water and energy is used during all the activities we carry out day to day. We hope to show people that using less energy and water is possible and you don't have to go without to make savings.

Alconbury and Alconbury Weston Flood Mitigation Scheme

The Council has been successful in securing £428,000 in grant funding from DEFRA and the Environment Agency for individual household flood defence measures in the Alconbury and Alconbury Weston areas.

The grant will allow the Council to provide properties with home flood surveys and a contribution, or full payment towards the total cost of, installing flood protection measures that are identified as necessary in those surveys. These surveys and defence work will be undertaken over the next year.

Surface Water Management Plans (SWMP)

A SWMP is a framework through which key local partners with responsibility for surface water and drainage in their area, work together to understand the causes of surface water flooding and agree the most cost effective way of managing surface water flood risk. SWMP's are usually undertaken by an external consultant due to insufficient skills and resources within local authorities. There are four principle phases of a SWMP:

- Phase 1 - Preparation: which includes scoping the study and the formation of a partnership of all the identified stakeholders
- Phase 2 - Risk Assessment: undertake a strategic assessment, an intermediate assessment, then a detailed assessment of the risks and map and communicate the risks. This phase includes significant hydrological modelling of existing infrastructure.
- Phase 3 - Options: a range of options, which seek to alleviate the risk from surface water flooding are identified through stakeholder engagement and assessed. The purpose of this phase is to identify the most appropriate mitigation measures, which can be agreed and taken forward to the next phase
- Phase 4 - Implementation and Review: preparing an implementation strategy and the monitoring of the implementation and subsequent regular review.

Integrated ticketing at St Ives bus station

In 2010/11 significant planned improvements are being developed to facilitate integrated ticketing for bus users from St Ives, wishing to make onward rail journeys. As part of a joint initiative with First Capital Connect and the County Council, it is planned that an integrated ticketing machine will be installed at St Ives Bus Station which will enable bus users to buy a single ticket from St Ives to anywhere on the national rail network, increasing convenience and ease of travel.

Quality Bus Partnership

As yet there has been limited progress on developing a partnership for Huntingdonshire, although we are currently benefiting from the Cambridge partnership from City services that run into St. Ives, St. Neots and Huntingdon i.e. vehicle types, emissions etc. The Local Transport Plan (3) is currently in development, due to be completed from March 2011 which will encourage the development of a partnership for Huntingdonshire. We hope to see an active partnership in place by 2012/13.

Bring Bank Refurbishment

To investigate the feasibility of offering a standardised bring bank system across Cambridgeshire, taking material that cannot be collected in the kerbside recycling service, e.g., books and clothes.

BBC Breathing Places 'Bio-Blitz'

As part of Springwatch Wild Day Out we will be holding five 'bio blitz' events across Huntingdonshire. This involves encouraging local residents to help conduct surveys mapping the range of species found in an area. During 10/11 'bio-blitz' events will be held at Hinchbrook Country Park, Paxton Pits Nature Reserve and Barford Road Pocket Park.

FOR MORE INFORMATION ABOUT GROWING AWARENESS OR ANY OF THE PROJECTS CONTAINED WITHIN THIS DOCUMENT PLEASE VISIT OUR WEBSITE AT www.huntsdc.gov.uk

Environmental Performance Tables (please see tables one to ten)

Growing Awareness is now at its mid-point and the attached tables give an analysis of how we've performed against our targets so far. This section of the review reports our progress and will inform the development of the action plan to ensure the strategy remains current and up to date and that the action plan targets are challenging but realistic.

Baseline data and data monitoring

The financial year 2008/09 is the baseline data year for this strategy. This year was used as at the time of producing the original document, it offered the most complete accurate data set. Wherever 08/09 data was unavailable, the closest available data set was used as the baseline.

Wherever possible, we have used Government indicators to reflect the progress of this strategy and where there is no relevant national indicator to report progress we have measured data which best represents how successful our action has been.

Tracking Key



Positive progress – Indicator on target



Some progress – Indicator near target



No progress – Indicator behind target

CONCLUSIONS

Performance against the objectives of the Environment Strategy and the specific targets contained within this review document show that the Council is making real progress in reducing its own environmental impact and in encouraging others to do the same.

The range of projects outlined within this review show that the Council is performing well against each of the three key themes of Growing Awareness and over 60% of all indicators contained within the environmental performance tables are exceeding target expectations. Only 15% of indicators have failed to be met and where this is the case it will be necessary to ensure that adequate resources are in place to ensure that they are achieved.

Internally, the integration of environmental performance into relevant service planning documents, has promoted a greater understanding of the Council's environmental impact and as a direct result there have been significant cost savings and a reduction in resources used. In addition to carbon reduction, sustainable procurement, water usage and employee travel will all be key areas of focus for the remainder of the strategy.

Externally, increased emphasis on strategic work to steer the transition towards a low carbon economy will be required to ensure that future development in the district contributes to this goal through efficient design and the use of renewable technologies wherever possible.

Advice to householders to encourage the installation of energy efficiency and renewable measures will remain central to the work of the Council's Environment Team and the Greenhouse Project will be the primary means by which this is achieved in addition to the provision of grant information and advice.

Growing Awareness is a five year plan. The projects and schemes contained within this review document are monitored continually and amended where necessary. The next major review is scheduled for 2012/13.

A great deal of positive work has already emerged from Growing Awareness. The challenge now is to build on this progress to deliver lasting environmental improvements towards the ultimate goal of a more sustainable Huntingdonshire. The Council and its partners remain fully committed to this objective and Growing Awareness remains the key delivery mechanism for improving the Council's environmental performance and projects across the district.

Areas of focus for the future – Action Plan 10/11 to 12/13 (please see table eleven)

The information in the performance tables have been directly used to inform the development of the action plans for 10/11 through to 12/13 which you will find at the close of this document.

ENVIRONMENTAL PERFORMANCE TABLES 08/09 – 09/10

PRIORITY ONE – TACKLING CLIMATE CHANGE

TABLE ONE

ENERGY EFFICIENCY – 09/10 Progress and 10/11 Targets

Reducing the COUNCIL'S environmental footprint									
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		10/11 Target	
Adopt an energy policy to reduce the Council's energy use in all its buildings and activities	Amount of energy consumed by HDC buildings and services and resulting CO ₂ emissions	13,606 MWh 4,728 tonnes	6% CO ₂ reduction	13,451 MWh 4,388 tonnes 6.8% CO ₂ reduction	30% CO ₂ reduction		6% CO ₂ reduction	Environmental Management	
Projects		Description					Delivery Year	Comments	
Carbon Management Plan		Plan adopted and £75k of funding attracted to secure energy efficient and low carbon technologies within HDC offices and Leisure Centres					08/09 – 12/13	Ongoing	
CHP at Huntingdon Leisure Centres		Combined Heat and Power (CHP) unit installed at leisure centre to reduce energy use					08/09	Complete Jul 2008	
New Headquarters Project		To deliver new energy efficient office accommodation for staff working in HDC's main offices					09/10	Complete Feb 2010 Rated 'B' energy efficiency	
Multifunctional device project		Printer rationalisation to reduce number of machines required and energy used has been rolled out across all of HDC's offices					08/09	Complete Mar 2010	
Reducing the DISTRICT'S environmental footprint									
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		10/11 Target	
Encourage improvements in thermal efficiency of domestic properties in Huntingdonshire	Number of households installing energy efficiency measures via HDC schemes and resulting CO ₂ saved	231 installs 374.9 tonnes	200 installs	290 installs 711 tonnes	1000 installs		170 installs	Environmental Management	
	% people receiving income based benefits, living in homes with low energy efficiency rating	13.24%	11.24%	10.19%	2% reduction year on year		2% reduction		
	Contributory projects	Description					Delivery year	Comments	
Green House Project	Purchase of properties representative of average housing stock for refurbishment with energy saving measures as demonstration project						08/09 – 10/11	Properties purchased	
Green Hart Grove Project	A development of new build super-insulated homes, constructed to achieve level 5 of the Code for Sustainable Homes						08/09 – 12/13	Ongoing	
Warmer Homes for life	A home insulation project established by HDC for vulnerable residents						08/09 – 10/11	Changed to Cosy Homes Scheme 10/11	
Warm front scheme	National government heating and insulation project						08/09 – 12/13	Ongoing	
Watts Going Down Campaign	Reducing energy use in targeted communities in Huntingdonshire						08/09 – 10/11	Complete in Warboys	
British Gas insulation scheme	Home insulation scheme for able to pay households						08/09 – 12/13	Ended 09/10	
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		10/11 Target	
Encourage the installation of energy efficiency measures by business and industry	Number of businesses installing energy efficiency measures via HDC schemes	0 installs	5 installs	2 installs	25 installs		5 installs	Environmental Management	
Contributory projects		Description					Delivery year	Comments	
Business grant scheme	Grant scheme for businesses to deliver environmental efficiency measures						08/09 – 10/11	Re-launch of improved scheme 10/11	

PRIORITY ONE – TACKLING CLIMATE CHANGE

TABLE TWO

RENEWABLE ENERGY – 09/10 Progress and 10/11 Targets

Reducing the COUNCIL'S environmental footprint									
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			
Increase the amount of council electricity use procured from renewable sources	% of energy used by HDC that is sourced from a "Green Tariff"	0%	100%	100%	100%		Environmental Management Facilities Management		
Contributory projects									
Regular review of energy supply contracts									
Action	Indicator	Progress					Responsible service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			
Where appropriate, install renewable energy technologies at all council buildings	Number of HDC buildings with on-site renewable energy technology	0	2	1	10		Environmental Management Facilities Management		
Contributory projects									
Environment Performance Review at Leisure Centres									
Survey of buildings, working with Renewables East, suggesting practical renewable energy measures to be installed at leisure centre sites									
St Neots Creative Exchange	Built by HDC in St Neots providing workspace for start-up creative businesses. The building incorporates materials with low embodied carbon, high energy efficiency, rainwater harvesting and a solar thermal hot water system						Environmental Management Facilities Management		Tender complete Mar 2010
Solar powered lighting trial	The installation of solar powered lighting at bus shelters in St Neots Town Centre						Environmental Management Facilities Management		Complete Jan 2009
St Ivo outdoor wind turbine	The installation of two 5kW wind turbines to supply power to the leisure centre						Environmental Management Facilities Management		3 installed in 09/10
							Environmental Management Facilities Management		Project on hold

