

A meeting of the **CABINET** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 18 NOVEMBER 2021** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 14th October 2021.

Contact Officer: H Peacey - (01223) 752548

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

Contact Officer: Democratic Services - (01223) 752548

3. COMMUNITY INFRASTRUCTURE LEVY SPEND ALLOCATION (Pages 9 - 40)

To consider recommendations relating to infrastructure projects seeking funding in whole or in part by an amount of the Community Infrastructure Levy (CIL) monies received to date.

Executive Councillor: J Neish.

Contact Officer: C Burton - (01223) 616841

4. GRAFHAM AND ELLINGTON NEIGHBOURHOOD PLAN EXAMINATION OUTCOME AND PROGRESSION TO REFERENDUM (Pages 41 - 160)

To seek agreement to act upon the examiner's report into the Grafham & Ellington Neighbourhood Plan leading to a referendum on whether or not it should be brought into force as part of the statutory development plan.

Executive Councillor: J Neish.

Contact Officer: N Elworthy - (01480) 388434

5. GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES 2021 (Pages 161 - 214)

To consider a report on the proposed Gambling Act – Statement of Principles for 2022-25 following public consultation.

Executive Councillor: K Prentice.

Contact Officer: F Flett - (01480) 388377

6. CORPORATE PERFORMANCE REPORT 2021/22, QUARTER 2 (Pages 215 - 256)

To receive a report presenting details of the delivery of the Corporate Plan 2018/22 and project delivery.

Executive Councillor: J Neish.

Contact Officer: D Buckridge/J Lancaster - (01480) 388065 / 388300

7. FINANCIAL PERFORMANCE REPORT 2021/2, QUARTER 2 (Pages 257 - 288)

To receive a report from the Chief Finance Officer presenting details of the Council's projected financial performance for 2020/21.

Executive Councillor: J Gray.

Contact Officer: E Symons - (07736) 630057

8. TREASURY MANAGEMENT - SIX MONTH REVIEW (Pages 289 - 318)

To receive the Treasury Management Six Month Performance Review.

Executive Councillor: J Gray

Contact Officer: E Symons - (01480) 388388

9. HINCHINGBROOKE COUNTRY PARK JOINT GROUP (Pages 319 - 322)

To receive the Minutes of the meeting of the Hinchingsbrooke Country Park Joint Group held on 21st October 2021.

Executive Councillor: Mrs M L Beuttell.

Contact Officer: H Peacey - (01223) 752548

9 day of November 2021



Head of Paid Service

Disclosable Pecuniary Interests and Non-Statutory Disclosable Interests

Further information on [Disclosable Pecuniary Interests and Non - Statutory Disclosable Interests](#) is available in the Council's Constitution

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Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

Please contact Mrs Habbiba Peacey, Democratic Services Officer, Tel No: (01223) 752548 / e-mail: Habbiba.Peacey@huntingdonshire.gov.uk 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](#).

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.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in Meeting Rooms 0.1A and 0.1B, Ground Floor, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 14 October 2021

PRESENT: Councillor R Fuller – Chairman.

Councillors Mrs M L Beuttell, S Bywater, J A Gray, J Neish and K I Prentice.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor D N Keane.

IN ATTENDANCE: Councillors J M Palmer (Cabinet Assistant) and B M Pitt.

29 MINUTES

The Minutes of the meeting held on 16th September 2021 were approved as a correct record and signed by the Chairman.

30 MEMBERS' INTERESTS

No declarations were received.

31 LANDSCAPE AND TOWNSCAPE SUPPLEMENTARY PLANNING DOCUMENT: CONSULTATION DRAFT 2021

With the aid of a report prepared by the Strategic Growth Manager (a copy of which is appended in the Minute Book) the Cabinet considered the content of the Landscape and Townscape Supplementary Planning Document (SPD) seeking its approval for public consultation.

In introducing the report, the Executive Councillor for Strategic Planning reported that the SPD had been updated following several changes to national and local policy, including the National Planning Policy Framework, Localism Act and the Huntingdonshire Local Plan to 2036. He then went on to report that the SPD was a material consideration on planning decisions and an integral part of the design and development process to support the wildlife, habitat, cultural and historical values of defined character areas and particular environments so that developments respond positively to their landscape and townscape context. It was noted that the SPD would be subject to a period of 8 weeks public consultation, the time period for which had been extended in recognition of the length of the revised SPD.

In acknowledging the level of detail provided at Ward level and in noting the inclusion of regional variations within the SPD which would seek to encourage development proposals to consider designs that were sympathetic to the existing streetscene, the Cabinet were apprised with the comments of the Overview and Scrutiny Panel (Performance & Growth). In doing so, it was

RESOLVED

that the Landscape and Townscape Supplementary Planning Document: Consultation Draft 2021 be approved for public consultation.

32 ENVIRONMENT PRINCIPLES

With the aid of a report prepared by the Managing Director, Assistant Director (Recovery) and Strategic Growth Manager (a copy of which is appended in the Minute Book) the Cabinet considered the adoption of a set of environmental principles for Huntingdonshire District Council (HDC) and its activities that align with those developed as part of the Oxfordshire-Cambridgeshire Arc (OxCam Arc).

By way of background, the Executive Leader and Executive Councillor for Housing and Economic Growth reported that 41 authorities had signed up to the environmental principles which would support the renewal of Huntingdonshire's Strategy for the Environment and also inform the delivery of the Corporate Plan. Having drawn the Cabinet's attention to paragraph 3.2 of the report which outlined the five core set of environmental principles to be adopted and in noting the unanimous support of the principles by the Overview and Scrutiny Panel (Customers and Partnerships), Executive Members' attention was then drawn to the proposed amended recommendations as tabled at the meeting (copies of which are also appended in the Minute Book).

Matters that were discussed included how the Council's housing stock would become environmentally sustainable in the future, the creative opportunities that existed through the OxCam Arc that wouldn't rely on cost (such as draft building regulations and planning powers) and the 12-month timeframe required to produce the strategy and how the Council would move forward with the principles in the interim. In response to the former, the Executive Leader reported that whilst he was unable to provide a specific response at the present time, a partnership approach would be adopted on such matters with a view to achieving this aim. Having regard to the latter, Executive Members were reminded that activity was already underway and that the Council would continue to work towards these aims.

Having expressed their support for the proposals, it was

RESOLVED

that the Cabinet

- (a) agree that the environmental principles form the basis upon which to inform the renewal of Huntingdonshire's Strategy for the Environment, centred on achieving an environmentally positive recovery; and
- (b) recommend to Council to:
 - (i) adopt the aspiration of a net carbon zero Huntingdonshire by 2040; and

(ii) adopt the OxCam Arc environmental principles.

33 COMMUNITY TRANSITION STRATEGY 2021/23

Consideration was given to a report prepared by the Corporate Director (People) (a copy of which is appended in the Minute Book) seeking the endorsement of the proposed Community Transition Strategy including the list of actions that sit within the supporting Action Plan.

The Executive Councillor for Community Resilience and Well-Being introduced the report and highlighted the range of work and activity which had arisen as a result of the COVID-19 pandemic. He then went on to report upon the ambitions of the strategy to deliver the best possible outcomes for Huntingdonshire in partnership with residents and community groups, whom had all had an opportunity to input into the development of the strategy via a series of workshops, ongoing shared working arrangements and general business contact. Having had their attention drawn to the 14 actions identified within the Action Plan, the Corporate Director (People) delivered a brief summary of work undertaken to date, which included supporting the shielding population during the COVID-19 pandemic and the distribution of funding to the most vulnerable communities through the Huntingdonshire Network. It was also confirmed that activity was also taking place prior to the pandemic and these actions had also been incorporated within the strategy document.

Prior to opening up the matter for debate, the Executive Leader commented upon an incorrect statement made by the Mayor of St Neots stating that the Council had outsourced the community support provided and expressed his apologies to Officers for the misunderstanding which had been caused.

Having received a response to a question which had been raised regarding the resource implications of delivering the strategy and the funding opportunities which existed, Cabinet Members expressed their support for the strategy and associated action plan. Having commended Officers for their efforts and in concurring with the views of the Overview and Scrutiny Panel (Customers & Partnerships), it was

RESOLVED

that the Cabinet endorse the proposed Community Transition Strategy (as outlined in Appendix 1 of the report now submitted) and the list of actions that sit within the supporting Action Plan.

Chairman

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Community Infrastructure Levy Spend Allocation

Meeting/Date: Cabinet – 18th November 2021

Executive Portfolio: Executive Councillor for Strategic Planning

Report by: Service Manager Growth

Ward(s) affected: All

Executive Summary:

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of the area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. Huntingdonshire District Council became a CIL charging authority in May 2012.

Local authorities must spend the levy on infrastructure needed to support the development of their area. This helps to deliver across a number of the Council's Corporate Plan priorities for 2018 – 2022 but specifically:

- Support development of infrastructure to enable growth.
- Improve the supply of new and affordable housing, jobs and community facilities to meet current and future need.

In October 2020 Cabinet approved a revised approach to the governance arrangements for allocating the funds held by Huntingdonshire District Council as the 'Strategic Portion'. Under these arrangements Cabinet is to consider applications received seeking over £50,000, as required by the governance arrangements approved by Cabinet in October 2020. Any requests of £50,000 or less have been agreed in line with delegated powers. This is the first of a two funding rounds planned for the 2021/2022 financial year. A second round is expected to be held in the Winter. An update on the projects authorised for CIL spend prior to this current round is given in the report.

The latest funding round was launched on 13th September 2021 with a closing date of 27th September 2021. Bids received within that round for CIL funding towards infrastructure projects have been assessed by officers to reach the recommendations within this report.

Recommendation(s):

The Cabinet/Committee is

RECOMMENDED to:

- a) Note the information on projects previously allocated or in receipt of funding commitments and the updates on their delivery. (see Appendix 1)
- b) Agree officer recommendation for projects submitted in this round for over £50,000 CIL funding as detailed in Appendix 2.
- c) Note the bids submitted in this round for £50,000 or less CIL funding and the approvals in line with delegated authority (see Appendix 3).
- d) Delegate authority to the Corporate Director (Place) and Service Manager Growth, in consultation with the Executive Leader and Executive Councillor for Strategic Planning, to make final agreements for contracts to be issued on projects allocated CIL monies in principle subject to provision of necessary evidence.
- e) Approve the funding for the Special School at Alconbury Weald which, due to the scale of funding offered was approved in principle by Cabinet on 11th February 2021 (See Minute 53) and, following submission of additional information, is reported back to Cabinet for final approval.
- f) Agree an extension of time until 31st July 2022 for Warboys Village Hall project.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to invite the Cabinet to consider recommendations relating to infrastructure projects seeking funding in whole or in part by an amount of the Community Infrastructure Levy (CIL) monies received to date.

2. BACKGROUND

- 2.1 The Community Infrastructure Levy (CIL) was first referred to in the Planning Act 2008 and was formally introduced through the CIL Regulations 2010 (as amended). The CIL spreads the burden of paying for infrastructure to all developments, not just major ones, as it is a requirement across all developments.
- 2.2 The Huntingdonshire Developer Contributions Supplementary Planning Document (SPD) was adopted in December 2011 with the CIL Charging Schedule being approved in April 2012 by full Council and implemented with effect from 1st May 2012.
- 2.3 Detail on CIL receipts and expenditure can be found in the [Huntingdonshire Infrastructure Funding Statement 2019-2020](#). An updated Infrastructure Funding Statement is due to be published in December 2021.
- 2.4 The requirement for infrastructure to support new development is a high priority and CIL continues to be implemented across the country with government enabling and directing local authorities to obtain contributions by charging a Community Infrastructure Levy on new development, in addition to negotiating Section 106 planning obligations with a developer where applicable.
- 2.5 Up to 5% of CIL receipts each financial year may be retained for administration costs. 15% - 25% of CIL receipts – the ‘meaningful proportion’ – are passed to parish/town councils in line with the CIL Regulations 2010 (as amended) and the Localism Act 2011 and the total amount transferred to parish/town councils has increased each year in line with receipt increases. The remaining 70-80%, the Strategic Portion, is available for Huntingdonshire District Council as the Charging Authority to spend on the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.
- 2.6 Under approved governance arrangements, the Cabinet is to consider applications for CIL funding over £50,000. Any requests of £50,000 or less have been considered and approved in line with delegated authority and are detailed at Appendix 3.
- 2.7 There are to be two funding rounds in each financial year of CIL spend. This report relates to the first funding round for the 2021/22 financial year. A further round will be held before the end of the financial year. Where Projects demonstrate and provide evidence that they have a significant role to play in addressing key infrastructure requirements to meet the

needs of future growth, the Cabinet may consider applications outside of this time for exceptional circumstances in line with the governance process agreed. This report includes one such application, received prior to the current round for Reduced Speed Limits and Moving Vehicle Activated Sign for Winwick but due to timing is to be considered as part of this funding round. It should be noted that the Winwick does not have a Parish Council at this time and this bid is in relation to its 'meaningful proportion' spend, not the Strategic portion, although it is dealt with through the same process.

- 2.8 An update on the projects allocated CIL funding previously can be found at Appendix 1. This includes progress on the project approval in principle by Cabinet in July 2019 for Warboys Village Hall as this was given an 18-month period to address outstanding matters, which has now been passed. In addition, the Special School at Alconbury Weald, a detailed update on which can be found at Appendix 4.
- 2.9 There is circa £23m of CIL receipts now currently available for spend on further infrastructure projects.

3. ANALYSIS

- 3.1 In September 2021, stakeholders were invited to submit proforma applications for funding from the Strategic Portion, in line with guidance issued. Projects submitted have been reviewed to ensure they meet the criteria for CIL funding.
- 3.2 The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. It can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure if that is necessary to support development.
- 3.3 In considering spend allocation, the potential support a number of strategic infrastructure projects may need in the near future should be noted, i.e. if all the money received to date is allocated to other projects, it may not be possible to provide these strategic projects with the funding they may need over the next few years to be delivered. As required under legislation, the Council has stated in the Infrastructure Funding Statement (IFS) 2019-2020 that CIL funds would be approved in line with the governance process and could be allocated towards:
- Strategic Transport including items such as:
 - A428 Black Cat to Caxton Gibbet Improvements
 - A141 Huntingdon
 - A14 Improvement Scheme
 - A1 Improvement Scheme
 - East West Rail Bedford to Cambridge opportunities
 - Edison Bell Way

- Supporting the delivery of growth in the District, as identified in the Infrastructure Delivery Plan (IDP) and HDC's Corporate Plan.

3.4 Detail on the bids submitted in response to the current round for over £50,000.00 CIL funding, which require Cabinet approval as outlined in para 2.6 above, along with the officer recommendations can be seen in Appendix 2. Project bids for £50,000.00 or less were considered at a meeting on 22nd October 2021 in accordance with delegated authority, also outlined in para 2.6 above. Information on these bids can be found at Appendix 3 to this report, including the decisions reached, and is for Members to note.

4. COMMENTS OF OVERVIEW & SCRUTINY

4.1 The Panel discussed the Community Infrastructure Levy Governance report at its meeting on 3rd November 2021.

4.2 The Panel heard from Councillor Chapman that the St Neots museum had applied for CIL funding in order to apply for matched funding from other organisations.

4.3 Councillor Chapman suggested that an agreement of funding in principle be applied to this application rather than it being declined to allow for other funding applications by the museum to be progressed.

4.4 The Panel heard that the reasons for declining the application were clearly detailed within the report and that the museum would be able to apply for funding again in future funding rounds.

4.5 The Panel were informed that applications were considered in line with other funding and investment already committed to by the Council to ensure a fair distribution of funds across the district. It was brought to the Panel's attention that in excess of £5 million CIL funding was being invested in St Neots under the Future High Streets Fund and the St Neots Riverside Park.

4.6 The Panel heard that an annual return, the Infrastructure Funding Statement, is available which details CIL funding to date.

4.7 In response to a question from Councillor Wakeford, it was confirmed that any organisation is able to apply for CIL funding.

4.8 The Panel heard that the project at Godmanchester Mill Weir detailed in Appendix 1, had a funding shortfall but the project continues to be delivered and the shortfall is being addressed.

4.9 Councillor Morris informed the Panel of potential delays to the Buckden to Brampton cycleway due to the pandemic.

4.10 The Panel welcomed the report and encourage the Cabinet to endorse the recommendations contained within the report.

5. KEY IMPACTS / RISKS

- 5.1 The key impact from not considering the CIL spend will be the potential for certain infrastructure projects not being delivered and match funding lost.

6. WHAT ACTIONS WILL BE TAKEN

- 6.1 Projects bids submitted will be notified of the outcome of the decision made by Cabinet. Next steps as appropriate are noted below:

1. Notify applicants of outcome of Cabinet meeting and provide feedback.
2. Prepare and initiate contracts for approved projects.
3. Issue funds in accordance with agreed milestones.
4. Commence quarterly monitoring of projects approved.
5. Provide an update for members at next funding round (rounds held twice each financial year).

7. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

- 7.1 This helps to deliver across several the Council's priorities for 2018 -2022 but specifically:

- Support development of infrastructure to enable growth.
- Improve the supply of new and affordable housing, jobs, and community facilities to meet current and future need.

- 7.2 It will also support the strategic priorities to:

- Create, protect and enhance our safe clean built and green environment.

8. LEGAL IMPLICATIONS

- 8.1 Regulation 59 (1) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a charging authority to apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. It may also, under Regulation 59 (3), support infrastructure outside its area where to do so would support the development of its area.

- 8.2 Passing CIL to another person for that person to apply to funding the provision, improvement, replace, operation and maintenance of infrastructure is also permitted under Regulation 59 (4).

- 8.3 Section 216 (2) of the Planning Act 2008 as amended by Regulation 63 of the Community Infrastructure Regulations 2010 (as amended) stated that infrastructure 'includes [and is therefore not limited to]:
- (a) roads and other transport facilities,
 - (b) flood defences,

- (c) schools and other educational facilities,
- (d) medical facilities,
- (e) sporting and recreational facilities,
- (f) open spaces.'

8.4 The levy may not be used to fund affordable housing.

9. RESOURCE IMPLICATIONS

9.1 CIL money can only be spent to deliver infrastructure, in accordance with the legal restrictions on the spending of CIL receipts.

9.2 Staff resource to administer and monitor the allocation of the CIL. This is funded, in part, by the administration costs permitted from the CIL receipts.

9.3 Staff resource from elsewhere in the Council will be used in preparing funding bids and implementing successful cases.

9.4 The allocations for projects seeking £50,000 or less total £95,000, excluding the Winwick bid for funding using the parish 'meaningful proportion'. This would leave circa £20m remaining to spend on strategic transport infrastructure and other infrastructure needs as stated in the Huntingdonshire Infrastructure Funding Statement and noted at para 3.3 above.

10. REASONS FOR THE RECOMMENDED DECISIONS

10.1 The projects identified have been considered in terms of how they support growth, deliverability and risks, benefits and outputs and extent of match funding being provided. The current stage of development of the project has also been considered. A summary of the key issues noted by officers in assessing each application request for over £50,000 CIL funding is noted in Appendix 2. Recommendations are for one of the following:

- Approve – to agree CIL funding subject to the completion of a contract, provision of further documentation necessary in line with delegated authority, as noted in the report recommendations.
- Decline – to decline the project for receipt of CIL funding.

10.2 It is considered that the one scheme submitted does not meet the criteria for CIL funding and is, therefore, recommended to be declined.

10.3 In regard to the Cambridgeshire County Council application for funding towards a special education needs school at Alconbury Weald, further information as requested has now been received. As outlined in Appendix 4, it is now recommended that the application for £4million be approved.

10.4 As detailed in Appendix 1, the Warboys Village Hall project has not progressed to a stage where funding can be confirmed. It is requested that the £200,000 funding that was approved in July 2019 can remain earmarked for this project and that an extension of the period for matters

to be resolved to 31st July 2022 be agreed. This will enable Warboys Parish Council to progress the project through planning.

11. LIST OF APPENDICES INCLUDED

Appendix 1 – Update on Projects previously approved to-date.

Appendix 2 – Huntingdonshire Infrastructure Project Bids submitted in September 2021 round for greater than £50,000.00

Appendix 3 - Huntingdonshire Infrastructure Project Bids submitted for consideration in the September 2021 round for £50,000.00 or less - Decisions

Appendix 4 – Alconbury Special School Update

12. BACKGROUND PAPERS

Section 216 of Planning Act 2008

Huntingdonshire Infrastructure Delivery Plan

<http://www.huntingdonshire.gov.uk/media/2694/infrastructure-delivery-plan.pdf>

Huntingdonshire Infrastructure Delivery Plan – Infrastructure Schedule

<http://www.huntingdonshire.gov.uk/media/2693/infrastructure-schedule.pdf>

Huntingdonshire Infrastructure Delivery Plan Addendum

<http://www.huntingdonshire.gov.uk/media/2861/infrastructure-delivery-plan-addendum.pdf>

Huntingdonshire Infrastructure Funding Statement 2019 -2020

<https://www.huntingdonshire.gov.uk/media/4980/infrastructure-funding-statement-2019-20.pdf>

CONTACT OFFICER

Name/Job Title: Claire Burton, Implementation Team Leader

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Email: claire.burton@huntingdonshire.gov.uk

APPENDIX 1 - Update on Projects previously approved to-date

Project Name	Description	Project cost	CIL funding offered	Update
Godmanchester Roman Gate Doctor's surgery Approved by Cabinet - 18th July 2019	Extension of existing GP surgery to create 3 new consulting rooms and a treatment room with new waiting rooms/ reception and a platform lift	£1,200,000.00	£107,341.00	Completed.
Godmanchester Mill Weir area green space improvements Approved by Cabinet - 18th July 2019	Godmanchester Mill Weir area green space improvements	£470,000.00	£200,000.00	There is still a funding shortfall of around £65,000 due to additional works that were needed to remove two large boulders from the riverbed. This shortfall will be met from HDC Operations' budget. The works are due to recommence once supply chain issues have been resolved, in November - there has been a national shortage of aluminium which has delayed the fabrications of the larinier section, which is the last part of the fish pass section to complete the connection between the water levels.
Little Paxton Zebra crossing at Mill Lane near Marble White Court	Installation of a new zebra crossing on Mill Lane near Marbled White Court. General	£45,604.00	£26,000.00	Completed.

Approved by Cabinet - 18th July 2019				
Ramsey 3G Pitch Approved by Cabinet - 18th July 2019	Build a full sized 3G ATP on Ramsey Abbey Foundation land adjacent to OLR.	£600,000.00	£120,000.00	Completed.
St Ives Outdoor Centre gym Approved by Cabinet - 18th July 2019	To use the underutilised badminton courts and provide further fitness provision and specifically “functional training” or “cross-fit” style facilities.	£500,000.00	£50,000.00	Completed.
St Ives Park Extension Approved by Cabinet - 18th July 2019	The provision of Benches/Interpretation and a feasibility study on the commercial opportunities through the park when fully available plus first years’ maintenance due to early release	£80,000.00	£80,000.00	Work on site is now 90% complete, with cycle path lighting columns all finished and adopted. Completion of street furniture and signage is all that is now awaited.
St Neots Improvements to path/cycle route at Riverside Park	Improvements to the path and cycle route at Riverside Park, originated from a pedestrian audit.	£445,000.00	£445,000.00	HDC (Operations) is now leading this project in partnership with Cambridgeshire County Council. Emergency work was done on the first section. Remaining works are still being procured for completion this year subject to contractor availability and any delays caused by Covid-19.

Approved by Cabinet - 18th July 2019				
St Neots Market Square Bicycle parking facilities Approved by Cabinet - 18th July 2019	New facilities in market square	£10,000.00	£10,000.00	Completed.
Warboys Village Hall Approved by Cabinet - 18th July 2019	Funding towards a new facility	£1,000,000	£200,000.00	This was approved subject to full funding being achieved and commencement within 18 months of the decision. Significant progress has been made but full funding is being finalised. An architect has been appointed and a planning application has been submitted but is incomplete due to several reports being awaited. An updated business case and application proforma has been provided. Costs are to be confirmed once quotes received. The programme is on track for Commencement on site is due July 2022. Extending the period for these matters to be resolved to 31 st July 2022 is recommended.
Edison Bell Way	Road build project and compensation to landowners	£10.7m	£5,396,476.10	Completed.

Fenstanton Village Hall Approved by Cabinet - 16 th July 2020	Funding towards a new village hall in Fenstanton	£880,000	£75,000	The Trust has acquired the land. Costings and design are being reviewed. Planning application for reserved matters submitted Aim to start on site by the end of the year.
Raised zebra crossing, B645, Kimbolton Approved by Cabinet - 18 th August 2020	Zebra crossing on B645	£48,000	£20,000	Ongoing.
Alconbury Weald Special school to serve Huntingdonshire, located at Alconbury Weald Approved by Cabinet – 11 th February 2020	Alconbury Weald Special school	£20,000,000 - see updated info at Appendix 4	£4,000,000	See Appendix 4
New length of cycle/footway and safer crossing point on Buckden Road, Brampton	Cycleway between Buckden and Brampton	£188,391.50	£100,000	An alternative route option is being considered by CCC and the applicant to include a section along existing roads in the MoD site outside of the public highway. This would enable users of the route to travel

Approved by Cabinet - 18 th March 2021				away from the main road on a quieter route. MoD consent is required.
The Valley, Buckden – land management programme Approved by Cabinet – 11 th February 2020	Land management programme of The Valley	£469,775	£450,000	Contract signed and sealed, works commenced. First instalment is due imminently.
Great Paxton Play Area - 3 items of Adult Gym Equipment and a replacement trapeze bar for the children's play area. Delegated approval 3 rd March 2020	Play and adult gym equipment	£5,539.87	£2,540	Contract signed and sealed 6.10.21. Work due to commence imminently.
Replacing old street lights owned by Great Staughton PC. Delegated approval 3 rd March 2020	Street lights	£2,145	£1,072	Completed.

<p>Additional equipment for older children and adult fitness equipment at Hail Weston playing field.</p> <p>Delegated approval 3rd March 2020</p>	<p>Play and adult fitness equipment</p>	<p>£35,177.64</p>	<p>£28,071</p>	<p>Completed.</p>
<p>A "hub" providing community space and designated office space for Holywell-cum-Needingworth Parish Council.</p> <p>Delegated approval 3rd March 2020</p>	<p>Village hall</p>	<p>£100,500</p>	<p>£49,500</p>	<p>Contract required. An architect has been appointed and drawings are being prepared ready for going out to tender. The expectation is that tenders will be in January 2022.</p>
<p>Extension and landscaping of Little Paxton Cemetery</p> <p>Delegated approval 3rd March 2020</p>	<p>Cemetery landscaping and extension</p>	<p>£137,408.40</p>	<p>£30,600</p>	<p>Contract signed and sealed, works commenced. The Parish Council is waiting for confirmation that the land has been transferred. Contractors are ready to commence as the boundary fence has to be completed within 12 weeks of land transfer.</p>

<p>Creation of an entry road, turning point and area of hardstanding for 22 vehicles at Spaldwick Allotments with entry gates.</p> <p>Delegated approval 3rd March 2020</p>	Allotments access and gates	£29,000	£15,000	Completed.
<p>Boatshed at Huntingdon Sailing Club, St Ives</p> <p>Delegated approval 3rd March 2020</p>	Boatshed	£168,554	£50,000	Works due to be commenced this year.
<p>Redesign a lobby and male change area into a larger village (to cater for increased capacity post-COVID) and separate gender changing areas for school use at One Leisure St Ives.</p> <p>Delegated approval 3rd March 2020</p>	Swimming pool changing rooms	£400,000	£150,000	Completed.

New mains power supply in Priory Park, St Neots Delegated approval 3 rd March 2020	Power supply to Priory Park	£15,500	£15,500	Ongoing.
Improvements to the external recreation space, replacement of lighting and renew the white lining at Stilton Community Hall. Delegated approval 3 rd March 2020	External improvements to grounds at Stilton Community Hall	£23,190	£18,552	Completed.
Purchase of land for use as informal open space, Warboys Delegated approval 3 rd March 2020	Purchase of land for open space	£52,400	£20,000	Exchange of contracts re. purchase of the land is imminent.
Purchase of verti-draining equipment for Warboys Sportsfield Delegated approval 3 rd March 2020	Purchase of equipment for drainage of sports field.	£30,000	£18,500	An order for the equipment has placed.

Safe crossing point at the junction of Broadway and Mere view, Yaxley Delegated approval 3 rd March 2020	Pedestrian crossing point	£31,746.65	£10,000	Completed – funds to be transferred upon evidence of spending
B1040 Wheatsheaf Road/Somersham Road Accident Reduction Scheme Approved by Cabinet - 18 th March 2021	Junction safety improvements	£1,200,000	£500,000	A signal-controlled option has been agreed as the preferred approach by CCC's Highways and Transport Committee on 7th September 2021. Detailed design work is being commissioned. The business case and funding for the scheme is being reviewed by CCC, as is the associated programme.