Reducing the DISTRICT'S environmental footprint									
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			
Encourage the installation of renewable energy by businesses and householders through promotion, grant funding, support and advice	Number of households installing renewable energy technology in the district	9 installs	5 installs	3 installs	120 installs		Environmental Management		
Contributory projects									
Solar Hot Water Scheme									
£600 grant funding (per property) towards the cost of installing solar hot water systems at households in the district									
Renewable Energy showcase events organised in conjunction with Energy Saving Trust									
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			
Encourage renewable energy generation in all new developments	% of major developments achieving 10% of their energy requirements from on-site renewables	No policy in place	Adopt relevant policy via LDF	LDF delayed, RSS renewable policy used as interim measure	Adopt and enforce renewables policy in LDF		Planning Services		
Contributory projects									
A development of new build homes constructed to achieve level 5 of the Code for Sustainable Homes, providing solar hot water and solar photovoltaic electricity generation									
Greenhart Grove	To require a minimum 10% on-site renewable energy from all new development						Delivery Year	08/09 – 10/11	Complete
Local Development Framework (LDF)	Study looking at how new housing demand in the district can utilise renewable energy technologies						Delivery Year	08/09	Delayed
St Neots energy study							Delivery Year	09/10	Complete end of 2009

Action	Indicator	Progress					Responsible Service	
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		
Support renewable energy proposals in Huntingdonshire where impacts on amenity, wildlife and landscapes are acceptable	Amount of renewable energy produced within Huntingdonshire	33.286 mW	N/A	33.286 mW	N/A	😞	Planning Services	
	Number of planning applications received for large-scale renewables	3	N/A	4	N/A	😊		
	Number of applications approved	3	N/A	3	N/A	😞		
Contributory projects		Description					Delivery year	Comments
Local Development Framework (LDF)		Positive policy in the LDF to support large-scale renewable proposals in suitable locations in Huntingdonshire					08/09	Delayed
Action	Indicator	Progress					Responsible service	
		Baseline	09/10 target	09/10 Actual	Five year target	Tracking		
Support community environmental projects funded through S106 monies from renewable energy projects	Number of community environmental projects funded annually through community funds associated with large-scale renewable projects in Huntingdonshire	8 projects	10	10	50	😊	Environmental Management	
Contributory projects		Description					Delivery year	Comments
Red Tile Farm Community Environment Fund	Community fund to support environmental improvements in Warboys and neighbouring parishes						08/09-12/13	Ongoing
Glass Moor Community Environment Fund	Community fund in partnership with Fenland District Council to support environmental improvements within a 5-mile radius						08/09-12/13	Ongoing

PRIORITY ONE – TACKLING CLIMATE CHANGE									
TABLE THREE									
TRAVEL & EMISSIONS TO AIR – 09/10 Progress and 10/11 Targets									
Reducing the COUNCIL’S environmental footprint									
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			10/11 Target
Develop & implement site specific employee travel plans for the Council's main sites and reduce CO ₂ emissions from leased & employee owned vehicles	% of HDC employees travelling to work by car	50.71% (2008)	50%	50.51% (2009)	40%	😊	47%	Environmental Management	
	CO ₂ emissions from HDC staff travel for work	171.1 tonnes	6% reduction	175.5 tonnes (2.6% increase)	30% reduction	😞	0% Increase	Environmental Management Personnel services	
Contributory projects									
Corporate Travel Plan	To reduce single occupant use of private cars and promote a modal shift to other forms of transport								
Smarter travel initiatives	Staff support organised by Green Force for campaigns such as bike week, car free day and Camshare								
Action	Indicator	Progress					Responsible service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			10/11 Target
Effective management of the Council's own vehicle fleet to reduce emissions	CO ₂ emissions from HDC fleet	1865.9 tonnes	6% reduction	1460.5 tonnes 21.7% reduction	30% reduction	😊	0% increase	Operations Division	
	NOx emissions from Council fleet	8.61 tonnes	6% reduction	7.72 tonnes 10% reduction	30% reduction	😊	0% increase		
	PM10 emissions from Council fleet	0.24 tonnes	6% reduction	0.21 tonnes 12% reduction	30% reduction	😊	0% increase		
Contributory projects									
Green Fleet Review to be undertaken	Review of fleet to be undertaken to advise on fleet efficiency savings								
				Delivery year		Comment			
				08/09		Fleet renewal due 11/12			
Reducing the DISTRICT'S environmental footprint									
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			10/11 Target
Provide more opportunities for residents to walk, cycle, use public and community transport & encourage schools and businesses to develop travel plans working closely with partners	% of daily journeys made by bus, cycle and pedestrian trips across four market towns	19.5% (07/08)	18.5%	18.25%	Maintain at 18.5% or above	😊	18.5%	Transportation Team	
	% of schools with travel plans	63 schools 89%	N/A	71 schools 100%	N/A	😊	N/A	Cambridgeshire TfW Partnership	
	Number of employers who are members of the travel for work partnership	9	12	11	25	😞	15		
	Number of cycle infrastructure schemes delivered	N/A	2 new schemes	2 new schemes	2 per year	😊	2 new schemes	Transportation Team	
Contributory projects									
Support the 'Travel 4 work' partnership	Encourage uptake of the scheme amongst businesses in the district								
Bus-rail interchange scheme	Improvement works at the rail station encouraging more train passengers to travel to the station via public transport								
Cycle way improvement programme	Reappraisal of cycling objectives identifying eight priority schemes for delivery – three at development stage								
				Delivery year		Comment			
				08/09-12/13		Ongoing			
				08/09		Complete			
				08/09 –12/13		Ongoing			

Action	Indicator	Progress					Responsible service	
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		
Manage demand for car parking in town centres & encourage use of low emission vehicles and alternative forms of travel	% of season tickets sold for vehicles with CO ₂ emissions under 120g/per km	2.5% of total sales	7.5% of total sales	8% of total sales	25% of total sales		Transportation Team	Transportation Team
Contributory projects		Description					Delivery year	Comment
Huntingdonshire Car Parking Strategy	Designed to manage car parking demand in town centres across the district						08/09-12/13	Introduced in Oct 08
Reduced season ticket prices	25% reduction in season ticket prices for vehicles with CO ₂ emissions under 120g/per km in HDC long stay car parks						08/09-12/13	Introduced in Oct 08
Develop and implement Air Quality Action Plans for prevention and mitigation of air pollution in Huntingdonshire	Successful implementation of Air Quality Management Strategy in the district	No strategy	Complete Strategy document	Document complete	Full implementation of Strategy Action Plan		Environmental Health	
Implement first year actions								
Contributory projects		Description					Delivery year	Comment
HDC Emissions Inventory	Work undertaken during 08/09 to inform the Air Quality Management Strategy						08/09	Ongoing
Action	Indicator	Progress					Responsible service	
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		
Work with Cambridgeshire County Council and bus operators to reduce emissions from buses in the district & ensure taxis become less polluting through regular emissions testing	Quality Bus Partnership (QBP) progress	No partnership	Ensure QBP is identified in LTP3 as priority	No progress	Establish effective QBP for Huntingdonshire		Transportation Team	
Ensure QBP is identified in LTP3 as priority								
Contributory projects		Description					Delivery year	Comment
Guided bus way project	Buses diverted from A14 easing congestion. All buses using guided bus way must be to Euro 3 emissions standard						08/09	Delayed
Quality Bus Partnership (QBP)	The LTP 3 is currently in development, due to be completed from March 2011 which will encourage the development of a partnership for Huntingdonshire						10/11–12/13	Ongoing

PRIORITY TWO – RESOURCE EFFICIENCY									
SUSTAINABLE PURCHASING – 09/10 Progress and 10/11 Targets									
Reducing the COUNCIL’S environmental footprint									
Action	Indicator	Baseline	09/10 Target	09/10 Actual	Five year target	Tracking	10/11 Target	Responsible Service	
Require all tender specifications to include a section on sustainability and the environment, to which weight will be given in the tender process	% Huntingdonshire District Council suppliers with environmentally friendly credentials	No data	No data	No data	Unable to set target due to lack of data		To establish data gathering mechanism	Procurement	
Contributory projects									
e-market place project	The e-market place system can be set up to restrict and specify purchasing to products and services with greener credentials								
Action	Indicator	Baseline	09/10 Target	09/10 Actual	Five year target	Tracking	10/11 Target	Responsible Service	
To reduce the amount of paper used in the day-to-day running of the Council	Reams of paper purchased	3550	5% reduction	36% reduction	50% reduction		4% reduction	All	
Contributory Projects									
Multifunctional devices	Reduce the number of printers, scanners, photocopiers and fax machines from over 300 to just 19 multi-functional devices, capable of printing, photo copying scanning and sending faxes								
Electronic Document Management	This system scans in paper documents, indexes them and allocates them into workflows – enabling managers to electronically manage their team’s workload								
Action On	Indicator	Baseline	09/10 Target	09/10 Actual	Five year target	Tracking	10/11 Target	Responsible service	
Seek accreditation to an Environmental Management System (EMS) by the end of the Strategy period.	Successful accreditation to an Environmental Management System by the end of the Strategy period	No EMS	Governance structure in place, mid-point review complete	Review on schedule	Accreditation to EMS achieved		Review completed to schedule	Environmental Management	
Contributory projects									
Green Force Green Day	To encourage good environmental practice in all our purchasing								
Reducing the DISTRICT’S environmental footprint									
Action	Indicator	Baseline	09/10 Target	09/10 Actual	Five year target	Tracking	10/11 Target	Responsible Service	
Promote sustainable consumer choices and opportunities for the sale of locally produced food in Huntingdonshire	Number of campaigns actively promoting sustainable purchasing choices	4 campaigns	2 campaigns	3 campaigns	10 campaigns (2 per year)		2 campaigns	Environmental Management Sustainable Economic Development	
Contributory projects									
Huntingdonshire food festival	Event to promote the very best in local produce, healthy eating and sustainable purchasing								
Shop Local Campaign	Campaign encouraging the public and businesses to shop local								
Winter Celebration of Farming	Field day at Hinchbrook Country Park celebrating the local farming industry								
Love food hate waste	3 road shows encouraging smart purchasing of food to reduce waste								
Huntingdonshire Nursery Project	To return disused nursery to productive use, providing locally sourced trees and bedding plants								