APPENDIX 2 - Huntingdonshire Infrastructure Project Bids submitted in September 2021 round for greater than £50,000.00

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
<p>St Neots Museum - Redevelop the old museum building and rebuild it as a new 'fit-for-purpose' museum while keeping its historic facade and important historic features (including the Edwardian prison cells). The project addresses the serious deficiencies in the current museum building, including:</p> <ul style="list-style-type: none"> • Disabled and special needs facilities. • Public spaces for events and activities. • Environmentally controlled display and storage space for the Museum's collections. • Lack of displays which tell the story of the town post 1960 and make the Museum relevant to new and 	St Neots Town Council (SNTC)	£2,580,000	£750,000	29.07%	£0	<p>Decline</p> <p>The project will provide low value for money.</p> <ul style="list-style-type: none"> • Importance in terms of infrastructure needs - Desirable infrastructure that is not a policy need. Although the project includes community spaces, it does not significantly expand provision, i.e.as a dedicated community hall would. Cultural infrastructure is not covered in the Infrastructure Delivery Plan (IDP). • Match funding and level of it – Poor with potential to be very good (70.93%) (£1,830,000 required; £250,000 from St Neots Town Council (SNTC) – shortfall of £830,000 if CIL allocation granted) – at present however only £385,000 appears to be secured funding which presents a significant risk if a CIL allocation were offered at this stage. • Likely impact on new growth it will support: Modest impact as St Neots is part of the St Neots Spatial

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
newly arriving residents.						<p>Planning Area, where growth will be focussed. The museum is a key cultural facility in the town and linked to the regeneration of the town centre. Cultural facilities are not listed specifically in the IDP. It is considered that the community element does not address the shortfall set out in the IDP as it is existing provision.</p> <p>The project is not currently deliverable as match funding has not been secured and has not been through feasibility stage. There are concerns about the viability of the Museum going forward if reliant on the annual SNTC grant for revenue and the detail of the new 35-year lease is not known.</p> <p>In addition, the land / building is owned by SNTC – the surveyor’s report submitted with the application flags concerns about the existing maintenance of the building, therefore, going forward HDC will need to be assured that if CIL were granted a building management and maintenance plan is in place and followed.</p>

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
						St Neots has already been allocated in excess of £5m CIL funding towards FHSF and the St Neots Riverside Park.

APPENDIX 3 - Huntingdonshire Infrastructure Project Bids submitted for consideration in the September 2021 round for £50,000.00 or less - Decisions

Project Proposed	Bid Submitted by	Project Cost	CIL funding requested	CIL requested as a proportion of total (%)	Amount to be offered	Recommended
<p>Ramsey Skate Park - A plaza style concrete skate park, enabling inclusive and disabled sports access.</p>	<p>Ramsey Neighbourhoods Trust & Ramsey Town Council</p>	<p>£130,000.00</p>	<p>£50,000.00</p>	<p>38.46%</p>	<p>£50,000.00</p>	<p>Approved</p> <p>The project will provide a very good value.</p> <ul style="list-style-type: none"> • Importance in terms of infrastructure needs - essential infrastructure that is a policy need; funding is committed/identified; funding does not cover 100% of the costs. • Match funding and level of it (%) – high - 61.54% / £80,000 • Likely impact on new growth it will support: Good impact as Ramsey is part of the Ramsey Spatial Planning Area, where growth will be focussed. The new open space serving new development. It addresses a current deficit in addition to meeting needs arising from growth. <p>What development has there been – 244 dwellings (2011-20) and What is planned for the next five years: 308 dwellings**. Growth as a proportion of settlement size – 3830 at 2018 + 66 (18/19) +37(19/20) = no. of houses at</p>

Project Proposed	Bid Submitted by	Project Cost	CIL funding requested	CIL requested as a proportion of total (%)	Amount to be offered	Recommended
						<p>2020 - 3933 dwellings, which as a proportion = 2.69% growth (to-date – does not include planned growth).</p> <p>*3933-3830 = 103 103/3830=0.0269x100 = 2.69%</p> <p>**figures based on includes Ramsey TC area only.</p> <p>Approval is recommended to be subject to</p> <p>(a) provisions of detailed costings once the tender process has been completed and clarification re. VAT position – if unable to reclaim VAT the project should be led by Ramsey Town Council (RTC) to enable VAT to be reclaimed and keep project costs within budget</p> <p>(b) land has been transferred to RTC by the developer</p> <p>(c) confirmation of Big Local Lottery Funding and timescale for spend.</p> <p>The project directly supports delivery of growth within the town and addresses a deficit in open space provision for older children in the town.</p>
Reduced Speed Limits and Moving Vehicle Activated Sign	Winwick Parish Council	£17,716.42	Up to £6,000	33.86%	Up to £6,000	<p>Approve</p> <p>The project is for essential highways infrastructure.</p> <p>Winwick is a non-parished area, so this allocation is for money held by HDC on its behalf and is not</p>

Project Proposed	Bid Submitted by	Project Cost	CIL funding requested	CIL requested as a proportion of total (%)	Amount to be offered	Recommended
						<p>drawn from the Strategic Proportion held by HDC. Winwick has a fund of £12.5k set aside to be spent on its projects. In accordance with CIL governance, a decision is required to be taken at this meeting.</p> <p>The project identified has the support of CCC has been through the relevant feasibility and design stages and costed. It has been delayed due to Covid-19. Match-funding from CCC's Local Highways Investment Plan (LHIP) fund has been agreed. The applicant has asked for up to £6,000 as at present the project needs a further £5,512.82, however, it expects that there may have been a cost increase since the last update from CCC in relation to its contractors' costs. It wishes to avoid further delays securing more funding if so, having been delayed significantly already. Only the amount required to deliver the project will be paid if approved.</p>
Community Nursery - Installation of Classroom, public toilets, café and office.	Godmanchester Town Council	£250,000 (as part of a larger project)	£45,000.00	18.00%	£45,000.00	<p>Approve</p> <p>The project will provide a very good degree of value.</p> <ul style="list-style-type: none"> • Importance in terms of infrastructure needs - Essential Infrastructure that is an operational need; funding is not

Project Proposed	Bid Submitted by	Project Cost	CIL funding requested	CIL requested as a proportion of total (%)	Amount to be offered	Recommended
						<p>committed/identified; a specific project is identified</p> <ul style="list-style-type: none"> • Match funding and level of it Excellent - (87.23%) – £245,000 • Likely impact on new growth it will support: Significant impact as Godmanchester is part of the Huntingdon Spatial Planning Area, where growth will be focussed. The land is part of a key green space in the town. <p>What development has there been – 498 dwellings (2011-20) and What is planned for the next five years: 446 dwellings. Growth as a proportion of settlement size – 3180 at 2018 +approx. 147 (18/10) +115(19/20) = no. of houses at 2020 - 3442 dwellings, which as a proportion = 8.23%* growth.</p> <p><i>*Calculated as: $(3442-3180)/262/3180=0.082 \times 100=8.23\%$</i></p> <p>Approval is recommended to be subject to confirmation of (a) match funding secured, (b) legal ability to put buildings on site</p>

Project Proposed	Bid Submitted by	Project Cost	CIL funding requested	CIL requested as a proportion of total (%)	Amount to be offered	Recommended
						<p>(c) confirmation of costings for the third building once tender process has been completed.</p> <p>(d) if costs are less than what has been set out in the business plan, the CIL offer will be reduced accordingly</p> <p>The scheme supports delivery of growth by contributing to green space and community space serving the town and its growing population. This project was previously one led by HDC and supported. This is taking the project forward more.</p>
Playing Field - Additional car park & installation; disabled access to playing field; and installation of electric charging points.	Hail Weston Parish Council	£61,100	£25,000.00	40.90%	£0	<p>Declined</p> <p>The project will provide low value for money.</p> <ul style="list-style-type: none"> • Importance in terms of infrastructure needs – potentially desirable • Match funding and level of it (%) – Potentially good - (59.08%) £36,100 match funding from PC, community fundraising, and Salix (subject to confirmation of applying for an interest free Salix loan and it being granted). • Likely impact on new growth it will support: Minor/ negligible impact as Hail Weston is a Small Settlement where limited growth is planned.

Project Proposed	Bid Submitted by	Project Cost	CIL funding requested	CIL requested as a proportion of total (%)	Amount to be offered	Recommended
						<p>What development has there been – 13 dwellings (2011-20) and What is planned for the next five years: 0 dwellings* Windfalls- Planning applications for 1 dwelling approved since 2018 and 5 pending decisions. Growth as a proportion of settlement size – 260 at 2018 +0 (18/10) +0 (19/20) = no. of houses at 2020 - 260 dwellings, which as a proportion = 0% growth.</p> <p>The project is not required to meet the needs of growth and as such, does not meet the test for allocating CIL. It is also unclear from the application whether the project is deliverable as there is a funding shortfall – it is not clear if an application for Salix funding has been made and, if so, was successful. The applicant needs permission from Fields in Trust to undertake this project.</p> <p>Hail Weston received an allocation under the 2020 CIL round for £28,071 towards its project for playing field development (Double A frame swing, 2 cradle 1 flat Swing, inclined press, body flexer & flex wheel, hand bike, free runner & cross trainer, supply & install wet pour, and supply & lay mot stone upon removal of bark in prep for installing wet pour).</p>

Project Proposed	Bid Submitted by	Project Cost	CIL funding requested	CIL requested as a proportion of total (%)	Amount to be offered	Recommended
'Welcome to Huntingdonshire' District Signage - 40 x 'Welcome to Huntingdonshire' Signs at various locations across the district.	Huntingdonshire District Council	£64,000.00	£29,000.00	45.30%	£0.00	<p>Declined</p> <p>The proposal is not for infrastructure that supports growth of the District, as identified in the Local Plan 2036, and as such is not eligible for funding from CIL. Whilst it is accepted that it will support the economic growth of the area by creating a clear brand and identity, this is not the purpose of CIL. It is also not considered a priority for infrastructure delivery in the district.</p> <p>The project will provide a low value based on:</p> <ul style="list-style-type: none"> • Importance in terms of infrastructure needs – N/A it is not infrastructure under CIL (Sec 216 (2) Planning Act 2008 and Reg 58 CIL Regulations 2010 (as amended)) • Match funding and level of it (%) good – 56.7% - £35,000 (MTFS funding is confirmed). • Likely impact on new growth it will support: Minimal – unless a sign relates to a strategic growth location. <p>Some of the replacement signs are proposed as they have deteriorated due to lack of maintenance. Whilst CIL can be used 'to increase the capacity of existing infrastructure or to repair failing</p>

Project Proposed	Bid Submitted by	Project Cost	CIL funding requested	CIL requested as a proportion of total (%)	Amount to be offered	Recommended
						<p>infrastructure, if needed to support the needs arising from development', as it is not development related to growth this not applicable. It is advised that going forward maintenance will be funded via a capital bid.</p> <p>The project does not support development in the District and so it is recommended that it be declined.</p>

APPENDIX 4 – Alconbury Special School Update

On 11th February 2020 Cabinet considered a Community Infrastructure Levy (CIL) funding allocation round. One of the bids was from Cambridgeshire County Council (CCC). This bid was approved in principle to be committed for a new special education needs school located at Alconbury Weald. The funding allocated and offered was for £4,000,000 however, this was subject to clarification of certain details (see below) and was to be reported back to Cabinet for a final decision:

- a) Final costings, as detailed design work is still underway;
- b) Full business plan;
- c) Information as to whether Huntingdonshire's needs could be met on the existing sites in Huntingdonshire that are subject to separate projects, and whether these existing sites are at capacity due to take up from outside of the district;
- d) Evidence supporting the amount asked for in relation to needs arising from Huntingdonshire, e.g. price per pupil, how this equates to capacity; how it relates to provision specifically to meet the needs of children resident in Huntingdonshire; and
- e) Information about other funding sources such as from the other Local Authorities whose pupils may attend the school.

The £4m being offered equated to 26.67% of project cost, and was subject to clarifying the details, above, costs and match funding.

CCC has subsequently provided clarity relating to the project, as detailed below:

(a) Final costings.

CCC has confirmed that the project has now been costed at £20m, therefore the proportion of CIL is reduced to 20%, as CCC has confirmed it is meeting the cost of the budget increase. The increased costs reflect the inclusion of specialist unit for children with Autism Spectrum Disorder (ASD) in the school. The cost is based on detailed designs that have been through the CCC Milestone 2 stage. The cost is anticipated to be funded by:

- Special Education Needs (SEN) Department for Education (DFE) Grant - £2,709,000
- CIL - £4,000,000
- Prudential Borrowing - £13,291,000

It should be noted that the land is provided by the developer of Alconbury Weald.

(b) Full Business Plan

A full business plan has been provided. The overall project cost is listed as £21.6m. The amount of CIL sought has not been increased, so the proportion of CIL to the total project cost reduces.

(c) Information as to whether Huntingdonshire's needs could be met on the existing sites in Huntingdonshire that are subject to separate projects, and whether these existing sites are at capacity due to take up from outside of the district.

Although Alconbury Weald will not generate the demand for a special school in its own right, it is considered likely by CCC that between a quarter and a third of the pupils attending the school could be residents of the new development.

The school will be located in the education campus at the core of the community and will contribute to towards creating community cohesion and place making at the early stages of the Alconbury Weald development providing early benefits to those requiring places and the wider community.

CCC's strategy for delivering special needs is based on a district wide approach, rather than defined catchment areas. Whilst the location will benefit Alconbury Weald, good access to the rest of the District will also ensure that provision is accessible to those requiring special needs education.

The level of new development across Huntingdonshire, as identified in the Local Plan and will result in an increased need for special school places. It is forecast that the Local Plan will result in an increase of 11,562 children and young people in Huntingdonshire. Approximately 1% of these children will require a special school place, this equates to 115 addition children requiring a special education needs school place as a result of the new development as identified in the Local Plan to 2036. This school is therefore essential to ensure that there is sufficient specialist provision in Huntingdonshire for the growing population.

(d) Clarification as to whether the existing sites are at capacity due to take up from outside of the district.

CCC has advised that there are currently two Area Special Schools in Huntingdonshire. Samuel Pepys has capacity for 115 pupils and Spring Common has capacity for 195 pupils. Both schools are full, and it has been evidenced that Huntingdonshire's needs cannot be met by the capacity of these existing schools.

Although a number of school places are taken up from children located in other parts of the county with a small number of pupils from out of County (4), a number of children in Hunts attend a special school located either outside Hunts (34) or in another LA (8). The number of out of area children taking a place in a Hunts special school is 79 and the number of Hunts children taking a place at a special school outside Hunts is 42.

The determination of which school a child with special needs attends is not solely based on the area of the County of Home location. Factors such as parental

preference and which school can best meet the child's needs also play an important role-

As noted above, it is anticipated that up to 115 additional children may require a special education needs school place as a result of the new development as identified in the Local Plan to 2036, however, CCC is seeing an increase in the number of children with ASD requiring a school place, therefore, the number may be higher.

e) Information about other funding sources such as from the other Local Authorities whose pupils may attend the school.

CCC has explained that the determination of which school a child with special needs attends is not solely based on the county location of their home. Factors such as parental preference and which school can best meet the child's needs also play an important role. It has shown that each Local Authority in Cambridgeshire is contributing to the provision of SEND education through delivery of schools on strategic sites across the County funded by developer contributions (S106 and / or CIL).

Conclusion

Considering the additional information provided by CCC, it is recommended that the offer of £4,000,000 toward the project from the Council's Strategic CIL is approved. The project is supported, as it will increase the capacity of Special Educational Needs and Disability (SEND) schooling in district, meeting the needs arising from growth. The site has been allocated as part of the Alconbury Weald development.

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Grafham and Ellington Neighbourhood Plan examination outcome and progression to referendum

Meeting/Date: Overview & Scrutiny (Performance and Growth)
– 3 November 2021
Cabinet – 18 November 2021

Executive Portfolio: Executive Councillor for Strategic Planning

Report by: Strategic Growth Manager

Ward(s) affected: Great Staughton (Grafham and Ellington Parishes)

Executive Summary:

Following the examination of the Grafham and Ellington Neighbourhood Plan this report proposes acting upon the Examiner's report to accept the modifications proposed and progress to referendum.

Recommendation(s):

That Cabinet:

1. Agree that the District Council should act upon the Examiner's report to accept the recommended modifications and progress the neighbourhood plan to referendum.

1. PURPOSE OF THE REPORT

- 1.1 The report seeks agreement to act upon the Examiner's report into the Grafham and Ellington Neighbourhood Plan leading to a referendum on whether or not it should be brought into force as part of the statutory development plan. It also sets out a timetable for this process.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 Following the examination of a neighbourhood plan the Examiner sends their report to the local planning authority and the town/parish council preparing the neighbourhood plan. The examiner is required to set out one of three options:

1. That the neighbourhood plan proceeds to referendum as submitted
2. That the neighbourhood plan is modified by the local planning authority to meet the basic conditions and the modified version proceeds to referendum; or
3. That the neighbourhood plan does not proceed to referendum as it fails to meet the basic conditions and/ or legislative requirements and cannot be modified to do so.

- 2.2 The local planning authority has limited options in how to respond to the examiner's recommendations:

- a) Act upon the Examiner's report and progress the neighbourhood plan to referendum, whether or not the Examiner recommends modifications are necessary to meet the basic conditions;
- b) Propose to take a decision substantially different from the Examiner's recommendation which is wholly or partly as a result of new evidence or a different view taken by the local planning authority about a particular fact; or
- c) Decide not to progress the neighbourhood plan in light of the Examiner's report - this is only permissible where '3.' above is the case.

- 2.3 Grafham and Ellington Parish Councils produced a submission version of their Neighbourhood Plan which was available for comment between 12 July and 27 August 2021. The Examiner's Report on the Grafham and Ellington Neighbourhood Plan was received on 4 October 2021. The Examiner recommended that with appropriate modifications the neighbourhood plan would meet the basic conditions against which it is required to be tested and so should progress to referendum.

- 2.4 The Examiner proposed a number of modifications to the submitted neighbourhood plan. These have been discussed and agreed with representatives of Grafham and Ellington Parish Councils.

- 2.5 The modified version of the Neighbourhood Plan, the Examiner's report and draft Decision Statement setting out the modifications considered by the Examiner as necessary to enable the submission neighbourhood plan

to meet the required basic conditions are all included as Appendices to this report.

2.6 Having regard to the options set out in paragraph 2.2:

- It is considered that the modifications will enable the Grafham and Ellington Neighbourhood Plan to meet the basic conditions required; and
- There is no new evidence or a different view taken by the local planning authority about a particular fact to indicate that option 'b' in paragraph 2.2 should be followed.

3. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

3.1 Following approval by Cabinet, preparations will be made for a referendum to be held on the Grafham and Ellington Neighbourhood Plan in accordance with the Regulations.

3.2 In addition to considering whether the neighbourhood plan meets the basic conditions the Examiner is required to recommend on the area to be covered by the referendum. In this instance he recommended that the referendum area be the same as the Grafham and Ellington Neighbourhood Plan area, approved by the District Council on 3 September 2019 following consultation.

3.3 There is a statutory requirement through The Neighbourhood Planning (Referendums) Regulations 2012 (as amended) for 28 working days' notice to be given before the referendum is held. There is also a requirement that the referendum is held within 56 working days of the decision that the neighbourhood plan should proceed to referendum, unless there is an existing planned polling opportunity that the referendum could be combined with which the qualifying body (Grafham and Ellington Parish Councils) have agreed. A potential date for the referendum has been discussed with Democratic Services. Holding the referendum on 27 January 2022 is proposed, which would meet both time requirements. This provisional date has been discussed with representatives of Grafham and Ellington Parish Councils, and they have indicated that they support this date.

3.4 At the referendum residents will be able to vote on the question: 'Do you want Huntingdonshire District Council to use the Neighbourhood Plan for Grafham and Ellington to help it decide planning applications in the neighbourhood area?'

3.5 If a majority of votes cast by residents are 'yes', Full Council will be asked to 'make' the neighbourhood plan at its next available meeting, which, assuming that the referendum is held on 27 January 2022, would be on 23 February 2022. The plan will then become part of the statutory development plan for Huntingdonshire.

4. COMMENTS OF OVERVIEW & SCRUTINY

4.1 The Panel discussed the Grafham and Ellington Neighbourhood Planning Referendum at its meeting on 3rd November 2021.

4.2 In response to a question by Councillor Roberts, the Panel heard that entry level sites were classified differently to rural exception sites.

4.3 Councillor Chapman praised the report and how far Neighbourhood Planning Referendums have developed over time having being involved in the first referendum.

4.4 The Panel welcomed the report and encourage the Cabinet to endorse the recommendations contained within the report.

5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

5.1 Progressing the Grafham and Ellington Neighbourhood Plan through to referendum links to and supports the delivery of the Council's Corporate Plan (2018-2022) specifically:

- People – Develop stronger and more resilient communities to enable people to help themselves
 - Support community planning including working with parishes to complete Neighbourhood Plans

6. LEGAL IMPLICATIONS

6.1 A Neighbourhood Plan must meet the basic conditions set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 (as amended). The Examiner's report has confirmed that the Grafham and Ellington Neighbourhood Plan, as proposed to be modified, meets all the basic conditions. Officers are satisfied that there are no conflicts with the basic conditions and legislative requirements.

7. RESOURCE IMPLICATIONS

7.1 As in previous years an Extra Burdens Grant of £20,000 can be claimed following the referendum, intended to meet the costs of the referendum and other resources involved in supporting the production of the neighbourhood plan.

8. REASONS FOR THE RECOMMENDED DECISIONS

8.1 The recommended decision is necessary to enable the Grafham and Ellington Neighbourhood Plan to proceed to referendum.

9. LIST OF APPENDICES INCLUDED

Appendix 1 – Grafham and Ellington Neighbourhood Plan (as modified)

Appendix 2 – The Examiners Report of the Grafham and Ellington Neighbourhood Plan

Appendix 3 - The draft Decision Statement setting out the modifications considered by the Examiner as necessary to enable the submission neighbourhood plan to meet the required basic conditions.

10. BACKGROUND PAPERS

[Town and Country Planning Act 1990 \(as amended\)](#)

[Planning and Compulsory Purchase Act 2004](#)

[Localism Act 2011](#)

[The Neighbourhood Planning \(Referendums\) Regulations 2012 \(as amended\)](#)

[National Planning Practice Guidance \(Neighbourhood Planning\)](#)

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Grafham and Ellington Neighbourhood Plan

2020 – 2036

Referendum Version

Dated: 7th Oct 2021

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Abbreviations

BEIS	Business, Energy & Industrial Strategy (<u>government department</u>)
C	Century
CCC	Cambridgeshire County Council
GENP	Grafham and Ellington Neighbourhood Plan (policy reference)
HDC	Huntingdonshire District Council
NPPF	National Planning Policy Framework
PC	Parish Council
SPD	Supplementary Planning Document
SSSI	Site of Special Scientific Interest

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1. Introduction

1.1. Purpose of the Plan

- 1.1.1. The purpose of Grafham and Ellington having a neighbourhood Plan is to define the aspirations and needs of residents and businesses within these areas so that they have to be taken into account when local planning authorities, such as Huntingdonshire District Council (HDC), Cambridgeshire County Council (CCC) and the secretary of state can take the democratic wishes of the area into account.
- 1.1.2. Neighbourhood Plans, when complete, form part of the statutory development plan for an area. They will be used to promote and guide what goes where and, importantly, will be used to help determine planning applications.
- 1.1.3. The Grafham and Ellington Parish Councils consider that this is an important right to exercise, and in 2019 the Parish Councils applied for their combined parish areas (see *Figure 1*) to be designated a neighbourhood planning area. Huntingdonshire District Council (HDC) approved this application in September 2019. Following designation and consultation, the Parish Councils steering group has prepared and published this version of the Neighbourhood Plan.
- 1.1.4. The Neighbourhood Plan seeks to represent one part of the development plan for the two parishes over the period 2020 to 2036. For clarity, the development plan consists of any planning policies currently adopted by the local planning authority, Huntingdonshire District Council (HDC), Cambridgeshire County Council (CCC) and this Neighbourhood Plan.
- 1.1.5. The policies in this Plan take account of HDC's Local Plan [Ref 1], which came into force in 2019 and covers the period up to 2036.
- 1.1.6. The Plan therefore provides the local community with a powerful tool to guide the long-term future of Grafham and Ellington and their surrounding countryside for the period 2020 to 2036. The Plan allows all residents to exercise an element of control of the management of planning issues and developments within the community. It is not just for the Parish Councils but for all residents both current and future. The Plan contains a vision for the future of Grafham and Ellington Parishes and sets out clear planning policies to realise this vision.
- 1.1.7. In order to develop the Neighbourhood Plan, Grafham and Ellington Parish Councils set up a Neighbourhood Plan Working Group which comprised two Parish Councillors and a number of other local volunteers. It has been prepared with extensive support from the local people, statutory bodies, local businesses and Huntingdonshire District Council.
- 1.1.8. An application for Neighbourhood Area designation was approved by HDC in September 2019.
- 1.1.9. The map in *Figure 1* below shows the boundary of the Neighbourhood Plan area, which is the same as the combined administrative boundaries of Grafham and Ellington Parishes.
- 1.1.10. The principal purpose of the Neighbourhood Plan is to guide development within the parish and provide guidance to anyone wishing to submit a planning application for development within the parish. The process of producing a plan has sought to engage and involve the community as widely as possible and the different topic areas are reflective of matters that are considered important to Grafham and Ellington, its residents, businesses and community groups.



Figure 1: Neighbourhood Area of Grafham and Ellington

- 1.1.11. Grafham and Ellington are located in the Huntingdonshire district of Cambridgeshire. The nearest town is Huntingdon, located approximately 7 miles to the East. The A14 runs along the northern edge of Ellington, which provides an efficient connection to Cambridge. The A1 lies to the East of the two villages and provides an effective link to the North and South. Huntingdon has a mainline station providing a good railway service to London and Peterborough (for the North).

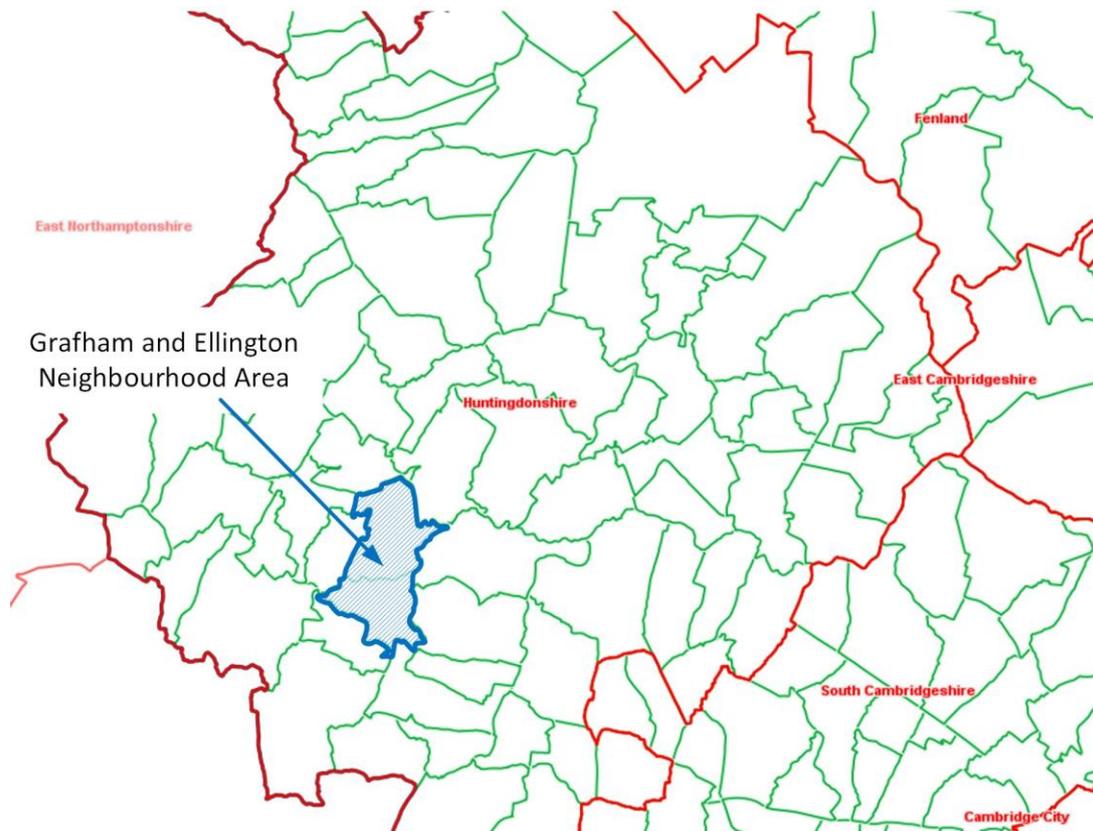


Figure 2: Map showing how Grafham and Ellington relate to Huntingdonshire

1.2. Preparing the Plan

- 1.2.1. Neighbourhood Plans have to be prepared following a procedure set by Government, summarised in Figure 3. The Plan will be revised following responses from residents, the Regulation 14 and 16 consultations and will then be passed for referendum by the independent examiner. A Parish wide Referendum will then be organised by Huntingdonshire District Council, allowing residents to vote on whether to accept the Plan. If more than 50% of the votes cast are in favour of the Plan, the Plan will be “made” i.e., accepted at HDC’s Council meeting, and carry full weight in the planning process.