BEST USE OF LAND - 09/10 Progress and 10/11 Targets

Reducing the DISTRICT'S environmental footprint									
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			
Increase the proportion of housing development on previously developed land	% of new development on brownfield land	53.3%	29%	38.8%	29%		Planning Policy		
Contributory projects									
Local Development Framework	Wherever possible require all new dwellings to be built on previously developed land						Delivery year	09/10-12/13	Ongoing
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking			
Increase the proportion of employment floor space on previously developed land	% of employment floor space on previously developed land	22.1%	25%	67.1%	25%		Planning Policy		
Contributory projects									
Local Development Framework	Wherever possible require all new employment floor space to be located on previously developed land						Delivery year	08/09-12/13	Ongoing
Financial incentive schemes for sustainable construction	Investigate the possibility of giving sustainably built domestic and commercial buildings a reduction on council tax and business rates							09/10-11/12	No progress to date
Action	Indicator	Progress					Responsible Service		
		Baseline	09/10 Target	09/10 Actual	Five year trend	Tracking			
Seek to bring contaminated land back into beneficial use	Number of potentially contaminated sites brought back into beneficial use per annum	28	20 sites or above	22	N/A		Environmental Health		
Contributory projects									
Audit of potentially contaminated sites	The Council will continue to investigate sites identified as priorities, to determine whether they pose a risk to human health						Delivery year	08/09-12/13	Ongoing
Provision of guidance to developers	To liaise with developers and planning consultants to assess the risk that contaminated land plays at potential development sites							08/09-12/13	Ongoing
Investigation of liability for contaminated sites	Legal action to be taken where appropriate, to target the 'original polluter' to pay for any necessary clean-up work							08/09-12/13	Ongoing

WATER – 09/10 Progress and 10/11 Targets

Reducing the COUNCIL'S environmental footprint									
Action	Indicator	Progress				Tracking	10/11 Target	Responsible Service	
		Baseline	09/10 Target	09/10 Actual	Five year target				
Accurately monitor water usage at all Council sites and produce site-specific water management plans	m ³ of water consumed in Council buildings	40,205 m ³	1% reduction	44,285 m ³ 10% Increase	5% reduction		0% increase	Environmental Management Facilities Management	
Contributory projects									
Green Force	Encouraging staff to make more efficient use of water							Delivery year	Comments
								08/09-12/13	Ongoing
Action	Indicator	Progress				Tracking	10/11 Target	Responsible service	
		Baseline	09/10 Target	09/10 Actual	Five year target				
Introduce water recycling systems at all new council sites and install where feasible at existing sites, encouraging partners to do the same	Number of new and existing sites with water recycling systems	1 site - Hinchbrook Country Park	1 additional site	1 additional site – Pathfinder House	5 additional sites		2 additional sites	Environmental Management Facilities Management	
Contributory projects									
New building fixtures and fittings	Water efficient fixtures and fittings to be installed in all new Council buildings							Delivery year	Comments
								08/09-12/13	Complete at new HQ
Environment Performance Review at Leisure Centres	Survey of buildings, suggesting practical water efficiency measures to be installed at leisure centre sites							09/10 -10/11	Responsible Officer in post Sep 2010

Reducing the DISTRICT'S environmental footprint									
Action	Indicator	Progress				Tracking	10/11 Target	Responsible Service	
		Baseline	09/10 Target	09/10 Actual	Five year target				
Increase awareness of water saving measures and promote water saving methods such as grey water devices and water efficient appliances	Number of campaigns promoting sustainable water use	3 campaigns	1 campaign	1 campaign	Support 5 campaigns (one per year)		1 campaign	Environmental Management	
Contributory projects									
Food Festival	Anglian Water hosted a water saving and efficiency information stand							Delivery year	Comments
								08/09	Sep 2008
Energy Saving week road shows	Included advice and information on water saving in the home and office							08/09	Oct 2008
Warboys Greener Living Fair	Promoting water butts and efficient use of water to householders							08/09	Mar 2009
Green Day	Promoting efficient use of water							09/10	May 2009
Action	Indicator	Progress				Tracking	10/11 Target	Responsible Service	
		Baseline	09/10 Target	09/10 Actual	Five year target				
Work with partners to produce a Water Cycle Strategy, to assess infrastructure availability and required new growth in the District	Progress towards completion of a Water Cycle Strategy for Huntingdonshire	No progress	Complete phase one	Phase one complete	Full study complete for all priority areas		Phase two priority areas identified	Environmental Management	
Contributory projects									
Water Cycle Strategy	Huntingdonshire District Council to lead in developing a strategy and targets for completion of the work							Delivery year	Comments
								08/09-10/11	Ongoing

WASTE – 09/10 Progress and 10/11 Targets

Reducing the COUNCIL'S environmental footprint							
Action	Indicator	Baseline	09/10 Target	09/10 Actual	Progress Five year target	Tracking	10/11 Target
Reduce amount of Council's own waste going to landfill by 15% over next 5 years and encourage partner agencies to do the same	Percentage of waste recycled from Pathfinder House	50.9%	1% increase (52%)	53%	5% increase (56%)		1% increase (54%)
	% of offices with access to recycling facilities	72%	75% with recycling facilities	78%	100% with access		80%
Contributory projects		Description			Delivery year		
Recycling bin system		Introduction of dry recycling bins at all suitable office locations			08/09 -12/13		
Green Force Project		Staff awareness campaign to promote recycling and waste minimisation			09/10 – 10/11		
Composting of Council waste		Investigate the possibilities of introducing a compostable waste collection at Pathfinder House offices			08/09 – 09/10		
		Responsible Service			Comment		

Reducing the DISTRICT'S environmental footprint							
Action	Indicator	Baseline	09/10 Target	09/10 Actual	Progress Five year target	Tracking	10/11 Target
Ensure domestic recycling remains above 55% and explore adding additional materials to the kerbside collection, e.g., glass	% of household waste recycled or composted	57.2%	No decrease in recycling	55.5%	60%		2% increase (57.5%)
		Description					
Contributory projects		Description			Delivery year		
Kerbside glass collection		Investigate the possibilities of including glass in the dry recycling bins			08/09-10/11		
		Responsible Service			Comment		
					Collections began Apr 10		
Action	Indicator	Baseline	09/10 Target	09/10 Actual	Progress Five year target	Tracking	10/11 Target
Develop Waste Minimisation Strategy with partners and introduce targeted promotional campaigns for key waste streams	Residual household waste	432kg	1% reduction	423kg 2% reduction	5% reduction		1% reduction
		Description					
Contributory projects		Description			Delivery year		
Kitchen waste campaign		Promotional campaign to further encourage the composting of kitchen waste in the green bin			08/09 -12/13		
		Responsible Service			'Love Food Hate Waste' campaign		
Action	Indicator	Baseline	09/10 Target	09/10 Actual	Progress Five year target	Tracking	10/11 Target
Facilitate the introduction of schools and trade waste recycling collections and support larger businesses in their effort to recycle trade waste	To establish trade waste recycling service	No service	N/A	N/A	Service Established		Investigate joint service with neighbouring local authorities
		Description					
Contributory projects		Description			Delivery year		
Environmental Education Officer		To promote a broad range of environmental messages to local schools and community groups			08/09 – 12/13		
		Responsible Service			Comment		

PRIORITY THREE – PROTECTING & IMPROVING THE ENVIRONMENT

TABLE NINE

BIODIVERSITY AND OPEN SPACE – 09/10 Progress and 10/11 Targets

Reducing the DISTRICT'S environmental footprint								
Action	Indicator	Progress					Responsible Service	
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		10/11 Target
Protect & enhance biodiversity and open space and ensure that biodiversity, open space & recreational objectives are included in development plans, whilst ensuring development proposals adhere to wildlife legislation & good practice	All sites where active conservation management has taken place	50 / 129 39%	45%	60/129 45%	In line with County-wide targets until 2011		52%	Planning Countryside Services
Contributory projects		Description					Delivery year	Comments
The Great Fen project		Long-term landscape-scale restoration project managed in partnership by the Environment Agency, Huntingdonshire District Council, Middle Level Commissioners, Natural England and the Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough					08/09-12/13	Ongoing
Open space strategy		Audit of open space sites in the district currently in progress to assess biodiversity and recreational value to inform development of the strategy to protect valuable open space					09/10-10/11	Ongoing
Paxton Pits extension project		Landscape-scale restoration project which will see the nature reserve expand from 192 acres to over 700 in the next decade					08/09-12/13	Ongoing
Action	Indicator	Progress					Responsible service	
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		10/11 Target
Develop community involvement in green space and biodiversity projects, and encourage experience of the natural world through environmental education	Number of Eco-Schools in Huntingdonshire	33/71 schools 47%	Above 55%	44/71 schools 62%	53/71 schools 75%		48/71 68%	Environmental Management
Contributory projects		Description					Delivery year	Comments
Green house wildlife gardens		The gardens at the Green House Project show homes show visitors how they can incorporate wildlife into an ordinary back garden					08/09-11/12	Ongoing
BBC Breathing Places		Events were held throughout the year which encouraged residents to make wildlife homes, a number of tree and flower planting events took place including 'Tree O Clock', an attempt to set a new tree planting world record					08/09-09/10	Ongoing
Environmental Education Officer		To promote a broad range of environmental messages to local schools and community groups					08/09-12/13	Ongoing
Action	Indicator	Progress					Responsible service	
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking		10/11 Target
Protect & promote allotments & community gardens, & provide further opportunity for people to grow their own produce to promote sustainability, health & social inclusion	Plots of land used as allotments/community gardens	N/A	N/A	N/A	Establish target based on results of Open Space Strategy		Open Space Strategy published	Operations Division
Contributory projects		Description					Delivery year	Comments
Open space strategy		Audit of open space sites in the district currently in progress to assess to the quality and quantity of allotment space and community gardens in the district					09/10-10/11	Ongoing
Huntingdonshire Nursery Project		To return disused nursery to productive use, providing locally sourced trees and bedding plants					08/09-12/13	954 volunteers visited Huntingdon Nursery in 08/09

PRIORITY THREE – PROTECTING & IMPROVING THE ENVIRONMENT												TABLE TEN	
CLEAN & SAFE HUNTINGDONSHIRE – 09/10 Progress and 10/11 Targets													
Reducing the DISTRICT'S environmental footprint													
Action	Indicator	Progress						Responsible Service					
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking	10/11 Target						
Achieve a high level of street cleanliness and reduce levels of fly-tipping across the district	Improved street and environmental cleanliness (Flytipping)	4				😊		Operations Division					
	Improved street and environmental cleanliness (Levels of litter & detritus)	Litter 3% Detritus 9%	7% or less	Litter 3% Detritus 11%	7% or less	😞	7% or less	Operations Division					
Contributory projects		Description						Delivery year	Comments				
Litter-free market towns project	Promotional campaign to make all market towns in Huntingdonshire litter-free zones and use of street rangers to target fast food outlets with litter problems							08/09-10/11	Ongoing				
River care project	Working in partnership with the Environment Agency to regularly clean up town centre river locations in Huntingdonshire							08/09-12/13	Ongoing				
Action	Indicator	Progress						Responsible service					
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking	10/11 Target						
Reduce the amount of criminal damage and graffiti occurring in Huntingdonshire	Improved street and environmental cleanliness (Levels of graffiti & flyposting)	Graffiti 1% Fly posting 0%		Graffiti 1% Fly posting 0%		😊		Operations Division					
	% reduction in criminal damage	4.1% increase	10% reduction	24% reduction		😊		Community Team					
Contributory projects		Description						Delivery year	Comments				
Graffiti prevention and clean-up	Street Rangers working in Partnership with Luminus Street Wardens and community groups to report and help clean up graffiti							08/09-09/10					
Action	Indicator	Progress						Responsible Service					
		Baseline	09/10 Target	09/10 Actual	Five year target	Tracking	10/11 Target						
Work to improve neighbourhood pride and reduce anti-social behaviour and fear of crime	Percentage of respondents with a high level of perceived anti-social behaviour	10.5% (2008)	8% or less		8% or less		8% or less	Operations Division					
Contributory projects		Description						Delivery year	Comments				
	*Please note – areas highlighted in yellow to be completed before final publication												

ACTION PLAN

2010/11 – 2012/13

Tackling Climate Change at Huntingdonshire District Council

Projects	Description	Delivery Year
Environmental Performance Assessment of HDC buildings	To identify where savings can be made in energy and water use and review the benefits and payback of renewable energy options (e.g. PV and CHP) for each site to inform Council decisions about use of these technologies.	10/11
Employment of an Energy and Water Manager	Environment Officer responsible for identifying and delivering energy and water savings across all Council buildings, in alignment with the Environment Team Carbon Management Plan	10/11
St Ives Industrial Units	Units built for start up businesses, incorporating the highest energy efficiency standards	10/11
Salix Funded energy efficiency projects	Installation of sensors on lighting in leisure centres and offices, controls on swimming pool pumps, insulation at some of the leisure centres and the installation of voltage optimisation technology to reduce the incoming voltage to equipment in Council buildings	10/11
Review Corporate Travel Plan	To encourage reduction in single occupant use of private cars, and promote a modal shift to other forms of transport	10/11 – 11/12
Review of pool car scheme and car user allowances	Staff car user allowances rise with engine capacity, amending the scheme to rectify this will remove incentives to buy larger vehicles	11/12
Reducing Fleet Fuel usage	Trialling electric bin lifts and considering fuel usage in fleet renewal	10/11 – 12/13
Climate change adaptation service review	Audit of all services delivered by the Council to identify all potential risks and opportunities, and review plans and procedures in light of audit outcomes	10/11 -12/13

Tackling Climate Change in Huntingdonshire

Projects	Description	Delivery year
Business pledge scheme	Increased promotion of a business advice scheme to encourage local businesses to deliver environmental efficiency measures	10/11
Cosy Homes Insulation grant scheme	A home insulation project established by the Council for vulnerable residents	10/11
Watts Going Down Community Energy Challenge	To encourage 2 more local communities to reduce their energy use	10/11
Low Carbon Development Initiative	To take forward the findings of the St Neots Energy Study	10/11 – 12/13
Green Hart Grove Monitoring	Detailed monitoring will take place during 2010/11 to enable us to understand how much water and energy is used during average daily activities. This should demonstrate how using less energy and water is possible and you don't have to go without to make savings	10/11 – 12/13
The Green House Project	Showcase houses open to the general public, demonstrating how existing properties can be made more sustainable in line with the "Green Deal"	10/11 – 11/12
Alconbury and Alconbury Weston Flood Mitigation scheme	Over £400k of grant funding from DEFRA to spend on flood mitigation measures	10/11 – 11/12
Surface water management planning	In partnership with Cambridgeshire County Council to identify areas at risk of Surface Water flooding	10/11 – 11/12
Solar Hot Water Grant Scheme	The scheme gives a £600 grant for installation of solar hot water and is available to all households in the district, regardless of income	10/11
Local Development Framework (LDF)	Policy in the LDF supporting energy efficiency, micro-generation, adaptation and large-scale renewable proposals in suitable locations within the district.	10/11
Red Tile Farm Community Environment Fund	Community fund to encourage environmental improvements within Warboys and neighbouring parishes	10/11 – 12/13
Glass Moor Community Environment Fund	Community fund run jointly with Fenland District Council to encourage environmental improvements within a 5-mile radius	10/11 – 12/13
Cambridgeshire 'Travel 4 Work' partnership	Encourage uptake of the scheme amongst businesses in the district	10/11 – 12/13
Solar powered bus shelters	To extend solar lighting to 10 more bus shelters	10/11
Integrated ticketing at St Ives bus station	Integrated ticketing machine will be installed at St Ives Bus Station which will enable bus users to buy a single ticket from St Ives to anywhere on the national rail network, increasing convenience and ease of travel	10/11
Quality Bus Partnership progress	The Local Transport Plan (3) is currently in development, and will encourage the establishment of a partnership for Huntingdonshire	10/11 – 12/13

Using resources efficiently at Huntingdonshire District Council

Projects	Description	Delivery Year
County wide sustainable procurement group	To explore the development of a sustainable procurement framework for Cambridgeshire	10/11 – 11/12
Sustainable procurement using E-market place	Purchasing system which allows some control over the specification of the products purchased.	10/11 – 12/13
Green Force Staff Scheme	To ensure all employees are aware of the Council's environment policy and to encourage good practice in all our purchasing	10/11 – 12/13
Climate East Local Government Supplier Audit	Carbon foot printing of all Local Authority suppliers in the East of England	10/11 – 11/12
Framework to achieve accreditation to Environmental Management System	Undertake the necessary steps to gain formal EMS accreditation	11/12 – 12/13
Environmental Performance Assessment of HDC buildings	Audit all Council sites to assess areas where water savings can be made, and upgrade of facilities where necessary	10/11
Recycling bin system	Introduction of dry recycling bins at all suitable office locations	10/11 – 12/13

Using resources efficiently in Huntingdonshire		
Projects	Description	Delivery year
Eco-schools recruitment project	Series of publicity and events to encourage local schools to join the Eco-schools scheme	10/11 – 12/13
Huntingdonshire Nursery project	Returning a disused nursery to productive use, and providing locally-sourced trees and bedding plants	10/11 – 12/13
Environmental Business Pledge	Increased promotion of a business advice scheme to encourage local businesses to deliver environmental efficiency measures	10/11
Local Development Framework (LDF)	Wherever possible, require new dwellings to be built on previously-developed land	10/11 – 12/13
Local Development Framework (LDF)	Wherever possible require all new employment floor space to be located on previously-developed land	10/11 – 12/13
Greenhart Grove Monitoring	New build properties are of the highest efficiency possible in terms of water usage, to be monitored to demonstrate how the owners of the homes can comfortably consume no more than 80 litres per day each	10/11 – 11/12
Green House Project	Detailed monitoring of two properties fitted with energy and water efficiency measures, demonstrating how typical housing stock can be made more energy and water efficient	10/11 – 12/13
Water Cycle Strategy	Implementation of the strategy designed to provide a sustainable approach to the provision of water services in the face of increasing demands from households, agriculture, industry and a changing climate	10/11 – 12/13
Love Food Hate Waste	Encouraging local community to groups to host Love Food Hate Waste workshops, with the provision of a small grant to buy promotional materials	10/11
‘Wear it, love it, share it’ campaign	In partnership with RECAP (Recycling Cambridgeshire and Peterborough), local charities and charity shops will be offered the chance to run a stall at a local venue, encouraging the reuse of clothes.	10/11
Bring bank refurbishment scheme	To investigate the feasibility of offering a standardised bring bank system across Cambridgeshire, taking material that cannot be collected in the kerbside recycling service, e.g., books and clothes	10/11 – 11/12
Schools paper and card recycling scheme	Working with ‘Resource Futures’ to encourage reuse and recycling of paper and card in the classroom	10/11
Trade Waste Recycling Service	Provision of a trade recycling service under investigation in partnership with other local authorities in Cambridgeshire	10/11 – 12/13
Protecting & Improving the environment of Huntingdonshire		
Projects	Description	Delivery year
Audit of potentially contaminated sites	Continue the investigation of sites identified as contaminated land priority, to determine whether they pose a significant risk to human health	10/11 -12/13
Landscape-scale restoration projects	The Great Fen Project and the Paxton Pits Extension Project	10/11 – 12/13
Greenhouse Project – Green Roof and wildlife gardens	Demonstrating and encouraging small scale actions to improve biodiversity	10/11 – 11/12
Huntingdonshire Nursery Project	Returning a disused nursery to productive use, and providing locally-sourced trees and bedding plants	10/11 – 12/13
Character statements	Production of character statements for all conservation areas in the district	Ongoing
St Ives Town Centre Improvement Project	Refurbishment of the floorscape and townscape of St Ives town centre	10/11
Litter-free market towns	Promotional campaign to make all market towns in the district litter-free zones, and use of street scene rangers to target fast food outlets with litter problems & encourage the recycling of packaging	10/11
River Care Project	Working in conjunction with the Environment Agency to regularly clean up town centre river locations in the district	10/11
Graffiti prevention & clean-up	Street rangers linking with Luminus Street wardens and working with community groups to report and help clean up graffiti	10/11