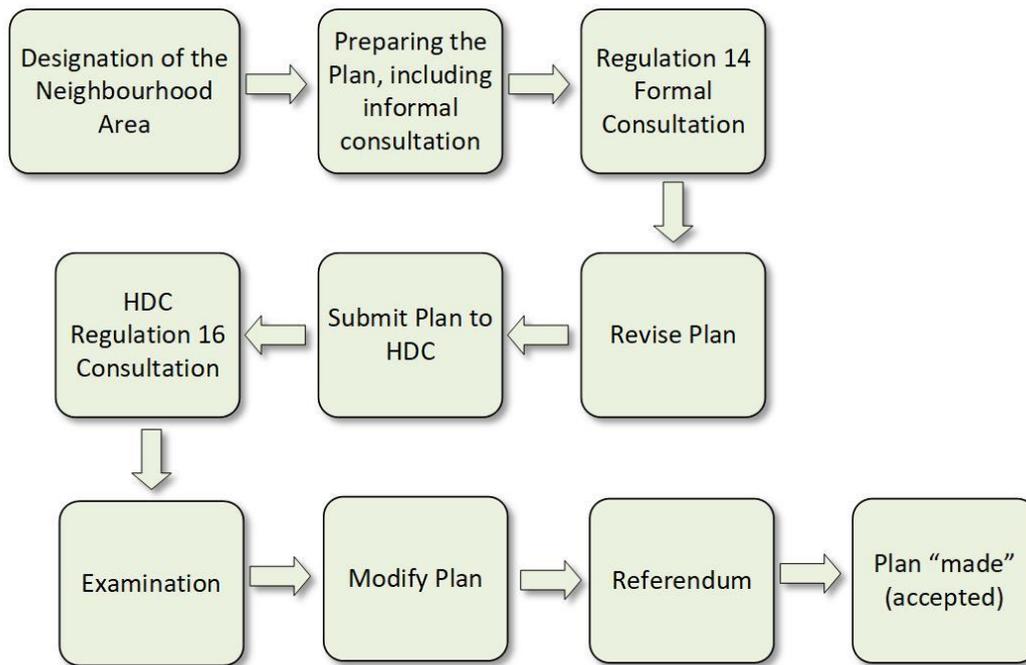


Figure 3: The Neighbourhood Planning Process

1.3. Monitoring the Plan

- 1.3.1. Grafham and Ellington Parish Councils, collectively as the 'Qualifying Body', will be responsible for maintaining and periodically revisiting the Plan to ensure relevance and to monitor delivery.
- 1.3.2. The Parish Councils will actively monitor how the policies within the neighbourhood plan are being implemented. This will be summarised in a report produced by the Parish Councils annually and published on the Parish Councils websites.

1.4. Community Action Plan

- 1.4.1. The consultation process identified a number of issues and potential projects that could not be addressed through the policies in this document. These are captured in a separate document as a Community Action Plan [Ref 21], on the Parish Council websites. The Parish Councils will consider how these issues and ideas might be taken forward in partnership with residents and other organisations.

1.5. How the Neighbourhood Plan is Organised

- 1.5.1. The Plan is divided into the following sections:
 - § 2: Local Context – a history of Grafham and Ellington, along with a summary of the way we are today.
 - § 3: The vision for Grafham and Ellington and the key issues that have influenced the Plan.
 - § 4: District and County Planning – where we fit within the Local Plan [Ref 1].
 - § 5: Demographic Profile and Social Trends – a statistical look at the population, their age, health, work profile and house ownership.
 - § 6: Grafham and Ellington: 2020 – 2036 (Community and Development Objectives) – Demographic profile and trends, along with land use, businesses, transport, leisure

and community facilities. Community and development objectives, along with the associated policies.

- Appendix A: History and Heritage – A more detailed look.
- Appendix B: A list of the referenced documents.
- Appendix C: Local Green Spaces – A summary of their attributes.

1.6. Basis of the Plan

- 1.6.1. The results of surveys of residents and local businesses in the Neighbourhood Area carried out in September 2020 provides the basis for the policies contained within this Plan.
- 1.6.2. We had a very high response rate from 66% of households, which also reflects the household diversity found in our plan area. Throughout this Plan we have therefore reflected the concerns and desires expressed by residents in the survey we carried out.
- 1.6.3. Business questionnaires were sent to all major businesses in the Neighbourhood Area. Sole Traders were also invited to complete the questionnaire through the link provided in the Residents Questionnaire.
- 1.6.4. Where we have drawn conclusions about local demographics we have compared our numbers with that found for our Parishes in the “Cambridgeshire Insights” data. This data in turn is estimated and the website contains the following warning: *Please note that these most recent estimates are not released officially at parish level or to the latest parish boundaries by the Office of National Statistics or Cambridgeshire County Council. The data contained within this report has derived from a best-fit aggregation of smaller level geographies to try and give the best possible insight into parish level.*
- 1.6.5. Our survey data was similar to that reported by Insights and we feel justified in drawing the conclusions used in the Plan from our survey data.

2. History of Grafham and Ellington

2.1.1. We have an **early history** and settlement in the parishes dates back to the Neolithic. In the Roman period the road from Alconbury to Bedford and beyond ran through the parishes and Romano-British farms have been found on the south side of Grafham Water.

2.1.2. But our **broad layout is Saxon/Early Medieval**, and the moats/sites of six manorial complexes are known: that at Ellington Thorpe was excavated in 1965; this air view of 1954 (right) shows it clearly, with its associated fishponds site. A similar site down Grafham's Brampton Road was listed as a 'scheduled' monument in 2003. A bit lower in the social order, the relatively high medieval Freemen and Smallholder population has led to the survival of the Ellington Thorpe and Grafham Church Road property layouts, both on long-standing medieval roads. The only surviving medieval buildings are the churches, both showing signs of earlier buildings on their sites.



2.1.3. Historically, ownership of Ellington church and a large part of the parish was held by Ramsey Abbey, while Grafham was owned by the King and the lords under him, although later pious donations led to large holdings by Sawtry Abbey. **Monastic Seizure** under Henry VIII and



subsequent disposal led to Ellington's longer-term association with Peterhouse College, Cambridge, while Grafham had a shorter association with the Cromwell family. A century later those Grafham lands were for a short time with the Biggs family, who endowed the Town Farm and Biggs' Charity, whose successor is still associated with All Saints, Grafham (left).

2.1.4. The **Enclosure Act of 1774** enabled landowners to acquire and enclose the large open medieval Common Fields, leading to today's farm network and the current north-south road alignments. It also reinforced the Bernards of Brampton and the Montague Dukes of Manchester as the major landowners. Later marriage between the two consolidated the Montague holdings.

2.1.5. A major change in the **Transport** environment was the conversion of the Brampton-Thrapston road to a Turnpike in 1753, which made Ellington's Inns more prosperous. The '**Industrial**' scene started with the arrival of the brickworks around 1850, and the development of 'model' (organised but not yet mechanised) landowner/tenant farming at around the same time. The opening of the railway in 1866 put Grafham as the larger settlement, requiring an expanded school. Apart from the opening of the Rifle Range in Grafham in 1904 things then remained more or less static for a century.

2.1.6. From the 1960's it was an era of **change**; the railway closed in 1959, the schools closed - Grafham's became houses, Ellington's a village Hall and a house; the new Thrapston Road diverted traffic from Ellington High Street; and in the mid '60's Grafham lost half of its area to Grafham Water.

2.1.7. Resurgence began later in the 1970's, but as commuter rather than self-supporting agricultural villages.

2.1.8. A more detailed history, with additional illustrations, is to be found in Appendix A.

3. Our Vision

- 3.1.1. In 2036, Grafham and Ellington will be one of the most desirable rural parishes in Huntingdonshire, characterised by its strong sense of **community, distinctive character** and **heritage** assets.

Delivered by:

Housing / Development

- 3.1.2. **Housing** expansion will be as a result of **infill** and **windfall** development, limited to small housing **clusters**, within the **built-up areas**, avoiding **back-land** development, unless there is direct highway frontage. **New homes** will use **sustainable** materials wherever possible, and complement the existing surroundings and rural landscape; be of sympathetic design with adequate off-street parking and allow for a sense of space and greenery. Development will protect and enhance **biodiversity** and establish, enhance or extend **ecological** corridors and the connectivity between them.
- 3.1.3. The significance of **heritage** assets and settings will be preserved and enhanced by development control.
- 3.1.4. Homes will be **insulated** to the **highest standards** in order to meet **zero carbon** targets and the majority of homes will have installed alternative fuel **domestic heating** as **oil-fired boilers** are phased out.
- 3.1.5. Development will be designed in a way which does not exacerbate existing **flood risk or drainage** issues.
- 3.1.6. New homes will reflect residents desire to provide more, affordable **small/starter homes**.

(Policy GENP 1, Policy GENP 2, Policy GENP 3, Policy GENP 4 and Policy GENP 13)

Enhancement of local facilities and employment

- 3.1.7. **Village Halls, sports** facilities, **pubs, restaurants** and **retail** and **small business** units will provide local services to both villages and beyond, creating a central meeting point and enhancing **community resilience**.
- 3.1.8. **Small business** units will provide additional space for micro-businesses to grow and to encourage **local employment**, with improved parking, cycle bays and footpaths access.
- 3.1.9. **Grafham Water** will provide a focal tourist attraction for visitors, supported by local **hospitality businesses** and an **improved transport** and **public rights of way infrastructure**.

(Policy GENP 5, Policy GENP 6 and Policy GENP 11)

Reduction of Carbon Footprint

- 3.1.10. There will be a reduction of the **carbon footprint** of **travel** for **work**, essential **goods, services** and **leisure**.

(Policy GENP 5, Policy GENP 7, Policy GENP 8 and Policy GENP 11)

Green spaces, Public Rights of Way and Play areas

- 3.1.11. **Green** spaces and **play** areas will provide a central focal point for **recreation** and will be protected as **open** spaces, maintained and enhanced through scrupulous management to ensure their retention and enjoyment for future generations.
- 3.1.12. **Public Rights of Way**, including **footpaths, bridleways** and **cycle paths** will be enhanced, including new and improved connections to existing routes between the villages and onwards to **Grafham Water** and **Huntingdon** to encourage **active lifestyles**, and to promote the use of **non-motorised transport**. **Traffic calming measures** will be installed where appropriate to **reduce vehicle speeds** between and approaching the two villages.

(Policy GENP 9, Policy GENP 10 and Policy GENP 12)

4. Local Planning Policy Context

4.1. Summary

- 4.1.1. The policies in this Neighbourhood Plan have been produced with due regard to the Huntingdonshire Local Plan [Ref 1]. The Neighbourhood Plan adds detail to the Local Plan, specific to the residents and businesses of the Neighbourhood Area.
- 4.1.2. The extracts below have been taken from the Local Plan which identifies the classification of Grafham and Ellington, along with the potential for limited development, although the Local Plan specifically makes no allocations for any development.
- 4.1.3. Section numbers below refer to those in the Local Plan.

4.2. Classification of Grafham and Ellington

- 4.2.1. **Section 4.100 Small Settlements**
The Local Plan defines Grafham and Ellington as Small Settlements.
- 4.2.2. **Section 4.101 Reasoning**
There are many settlements across Huntingdonshire that have limited or no services or facilities available. Such settlements are identified as Small Settlements. Small Settlements are less sustainable than settlements in the Spatial Planning Area settlements and Key Service Centres due to the need to travel to access services and facilities elsewhere on a regular basis. As such the Local Plan makes no allocations for development in Small Settlements. However, the strategy does set out a role for a limited amount of sustainable development in contributing to the social and economic sustainability of Small Settlements and in supporting a thriving rural economy. Given the variation in size and availability of services and facilities between Small Settlements it is recognised that varying levels of development could sustainably be accommodated depending on nature of the individual Small Settlement.
- 4.2.3. **Sections 4.102 to 4.107** expand on this statement in more detail. See the Local Plan [Ref 1] for further information.

4.3. Small Settlements (LP9): Development Proposals within the Built-up Area

- 4.3.1. **Development Proposals within the Built-up Area**
A proposal that is located within a built-up area of a Small Settlement will be supported where the amount and location of development proposed is sustainable in relation to the:
 - a. level of service and infrastructure provision within the settlement;
 - b. opportunities for users of the proposed development to access everyday services and facilities by sustainable modes of travel including walking, cycling and public transport;
 - c. effect on the character of the immediate locality and the settlement as a whole.
- 4.3.2. **Development Proposals on Land well-related to the Built-up Area**
A proposal for development on land well-related to the built-up area may be supported where it accords with the specific opportunities allowed for through other policies of this plan.

4.4. Green Infrastructure (LP3)

4.4.1. **Extract from LP3:**

A proposal within the Grafham Water Landscape Character Area, defined in the “Huntingdonshire Landscape and Townscape Assessment Supplementary Planning Document” [Ref 3], will be supported where it enhances or creates ecological or landscape linkages between Grafham Water and woodland in the vicinity. Enhanced access will also be supported subject to compatibility with the landscape and biodiversity.

4.4.2. A proposal will be supported where it involves the role, function and continued operation or enhancement of Grafham Water Reservoir, its Treatment Works and associated networks.

4.4.3. **Section 4.35:**

There are opportunities to improve the links between Grafham Water and areas of woodland such as Brampton Wood, although care must be taken to ensure that improvements to public access do not impact adversely on areas of ancient woodland.

4.5. Tourism and Recreation (LP23)

4.5.1. **Section 6.54:**

A high proportion of trips to the district are from day visitors and one of the greatest challenges is to encourage overnight stays and longer breaks. Tourist accommodation, including touring caravan and camping sites, facilitates longer visitor stays with potential to increase the contribution of visitors to the local economy. However, a proposal should demonstrate that it expects to be viable and is supported by well thought out research and a business plan, particularly for new build tourist accommodation. Where tourist accommodation is proposed in locations where new dwellings would not normally be acceptable planning conditions will be imposed restricting the use to holiday accommodation.

4.5.2. **Section 6.55:**

This policy is intended to guide the smaller scale, lower impact proposals which may be appropriate within a countryside setting. Proposals for development in association with strategic sites such as the Great Fen and Grafham Water will be considered under policy LP3 'Green Infrastructure'.

5. Demographic Profile and Social Trends

5.1. Summary

- 5.1.1. The nature of the two villages is rural. Ellington and Grafham have a village hall. Ellington has a restaurant/pub; Grafham has a both a shop and pub set up by the community. Grafham also has an Indian restaurant / take away. Both villages have playing fields and children's play areas.
- 5.1.2. Both Grafham and Ellington have access to good road and rail links which allows the villages to act as dormitories for larger conurbations.
- 5.1.3. Local Grafham Water is a Site of Special Scientific Interest (SSSI). A cycle track circles the reservoir and there is a thriving sailing club.
- 5.1.4. The charts below describe the population for Ellington and Grafham parishes taken from the parish profiles published by "Cambridgeshire Insight" [Ref 4]. The numbers are for 2018 and it should also be noted that Cambridgeshire Insight data is only an approximation.¹
- 5.1.5. Of the 231 households in Ellington, 156 responded to the Residents' Survey Questionnaire; this represents a 68% response rate. The 156 households included 355 people, which suggests that the total population of Ellington is 526 people; less than the 2018 "Insight" estimate.
- 5.1.6. Of the 252 households in Grafham, 161 responded to the Residents' Survey Questionnaire; this represents a 64% response rate. The 161 households included 345 people, which suggests that the total population of Grafham is 540 people; significantly less than the 2018 estimate.
- 5.1.7. The Survey's lower estimate of population perhaps reflects an aging population and the consequent reduction in household size as children leave home, or possibly this is due to the approximate nature of the Cambridge Insight data. See the survey results below:

¹ Cambridgeshire Insight: "Please note that these most recent estimates are not released officially at parish level or to the latest parish boundaries by the Office of National Statistics or Cambridgeshire County Council. The data contained within this report has derived from a best-fit aggregation of smaller level geographies to try and give the best possible insight into parish level."

Ellington

Population at a glance...



573

Total population estimate (2018) [i](#)



284

(49.6%)

Male population estimate (2018) [i](#)

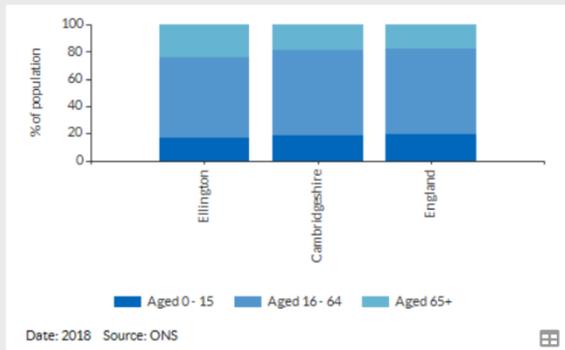


289

(50.4%)

Female population estimate (2018) [i](#)

Estimates by broad age group, all persons



Estimates by 5-year age group, all persons

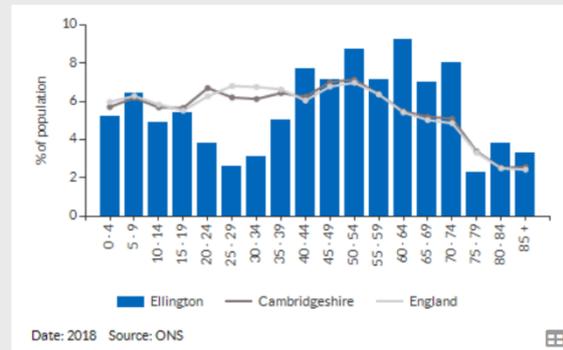


Figure 4: Ellington population profile according to Cambridgeshire Insight

Grafham

Population at a glance...



696

Total population estimate (2018) [i](#)



397

(57%)

Male population estimate (2018) [i](#)

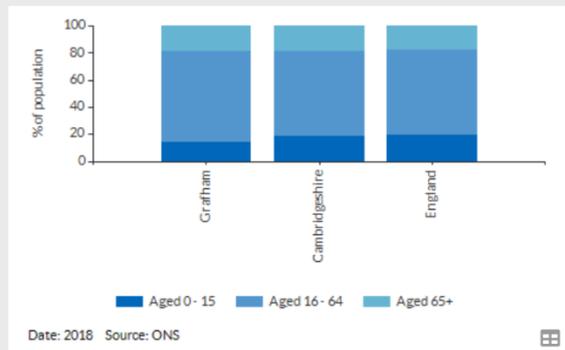


299

(43%)

Female population estimate (2018) [i](#)

Estimates by broad age group, all persons



Estimates by 5-year age group, all persons

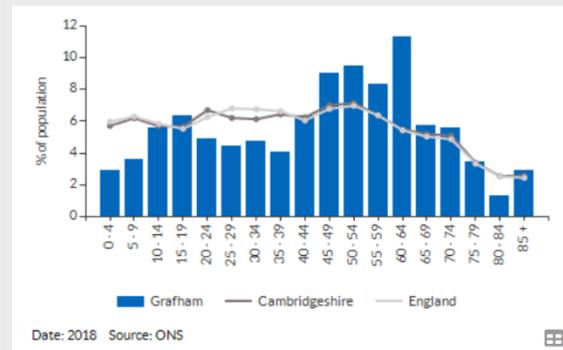


Figure 5: Grafham population profile according to Cambridgeshire Insight

5.2. Age Profile

5.2.1. The age profile of the population from the Survey is shown below for both villages:

Ellington

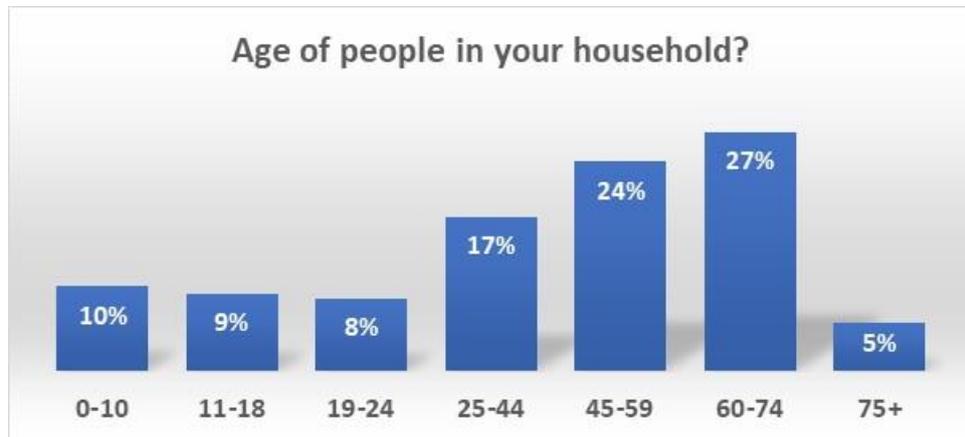


Figure 6: Age profile of Ellington residents

Grafham

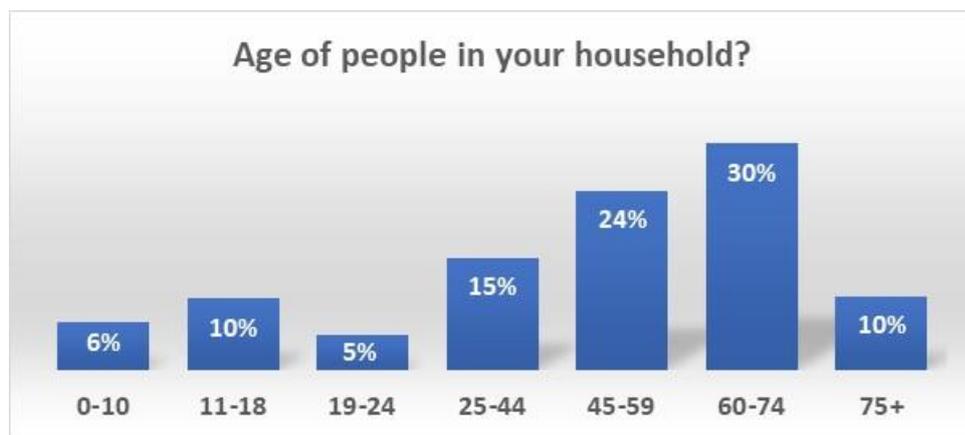


Figure 7: Age profile of Grafham residents

- 5.2.2. These graphs indicate that in Ellington some 56% of the population is over the age of 45 and in Grafham 64%. The figures given in the Cambridgeshire Insights data are 56.0% and 57.4% respectively.
- 5.2.3. The “Insight” data both for Ellington and Grafham, says that the age profile of the population is greater in the 45 to 74 age range and less in the 20 to 39 age range when compared to both Cambridgeshire and National data.
- 5.2.4. The 2011 Grafham Parish Plan survey indicated that most of the population was in the 25 to 59 age group. This perhaps indicates that people have not moved in the last 10 years. The Residents Survey indicated that 65% of households have lived in the village more than 10 years.

5.3. Economic Activity / Fulltime Education

Ellington

5.3.1. Cambridge Insight estimated that in 2011, 71.2% of the population in Ellington were economically active, with less than 2% unemployed. Again, although the unemployment rate is confirmed, by the Resident Survey at 2%, 43% of the population are retired or in fulltime education.

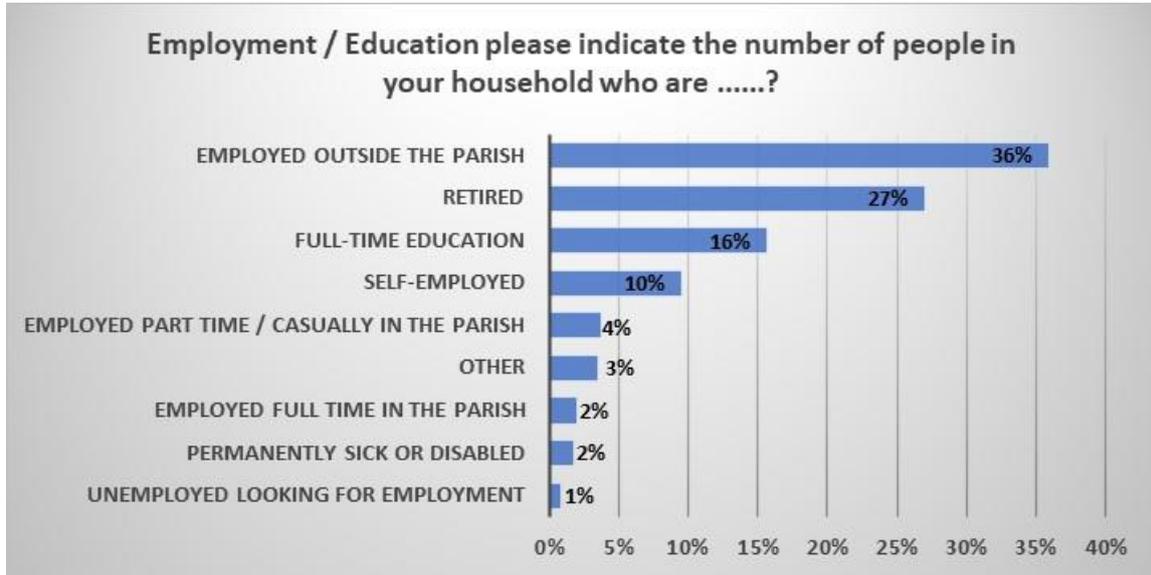


Figure 8: Employment profile for Ellington residents

Grafham

5.3.2. Cambridge Insight estimated in 2011, 75.7% of the population in Grafham was economically active, with less than 1% unemployed. Although the unemployment rate is confirmed, by the Resident Survey, at 1%, 46% of the population are retired or in fulltime education.

5.3.3. The Resident Survey shows the following:

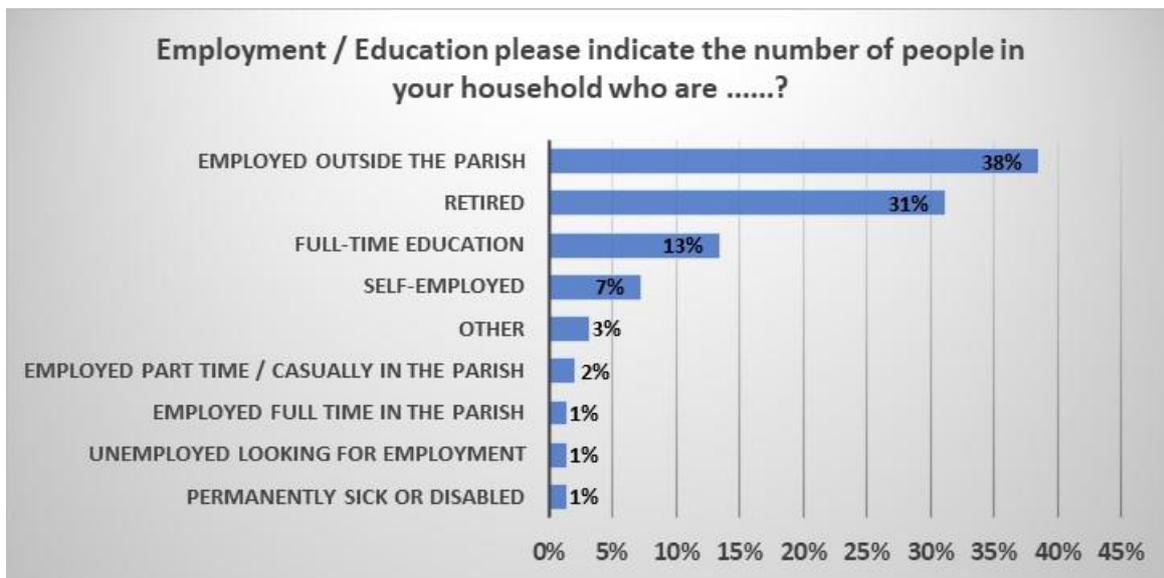
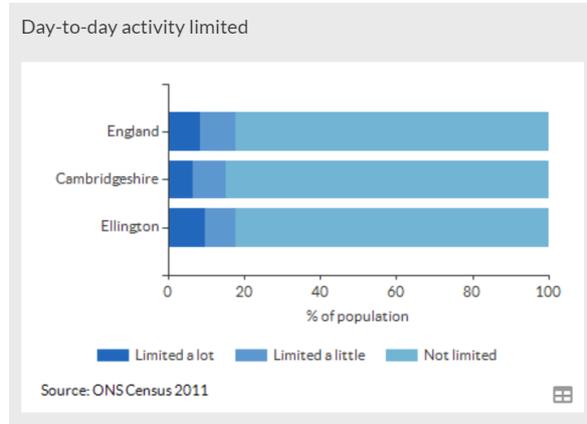
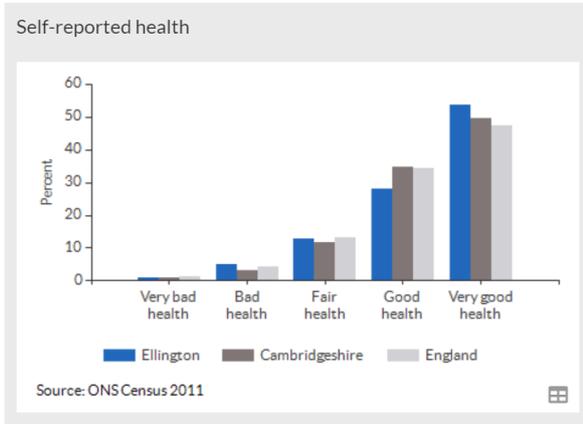


Figure 9: Employment profile for Grafham residents

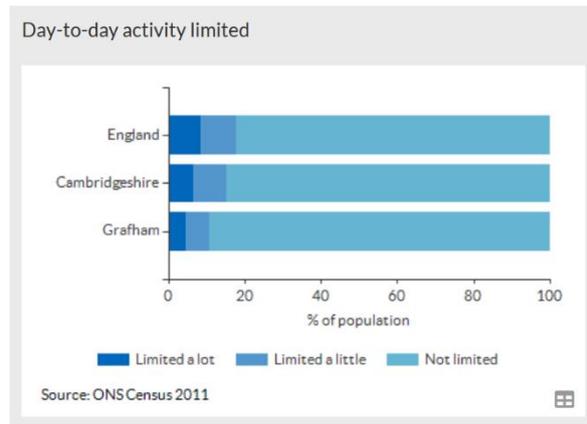
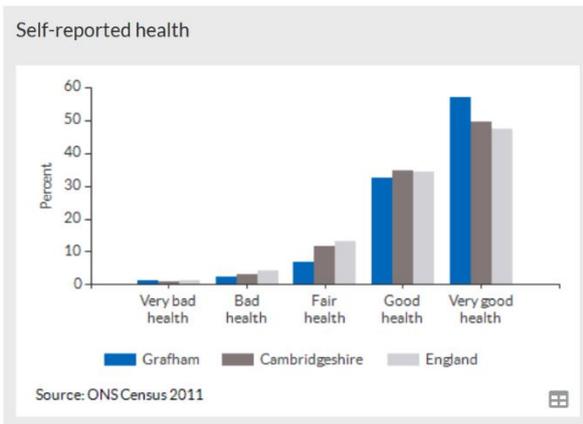
Health

5.3.4. “Cambridgeshire Insights” has the following data on the health of our villages based on 2011 census data, and made the point that “the health of people in our communities faces a range of complex and linked challenges, such as the increase in people living with chronic illness and long-term illness linked to our ageing society, and growing health inequalities”.