Projects that tackle climate change

Projects that use resources efficiently

Projects that protect & improve the environment

CABINET

15TH DECEMBER 2010

ST IVES WEST

Governance Arrangements for the Urban Design Framework Process

(Report by HEAD OF PLANNING SERVICES)

1. INTRODUCTION

- 1.1 This report seeks Cabinet's endorsement for the establishment of a St Ives West Working Group, consisting of nominated elected members from all of the applicable local councils with particular interests in securing high quality and sustainable development of the St Ives West area.
- 1.2 A Working Group with a similar range of membership was established to assist in the preparation of the St Neots Eastern Expansion Urban Design Framework. This proved to be successful and it is considered that similar arrangements will assist greatly in the preparation of the Council's ongoing programme of Urban Design Frameworks for larger development areas.

2. BACKGROUND

- 2.1 An area to the west of St Ives has been identified in the Adopted Huntingdonshire Core Strategy as an appropriate location for strategic growth within the district. It is envisaged that the total area has capacity for the development of some 730 new dwellings (some 230 of which already have the benefit of planning permission), and including the regeneration of the Houghton Grange site.
- 2.2 There is also potential to create a significant area of publicly accessible open green space, incorporating the Thicket path, along the banks of the River Great Ouse for the benefit of the residents of the St Ives West area, the surrounding Parishes, and the town of St Ives.
- 2.3 The purpose of the Working Group is to advise officers during the process of preparing the emerging St Ives West Urban Design Framework, prior to the District Council issuing a Draft Urban Design Framework for public consultation.
- 2.4 The two principal landowners that control most of the identified area, and the other smaller landowners that also have interests have expressed their support for the development of the Urban Design Framework.

- 2.5 The Working Group's membership is to include nominated representatives from the District Council, the County Council, St Ives Town Council, Houghton and Wyton Parish Council, and Wyton on the Hill Parish Council.
- 2.6 The development area lies within the wards of St Ives West and Houghton and Wyton. The intention is to have 4 District Council members (including the HDC Executive Councillor for Planning Strategy and Transport), 2 Town Council members, 4 Parish Council members (with 3 members from Houghton and Wyton Parish Council and 1 member from Wyton on the Hill Parish Council) and 2 County Council members (12 in total). A chairman will be nominated by the group.
- 2.7 Meetings of this group will take place as required at key points in the programme of preparing the Urban Design Framework, through to Spring 2011.
- 2.8 A Draft Urban Design Framework will then issued for public consultation purposes, and presented to Development Management Panel and Overview and Scrutiny for their comment. A final draft, taking consultation comments into account, will then be considered by Cabinet for adoption as Council planning policy.
- 2.9 The arrangement is good practice, and will ensure that a robust Member and public consultation mechanism is integrated into the preparation of the Urban Design Framework to ensure that the quality of the development and related community facilities that are ultimately delivered meet the aspirations of local communities.

3. RECOMMENDATION

- 3.1 Cabinet is asked to nominate the District Council membership, and request the County, Town and Parish Council's to nominate their membership for the Working Group.

BACKGROUND INFORMATION

Huntingdonshire Core Strategy 2009

Contact Officer: Mike Huntington
 **01480 388404**

CABINET

15TH DECEMBER 2010

RAF BRAMPTON

Governance Arrangements for the Urban Design Framework Process

(Report by HEAD OF PLANNING SERVICES)

1. INTRODUCTION

- 1.1 This report seeks Cabinet's endorsement for the establishment of an RAF Working Group, consisting of nominated elected members from all of the applicable local councils with particular interests in securing high quality and sustainable development of the RAF Brampton site.
- 1.2 A Working Group with a similar range of membership was established to assist in the preparation of the St Neots Eastern Expansion Urban Design Framework. This proved to be successful and it is considered that similar arrangements will assist greatly in the preparation of the Council's ongoing programme of Urban Design Frameworks for larger development areas.

2. BACKGROUND

- 2.1 The RAF Brampton site has been identified in the adopted Huntingdonshire Core Strategy as an appropriate location for strategic growth within the district, once it becomes surplus to Ministry of Defence requirements. It is envisaged that the area has capacity for the development of some 300 new dwellings, and that existing buildings (including a range of listed buildings) and open spaces may be able to be re-used for the benefit of the local community, or for appropriate commercial uses.
- 2.2 The purpose of the Working Group is to advise officers during the process of preparing the emerging RAF Brampton Urban Design Framework, prior to the District Council issuing a Draft Urban Design Framework for public consultation.
- 2.3 The Ministry of Defence is the principal landowner of the site. As such, it recently undertook to independently publicise plans for a larger amount of new dwellings on the site. This was done without the support of the District Council, which has now brought forward its commitment to preparing an Urban Design Framework for the site.
- 2.4 The Working Group's membership is to include nominated representatives from the District Council, the County Council, Brampton Parish Council, and Huntingdon Parish Council.

- 2.5 The development area lies within the Brampton Ward, and close to the Huntingdon West Ward. The intention is to have 3 District Council members (including the HDC Executive Councillor for Planning Strategy and Transport), 3 Parish Council members, 1 Huntingdon Town Council member and 1 County Council member (8 in total). A chairman will be nominated by the group.
- 2.6 Meetings of this group will take place as required at key points in the programme of preparing the Urban Design Framework, through to Spring 2011.
- 2.7 A Draft Urban Design Framework will then issued for public consultation purposes, and presented to Development Management Panel and Overview and Scrutiny for their comment. A final draft, taking consultation comments into account, will then be considered by Cabinet for adoption as Council planning policy.
- 2.8 The arrangement is good practice, and will ensure that a robust Member and public consultation mechanism is integrated into the preparation of the Urban Design Framework to ensure that the quality of the development and related community facilities that are ultimately delivered meet the aspirations of local communities.

3. RECOMMENDATION

- 3.1 Cabinet is asked to nominate the District Council membership, and request the County, Town and Parish Council's to nominate their membership for the Working Group.

BACKGROUND INFORMATION

Huntingdonshire Core Strategy 2009

Contact Officer: Mike Huntington
 **01480 388404**

CABINET

15 DECEMBER 2010

**FRAUD INVESTIGATION ACTIVITY
(Report by Head of Customer Services)**

1. INTRODUCTION

- 1.1 Earlier this year the benefit team obtained limited funding from the DWP to examine the potential to move the recovery of housing benefit debt from the councils corporate recovery team, with the intention of looking at alternative recovery methods, to improve the current recovery rates.
- 1.2 In June 2010 the benefit team appointed an Credit Control Officer. The role of this officer is to review the current procedures and implement new and effective methods of recovery. This new role combines both debt recovery and civil court action.

2. Activity undertaken

- 2.1 To-date the post holder has dealt with £350,000 of the hardest to collect debt, cases that have either defaulted on payment or have been passed to the legal team to enforce recovery.
- 2.2 Arrangements to recover over 60% of this 'hard to collect' debt have already been put in place, over £4,000 per month is now being received by payment arrangements. The next stage is to commence various court actions for debtors, who can be identified as wilfully, refusing to pay sums owing to the council once all other avenues have been exhausted.

3. Recommendation

that Cabinet

- (a) note the content of this report;
- (b) authorise the Director of Commerce and Technology, Head of Customer Services, Benefits Manager and Housing Benefits Credit Controller to act in the Courts to recover debt.

BACKGROUND INFORMATION

The Social Security Administration Act 1992, as amended.
Local Government Acts 1972, as amended
Local Government Finance Act 1992, as amended

Contact Officer: Julia Barber – Head of Customer Services
 **01480 388105**

This page is intentionally left blank

CABINET

15TH December 2010

PERFORMANCE MANAGEMENT
(Report by the Head of People, Performance & Partnerships)

1. INTRODUCTION

- 1.1 The purpose of this report is to present to Members performance management information on “Growing Success” – the Council’s Corporate Plan.

2. BACKGROUND INFORMATION

- 2.1 The Council’s Corporate Plan includes short, medium and long term objectives to help achieve aims and ambitions for Huntingdonshire’s communities and the Council itself. In addition the Council identified eight of these objectives which were considered as priorities for the immediate future.

3. PERFORMANCE MANAGEMENT

- 3.1 Progress against all the objectives is reported to Chief Officers Management Team quarterly on a service basis. A progress report from each Division includes performance data in the form of achievement against a target for each of the objectives that those services contribute towards. This is supported by narrative on achievements, other issues or risks and budgeting information.
- 3.2 In addition, a working group appointed by the Overview & Scrutiny Panels continues to meet quarterly to monitor progress in the achievement of the Plan and to consider development issues.
- 3.3 Members of the Overview & Scrutiny Panels have an important role in the Council’s Performance Management Framework and the process of regular review of performance data has been established. In adopting the updated version of Growing Success, and in particular in prioritising objectives, it was intended that Members should concentrate their monitoring on a small number of objectives to enable them to adopt a strategic overview while building confidence that the Council priorities are being achieved.
- 3.4 Members of the Panels will also find broader performance information of help to them in undertaking their review and scrutiny functions. This information can be provided on a regular or ad-hoc basis. A review of Growing Success, involving officers and members, is currently underway with the emphasis on local priorities, informed by national changes to performance arrangements.
- 3.5 The priority objectives have been allocated between Panels as follows:

SOCIAL WELL-BEING	ENVIRONMENTAL WELL-BEING	ECONOMIC WELL-BEING
To enable the provision of affordable housing	To help mitigate and adapt to climate change	Effective Partnership
To achieve a low level of homelessness	To promote development opportunities in and around the market towns	To be an employer people want to work for
To promote active lifestyles		Maximise business and income opportunities including external funding and grants

4. PERFORMANCE MONITORING

4.1 The following performance data is appended for consideration:

Annex A - Performance data from services which contribute to the Council objectives. For each measure there is a target, actual performance against target, forecast performance for the next period, an indicator showing the direction of travel compared with the previous quarter and a comments field. The data is colour coded as follows:

- green – achieving or above target;
- amber – between target and an “intervention level” (the level at which performance is considered to be unacceptable and action is required);
- red – the intervention level or below; and
- grey – data not available.