Ellington



Grafham



5.3.5. This picture of the health of our population is confirmed by the Resident Survey, which gave the following additional view:

Ellington

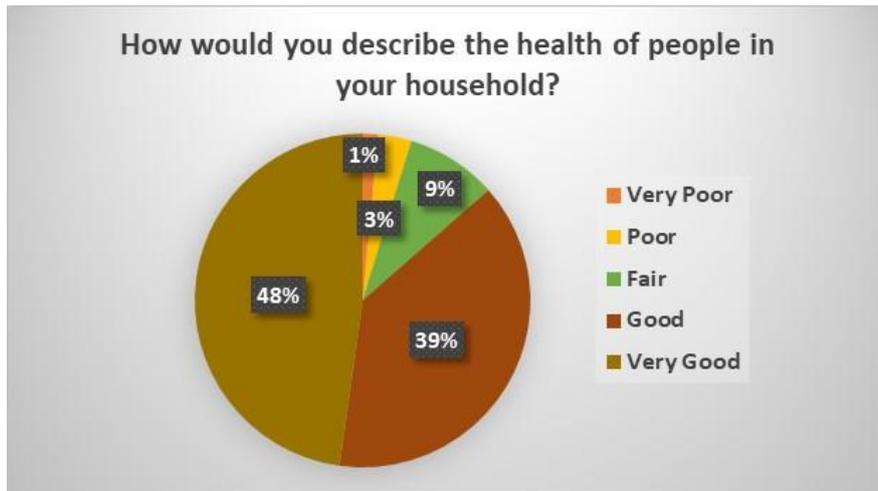


Figure 10: Health profile of Ellington residents

Grafham

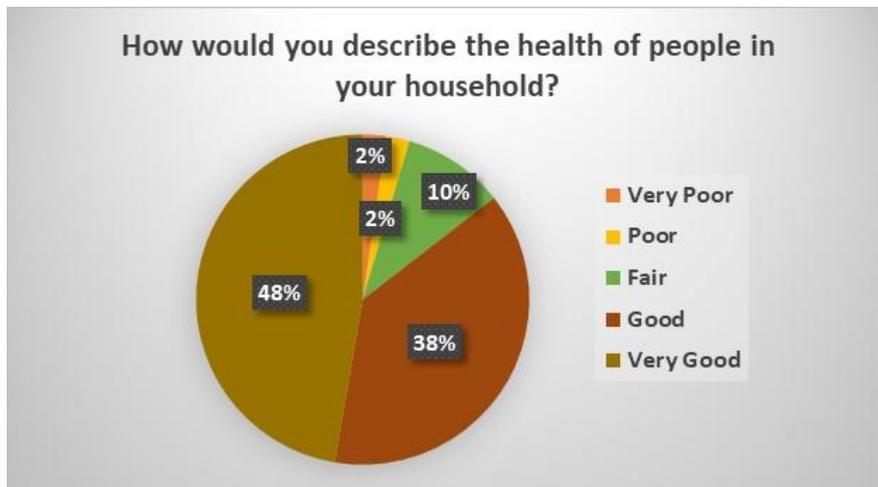


Figure 11: Health profile of Grafham residents

5.3.6. The villages are served by the following surgeries:

Ellington

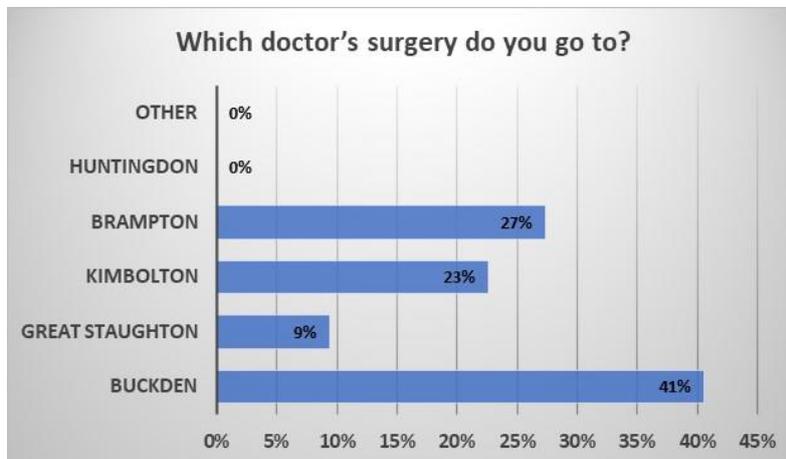


Figure 12: Doctor's surgery profile for Ellington

Grafham

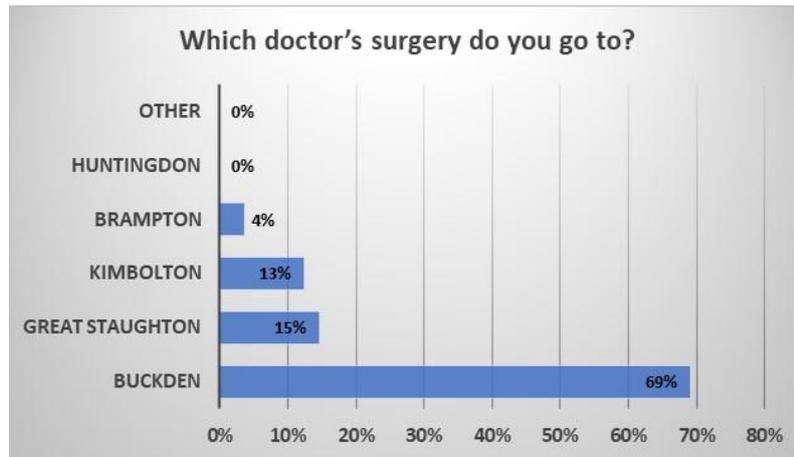


Figure 13 Doctor's surgery profile for Grafham

5.4. Population Trends

- 5.4.1. The Cambridgeshire data indicates a slight decline in population in the Ellington Ward up to the year 2036. In the Brampton Ward which includes Grafham a slight increase in population is forecast.
- 5.4.2. No major development is planned for Ellington and Grafham. When asked how long residents intended to stay in the villages the following responses were obtained.

Ellington

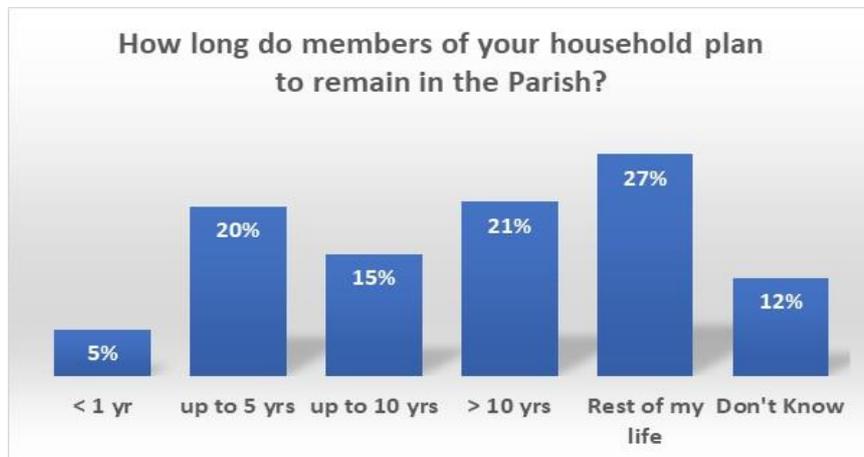


Figure 14: Household mobility of Ellington residents

Grafham

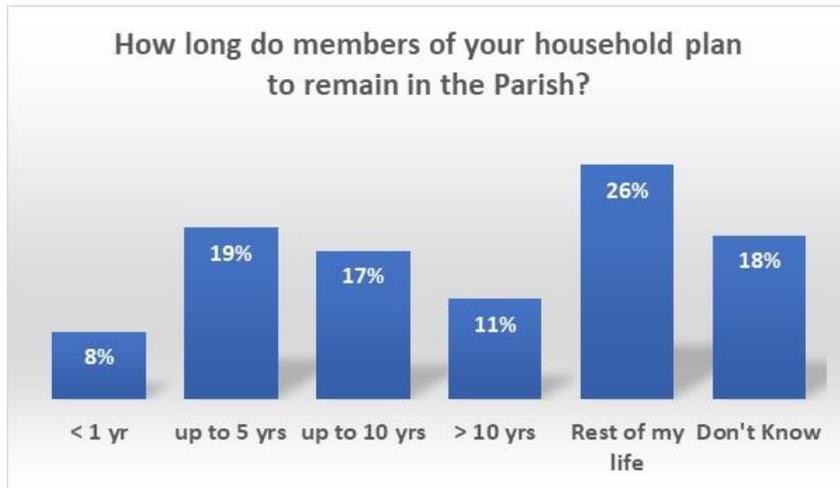


Figure 15: Household mobility of Grafham residents

5.5. House Ownership

5.5.1. As shown by the graphs below most of the housing, over 85%, in both Grafham and Ellington is owner occupied. Just 7% of properties in Ellington are socially rented, 3% in Grafham.

Ellington

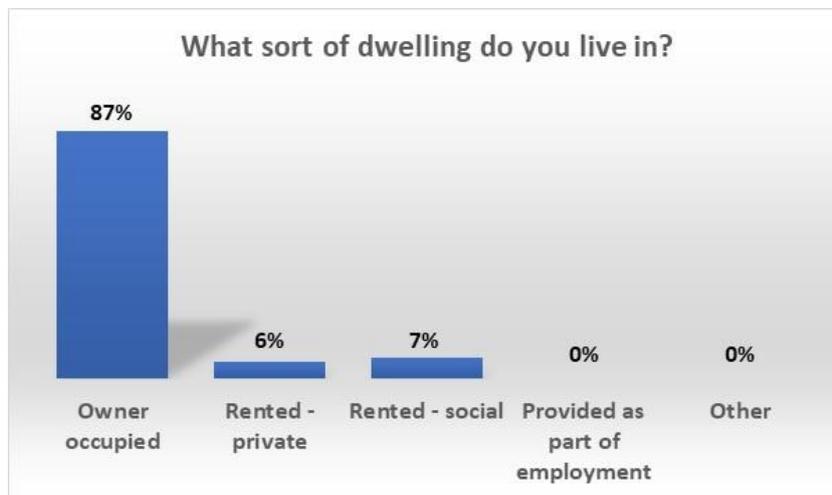


Figure 16: Property ownership in Ellington

Grafham

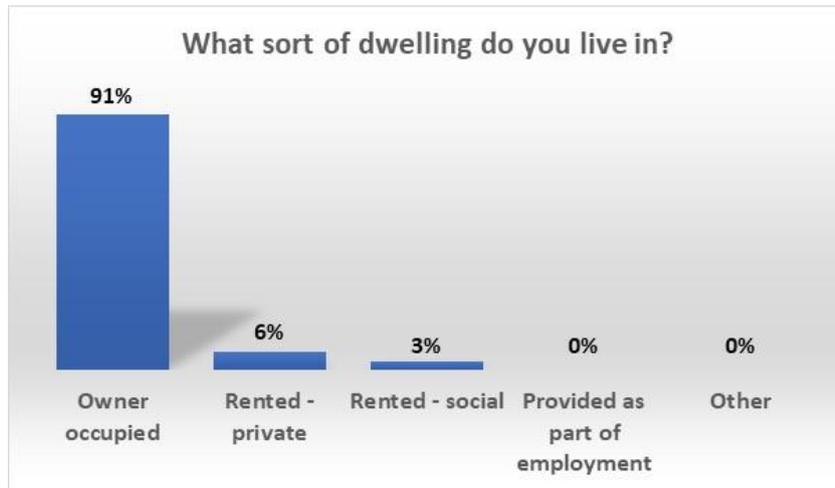


Figure 17: Property ownership in Grafham

5.5.2. From the data above, it is fair to draw the following conclusions:

- Because there are no major developments planned (see § 4) and the village average age of residents is likely to increase; population in the villages is likely to remain constant or decline slightly.
- Around 30% of the population of the villages is retired and this number is likely to increase.
- The number of school children is likely to decline.
- The health of the village residents is reasonably good with around 80% of people reporting their health as good or very good in the Resident Survey.
- The housing in both Ellington and Grafham is over 85% owner occupied, with a relatively low demand for additional housing.

5.5.3. Future facilities in the villages need to reflect the evolving demographics. There are a growing number of retired residents. There is also a significant number of people working from home all, or part of the time; our survey found it was around 50%. This probably reflects the superfast broadband in the village and a workplace trend likely to continue post Pandemic. The number of people at home during the daytime is likely therefore to increase.

6. Grafham and Ellington: 2020 - 2036 – Community and Development Objectives

6.1. Built-up Areas

- 6.1.1. The NPPF makes clear distinctions between built-up areas and the countryside. To assist with interpretation of the Neighbourhood Plan’s policies, built-up areas have therefore been defined and mapped; all land outside the defined boundary is deemed to be countryside and subject to policies influencing development outside the built-up area.
- 6.1.2. The Huntingdonshire Local Plan to 2036 sets out a comprehensive definition of ‘built-up area’ in its § 4.85. Regard has been given to this definition in drawing the settlement boundary in this Neighbourhood Plan in order to define each ‘built-up area’.
- 6.1.3. The built-up areas for Grafham and Ellington are shown in Figure 18 and Figure 19 respectively.
- 6.1.4. “Isolated properties or areas of ribbon and fragmented development which are physically and visually detached from the main built form” are not included within the built-up areas. Ellington Thorpe falls into this category as it comprises just 14 properties.

Policy GENP 1 – Definition of ‘Built-up Area’ (Settlement Boundary)
<p>The settlement boundaries of Grafham and Ellington are defined in Figure 18 and Figure 19; this defines the ‘built-up areas’ for Grafham and Ellington. This serves the purpose of directing the growth of the settlement and protecting the countryside from encroachment.</p> <p>Within the settlement boundary proposals will be supported where development would not adversely affect the structure and form of the existing settlement and the undeveloped nature of the surrounding rural areas; and would respect its landscape setting.</p> <p>The land outside of the built-up areas is considered to be countryside where a proposal will only be supported where there is material evidence of a local community need, a need that would be met by the proposal, or where the proposal complies with requirements of other policies in national or local policy; including but not limited to development that requires a countryside location; is for agriculture, horticulture or forestry; or is related to community, leisure or recreation uses.</p>

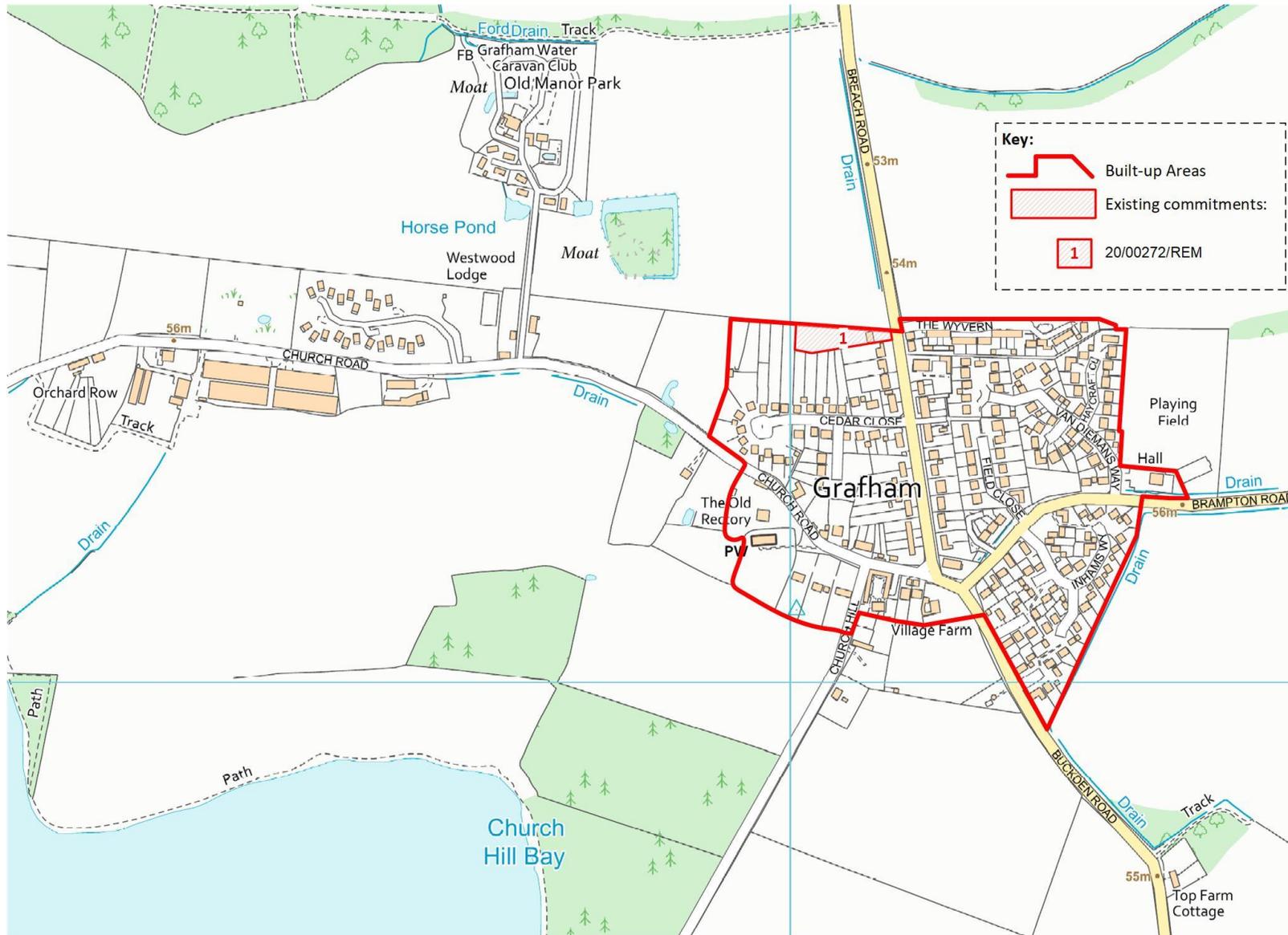


Figure 18: Built-up Area of Grafham

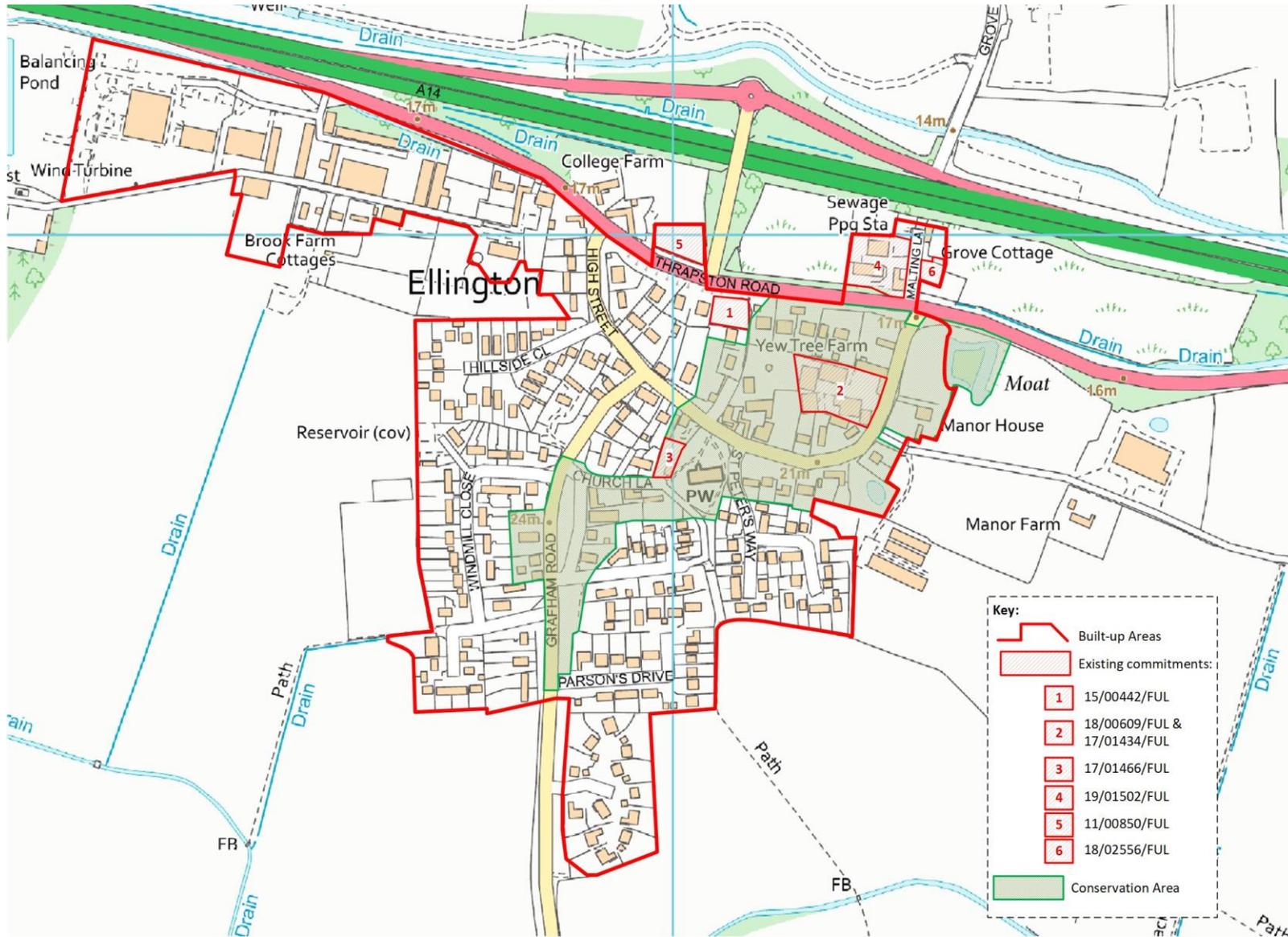


Figure 19: Built-up Area of Ellington

6.2. Heritage Assets

- 6.2.1. The “Heritage Assets”² of Grafham and Ellington broadly comprise buildings, structures and sites thought to have been built before 1900, the most important of which have been “listed” or “scheduled”. In Ellington many of the 'listed' buildings, and most of the unlisted ones, are included in a Conservation Area. Appendix A discusses the context of these buildings, and section A.27 refers to maps showing the Built Heritage in the central village areas. Sections A.40 – A.41 provide references to published sources and a link to an on-line illustrated listing of buildings considered to comprise our “Heritage Assets” [Ref 22].
- 6.2.2. No remains exist of the houses of the medieval manors in either parish but the sites are known and may need archaeological recognition.
- 6.2.3. **Timber-framed, and largely thatched, houses** of 16th /17th C date are a visual feature of Ellington village, where there are eleven, and the essential feature of Ellington Thorpe where they comprise all but one of the six pre-20th C houses. Only one house of this date survives in Grafham but is brick with a tiled roof. The photo shows the former Crooked Billet pub in Ellington Thorpe.
- 
- 6.2.4. A modest number of 18th/early 19th C houses survive in Grafham and are important for the appreciation of their histories. They include the Old Rectory and a house that was once the village pub, the village’s only thatched house, and part of what was once the school.
- 6.2.5. The 19th C **agricultural revolution** produced a collection of farms with farmworkers cottages important enough for three of the buildings to be ‘listed’ in Grafham and one in Ellington. In particular the Manchester Estate’s use of polychrome brickwork is noticeable.
- 6.2.6. **The mid-19th C Industry and Transport** improvements – the brickworks, the railway – required newly constructed workers houses (esp.in Breach Road, Grafham). These village expansions required extended/new school constructions under the 1870 Education Act.
- 6.2.7. Housing then remained relatively static until the modest arrival of Council and private housing in the 1950’s. However, a gradual process of consolidating historic multi-occupant properties into single occupancy has reduced the number of older dwellings but not the built heritage.
- 6.2.8. Maps in Appendix A show the housing heritage in Grafham, Ellington Thorpe and Ellington, showing all houses thought to date before 1887 and highlighting those that are formally ‘listed’. Note also, the conservation area within Ellington shown on the map in Figure 67.
- 6.2.9. Appendix A also has a more detailed discussion of the parishes’ older buildings together with some more illustrations, and contains a link to an on-line illustrated report of the pre-1887 Heritage Assets of Grafham and Ellington [Ref 22]. The Report also covers archaeological sites and major vanished buildings.

² NPPF definition of **Heritage asset**: *A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).*

- 6.2.10. The aim underpinning Policy GENP 2 requires sensitive development that integrates well with the rest of the villages, and design standards that ensure that Grafham and Ellington retain their distinctive character. It also looks to respect the rural setting within the Huntingdonshire countryside.
- 6.2.11. The community considers these matters to be very important and places high value on the character as villages. There is high regard for the local traditional character of the historic buildings and their distinctive use of local materials and for the green spaces, gardens and hedging. There is a desire that any new development should complement the existing surroundings and be of good design, practical and sustainable, whether traditional or modern. There is also an expectation that it should provide off-street parking and that it should allow for a sense of space and greenery. There is also strong feeling that design should call for the use of sustainable materials and look to save energy.
- 6.2.12. The survey identified the importance to the community that the boundaries of the villages are preserved – 87% consider this to be important or very important (see Figure 20).