Annex B - a summary of the achievements, issues and risks relating to the objectives, as identified by the Heads of Service.

Annex C - Council Improvement Plan – a rolling plan of actions identified following internal or external reviews such as the Use of Resources or Managing Performance assessments and the Annual Governance Review.

5. DATA QUALITY

5.1 The appropriate Heads of Service have confirmed the accuracy of the data in the attached report and that its compilation is in accordance with the appropriate Divisions’ data measure templates. Acknowledging the importance of performance management data, a system of spot checks has been introduced to give further assurance on its accuracy.

6. RECOMMENDATION

6.1 Members are recommended to;

Consider the results of performance for priority objectives.

BACKGROUND INFORMATION

Performance Management reports produced from the Council's CPMF software system

Growing Success: Corporate Plan

Contact Officer: **Howard Thackray, Policy & Research Manager**
  **01480 388035**

This page is intentionally left blank

Community/Council Aim: Healthy Living						
Objective: To promote active lifestyles						
Division: Leisure						
Divisional Objective: To increase participation in healthy physical activities						
Key Activity(s) only to deliver service objective:		Key Measure:		Target:	Actual:	Forecast: DoT*: Comment:
Maintain and improve standard of facilities & match facility provision with usage demand (SCS measure)	Number of admissions/participants in activities provided or promoted by the Council (cumulative quarterly target)	917,253	819,730 (R)			Comparative growth in admissions from Sept 09 to Sept 10 is nil This reflects no new investment in that period. Expected growth at St Ives Outdoor (bid still outstanding) and St Neots (late opening) has not yet materialised. Elsewhere, reduction in opening hours and cancellation of classes has had a negative effect on total admissions. Target for final two quarters has been amended accordingly
						QRT
Promotion and marketing of available activities	Number of active card holders	30,750	35,106 (G)		↔	Continued success of One Leisure Card
Division: Lifestyles						
Divisional Objective: To promote healthy lifestyle choices						
Key Activity(s) only to deliver service objective:		Key Measure:		Target:	Actual:	Forecast: DoT*: Comment:
Provide a range of accessible leisure opportunities such as: a Holiday Activity Programme for <17 yrs (SCS measure)	Total throughput of school, outreach and holiday activity Programmes (cumulative quarterly target)	2,250	3,457 (G)		↔	
Provide targeted schemes to enable vulnerable people to participate in physical leisure activities (inc Exercise Referral, Community Sports and Recreation Project, Community Sports Network and Active Life scheme) (SCS measure 2.1.5)	Throughput on identified schemes (cumulative quarterly target)	7,500	7,341 (A)		↓	Attendances at active life classes and exercise referral affected by building works and subsequent disruption at One Leisure St Neots
						QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

Provide under-represented groups with the opportunity to participate in sport and active recreation (SCS measure)	Total throughput of activity programme for disabled participants and under-represented groups (cumulative quarterly target)	900	777 (A)	↓	Attendances at activities at One Leisure St Neots affected by building works and subsequent disruption. Holiday activity attendances affected by pricing policy adopted to achieve efficiencies	QRT
Support vulnerable people to be more active, Cardiac Rehabilitation programme and Health Walks	Total throughput of the Cardiac Rehabilitation programme and Health Walks in Huntingdonshire (cumulative quarterly target)	4,750	4,921 (G)	↑		QRT
Community/Council Aim: Housing that meets individuals needs						
Objective: To achieve a low level of homelessness						
Division: Housing						
Divisional Objective: To achieve a low level of homelessness						
Key Activity(s) only to deliver service objective: Key Measure:						
By helping to prevent people from becoming homeless by housing homeless people, where appropriate	(NI 156) No. of households living in temporary accommodation	60	90 (R)	↑	Increased number of homelessness presentations	QRT
	The number of households prevented from becoming homeless in the year (cumulative quarterly measure)	130	190 (G)	↔	On course to meet target of 260 by April 2011. Large increase (31%) in the number of applicants interviewed by Housing Options staff.	QRT
Community/Council Aim: Developing communities sustainably						
Objective: To enable the provision of affordable housing						
Division: Housing						
Divisional Objective: To enable the provision of affordable housing						
Key Activity(s) only to deliver service objective: Key Measure:						
By maximising the land available for new affordable housing. By working in partnership with Housing Associations to bid for external funding. By making a financial contribution to pay for affordable homes to be built	(NI 155) Number of new affordable homes built by March 2011 (cumulative quarterly target) (local target)	106	122 (G)	↑	Estimated completions are currently 280	QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

Division: Planning						
Divisional Objective: Maximise provision of affordable housing on relevant development sites						
Key Activity(s) only to deliver service objective:		Key Measure:	Target:	Actual:	Forecast:	DoT*: Comment:
Develop Core Strategy and Development Control Policies DPD (to set policy framework)/Adopt Planning Obligations SPD (to set specific targets and thresholds)/Negotiate S106 Agreements (to deliver required amounts of affordable housing)	% of affordable housing (commitments) on qualifying sites (cumulative)		40			N/A Annual measure, data to follow YRL
	% of housing completions on qualifying sites that are affordable in market towns and key settlements		40			N/A Annual measure, data to follow YRL
	% of housing completions on qualifying sites that are affordable in smaller settlements		40			N/A Annual measure, data to follow YRL

This page is intentionally left blank

Objective		Comments from appropriate Head of Service
To promote active lifestyles	Achievements:	<u>Leisure Centres:</u> Notable admission increase following investment at Huntingdon (9.7%) and a similar story emerging at St Neots although the centre has only been open for less than 3 weeks and quarter three will better reflect the improved performance. Impressions admissions continue to grow (Huntingdon up 7.6%, St Neots up 6%) and now comprise over 17% of total admissions (swimming remains static at 16%). The One Leisure card campaign remains a success with over 96,000 card holders now registered of which 35,100 (36%) are "live" users. 33,000 under 18's now hold a card with exactly a quarter being in the 13-17 age category. Almost 7,000 over 60's also hold a One Card. The new Fun Zones have drawn in nearly 20,000 children this year at St Neots and Huntingdon and the associated Café Zest facilities benefited accordingly (Huntingdon income up 8%, St Neots up 250% to date). Schools admissions are not recorded above but totalled 148,000.
	Issues or actions for next quarter:	<u>Leisure Centres:</u> 65% of all available courts were used (69% last year), but pool occupancy has decreased to 20.8 people per hour (from 23.1) although swimming lessons continue to register occupancy around 85%. Ramsey and Sawtry slight decrease on target. <u>Environmental and Community Health Services:</u> Attendances at active life classes, exercise referral and activities for disabled participants and under-represented groups affected by building works and subsequent disruption at One Leisure St Neots. Holiday activity attendances affected by pricing policy adopted to achieve efficiencies.
	Risks:	<u>Leisure Centres:</u> Growth in St Ives Outdoor Centre admissions expected to be 35,000pa (included in target) on back of additional synthetic pitch but bid not yet successful and therefore no increase on previous year (bid decision Nov 2010). <u>Environmental and Community Health Services:</u> Healthy Lifestyles Lottery bid not successful: an attempt to replace lost LPSA (Local Public Service Agreement) reward funding. Potential revenue shortfall in 2011-12 puts some popular courses/interventions at risk.
To achieve a low level of homelessness	Achievements:	<u>Housing Services:</u> 87 households prevented from becoming homeless in Q2 of the year, compared to 107 in Q2 last year. A total of 190 successful preventions in the first half of 2010/11 compared to 192 in the first half of last year. Met with housing associations to consider under-occupation of social rented homes and possible incentives. Housing Options Interviews have increased by 31%, 877 in the first 6 months of this year compared to 671 in the same period last year. These figures do not include the daily lower level telephone advice.

Objective		Comments from appropriate Head of Service
	Issues or actions for next quarter:	<u>Housing Services:</u> 90 households in temporary accommodation at the end of the quarter compared to 80 at the start. 62 households were accepted as homeless in Q2 this year compared to 39 in the same period last year. A total of 95 households accepted as homeless in the first half of 2010/11 compared to 64 in the first half of last year. Next quarter's actions will include consultation on the revised Homelessness Strategy and work to increase the provision of temporary accommodation to reduce the use of B&B (an ongoing challenge).
	Risks:	<u>Housing Services:</u> All normal sources of temporary accommodation for the homeless are currently full. Additional sourcing efforts may not provide sufficient accommodation. Actual accepted homeless cases may increase beyond the ability to provide temporary and later permanent accommodation. The lack of suitable permanent accommodation will result in increased use of temporary accommodation due to bed blocking. Reduced provision within the private rented sector if house prices and sales increase, with more owners looking to sell rather than rent properties out. This will reduce the council's ability to prevent homelessness by helping households into private sector tenancies. Any withdrawal of HDC rent deposit loans and bonds (as a result of budget cut backs) will increase the number of actual homelessness and those needing temporary accommodation. Potential reduction or loss of Supporting People funding for the homelessness hostel and other supported housing in future years (due to their budget pressures).
	Achievements:	<u>Housing Services:</u> 37 affordable homes completed in quarter. Received an additional £3.58m grant from HCA for two affordable housing schemes in St Ives.
To enable the provision of affordable housing	Issues or actions for next quarter:	
	Risks:	<u>Housing Services:</u> Less grant availability from the Homes and Communities Agency and/or HDC for affordable housing. This will lead to more households with a priority housing need waiting longer on the housing register and/or the bed blocking of temporary accommodation by homeless households whilst waiting for permanent housing. <u>Planning Services:</u> As stated previously the most obvious risk is the potential impact of a longer than expected downturn in the housing/development market. To date Huntingdonshire has remained 'comparatively buoyant' but the potential impacts of any further reduction in development activity could be upon levels of planning fee income, housing delivery and the scale, content and the potential viability and delivery of S106 contributions.

Community/Council Aim: A Clean, Green and Attractive Place						
Objective: To help mitigate and adapt to climate change						
Division: Environmental Management						
Divisional Objective: Adapting to climate change						
Key Activity(s) only to deliver service objective: Key Measure:		Target:	Actual:	Forecast:	DoT*:	Comment:
We will undertake: risk based assessment of vulnerabilities to weather and climate, identify priority risks for services & effective adaptive responses, incorporate responses into council strategies and operations	Are we on target to achieve level 2 by March 2011? (1=Yes, 0 = No)	1	1 (G)		↔	Risks associated with adapting to climate change are now included within the councils risk register (which is the main requirement for achieving level 2 of National Indicator 188)
Divisional Objective: Increase energy efficiency & encourage renewable energy						
Key Activity(s) only to deliver service objective: Key Measure:		Target:	Actual:	Forecast:	DoT*:	Comment:
9 Schemes and promotions include, Eastern CRI, Anglian Go Warm, PHIS and CO2Y Homes	Number of energy efficiency and renewable energy measures carried out as a result of HDC schemes and promotions, cumulative qrt target	34	29 (A)		↑	29 measures installed to increase energy efficiency which will realise a saving of 48.8 tonnes of carbon dioxide A major campaign to promote installation will be run during energy efficiency week and through the Green Houses.
Division: Planning						
Divisional Objective: To encourage sustainable forms of development						
Key Activity(s) only to deliver service objective: Key Measure:		Target:	Actual:	Forecast:	DoT*:	Comment:
Deliver sustainable policy in accord with Local Development Scheme 2010. Development management DPD July 2011. Planning Proposals DPD Dec 2012. Huntingdon West AAP Jan 2011. Gypsy and Traveller Sites DPD April 2013. St Neots Town Centre DPD June 2013.	Is adoption of DPD documents consistent with the approved Local Development Scheme? (1=Yes, 0=No)	1	1 (G)		↔	QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

Community/Council Aim: Developing communities sustainably						
Objective: To promote development opportunities in and around the market towns						
Division: People, Performance & Partnerships						
Divisional Objective: To promote development opportunities in and around the market towns						
Key Activity(s) only to deliver service objective: Key Measure:		Target:	Actual:	Forecast:	DoT*:	Comment:
Deliver LES Physical Infrastructure Development activities in the Sustainable Economic Development service plan	% of Physical Infrastructure Development activities on track	90	100 (G)		↑	St Ives Enterprise centre opens in October and Ramsey Enterprise Centre work continues with developers.
Division: Planning						
Divisional Objective: To promote development opportunities in and around the market towns						
Key Activity(s) only to deliver service objective: Key Measure:		Target:	Actual:	Forecast:	DoT*:	Comment:
To promote development opportunities in and around Market Towns by allocating land in accordance with the direction of growth, determining planning applications in a timely fashion and bidding for funding to enable development	Is adoption of DPD documents consistent with the approved Local Development Scheme? (1=Yes, 0=No)	1	1 (G)		↔	QRT
	Successful delivery of agreed spending plan of housing growth fund? (1=Yes, 0=No)	1			N/A	Annual measure, data to follow YRL

* Direction of Travel - shows change in performance since last quarter, where applicable

Objective		Comments from appropriate Head of Service
To help to mitigate and adapt to climate change	Achievements:	<u>Environmental Management:</u> Delivery of various energy efficient lighting schemes ongoing for internal and external clients. Bus shelter solar LED lighting scheme completed. Leisure Centre roofing/insulation schemes completed (Ivo in particular likely to provide significant energy savings). Caxton Road St Ives Enterprise Centre completed: This low carbon building feature a wide range of sustainability, energy efficiency and renewables measures. Both Greenhouse Project properties achieved Sustainable Energy Academy Superhomes status (i.e. achieved carbon reduction of over 60%). BRE have indicated that St Ives property may be as high as 73% C reduction. <u>Planning:</u> It is anticipated that we will need to be dealing with several wind farm proposals during the next quarter.
	Issues or actions for next quarter:	<u>Environmental Management:</u> Greenhouse Project launch and wide range of supplier/trade, community, member events.
	Risks:	<u>Environmental Management:</u> Risk management approach for climate change activities not fully developed. Loss of climate change officer reduces focus on climate related impacts to the organisation.
	Achievements:	<u>People, Performance & Partnerships:</u> The St Ives Enterprise Centre has opened. Marketing activities are being undertaken and have already resulted in a good level of interest. <u>Planning:</u> Planning policy preparation is continuing, although due to the current degree of uncertainty regarding the national policy position, we have slowed down work on our emerging Development Plan documents (including specifically the Gypsy and Traveller DPD) and instead focussed on bringing forward the preparation of our targeted local development guidance i.e. the St Neots Urban Extension Masterplan and the associated new Town Centre Plan.
To promote development opportunities in and around the market towns	Issues or actions for next quarter:	<u>Planning:</u> It is anticipated that we will need to be dealing with several major retail proposals during the next quarter.
	Risks:	<u>People, Performance & Partnerships:</u> Cut in LPSA funding has meant some Huntingdonshire projects are now unable to go ahead further funding will need to be found to support these strategic projects e.g. Ramsey Enterprise Centre

This page is intentionally left blank

Community/Council Aim: To improve our systems and practices					
Objective: Effective partnership					
Division: People, Performance & Partnerships					
Divisional Objective: Develop, adopt and support the delivery of a sustainable community strategy for Huntingdonshire					
Key Activity(s) only to deliver service objective:		Key Measure:	Target:	Actual:	Forecast: DoT*: Comment:
Ensure an appropriate performance management system for the Sustainable Community Strategy and provide policy support for this process	% of thematic groups reviewing their performance and delivery	100	100 (G)		↔
	Regular reports on the performance of thematic groups are submitted to the HSP Executive and Board (1=yes, 0=no)	1	0 (R)		↓
Divisional Objective: Effective partnership framework					
Key Activity(s) only to deliver service objective:		Key Measure:	Target:	Actual:	Forecast: DoT*: Comment:
Develop, implement and monitor strategic/operational partnership review programme	Partnership review programme on target (1=yes, 0=no)				Yes ¾ of the project is complete. There are 2 remaining strategic partnerships to be assessed (CT and Cambs Horizons which may need to be reviewed in light of LEP developments and current debate on the future of CT)
		1	1 (G)		↑
Community/Council Aim: To learn and develop					
Objective: To be an Employer People Want to Work For					
Division: People, Performance & Partnerships					
Divisional Objective: To attract and retain staff					
Key Activity(s) only to deliver service objective:		Key Measure:	Target:	Actual:	Forecast: DoT*: Comment:
Promoting from within wherever possible	Internal promotions as percentage of all vacancies filled				Of 17 posts advertised in the last quarter, 6 were filled internally. There has been a significant increase in fixed term posts which may deter internal applications in the current economic climate (8 of the 17 posts advertised in the last quarter were on fixed
		33	35.30 (G)		↑
QRT					

* Direction of Travel - shows change in performance since last quarter, where applicable

Annex A - Economic Well-Being Quarterly Report
30 September 2010

									term contracts). All vacant posts are carefully considered prior to recruitment.
Recruitment package				90	85.70 (A)		↓		14 people started in July-September 2009 and 12 were still in post after a year. Both of the leavers were on temporary fixed term contracts. 100% of those on permanent contracts were still in post after a year.
				80	64 (A)		↓		28 people started in July-September 2008 and 18 were still in post after two years. Three of the posts were on temporary fixed term contracts. 72% of those on permanent contracts were still in post after two years.
96									
Retaining and releasing employees appropriately				10	2.70 (G)		↔		QRT
Successful wellbeing initiatives which are improving attendance rates				96	97.63 (G)		↓		QRT
Community/Council Aim: To maintain sound finances									
Objective: Maximise business and income opportunities including external funding and grants									
Division: Leisure									
Divisional Objective: Maximise leisure centre income									
Key Activity(s) only to deliver service objective: Key Measure: Target: Actual: Forecast: DoT*: Comment:									
Maintain expenditure within budget		Actual expenditure compared to budget (cumulative quarterly target)	£3.38m	£3.02m (G)		↔		Savings on staff (7%), premises (20%), supplies (21%). £93k improvement on previous year	QRT
Maximise leisure centre income		Actual income received compared to budget (cumulative quarterly target)	£2.79m	£2.63m (A)		↓		Growth only at Huntingdon (10%) although St Neots will follow suit	QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

Division: People, Performance & Partnerships						
Divisional Objective: To be aware of appropriate funding opportunities and communicate to the appropriate service						
Key Activity(s) only to deliver service objective:		Key Measure:	Target:	Actual:	Forecast:	DoT*: Comment:
Co ordinate and maintain a system of internal control via External Funding strategy, liaise with appropriate officers, provide funding advice and assistance in compilation of bids as required	% of bids which attract funding (year to date)		70	73 (G)		8 out of 11 bids were successful. Unsuccessful were Godmanchester Nursery, Ramsey Barge Dock, Sapley East Community and Social Enterprise Centre
	% of External Funding actions on track		90	60 (R)	80	60% of the action are on target. The post has been vacant since the officer covering maternity leave left the authority in May. The action plan is currently being reviewed.
						QRT
						QRT