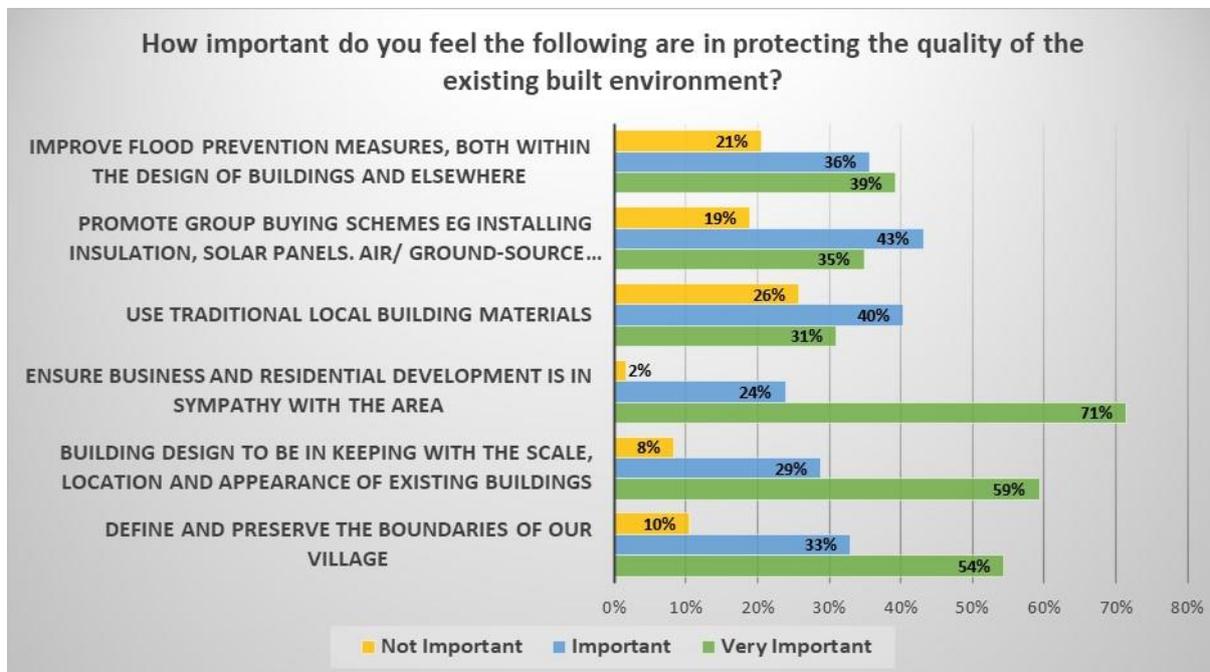


Figure 20: Protecting the existing built environment

- 6.2.13. Reference to Cambridgeshire County Council’s “Historic Environment Record” [Ref 25] and “Historic Assets of Grafham and Ellington” [Ref 22] will be of assistance in identifying archaeological sites of likely significance.

Policy GENP 2 – Protecting Heritage Assets

The significance of heritage assets and their settings shall be celebrated and preserved or enhanced through retaining any key features that show their past use.

A development proposal affecting a heritage asset or its setting is required to:

1. Demonstrate that it is sympathetic to the asset(s) in terms of scale, materials and architectural distinctiveness and will not adversely affect the setting of the asset;
2. Be accompanied by archaeological investigations where relevant and in the event of significant and/or extensive remains being found, they shall be preserved in-situ; and
3. Ensure every effort is made to retain and conserve heritage assets, especially historic farmsteads and other traditional rural buildings, including their contribution to the rural landscape, through allowing sensitive conversions and regeneration proposals where appropriate.

6.3. Small-scale Residential Development

- 6.3.1. There are 252 occupied dwellings in the parish of Grafham and 231 in Ellington. The large majority are located within the villages whilst the remainder are spread around the parishes, e.g. Ellington Thorpe.
- 6.3.2. Like many old villages, development initially occurred slowly over many centuries and resulted in a stock of very individualistic housing. Recent developments over the last 40 years have tended to be medium scale and of a similar type. However, the parishes remain rural in nature and housing at the edges blends well into the countryside which completely surrounds them and provides important separation, distinct from neighbouring settlements.
- 6.3.3. Protecting the separate identities of Grafham and Ellington is a key objective of the Neighbourhood Plan, and retention of this surrounding countryside is crucial to retaining the distinctiveness of the villages. Policy GENP 4 seeks to focus development within the built-up area boundaries, as defined in Figure 18 and Figure 19 – development in open countryside should not be permitted if it would have the effect of reducing the separate identities of Grafham and Ellington. In addition, the policies in the Huntingdonshire Local Plan pertaining to the impact of development in the countryside will apply to restrict any such development.
- 6.3.4. The Neighbourhood Plan Survey 2020 demonstrated broad satisfaction with the mix of houses currently available, reflecting the broad range of accommodation that residents enjoy across the two parishes.
- 6.3.5. The demographics of the villages reflect those of Huntingdonshire generally with the largest proportion of the population being of retirement age. (See § 5) There is no significant growth envisaged in the local population and very low levels of net migration are expected (based on this limited growth and the popularity of the parish with those already living there) – see Figure 21.

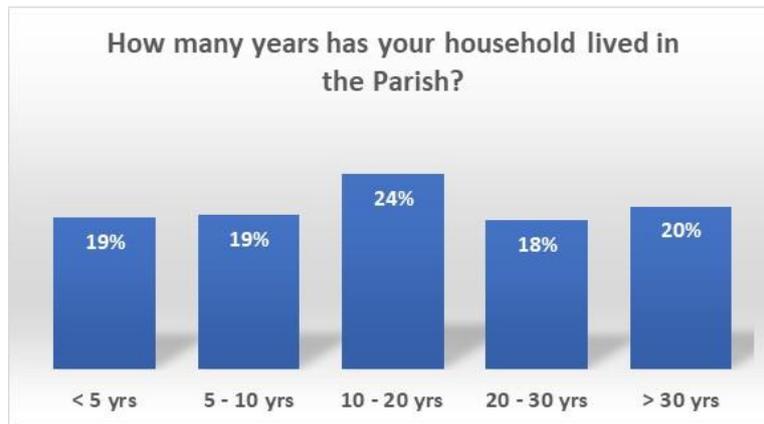


Figure 21: Number of years spent living in the parish

- 6.3.6. The survey identified a preference for “small family homes (2/3 bedrooms)” and “low cost starter homes to own”, as shown in Figure 24, making house purchasing more affordable, particularly for young families. Albeit only to be built by infilling (52% agreed) or in clusters of 10 houses or fewer (31% agreed) (see Figure 22).
- 6.3.7. There is also some preference for dwellings that suit the needs of older people, as indicated by support for bungalows, retirement homes, sheltered accommodation and homes for disabled people – see Figure 24. Some residents may want to be able to downsize as they get older but not be forced to move out of the village. Having a stock of smaller properties for downsizing also means that these older people will be more willing to move and release their larger properties back to the housing stock in order that they become family homes again. The age profile shown in Figure 23 further supports this premise.
- 6.3.8. Whilst neither the Local Plan nor the Neighbourhood Plan allocate sites for development in either village, it is expected that there will be windfall sites that come forward over the plan period. It is important that they are of a suitable scale to be in keeping with the parishes and the villages.
- 6.3.9. To reflect the small scale of Grafham and Ellington villages any proposal for an entry level exception homes to meet the needs of first time buyers and renters should be limited to a maximum of 5% of the existing parish housing stock over the life of this Neighbourhood Plan. This reflects the wishes of the residents, as shown in Figure 22 and Figure 24.

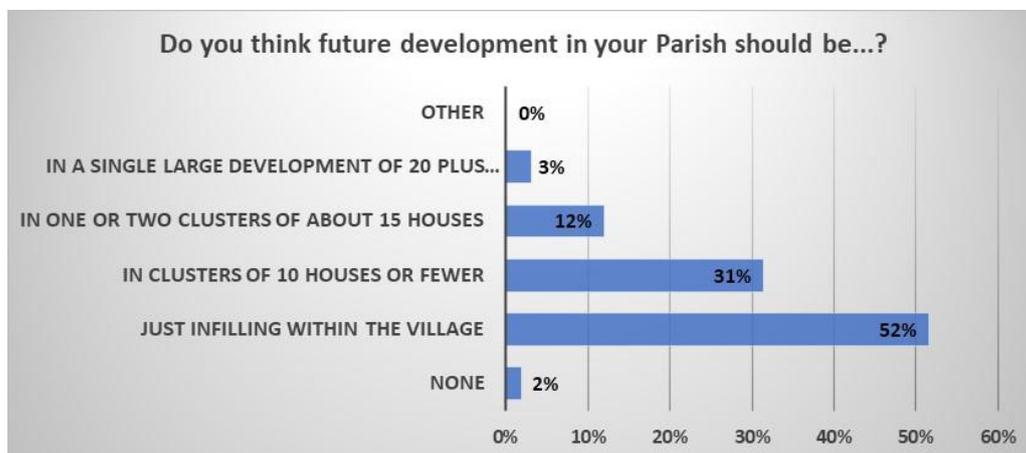


Figure 22: Preference for scale of any future developments

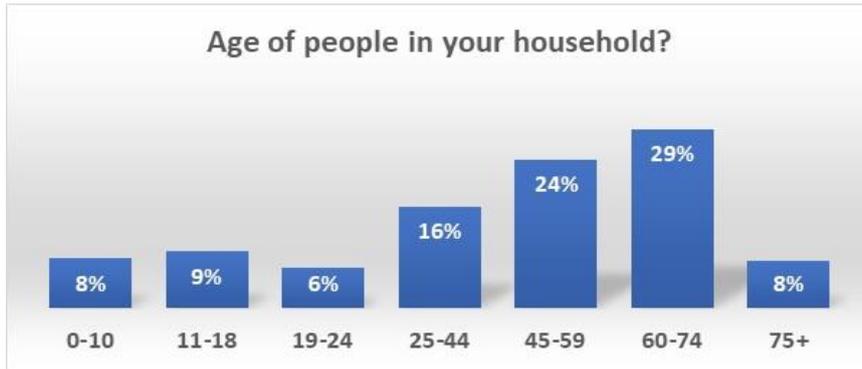


Figure 23: Age profile of residents

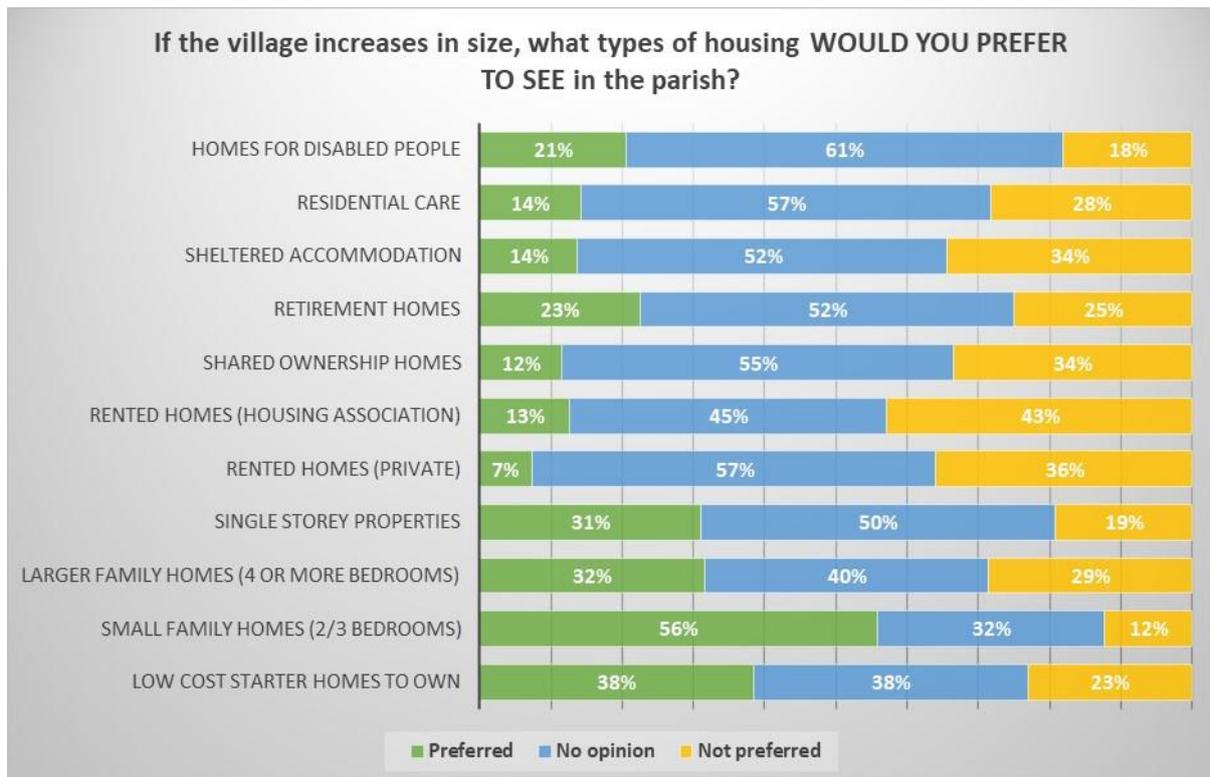


Figure 24: Preference for types new housing

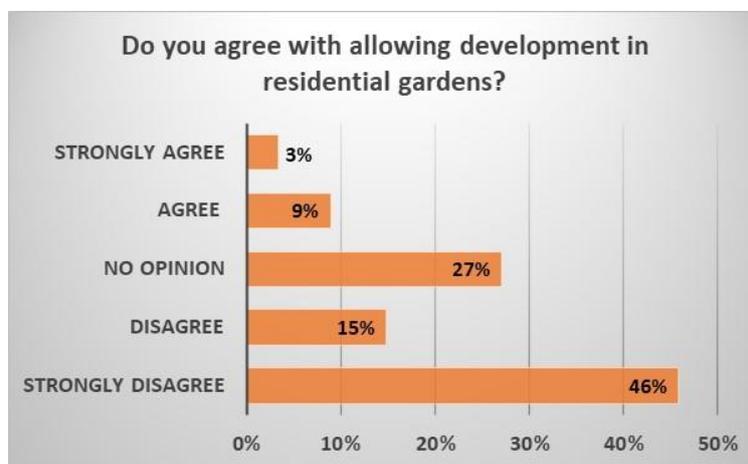


Figure 25: Acceptability of development in gardens

- 6.3.10. The Neighbourhood Plan Survey showed that residents are strongly against housing development in the gardens of existing properties, as can be seen in Figure 25. Thus, where infill development does occur, it is essential that it does not detract from the character of existing housing or adversely impact on adjacent properties. Proper access for waste collection and delivery services is required. Back land or tandem development must therefore provide the proposed property a full frontage, the width of property, onto the highway.
- 6.3.11. Note: As this Neighbourhood Plan was submitted for examination before 28th December 2021, Policy GENP 3 does not need to reflect the First Homes requirement as per the transitional arrangements (PPG First Homes Paragraph: 018 Reference ID: 70-018-20210524).

Policy GENP 3 – Affordable Housing

A proposal for an affordable housing scheme comprising homes with 2/3 bedrooms will be supported where the number of homes is justified by an up-to-date local housing needs survey. To reflect the small scale of Grafham and Ellington villages any proposal for housing on an entry-level housing site shall be limited to a maximum of 5% of the housing stock in the parish within which it is located. A proposal must be on land within or well related to the identified built-up areas of Grafham or Ellington, appropriate to the rural setting and respect the character of the village, the countryside and wider landscape including views in and out of the area.

Policy GENP 4 – Minor Residential Development Proposals

Well designed residential sites for a maximum of 9 homes within the built-up area will be supported where it can be demonstrated that they will not have a material detrimental effect on the surrounding area and neighbouring properties and the full width of the proposed property frontage will be on to an adopted highway.

Where the proposal involves back land or tandem development in gardens of existing properties it will only be supported where it will not cause material loss of amenity of neighbouring properties including through loss of privacy, loss of daylight, visual intrusion by a building or structure, loss of car parking, loss of mature vegetation or landscape screening and additional traffic resulting from the development.

The impact of such windfall development will be incorporated into the ongoing monitoring and review process.

6.4. Employment, the Local Economy and Tourism

Employment Overview

- 6.4.1. 50% of residents were economically active at the time of the survey and of those in employment the majority work outside of the two parishes, with 77% commuting 2 or more miles to work.

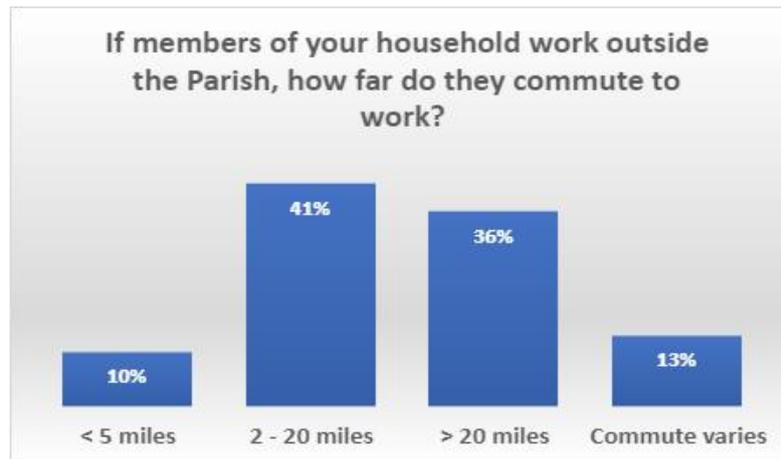


Figure 26: Commuting distances

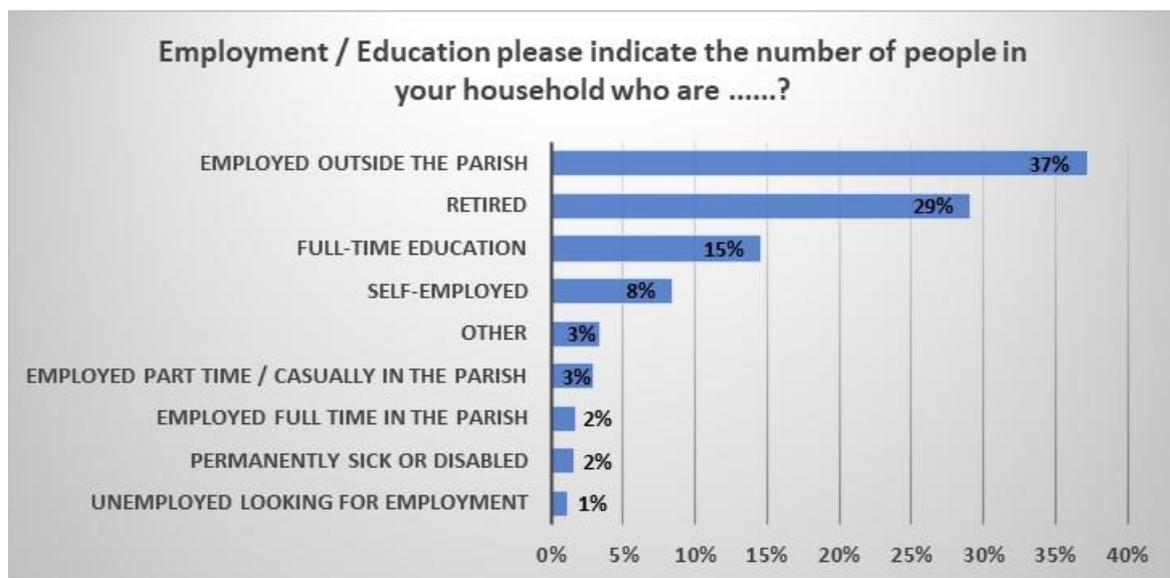


Figure 27: Employment profile

- 6.4.2. However, it is evident that of those in employment, the nature of their work and the use of technology is enabling people to choose to work from home more often, for all our part of their working week.

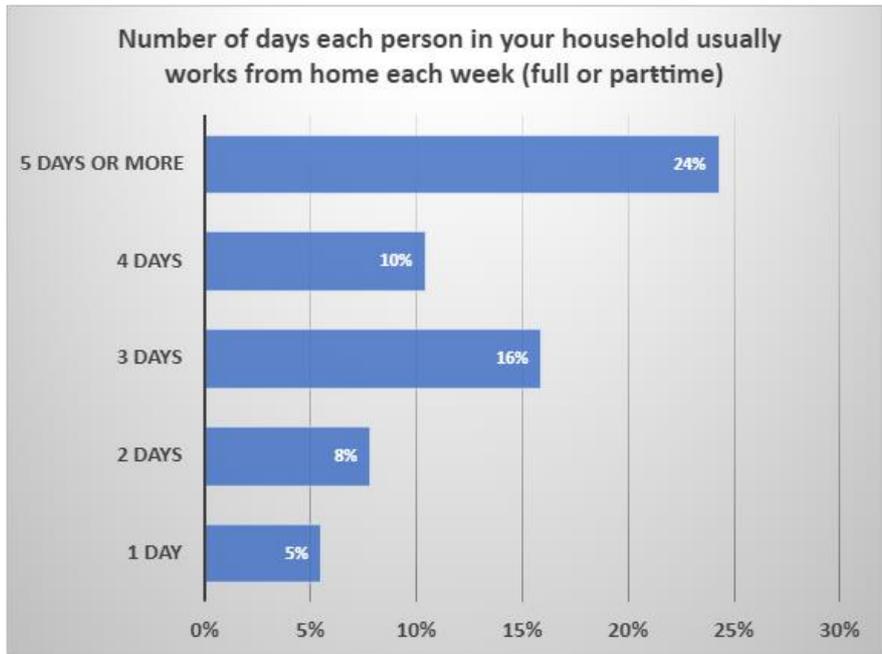


Figure 28: Working from home

Local Business Overview

- 6.4.3. Some 69 diverse, mainly small businesses operate from the two parishes.
- 6.4.4. Agriculture and agricultural services reflect the rural aspect of our location, whilst the provision of small business units at Brook Farm Ellington and excellent road links support a wide variety of businesses ranging from warehousing to manufacturing. Grafham Water also draws a significant number of visitors to the area, supporting businesses linked to the reservoir as well as local services, such as The Mermaid Inn at Ellington and Grafham's community run pub and village shop.

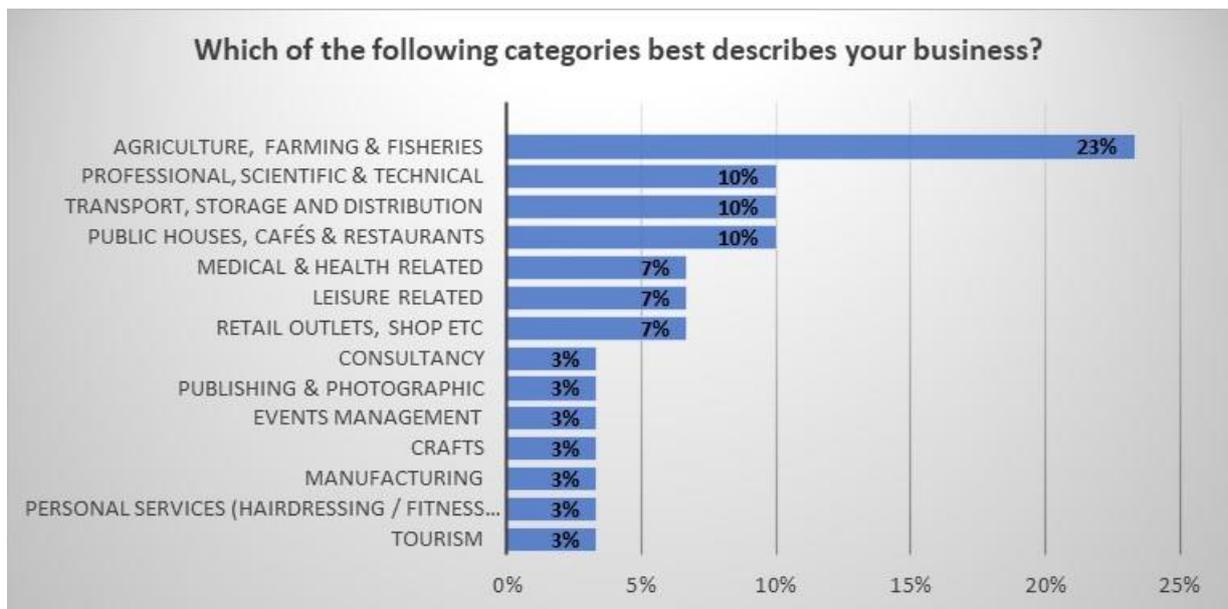


Figure 29: Business categories

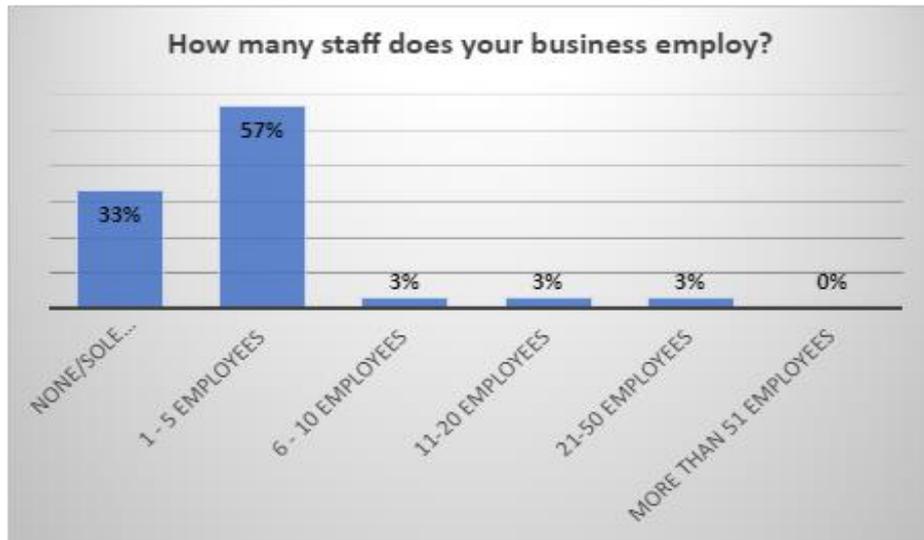


Figure 30: Number of employees

- 6.4.5. The businesses employing more than 10 people are: in Ellington; Oak Bank Game and Conservation, Ben Burgess Farm Equipment, Buffalood Logistics and Hill House Care Home and in Grafham; Rutland Cycling and Anglia Water’s Visitor Centre.

Supporting the Local Economy - Business

- 6.4.6. When asked via the local business questionnaire, some 50% of our local businesses stated that they expected to expand over the next 5 years, and of these 68% would do so within the two parishes. Several businesses quoted the excellent transport links for basing themselves and planning to expand in the area, with the owner of the Brook Farm industrial units also stating that “the proximity of the A14 will always mean the area is attractive for business use.”
- 6.4.7. Whilst 70% of businesses who responded to the survey stated there were no constraints to their operation from being based in the parishes, there were several opportunities highlighted which the Neighbourhood Plan objectives and policies will support.
- 6.4.8. These can be categorised as:
- Available premises for new start-ups and to “grow into.”
 - Improved Broadband.
 - Improved networking opportunities.
 - Improvements to the local postal service, particularly collections from business premises.
 - Improvements to the local bus and train timetables to assist employees and customers who don’t have or wish to use private cars.
 - A shop in Ellington.
 - Improved car parking arrangements in the villages to ensure access.

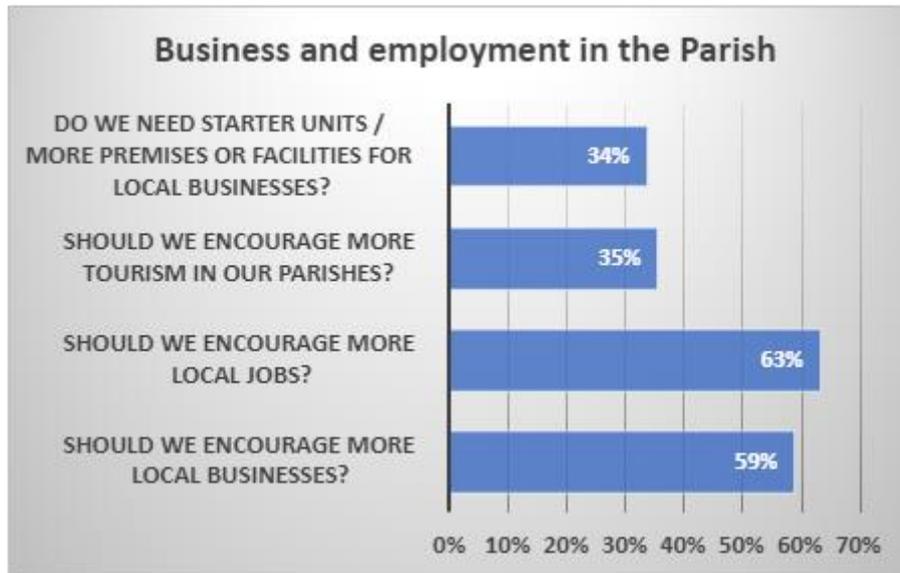


Figure 31: Residents preferences for business development

6.4.9. The local community is also very supportive of encouraging local business and employment in the area, albeit mindful that it doesn't detract from the rural nature of the area, this is reflected in Policy GENP5. Brook Farm is a key source of employment; therefore, it has been identified as a Local Employment Area (see Figure 32). Policy GENP5 seeks to support the continued use of the area as an important source of local employment.

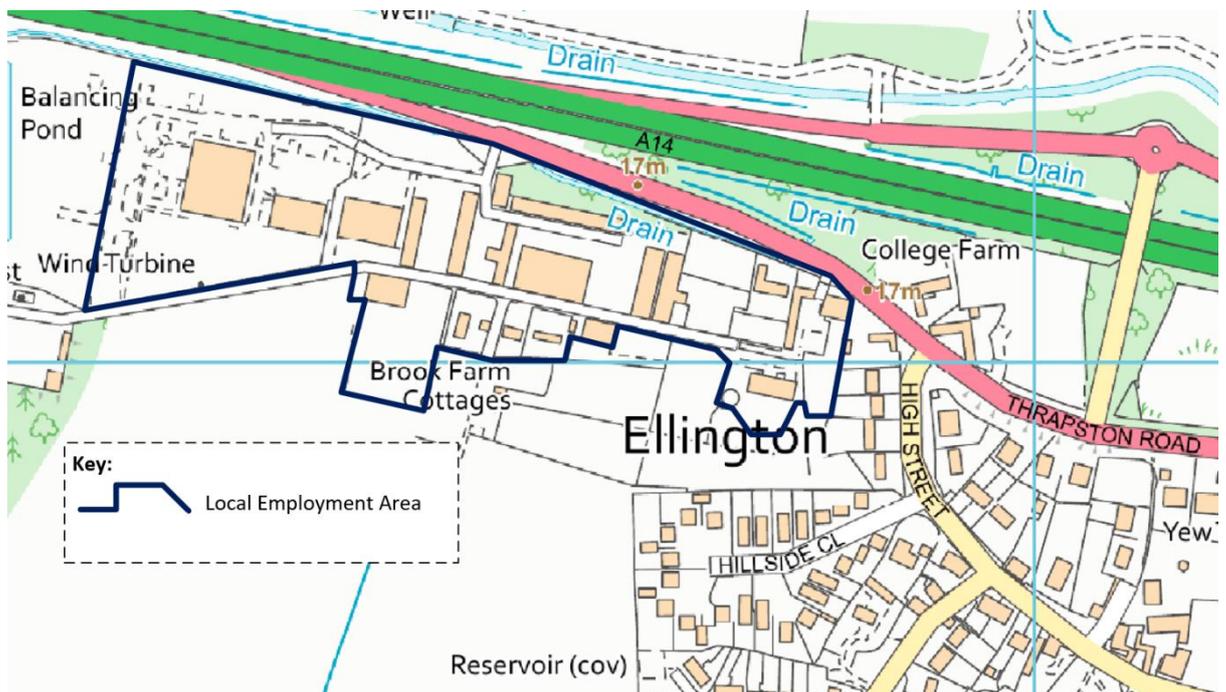


Figure 32: Local Employment Area

Policy GENP 5 – Supporting the Local Economy

Proposals for commercial, business and service uses (Class E) will be supported within the built-up area where they are of a scale to serve local needs and will not have a material detrimental impact on the amenity of neighbouring properties. Proposals are particularly encouraged that provide suitable space for start-up or incubator businesses that develop the parishes' agricultural base or that provide local scale retail provision.

Brook Farm Local Employment Area

Brook Farm is identified as a Local Employment Area for which the existing boundary is outlined in Figure 32. Development proposals located within the Local Employment Area will be supported where they reinforce its role in providing local employment, are appropriate to the rural setting, and will not have material detrimental impacts on the amenity of nearby properties. Any proposal shall also demonstrate that expected traffic can be safely accommodated on the highway network.

Outside of the built-up areas

A proposal for new development, or the expansion of an existing business, outside the built-up areas of Grafham and Ellington, will only be supported where it can be demonstrated that there are operational requirements for a countryside location and the scale, character and siting of the proposed use will not have a detrimental impact on the countryside or the amenity of nearby properties. Any proposal shall also demonstrate that expected traffic can be safely accommodated on the highway network.

Supporting the Local Economy - Tourism

- 6.4.10. In addition to its primary role of supplying water to thousands of homes, Anglian Water's waterpark is a wonderful resource for the public, offering people of all ages and abilities the chance to spend time outdoors, enjoying a variety of pursuits – from fishing and sailing to walking, cycling, wildlife watching and more. It is England's third largest reservoir can be found nestled in 1,500 acres of beautiful countryside.
- 6.4.11. Grafham Water has been designated as a Site of Special Scientific Interest for over 30 years. Its western end features a 280-acre nature reserve and is home to ancient woodlands, reed beds and important populations of several bird and amphibian species.
- 6.4.12. There are several businesses that support the large number of annual visitors (over 300,000), such as Rutland Cycling, Rumble Live Action Gaming and two campsites within Grafham and several B&B facilities, along with Anglian Water's Visitor Centre. Visitors also utilise the Grafham community shop and pub, enhancing their trade and financial viability.
- 6.4.13. There are several car parks, with the main one located at the visitor centre, in Grafham. Most visitors use the car parks, but a significant number prefer not to pay the "high prices" charged by Anglian Water and so park within the village of Grafham, which at times causes significant access issues to residents.
- 6.4.14. The survey identified that only some 35% of residents felt we should encourage more tourism in our parishes.

- 6.4.15. The Local Plan [Ref 1] includes provision for growth in tourism and recreation under its policy LP23 – the relevant section is included in § 4.5. LP23 also references LP3 – the relevant section is included in § 4.4.

Policy GENP 6 – Tourism
<p>The expansion of existing tourist, recreation or leisure facilities will be supported as will a proposal for the creation of new sustainable tourist, recreation or leisure facilities where identified needs are not met by existing facilities.</p> <p>A proposal for new or expanded tourism, recreation or leisure facilities is required to demonstrate that all possible efforts have been taken to avoid harm on the Grafham Water SSSI and other designated nature sites and habitats and not cause harm to the countryside, resident amenity and to heritage assets and their setting. If harm is unavoidable, it must be minimised as much as possible and then mitigated.</p> <p>Any such expansion would also need to include sufficient parking within the site to ensure there is no material detrimental impact on access and street parking within the village. And also ensure there is appropriate access by multi-use paths (see Policy GENP 9).</p>

6.5. The Green Agenda

National and Local Government Policy

UK Government

- 6.5.1. The Government has set a statutory target using the Climate Change Act 2008 for at least a 100% reduction of UK greenhouse gas emissions by 2050 (compared to 1990 levels). It is known as a net zero target because some emissions can remain if they are offset (i.e. by removal from the atmosphere and/or by trading in carbon units). If met, this target would effectively mean the UK would end its contribution to global emissions by 2050. [Ref 6]

Cambridgeshire County Council

- 6.5.2. Our vision is to deliver net zero carbon emissions for Cambridgeshire by 2050 in partnership with all stakeholders, whilst supporting our communities and Cambridgeshire’s biodiversity and environmental assets to adapt and flourish as our climate changes.



<https://consultcambcs.uk.engagementhq.com/climate-strategy>

Huntingdonshire District Council

- 6.5.3. HDC's Local Plan policy LP2 is to: "..... Protect the character of existing settlements and recognise the intrinsic character and beauty of the surrounding countryside; Conserve and enhance the historic environment; and Provide complementary green infrastructure enhancement and provision to balance recreational and biodiversity needs and to support climate change adaptation." [Ref 1].

Grafham Parish Council

- 6.5.4. The PC has an Environmental Policy which supports a green agenda [Ref 7].

Support for Zero Carbon Initiatives

- 6.5.5. Support for preserving the nature of our villages is very high according to the Residents Survey.
- 6.5.6. Residents often commented in the Survey about the environment, for example:

I would like to see all decisions from this questionnaire being made with consideration of their environmental impact. My priority is wanting to protect and increase the wildlife locally, and to have affordable renewable energy.

Given the Climate Crisis I believe more should be done locally via the Parish Councils to encourage activity to reduce the community's carbon footprint and to work with local landowners to protect and encourage wildlife.

were two of the comments.

- 6.5.7. People do care about the environment. Indeed, no doubt encouraged by government incentives, our survey revealed that residents are prepared to invest in renewable technology. 9% of houses have solar panels and 5% of people have air source heat pumps. 78% of people thought it was important or very important to promote group buying schemes to improve the quality of the existing built environment (e.g. installing insulation, solar panels, air/ground source heating).

Domestic Heating

- 6.5.8. Domestic energy consumption accounts for 28.9% of UK total [Ref 9] and of that, 78.4% is used for domestic space and water heating [Ref 10]. Thus, approximately 23% of UK energy consumption is used for domestic heating.
- 6.5.9. As shown by the Resident Survey 81% of homes in Ellington and Grafham are heated by Oil. There is no mains gas in the Neighbourhood Area.

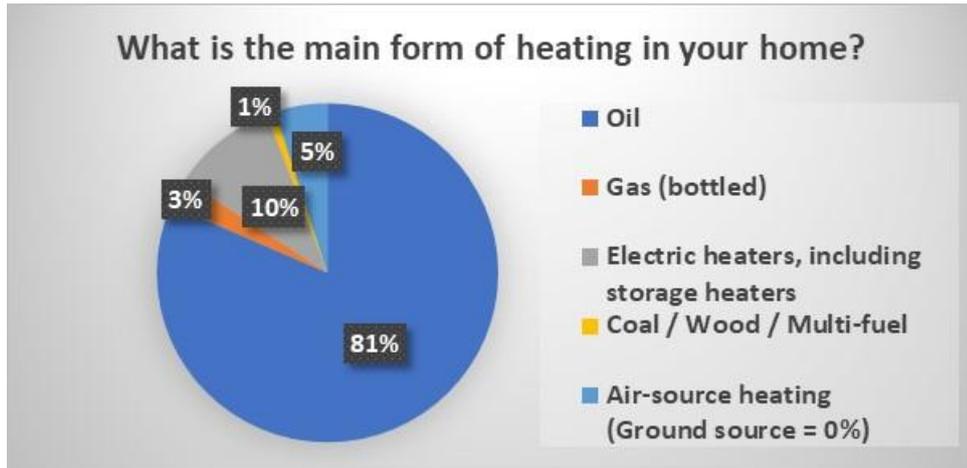


Figure 33: Means of household heating

- 6.5.10. It also should be noted that the survey found that 29% of the population was retired and 34% of the working population spent 4 or more days a week working from home, as shown in Figure 28. A substantial number of homes will therefore be heated during the day.
- 6.5.11. Clearly if the government is to meet its 2050 zero carbon initiative, then the decarbonisation of heating has to be tackled and the Government has announced its Clean Growth Strategy [Ref 8] to “phase out the installation of high carbon fossil fuel heating in new **and existing buildings** in areas off the gas grid, during the 2020s”.³
- 6.5.12. Providing an affordable low carbon alternative to oil heating for our villages is therefore an important priority.
- 6.5.13. If more households adopt air-source heat-pumps there is likely to be an impact on the capacity of the electric power network and so it is assumed that UK Power Networks will ensure there is sufficient capacity, in order to meet the government’s objectives.
- 6.5.14. At the time of writing, Grafham together with Perry and Great Staughton (villages situated round Grafham Water) are in the process of assessing a ground or water source district heating scheme. More details can be found on the website [Ref 11].

Policy GENP 7 – Zero Carbon Initiatives
All development proposals shall minimise their energy, water and resource consumption and, where possible, exceed the minimum standards set by legislation.
The transition from fossil fuel heating systems to low carbon alternatives will be supported.
New developments shall provide sufficient space for recycling and composting containers in order to encourage recycling and composting through the District Council schemes or home composting for garden use.

³ Item 18 of the “Key Policies and Proposals in the Strategy” in the Clean Growth Strategy.

6.6. Zero Carbon Transport

- 6.6.1. As described in § 6.5, the Residents Survey indicated that there is a desire to see improved cycle routes and public transport. The survey also indicates some 34% of those employed worked from home. Following the pandemic, it is likely that more people will work at least some days from home and the extent of work to home journeys will reduce.
- 6.6.2. By 2035 the Government proposes to ban the sale of new petrol, diesel and hybrid cars in the United Kingdom. At the moment it would seem that electric car (EV) technology will power our personal transport.
- 6.6.3. At the moment, only 1% of residents have an electric vehicle (another 3% have hybrids) and 4% of households have a charging point. However, it would seem that 80% of residents park their car on a drive or in a garage or carport making the installation of a charging point possible.
- 6.6.4. The advent of electric cars is likely to have an impact on the capacity of the electric power network and so it is assumed that UK Power Networks will ensure there is sufficient capacity, in order to meet the government’s objectives. There are also proposals being developed to use the capacity of car batteries as storage to smooth peaks and troughs of renewable power generation.
- 6.6.5. The issues and aspirations identified in this section will also be supported through the Community Action Plan [Ref 21].

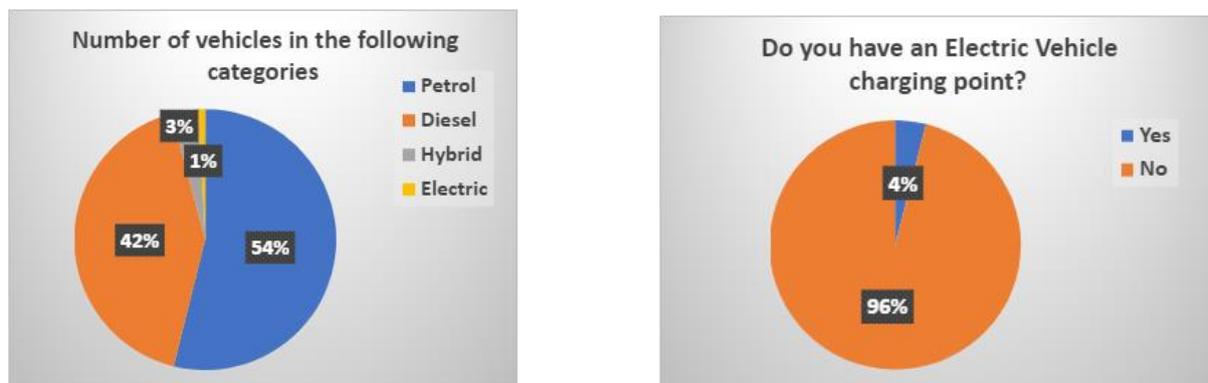


Figure 34: Types of vehicle and EV charging

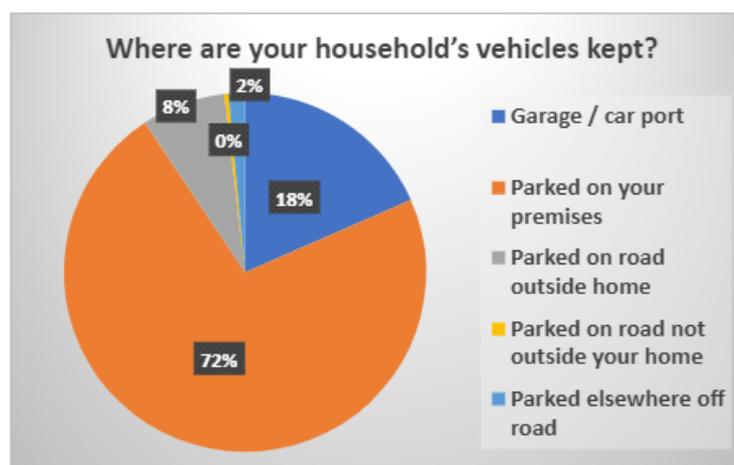


Figure 35: Parking of vehicles

Policy GENP 8 – Electric Car Infrastructure

A proposal that provides electric vehicle charging points that are available to the community and visitors will be supported.

A proposal for new developments which include EV charging points that are appropriate to the scale and nature of the development concerned will be supported.

6.7. Traffic and Transport

Footpaths and Cycle Routes

- 6.7.1. There is a good network of footpaths within the parishes, but with some specific limitations that need addressing (see Pedestrian Hazards later in this section). The cycle routes are very limited and the community feels strongly that this should be improved both for use by residents and by the tourists that are attracted to the area.
- 6.7.2. Children are particularly affected by the inadequacy of safe cycle routes, which they would like to use for access to school, leisure activities and visiting friends. Currently only 8% of children are cycling on a daily basis (to school) and 31% either rarely or never cycle. The large majority (71%) of parents/guardians would encourage their children to cycle more if the cycle routes were safer.
- 6.7.3. This Neighbourhood Plan supports the growth of active travel, as it is beneficial to not just the environment but to health and wellbeing.

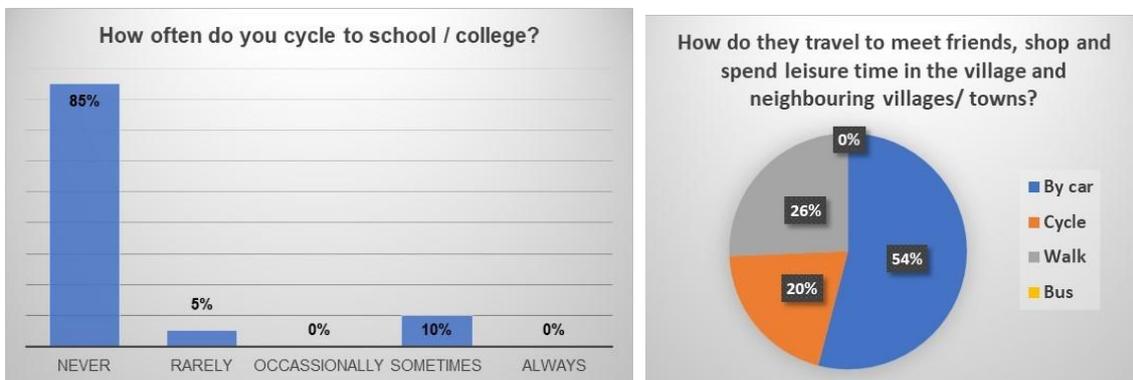


Figure 36: The need for improved cycle routes for children

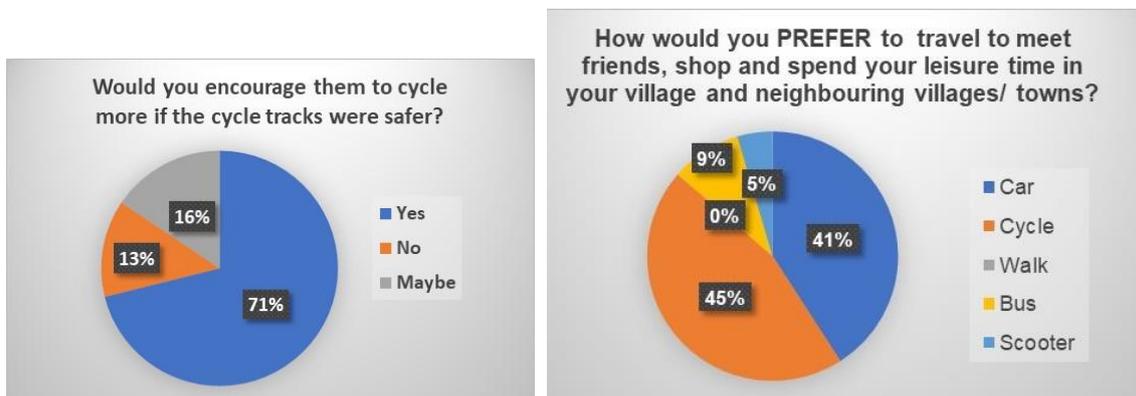


Figure 37: Preferred means of transport for young people

Bus Services

- 6.7.4. There is a very limited regular bus service through the villages, serving the needs of school transport and providing transport for recreational, medical, shopping, etc. for a small minority of residents, as indicated in Figure 38.
- 6.7.5. The low use may be due to the inadequacy of the service (Figure 39) or a preference for the flexibility of cars. It is particularly noticeable that the bus service is considered quite unsuitable for commuting.
- 6.7.6. A significant percentage (23%) would like to see the bus service improved and presumably then make greater use of it.
- 6.7.7. The survey identified a need for earlier and later services for work and commuting, and older pupil school runs. There is some sadness at the loss of the periodic Peterborough and St Neots services.
- 6.7.8. This Neighbourhood Plan supports the growth of sustainable travel.

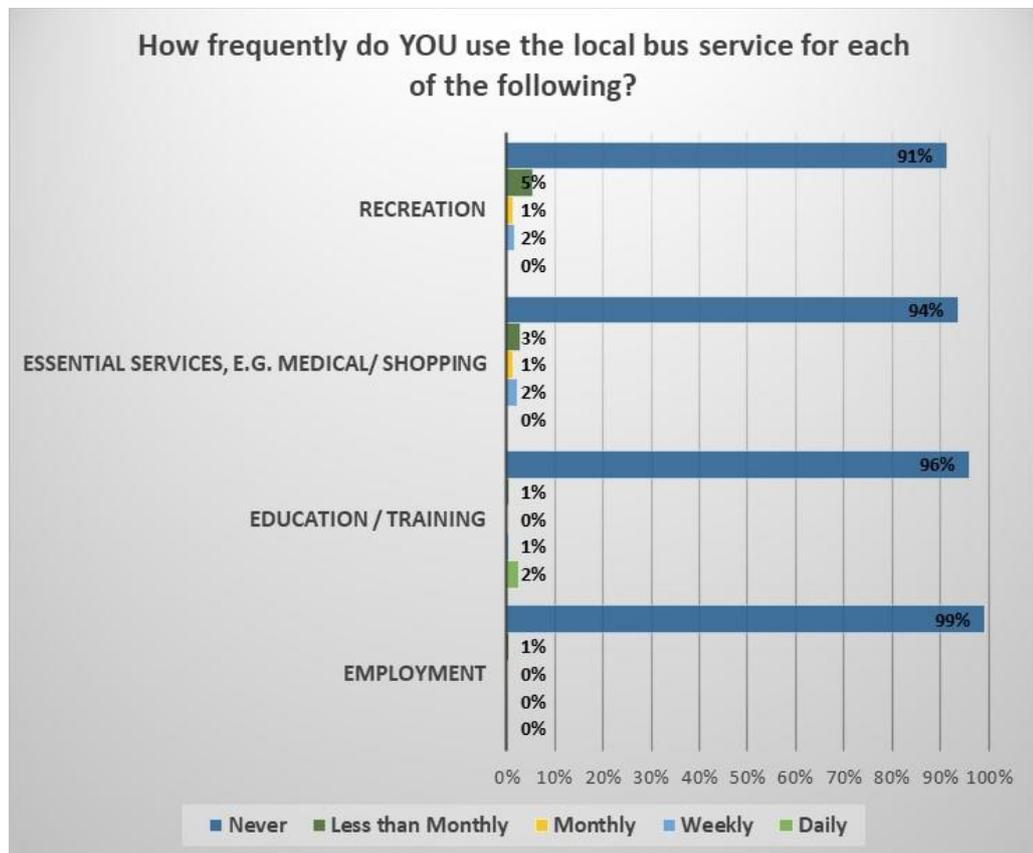


Figure 38: Usage of local buses

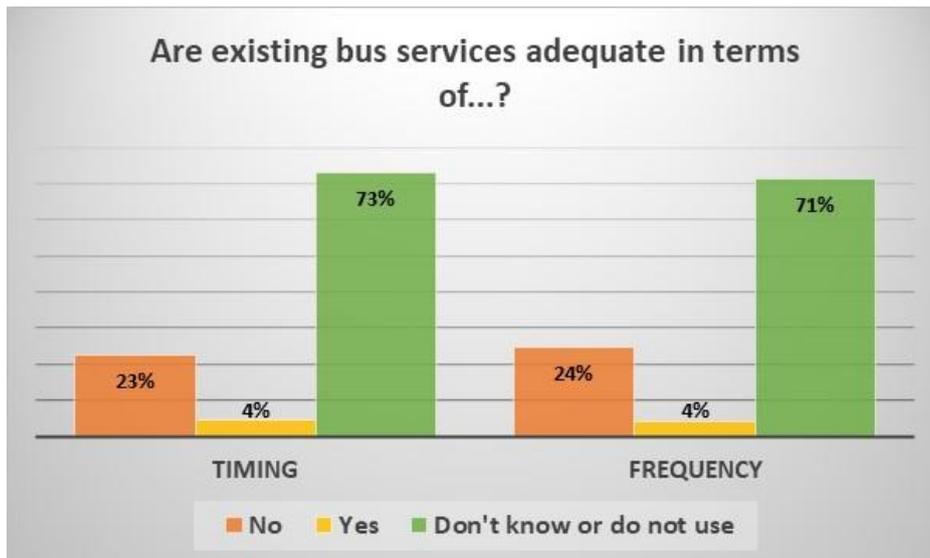


Figure 39: Adequacy of bus services

Road User Hazards

- 6.7.9. The most mentioned hazards are potholes and other road maintenance defects, along with car and HGV speeds on our local roads – including village roads such as Buckden Road in Grafham and Grafham Road in Ellington, along with speeding through Ellington Thorpe; the interaction of these speeds with the nature of the roads and the presence of cyclists and horse-riders have generated a high demand for lower speed limits on our rural and village roads.
- 6.7.10. In Grafham, the S-bend and junctions by the Old Schoolhouse are of particular concern, due to the poor visibility and speed of through traffic. There are also significant concerns about the hazards along the road to Brampton relating to the untrimmed hedges reducing visibility, particularly causing hazards to cyclists.
- 6.7.11. In Ellington the use of local roads by HGVs, and the use of the Ellington-Grafham-Buckden road as a short-cut to the A1 generating unwanted traffic, are of great concern.
- 6.7.12. The requests for investment in proper cycle tracks towards Brampton/Huntingdon are quite large, notably in Ellington where the motorised traffic on the upgraded A14 is even more dangerous to cyclists.
- 6.7.13. Vehicle parking is a problem of several facets – roads narrowed by properties not having on-site parking (St Peter's Way in Ellington, Breach Road and Orchard Row in Grafham), parking at road junctions blocking views of approaching traffic (High Street/Grafham Road in Ellington and Cedar Close/Breach Road in Grafham), and the perennial use of Grafham village for visitors to Grafham Water.

Pedestrian Hazards

- 6.7.14. The overwhelming demand seems to be for a proper footpath connecting the two villages, with the installation of footpaths along Ellington Green, with a pedestrian crossing leading towards the playing field at one end, and a proper footpath connecting the Cinnamon to Three Shires Way at the other end, having decided priority. There is some desire in Grafham for a new direct footpath from the village to the Anglian Water Visitor Centre at Marlow car park.

- 6.7.15. There are no footpaths by the side of the road through Ellington Thorpe. Visiting neighbours or using the post box can only be accessed by walking on the roadway in places where there is no grass verge. Residents walking with children, pushchairs, dogs or horses are in danger from fast moving traffic, especially where there are bends, blind spots and poor light or a low sun. Residents entering and exiting their property are also in danger.
- 6.7.16. In Grafham village the main concern, as with cars and cycles, is the corner junctions by the Old Schoolhouse, which is seen as decidedly unsafe, and even requiring a pedestrian crossing.
- 6.7.17. Bad pavement condition, including cars parked on them, hedges growing over them, and holes in them, was a concern in both parishes, as was the speed of vehicles on the minor roads.
- 6.7.18. Traffic calming measures are being implemented on the southern edge of Grafham that should address some of the issues.

Policy GENP 9 – Multi-use paths
<p>A proposal that enhances the footpath, cycleway or bridleway network within the neighbourhood plan area will be supported where it:</p> <ul style="list-style-type: none"> • Extends public rights of way, enables opportunities to connect public rights of way into the wider public rights of way network or delivers new public rights of way in suitable locations; or • Develops links to other forms of sustainable transport such as bus or rail; or • Improves existing pavements to make them more accessible for all users including children and the disabled; or • Provides cycle routes which enable direct, convenient and safe connection to other routes, including a link between Ellington and Grafham and onwards to Grafham Water and Huntingdon.

- 6.7.19. The issues and aspirations identified in this section will also be supported through the Community Action Plan [Ref 21].

6.8. Natural Environment

- 6.8.1. Most of the Neighbourhood Area is rural, and contains substantial areas of farmland which contributes significantly to the character of the Parishes and the setting of the villages.
- 6.8.2. Grafham and Ellington are exceptionally rich in biodiversity due to their rural setting, plentiful green space, diverse wildlife habitats and connectivity to the wider ecological network, most notably, Grafham Water and its surrounds.
- 6.8.3. The Cambridgeshire Green Infrastructure Strategy [Ref 5] identifies Grafham Water as Target Area 3.1 within Strategic Area 3 (Great Ouse). This includes the ancient woodlands surrounding Grafham Water and linking the woodlands in this area (particularly Grafham to Brampton) are also important.

- 6.8.4. An extract from “Figure 4-5 Strategic Area 3” in the Cambridgeshire Green Infrastructure Strategy is given in Figure 40 to indicate the main themes for this Neighbourhood Area (Target Area 3.1). The Strategy states (on page 80):

“Looking at the Strategy’s objectives there is a particular emphasis in the strategic area on Green Infrastructure reversing the decline in biodiversity, mitigating and adapting to climate change, promoting sustainable growth and economic development, and supporting healthy living and well-being.”

And in particular for Target Area 3.1:

“Grafham Water and the circle of ancient woodlands around it provide a local biodiversity hotspot. The clusters of ancient woodland are one of the most important in the county and would benefit from the creation of linkages between the woods...”.