This page is intentionally left blank

Objective		Comments from appropriate Head of Service
To enable effective partnerships	Achievements:	<u>People, Performance & Partnerships:</u> Local Enterprise Partnerships (LEPs) will play a key role in both strategy and delivery of economic development and the LEP proposal covering the Greater Cambridge and Greater Peterborough area was approved at the end of October 2010.
To be an employer people want to work for	Issues or actions for next quarter:	<u>People, Performance & Partnerships:</u> Cambridgeshire Together Strategic Partnership are currently reviewing their structure this may impact on the arrangements we have locally in Huntingdonshire.
	Risks:	<u>People, Performance & Partnerships:</u> Cut in LPSA (Local Public Service Agreement) funding has meant some Huntingdonshire-based partnership projects are now unable to go ahead. The withdrawal of LPSA funding will undoubtedly affect Sustainable Community Strategy (SCS) targets (e.g. holiday activity schemes, antisocial behaviour...).
	Achievements:	<u>People, Performance & Partnerships:</u> Council-wide Voluntary Release Scheme designed by HR, consulted on and approved by Employment Panel for roll out from 28 September to 12 January. Review and adoption of new stress policy and redundancy policy.
To maximise business and income opportunities including extended funding and grants	Issues or actions for next quarter:	<u>People, Performance & Partnerships:</u> Temporary posts have an impact on the retention rates of new employees that we are reporting and this is likely to continue as more posts are filled on a temporary basis. However, staff turnover remains low. The attendance rate has decreased slightly from 98% in the year to 30 June 2010 to 97.63% in the year to 30 September 2010 but remains well above the comparator rate of 96%.
	Risks:	
	Achievements:	<u>Leisure Centres:</u> Expenditure savings on staff (7%), premises (20%) and supplies and services (21%). Although income is below target, it is up in comparison to last year predominantly due to increased take following the redevelopment at Huntingdon. High performers again include swimming lessons and soft-play sessions although Impressions will exceed target once St Neots new income filters through (400 new Direct Debit Impressions & Pure members in the first three weeks – equivalent to over £14k per month). A current replacement of fitness equipment at St Ives will also see further returns in the next quarter. Profit margins on bars and all varieties of catering are on or above target and overall recovery rate is now 82% compared to 77% at the same stage last year. Centre controllable net position at the end of quarter two is £93k better than the previous year and the expected out-turn is expected to be less than £600k with hopes remaining high to limit this to £500k

Objective		Comments from appropriate Head of Service
		<u>People, Performance & Partnerships:</u> External Funding Officer has now returned from maternity leave. This post had been vacant since the officer covering it left the authority in May. Countywide bid to BDUK for part of £15m central government funding for 3 broadband pilot projects has got through the first round as EEDA's preferred project for the region and we are awaiting the final decision.
	Issues or actions for next quarter:	<u>Leisure Centres:</u> School income is traditionally lowest during the summer term (currently 28% of target) but will pick up over the autumn and winter months. All areas of expenditure - staff hours, opening hours, contractor costs - are under constant and thorough review. <u>People, Performance & Partnerships:</u> Godmanchester nursery, Ramsey barge dock and Sapley community and social enterprise centre bids were unsuccessful.
	Risks:	<u>People, Performance & Partnerships:</u> Cut in LPSA funding has meant some strategic projects led by the Council are now unable to go ahead unless alternative funding can be found to support them e.g. Ramsey Enterprise Centre.

Improvement Plan

ANNEX C

(Note: the Council's Improvement Plan is updated and monitored frequently to reflect the development areas adopted through external inspection and compliance with statutory guidance.)

In progress

Completed

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Sept 2010
Natural Resources	The Council should ensure that information and analysis about its environmental footprint is made publicly available.	Use of Resources 2007/08			Head of Environmental Services	The Carbon Management report went to O & S (Environment Well-Being) in September 2010. The Growing Awareness (community) plan is being reported to COMT in Sept and Cabinet in Dec 2010
Governance	Procurement	Governance Assurance framework (AGS Sept 2009)	improve the level of compliance of the Code of Procurement	level of compliance improved – no breaches of the code	Head of Financial Services	Audit review carried out for the Directors of Central Services and Commerce & Technology in May 2010 to determine the level of compliance with the Code. It identified a significant improvement with a few minor breaches.
	Huntingdonshire Strategic Partnership Evaluation	Governance Assurance framework (AGS Sept 2009)	Consideration will be given to how the Audit Commission guidance to help in the assessment of the Governance arrangements can be implemented in conjunction with the Councils own Partnership framework	Improved partnership working	Member: Ken Churchill and Head of People, Performance and Partnerships	Review of Strategic Partnership largely complete and will be reported to COMT in December.
	Audit Letter recommendations	Governance Assurance framework	maintain focus on service performance in order to improve the rate	Improved performance and better outcome	Member: Ken Churchill and Head of	Review of the Councils corporate plan Growing Success undertaken

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Sept 2010
		(AGS Sept 2009)	of improvement and tackle areas of comparative under performance; and Develop a stronger focus on outcomes measures.	measures	People, Performance and Partnerships	including improved measure and targets. The changes were approved by Cabinet in April 2010
	Scrutiny Report	Governance Assurance framework (AGS Sept 2009)	to ensure an Overview and Scrutiny annual report reflecting their work during 2009/10 is prepared to for publication		Member: Ken Churchill and Head of Democratic & Central Services	The Scrutiny Annual report will be produced at the end of the Municipal year and reported to Council. Reported to June Scrutiny Panels
Financial planning	Demonstrating the Outcomes from Stakeholder Engagement in Financial Planning	Use of Resources 2008/09	We have undertaken and continue to undertake consultation on the priorities for Huntingdonshire. The council will continue to do this and develop its engagement		Head of People, Performance and Partnerships and Head of Financial Services	"Voice your choice" – participatory budgeting pilots undertaken summer 2009. Neighbourhood Forums commenced. A survey on access to service undertaken via District Wide in Jan 2010. Budget consultation August 2010
	Using Service Reviews to Challenge Service Delivery	Use of Resources 2008/09	The Council has embarked on a two-fold transformation programme "Balancing the budget, securing our future" this is the council's long term plan to achieving savings and efficiencies whilst still maintaining or improving essential and priority services	understanding of costs and performance and achieve efficiencies in its activities	Directors of Central Services and Commerce and Technology	Balancing the Budget proposals have been reported to Overview and Scrutiny (Economic Well-Being) and Cabinet for approval at full Council in February 2011
Financial reporting	Improving the Annual Accounts Review Process	Use of Resources 2008/09	We will strengthen the processes for reviewing our financial statements prior to their approval.	financial reporting is timely, reliable and meets the needs of internal users,	Head of Financial Services	Improvements to be included in the 2009/2010 closedown programme

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Sept 2010
Financial reporting	Demonstrating External Accountability	Use of Resources 2008/09	We will publish all the information that would be included in an Annual report periodically in District Wide, the Council's magazine distributed to all households in the district. The same information will also be available to view, all in one location on the internet	stakeholders and local people Residents and stakeholders more aware via Council annual report	Head of People, Performance and Partnerships and Head of Financial Services	Progress against targets for the objectives in Growing Success will be published with the annual Financial data in the September edition of District Wide.
Commissioning and procurement	Improving Strengthening procurement processes and contract management	Use of Resources 2008/09	Directors of Central Services and Commerce and Technology have undertaken to report back the Corporate Governance Panel on compliance with the Code and the Council has initiated improvements to the procurement process.	Compliance with the code of procurement	Directors of Central Services and Commerce and Technology	Directors reported back to CGP in December 2009 with an action plan. The following items have been delivered against that plan. - Projected procurement dates have been supplied by managers for current and next year. - Revised procurement strategy has been delayed due to the introduction of the E-marketplace but will be completed by end of September. - First cycle of modular training completed. Further cycle to commence in November 2010.

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Sept 2010
						- Procurement Code reviewed and approved by Council. - Review of suppliers/groups-categories is a permanent ongoing review. Savings have already resulted on stationery, printing and clothing. - Improvements to the Contract Register and the Procurement website have been completed. E-Marketplace up and running for stationery. Further products will be rolled out over the coming months.
Use of data	Look to integrate our financial and non-financial performance reporting	Use of Resources 2008/09	An exercise by Heads of Service to breakdown their budgets by Corporate objective has been undertaken. This has been reported to Members of the Corporate Plan working group at the same time as they consider the quarterly performance reports. Further consideration will be given as to how we can integrate performance reports.	Integrated financial and performance reports	Head of Financial Services and Head of People, Performance and Partnerships	Budget split by corporate objective reported to corporate plan working group (Sept and Nov 09) along with performance data relating to corporate objectives. Further integrated budget/performance reporting being considered.

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Sept 2010
Data quality	Spot-checking Performance Indicators	Use of Resources 2008/09	Managers will be reminded of the need to spot check their data and confirm this has been done. Other spot checks will be undertaken as part of the general service or reviews by internal Audit as and when appropriate. The quarterly performance reports to COMT and O & S and Cabinet now include a statement from the Head of Service confirming that the data has been collected in accordance with the appropriate Divisions' data measure templates	Accurate, consistent data	Head of People, Performance and Partnerships	H of S requested to nominate an officer to undertake spot checks. The results now included in the quarterly performance reports.
Promote and demonstrate the principles and values of good governance	Demonstrating Outcomes from Partnership arrangements and their effectiveness	Use of Resources 2008/09	District Wide will contain articles on Partnership achievements	Residents and stakeholders aware of Partnership achievements	Head of People, Performance and Partnerships	From Sept 09 all quarterly reports to COMT, Overview and Scrutiny and Cabinet include a statement on the quality of the data from the appropriate Head of Service
Workforce planning	Long-term workforce planning linked to corporate and business planning	Use of Resources 2008/09	This is being addressed via the review of and delivery of the HR strategy.	Strategic approach to workforce planning	Head of People, Performance and Partnerships	Articles were published in the winter 2008 edition of District Wide relating to LPSA partnership funding. Further articles relating to partnership achievements are planned for the January 2010 edition Strategy approved by Employment Panel (Dec 09) and action plan being implemented

This page is intentionally left blank