- 6.8.5. The Huntingdonshire Landscape and Townscape SPD (2007) [Ref 3] provides the basis for the Ouse Valley Green Infrastructure boundary. The Great Ouse Valley is also designated as a Green Infrastructure Priority Area in the HDC Local Plan [Ref 1].
- 6.8.6. Despite “The Cambridgeshire Green Infrastructure Strategy” [Ref 5] identifying Grafham Water as being within Strategic Area 3 (Great Ouse) (see Figure 40), the two parishes are predominately within, or surrounded by, the Southern Wolds Landscape Character Area. Which happens to border some of the Ouse Valley Character Area to the East, and have a small influence from the Northern Wolds, the Central Claylands and the Grafham Water Landscape Character Areas, according to the Huntingdonshire Landscape and Townscape SPD (2007) [Ref 3], which lists the nine district landscape character areas on page 16.
- 6.8.7. This Neighbourhood Plan actively encourages the provision of additional benefits for biodiversity which contribute to future-proofing the natural environment at a landscape scale and contributing to mitigating climate change, while ensuring existing important sites, habitats and Priority Species are protected, maintained and enhanced.
- 6.8.8. This Plan actively promotes the “conservation, restoration and enhancement of Priority Habitats, ecological networks and the protection and recovery of Priority Species” as per 179 b) of the NPPF [Ref 2].
- 6.8.9. The NPPF recognises the local ecological networks and the hierarchy of designated sites. This Plan seeks to recognise all the designated areas and welcomes developments that enhance or extend ecological corridors connecting them.
- 6.8.10. Within the Neighbourhood Area there is only one nationally recognised Site of Special Scientific Interest (SSSI), Grafham Water, as shown in Figure 41. The purpose of Policy GENP 10 is to highlight those sites already designated and to provide a level of protection for non-statutory areas. This includes the three specific habitats recognised as County Wildlife Sites (CWS)⁴ within the Neighbourhood Area, to which the policy also aims to prevent harm through the direct and indirect impacts of development.

⁴ <http://www.cpbiodiversity.org.uk/county-wildlife-sites-group>

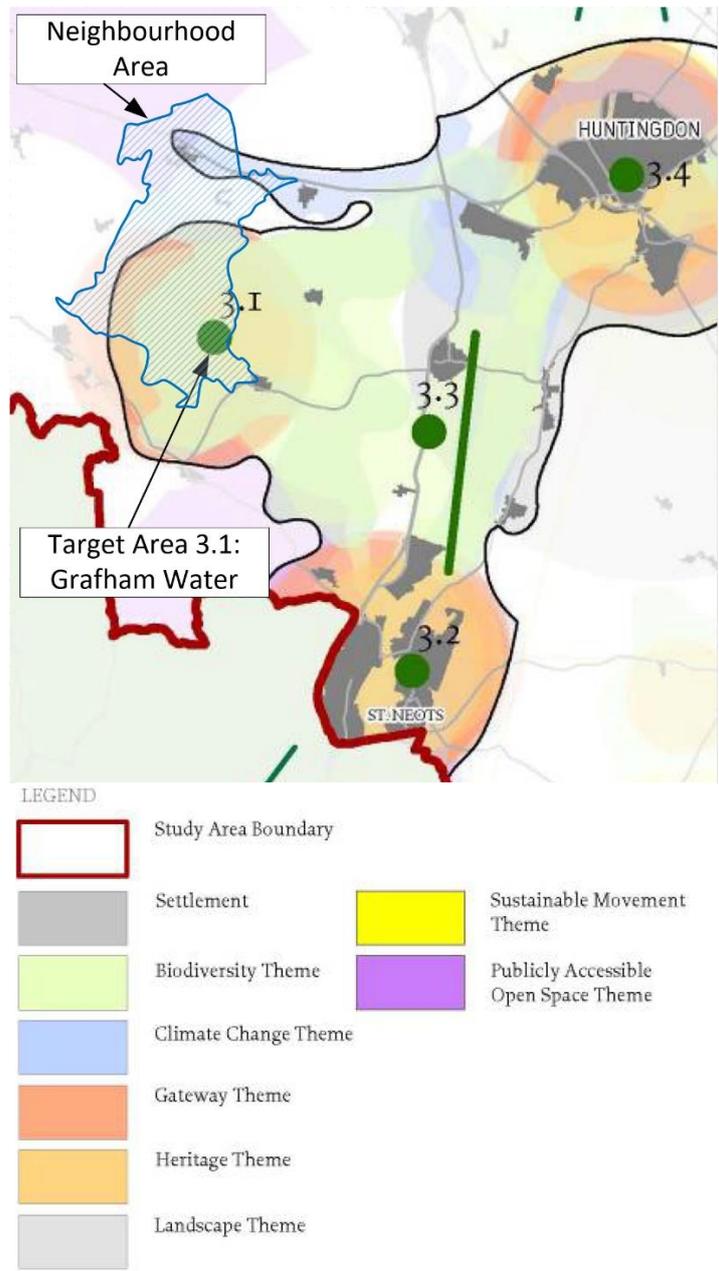


Figure 40: Green infrastructure strategy for this area

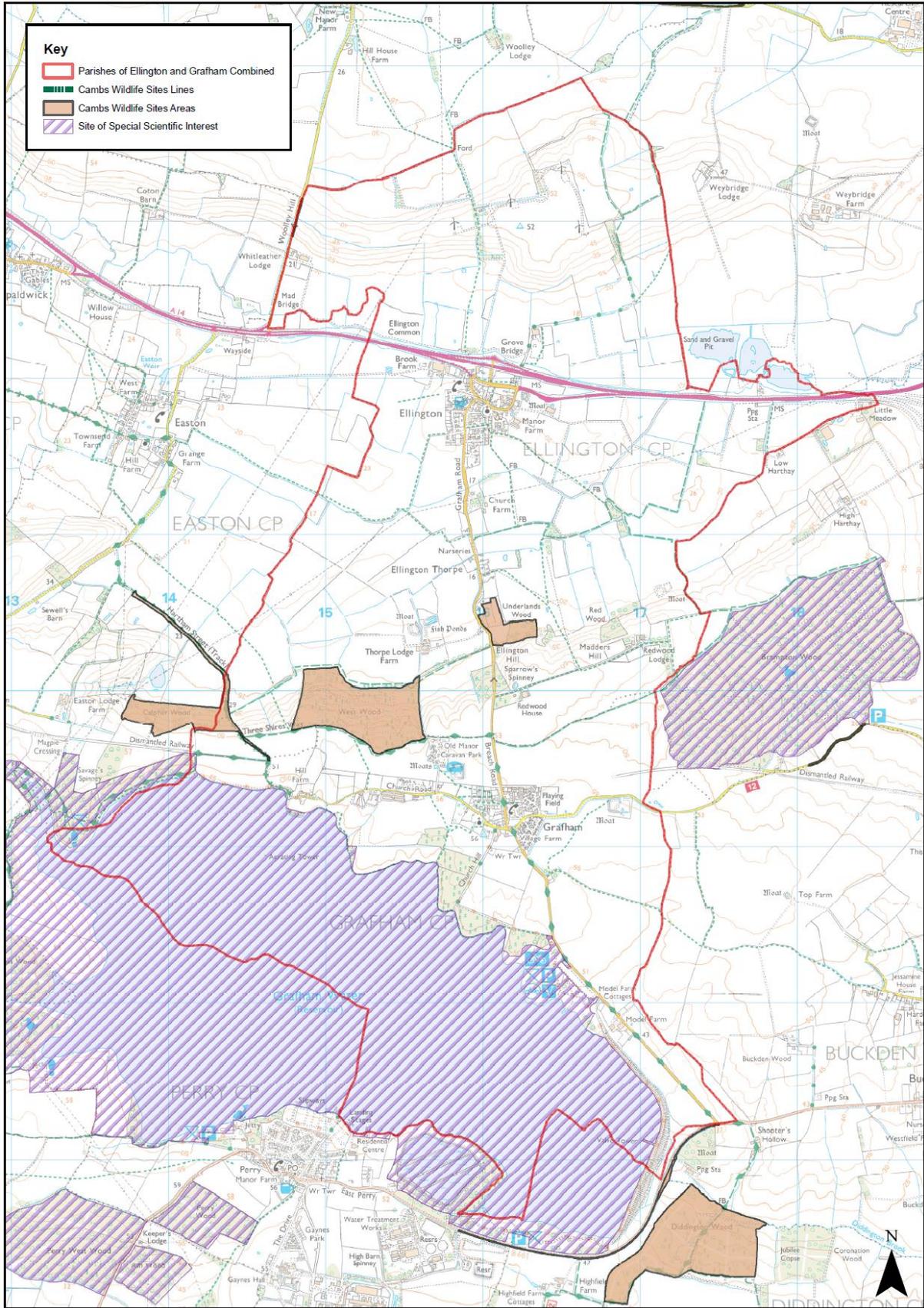


Figure 41: SSSI and County Wildlife Sites in Grafham and Ellington

6.8.11. The survey highlighted the importance of the natural environment and associated aspects, as shown Figure 42:

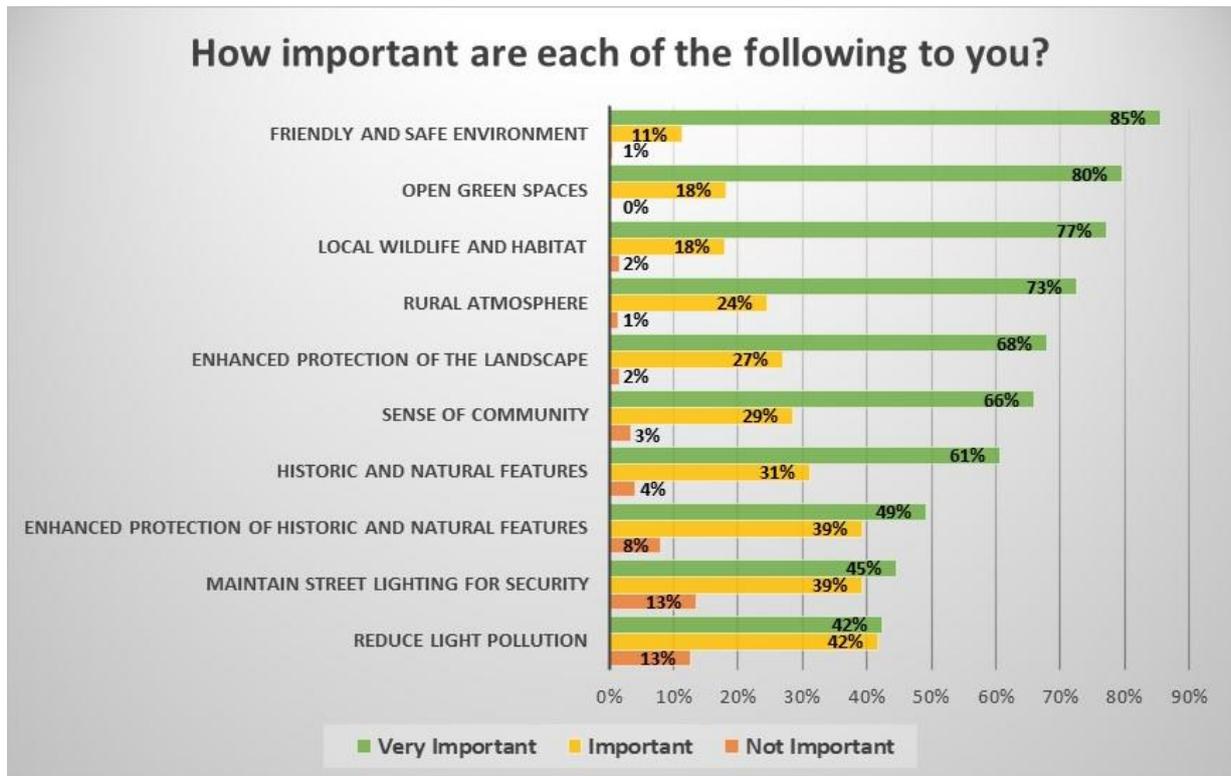


Figure 42: Importance of the natural environment and green spaces

Policy GENP 10 – Biodiversity and Natural Environment

All new development shall protect biodiversity and the natural environment and provide a biodiversity net gain and establish, enhance or extend ecological corridors and the connectivity between them.

A proposal within the neighbourhood plan area on land within, adjoining or outside Grafham Water SSSI that is likely to have an adverse effect upon the SSSI or other protected nature sites and habitats, either individually or in combination with other developments, will not be supported unless it can be demonstrated that all possible efforts have been taken to avoid harm, if harm is unavoidable, it must be minimised as much as possible and then mitigated. Mitigation measures can include additional landscaping, habitat creation, tree planting or the reinstatement of features.

Developers shall apply Natural England’s Impact Risk Zone (IRZ) tool [Ref 23], available via Magic [Ref 29], to identify potential risks, including recreational pressure, to SSSIs such as Grafham Water.

Developments are to avoid adverse impact to such sites and the wider natural environment through application of the ecological mitigation hierarchy.

Developments shall seek to deliver environmental enhancements having appropriate regard to the Nature Recovery Network [Ref 26], Natural Cambridgeshire’s “doubling nature” target [Ref 27], relevant aspirations in the NPPF and DEFRA’s 25-Year Environment Plan [Ref 28].

6.9. Community Facilities

6.9.1. The intentions of Policy GENP 11, in this section of the Neighbourhood Plan, are to ensure that there is maintenance and further development, when required of enough locations and places to meet the recreational, educational, social and cultural needs of the residents of the parish.

6.9.2. The following facilities are available and used by many residents, as illustrated by the residents survey (see Figure 43):



Grafham Facilities:

- Village Hall
- Community Shop
- Community Pub (The Grafham Trout)
- All-weather pitch – multi-use games area
- Playground, with facilities for young children and adults gym equipment
- Cinnamon Restaurant/take away
- Playing Field
- Church

Ellington Facilities:

- Village Hall
- The Mermaid Pub
- Recreation ground, with facilities for young children and adults gym equipment, plus a tennis court
- Church

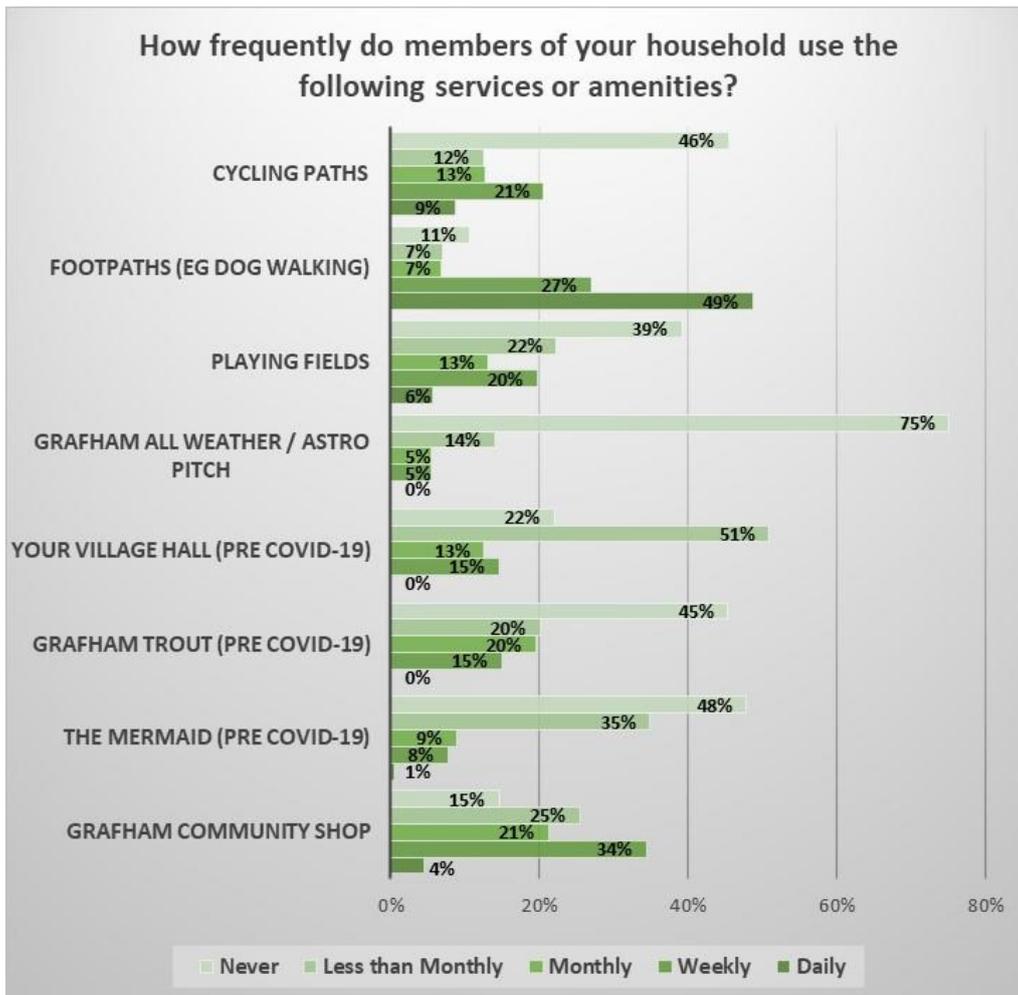


Figure 43: Use of facilities by all residents

- 6.9.3. The residents survey included a separate questionnaire for “young persons”, aged 13 – 19. And the survey also included a section for parents or guardians of children under 13 years to identify their usage of local facilities. The results for each age group are shown in Figure 44 and Figure 45 respectively.
- 6.9.4. In both villages, the playing fields are used regularly (at least monthly by 39% of respondents overall) football pitches / playing fields are clearly important to younger people in both villages with at least 65% using them at least monthly. This is clearly a facility which should be safeguarded. The Astro is important to our young people with nearly half stating they use this on at least a monthly basis from both villages.
- 6.9.5. The Playgrounds are clearly well used by our younger children with 60% using them on a daily or weekly basis (Figure 45).

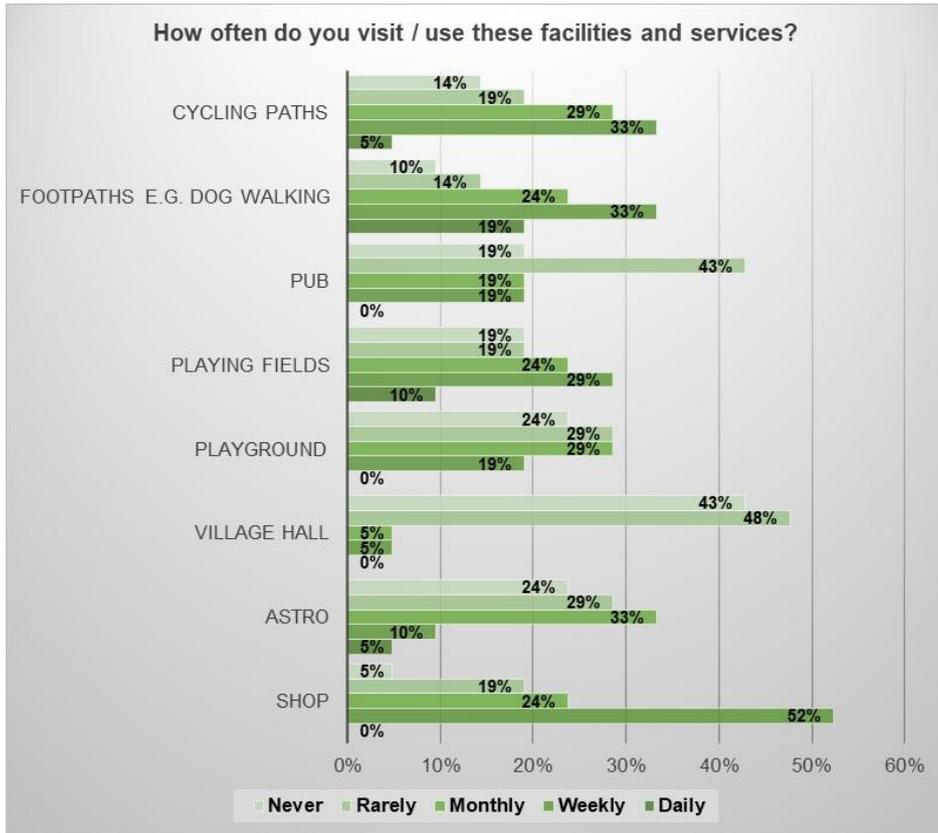


Figure 44: Use of facilities by teenagers

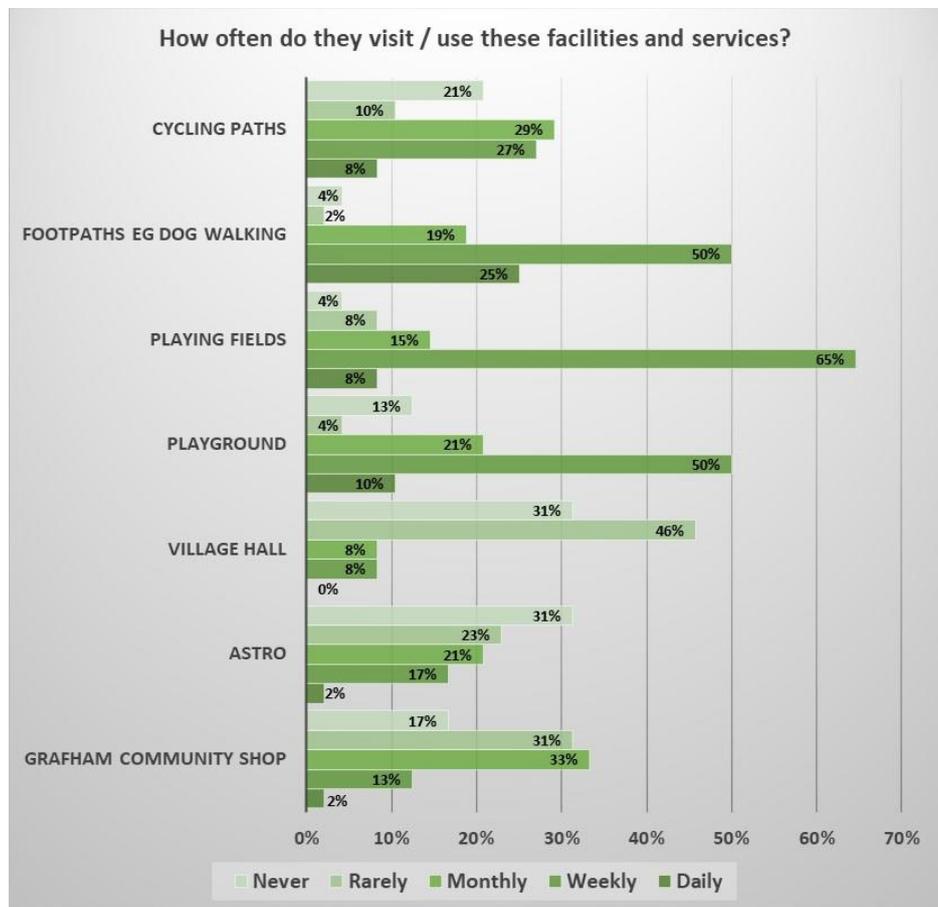


Figure 45: Use of facilities by children under the age of 13

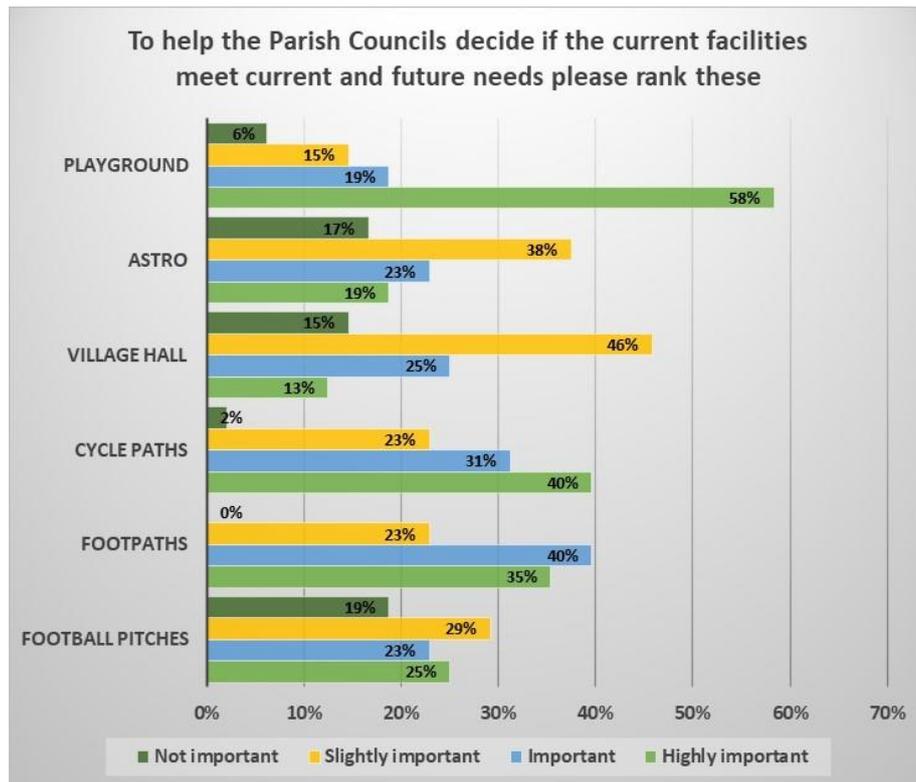


Figure 46: Importance of facilities by under 13-year-old children

6.9.6. There is also a strong desire in Ellington for the relaunched Mermaid Inn to succeed as a traditional village pub, and for it to be as well supported as the Grafham Trout community run pub and the Cinnamon restaurant in Grafham.

Community Activities

6.9.7. As shown later in this Plan (in Figure 42), 95% of residents believe that the sense of community was 'very important' or important to them and would clearly wish to ensure this remains. The rural atmosphere (97%) and the friendly safe environment (96%) are also highly valued by the vast proportion of the villagers.



6.9.8. This social environment leads to support for a wide range of activities and community events (pre Covid-19), including: the Annual Village Gala, Family Sports Day, Fireworks, Sports events e.g. Wimbledon finals, Rugby and FA Cup key matches, quiz nights, board games evenings, New Year celebration, Car Treasure Hunt, Cider and Sausages, Beer festival, Flower festival, Little Fishes, Women's Institute, Curry and Carols evening and Coffee mornings.



Art Group exhibition

Provision of New/Enhanced Community Facilities

- 6.9.9. Enhancements to a range of community facilities has been identified as being needed by the community; see Figure 47 and Figure 48. It is also recognised that, over the plan period, it is likely that other new or larger facilities will also be needed. Furthermore, existing facilities will need replacing once their ongoing maintenance is no longer financially viable.
- 6.9.10. Therefore, Policy GENP 11 seeks to provide general support for the provision of such community facilities, as opposed to identifying a finite list or specific locations for the provision of such facilities. It is recognised that the funding of such facilities is constrained and that the limited amount of residential development in the parish means that developer contributions will also be limited. Therefore, it will be important that the local community uses its resources to lever in funds through grants and other means in order to fund the bulk of the cost of any new facility. It is therefore important, where appropriate, that the planning process does not provide costly and unnecessary delays in their subsequent provision.
- 6.9.11. Where appropriate, the use of private facilities to address the needs of the community and general public will be supported. In particular this could include the provision of public conveniences to serve the village.

Examples

- 6.9.12. There is a significant percentage of Ellington residents expressing a desire to open a food shop in the village to avoid driving into Grafham, St Neots or Huntingdon for food.

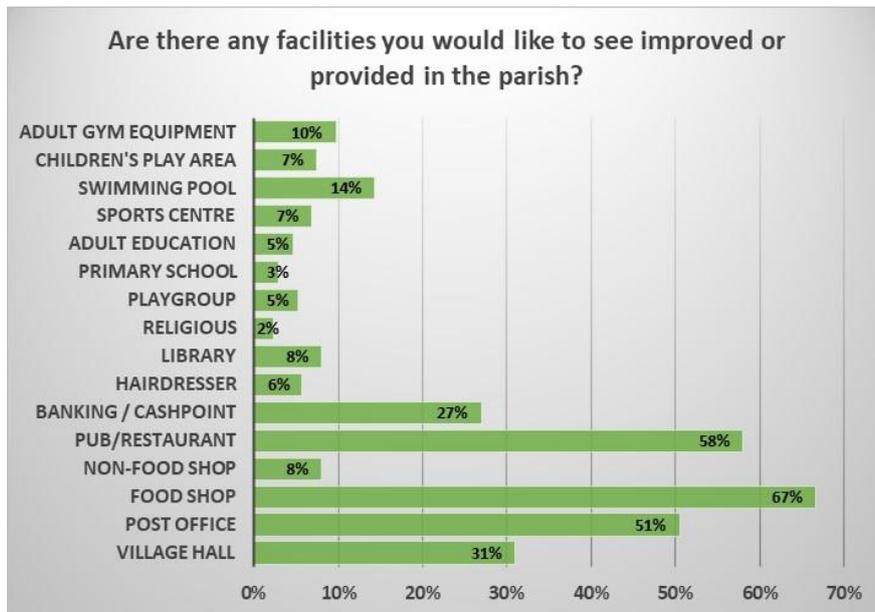


Figure 47: Improvements to facilities – Ellington residents

- 6.9.13. The Grafham Community Shop is used daily or weekly by 61% of Grafham residents and also by people from the surrounding villages. The shop building is in need of improvement and suggestions for a café, a meeting room and a public toilet were mentioned by residents.
- 6.9.14. A post office seems to be a facility over 40% of respondents from both villages would like to have access to more locally – once again to avoid unnecessary journeys. In both villages an interest has been shown to improve the village hall – this is particularly important to the residents of Ellington.

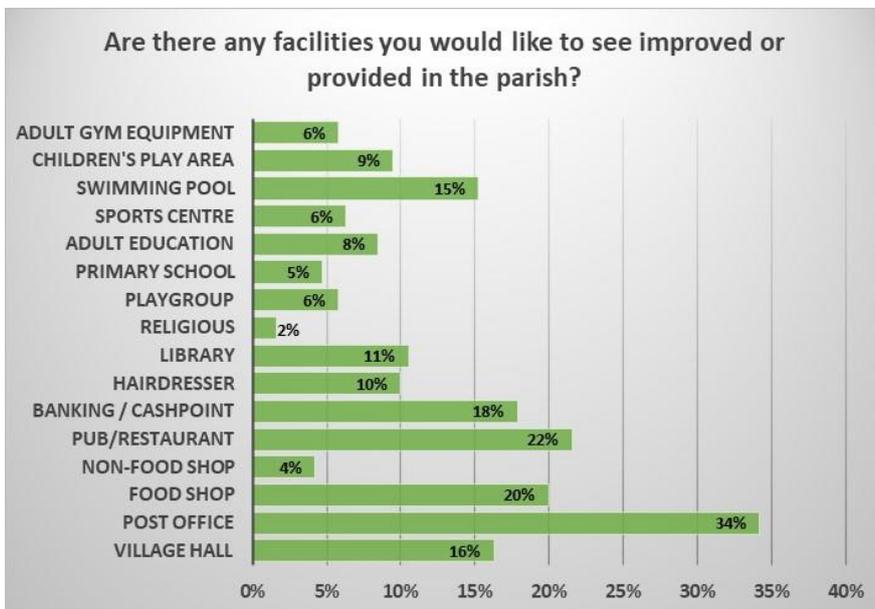


Figure 48: Improvements to facilities – Grafham residents

- 6.9.15. There are a number of activities that take part in the village halls such as yoga, the Art Club, Martial arts, etc., which it is anticipated will continue in the future. Some residents have expressed an interest in having more activities for retired people and 43% young

people expressed an interest in having a Youth Group in the villages. The Village Halls seem an obvious meeting point for these groups.

- 6.9.16. There is also a significant desire by younger people for a skatepark.
- 6.9.17. The "Huntingdonshire Sports and Leisure Facilities Strategy 2016-21" [Ref 24] states in section 5.5 "Gaps in Provision" (page 34) lists Ellington as being a large enough settlement to support additional facilities yet has a gap in provision for grass pitches which is an obvious discrepancy in level of provision compared to similar settlements. This strategy, or any successor beyond 2021, should be considered in conjunction with this Neighbourhood Plan, and as part of any future development in the villages.
- 6.9.18. The issues and aspirations identified in this section will also be supported through the Community Action Plan [Ref 21].

Policy GENP 11 – Support and provision of community facilities
The loss of existing retail or other community services and facilities will be resisted unless alternative or enhanced provision is made elsewhere in suitable and accessible locations in the parishes or it can be demonstrated that the use is no longer viable. Where there is material evidence of the needs of residents, needs that would be met by the proposal, the provision of new or enhanced community facilities of an appropriate scale, within or on land immediately adjoining the built-up area, will be supported. These needs could relate to recreation, leisure, spiritual, social, education, medical and retail facilities. (See also Policy GENP 5.)

6.10. Designated Local Green Spaces

- 6.10.1. The “sense of place” and character of Grafham and Ellington is preserved by ensuring that the existing green spaces are protected from development.
- 6.10.2. As part of the Neighbourhood Plan process, the community was asked to consider if there were any important green open spaces of value in the Parishes. The Neighbourhood Plan seeks to protect such sites.
- 6.10.3. Under the NPPF, Neighbourhood Plans have the opportunity to designate Local Green Spaces which are of particular importance to them. This will afford protection from development other than in very special circumstances. Paragraph 102 of the NPPF [Ref 2] says that Local Green Space designation should only be used where the green space is:
- “in reasonably close proximity to the community it serves;
 - demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - local in character and is not an extensive tract of land.”
- 6.10.4. Whilst the villages have seen some development during the second half of the twentieth century, they retain a number of green spaces that contribute to their character and provide opportunities for informal and formal recreation. This policy wishes to see these important spaces are protected for future generations.

- 6.10.5. Public green spaces are vital community assets. They provide a wide array of benefits such as recreation, including formal sports and natural play facilities. They provide associated health benefits, space for hosting community activities, space for growing food in allotments and meeting the needs of wildlife; and, increasingly, providing for services such as flood attenuation and carbon capture.
- 6.10.6. This Plan seeks to protect Grafham’s existing green spaces from development, other than for needs that are key to their function, by designating them as Local Green Spaces or Other Green Spaces.
- 6.10.7. Ellington’s green spaces are mainly Registered Common – Common Land with Public Access. However, they are all privately owned and will not be designated as Local Green Spaces. Nonetheless, these green spaces remain very important to the local community and are identified within this Plan as Other Green Spaces.
- 6.10.8. Figure 49 shows the designated Local Green Spaces in Grafham and includes the playing field and a village playground with exercise equipment, plus Grafham’s designated Village Green which runs along Church Road from Church Hill towards the Church. It also includes Meadowground, an “other green space” highly valued by the local community, which has been defended as such by HDC in support of local wishes.



Figure 49: Grafham’s Green Spaces

- 6.10.9. Figure 50 shows the green spaces in Ellington. Ellington’s green space runs along Grafham Road and includes an area near the Church. Also included is the village playing field with play and exercise equipment.



Figure 50: Ellington's Green Spaces

- 6.10.10. Public green spaces are often multifunctional and it is not always possible to achieve all aims in the one green space. For example, allotments, whilst often offering wildlife benefits if managed correctly tend not to be suitable for other community uses. In addition, recreation is sometimes incompatible with the needs of certain wildlife and meeting people's needs for space for quiet reflection. Any new green spaces in Grafham or Ellington should be designed to meet a range of distinct uses that are appropriate for the topography and the ecological significance of each site.
- 6.10.11. The criteria for each of the green spaces are provided in Appendix C.
- 6.10.12. Surrounding both villages floodplain habitats studded with open water, wetland woodland, scrub and grassland provide significant wildlife value to the area.
- 6.10.13. The countryside surrounding both villages is crucial in providing them with their rural character and reflecting its historic past. It is a well-defined semi-rural settlement with a

clear built-up form and boundaries. The character is derived from this separation and should be retained so that they remain settlements significantly removed from neighbouring villages.

6.10.14. Over one third of the respondents across both villages stated village and country life as the main reason for living in the Parish, as shown in Figure 51. The most mentioned benefit are the views over the fields which surround our villages followed by the panoramas from various viewpoints over Grafham Water. Long vistas from the top of hill slopes, the views of - and inside - woods, and enjoying the historic centres of our villages, also have significant scores.

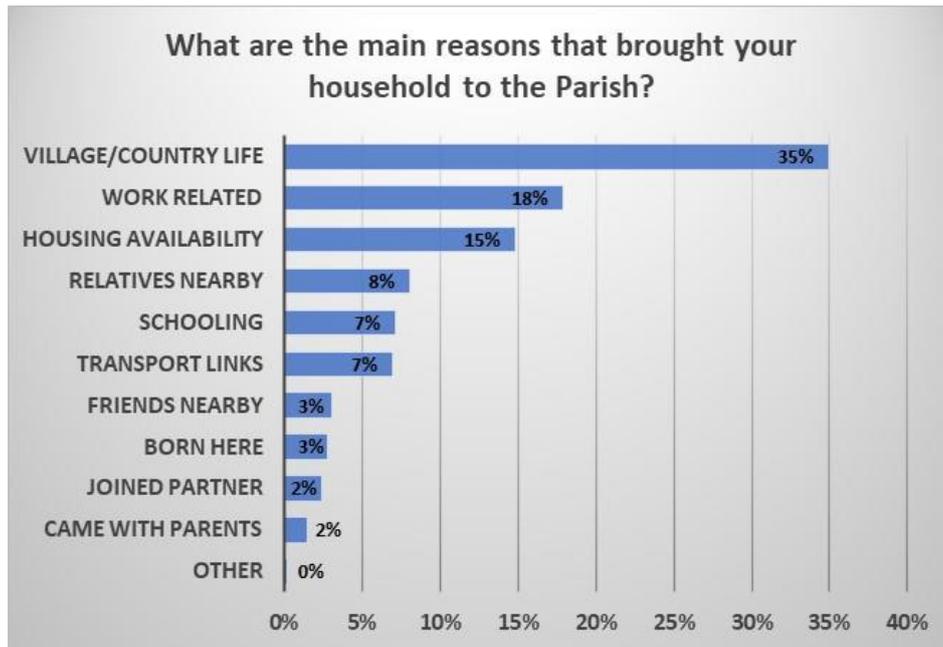


Figure 51: Main reasons for living in the Parish

6.10.15. Figure 42 highlights many of the aforementioned points in statistical form. The vast majority of topics having answers with a significant proportion as “very important”. Topics include open green spaces, historic and natural features, rural atmosphere, local wildlife and habitat, protection of the landscape, and so on.

6.10.16. Figure 43 highlights the popularity and use of many of the green spaces in both villages by their residents, along Figure 44 and Figure 45 for the younger members of the community. As shown for cycling and footpaths, playing fields and playgrounds, the percentage of people never using them is low and, cycle paths aside, all other spaces are used more on a daily basis than not. The spaces are used mostly on a weekly and monthly basis, as shown by the much larger percentages, including fifty percent or higher of people using playing fields, playgrounds and footpaths on a weekly basis.

Policy GENP 12 – Local Green Spaces
Grafham’s designated Local Green Spaces are set out in § 6.10 of this Neighbourhood Plan. Proposals shall be consistent with Green Belt policy as set out in the NPPF.
Grafham’s and Ellington’s Other Green Spaces listed in Appendix C are small scale public amenity, recreational and informal play spaces within the Parish that are important to the character of the village and it is expected that they be preserved as green spaces.

6.11. Flood Risk and Drainage

The Impact of Climate Change

- 6.11.1. Like the rest of the UK, our villages will be subject to the effects of climate change which will increase the frequency and intensity of rainfall events. However current projections suggest that the impact on the East and South East of the country will be muted. See “UK Climate Projections: Headline Findings” [Ref 12].
- 6.11.2. However, developments are required to manage surface water for the lifetime of the development, including a suitable allowance for climate change. For any housing development, they have a lifetime of 100 years, and therefore have to consider the worst case additional 40% rainfall due to climate change. See the information given on the government’s website: “Flood risk assessments: climate change allowances” [Ref 18].

Stormwater Drainage Systems

- 6.11.3. Rainfall events will impact both our stormwater drainage systems and the flooding from rivers. Although there are exceptions, drainage in our villages is generally provided by pumped sewage systems designed principally to take foul flows. The systems are not “combined” sewers designed to take foul and surface water. These systems are impacted by connected surface water systems and by surface water soakaways not functioning efficiently in our clay soils. This results in the sewer systems surcharging as the result of heavy rainfall events.
- 6.11.4. Both Grafham and Ellington are sited on heavy clay soils and in winter these soils become saturated making them impermeable. Surface water soakaways in these soils are thus ineffective. Section 7 Appendix F of the Cambridgeshire Flood and Water SPD [Ref 15] and para 5.12.1 of the CCC Surface Water Drainage Guidance for Developers [Ref 16], specify that soakaway design infiltration rates should be no lower than 1×10^{-6} m/s. It is expected that in our villages that an infiltration rate higher than this will not be met at the wettest times of the year.
- 6.11.5. The problem of creating sustainable drainage systems has long been recognised. The “Sustainable drainage systems” strategy is outlined by the Local Government Association [Ref 13].
- 6.11.6. The maps below take from the flood risk warning service website [Ref 17] show the extent of flooding from surface water across the plan area:



Ellington

Ellington

Thrapston Road

A14

A14

Hillside Close

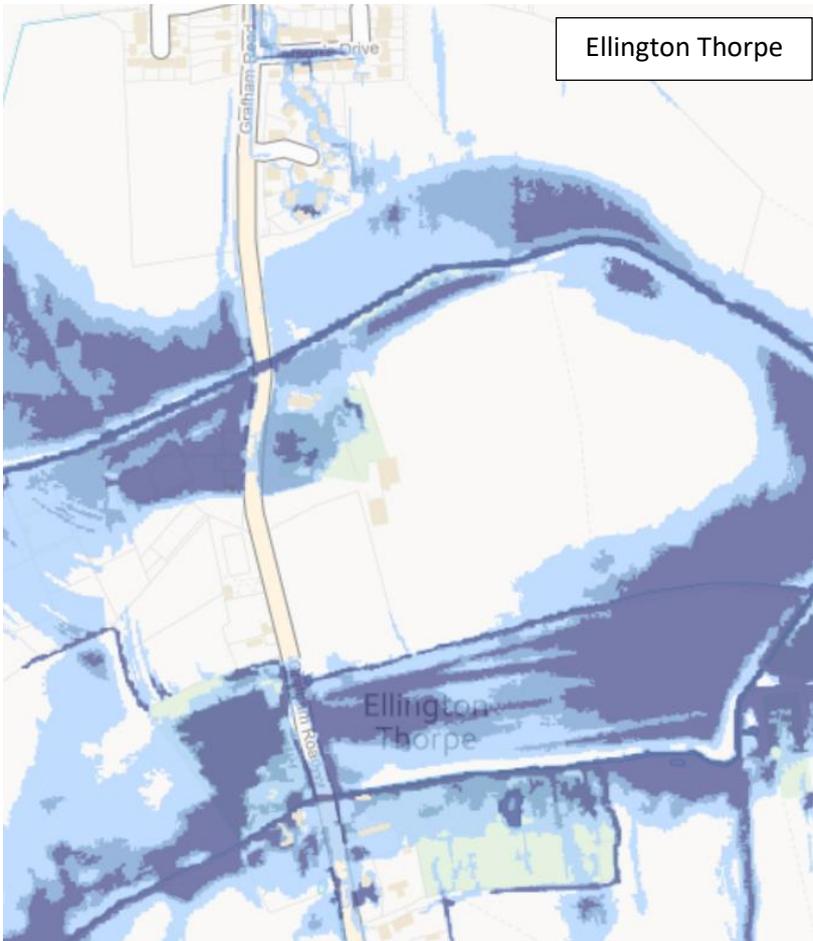
Windmill Close

Green Lane

High Street

PW

Drive



Ellington Thorpe

Ellington Thorpe

Drive

Graham Road

Drive

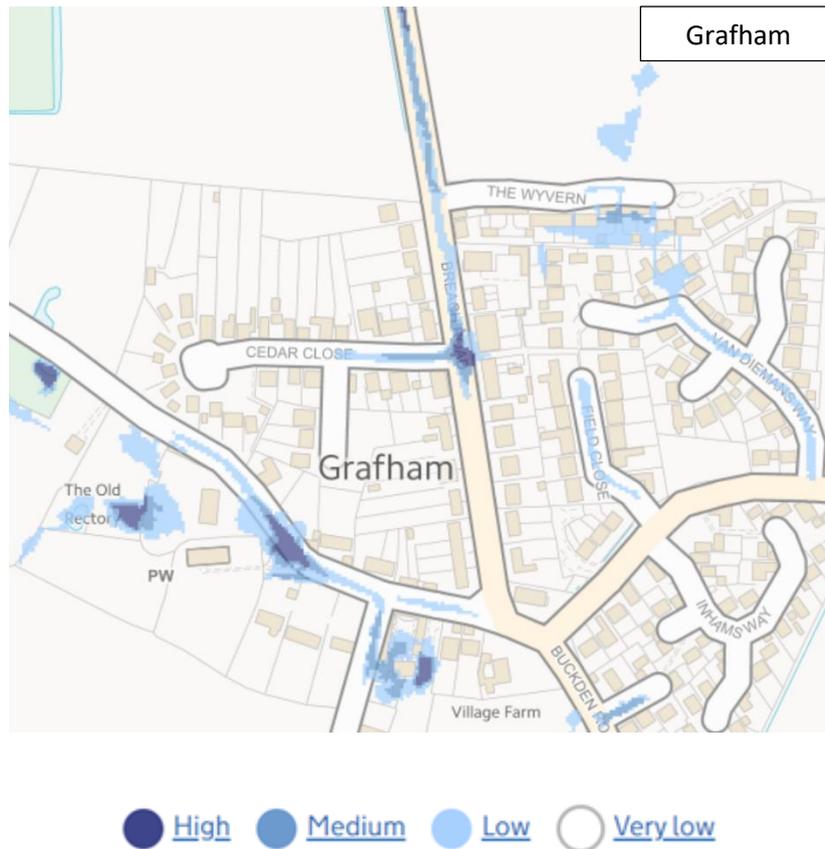


Figure 52: Extent of surface water flooding

River Flooding

- 6.11.7. Ellington sits adjacent to a river, fed a by a network of local drains, collectively known as Ellington brooks. The Government’s Environment Agency flood risk map⁵ shows that areas of Ellington and Ellington Thorpe are in flood zone 3 and as such any future development work must be subject to a full flood risk assessment:

⁵ Source: <https://flood-map-for-planning.service.gov.uk/>

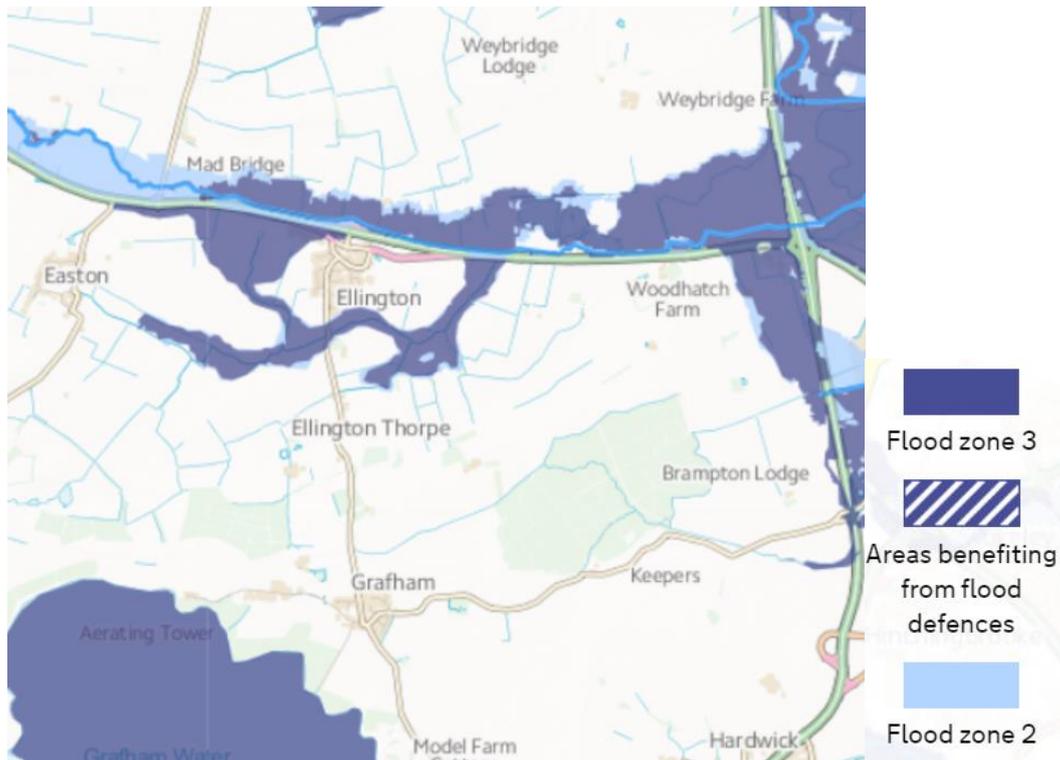


Figure 53: Map of flood risk areas in Grafham and Ellington

Policies and Strategies

6.11.8. The following are existing policies and strategies that deal with flooding:

- Cambridgeshire’s Local Flood Risk Management Strategy 2015- 2020 [Ref 14]
- Huntingdon District Council – Local Plan Policy LP 5 [Ref 1]
- Cambridgeshire Flood and Water SPD (2016) [Ref 15]

Recent Flooding Incidents

Grafham:

6.11.9. Grafham has no fluvial flooding, due to its location on a modest hill. However, this “hill” comprises boulder clay which reduces the effectiveness of soakaways. Once garden soakaways become saturated, some of the surface water enters the sewage system. Sewage surcharge incidents occur frequently in some parts of the village, particularly during the winter months. (see also paragraph 6.11.4.)

6.11.10. The map in Figure 52 shows the consequential extent of flooding from surface water within Grafham.

Ellington:

Flooding associated with the Ellington brooks:

6.11.11. The following map shows four views – West through South and to the East – from the southern tip of Spinney Field in the South of Ellington. The pictures following said map highlight the annual flooding that occurs around the brooks to the South of the village over Winter.



Figure 54: Flooding in Ellington in 2020

- 6.11.12. Significant flooding occurs just north of the A14, as can be seen from the photos taken in December 2020, shown in Figure 55 and Figure 56. This area is a designated flood plain, but nonetheless has a major impact on Buffalood, Ellington’s largest employer.
- 6.11.13. As shown in Figure 57, the Buffalood site was seriously flooded, affecting the access road and car park; cars had to be parked on A14 slip road. Lorries seemed to be able to wade through, with water levels above their wheels, as shown in Figure 58.



Figure 55: Flooding to the North of the A14, looking West

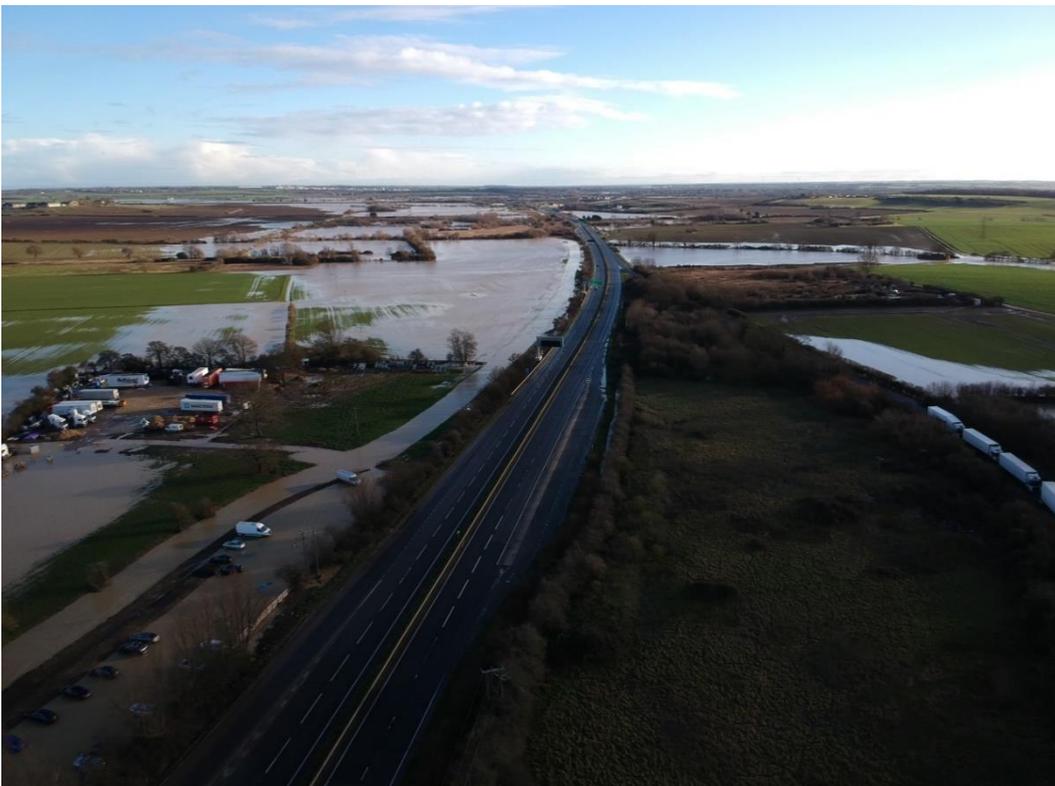


Figure 56: Flooding to the North of the A14, looking East



Figure 57: Buffalood site under water in December 2020



Figure 58: Buffalood site (flooding on the road greater than wheel depth)

6.11.14. Figure 59 shows flash flooding occurring in February 2020, on the northern edge of the built-up area.

6.11.15. Flash floods in the height of Summer also cause problems on the roads, paths, verges and driveways. The following picture is from June 2020 from a car traveling south on Grafham Road. The water on the road is almost the height of the curb.



Figure 59: Flooding in North Ellington in February 2020



Figure 60: Flooding in Ellington (Grafham Road) in June 2020

6.11.16. Around the same time – June – but four years prior, on the day of the village Gala, Ellington suffered heavy rainfall and flooding. Blocked surface water drains in the village led to flooding in some areas. Water was running down Grafham road (as per the picture from

2020, above) on top and underneath (in the drains) but the water flow was blocked at the outlets near Spinney Field so it found its first available escape route – the manhole near Spinney Field.

- 6.11.17. The water couldn't escape and forced its way out around the manhole - there was a 4-foot fountain coming out of the ground (no photo, sadly) but the resultant damage was a hole in the ground.



Figure 61: Flood damage in Ellington in June 2014

- 6.11.18. One of the main causes for this damage was a blocked outfall in front of the Anglian Water pumping station at the southern end of Spinney Field. The following photos highlight the overgrown drainage ditch and pipes (not visible at the bottom of the brick wall in the photo).



Figure 62: Reason for flood in Ellington in June 2014

- 6.11.19. Worryingly, the same ditch three years later in 2017, as shown in the following figures, looks very overgrown again!



Figure 63: Drains becoming blocked again in Ellington in June 2017

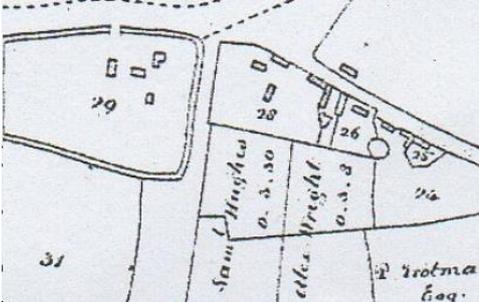
- 6.11.20. A site-specific flood risk assessment will be required in accordance with Policy GENP 13. This includes on sites where the requirement is based on local knowledge and notified by the local planning authority on the advice of the LLFA, Anglian Water, CC Highways, the Environment Agency or, in Ellington, the Alconbury and Ellington Internal Drainage Board (bodies from which pre-application advice should also be available).

Policy GENP 13 – Flood Risk and Drainage
<p>A proposal shall neither exacerbate existing water supply or wastewater issues nor create water supply or disposal issues for properties elsewhere in the neighbourhood plan area.</p>
<p>A proposal for a new development shall provide a surface water drainage solution using a sustainable drainage system that does not discharge or risk discharge, to the existing foul sewer systems in the villages. Surface water drainage design shall comply with the guidance given in the Cambridgeshire Flood and Water Supplementary Planning Document [Ref 15] and the CCC Surface Water Drainage Guidance for Developers [Ref 16]. It shall be noted that these documents prohibit soakaway design infiltration rates lower than 1×10^{-6} m/s. It is anticipated that soakaways in the heavy clay soils in the neighbourhood plan area will not be possible. Where this is the case, other infiltration methods such as swales, ponds and wetlands shall be explored or, where demonstrably unsuitable, such alternatives as may be acceptable to the local planning authority with the advice of the Lead Local Flood Authority.</p>
<p>A proposal shall not increase flood risk from any form. A site-specific flood risk assessment in line with the requirements of local and national policy advice shall accompany a proposal on a site with an identified risk of flooding or where otherwise justified by the local planning authority.</p>

Appendices

Appendix A. History and Heritage

History of Grafham and Ellington

- A.1. The first signs of any permanent settlement in our area comes in the Neolithic Age, when the valley of the Ellington Brook has cropmarks consistent with permanent occupation – and next door in Brampton excavations in advance of road improvements have uncovered ritual sites as well as domestic occupation. That occupation continued through the Bronze and Iron Ages, but only slowly extended up on to the Boulder Clay plateau on which Grafham sits which was more heavily forested. Activity in the Roman period is more widespread, with a road running south from Alconbury to Bedford and further south, the *agger* of which was probably reused in the 18th C as the foundation of Church Hill road in Grafham. Certainly Romano-British farms were present around Ellington and at the eastern end of Grafham Water, and the occasional finds of Roman coins on the banks of the Water suggest that something was present on the flatter ground now covered by the reservoir.
- A.2. The names of both Ellington (Elintune in 1086, the Tūn (fence, usually a fenced house, farm or village) of Ella's people and Grafham, the grove Hām (village), are of Saxon origin, and would imply that Grafham continued to be the more forested of the two parishes. In between the two villages is Ellington Thorpe, originally Sibthorpe, which is of Danish origin, Sibba's or Sibbi's thorpe (a subsidiary hamlet or farm). Grafham used to include East Perry (Pirie in 1086) derived from Old English pirige or pear tree.
- A.3. When the Domesday Book was compiled in 1086 Grafham was a small rural community of around 120 but Ellington was a bit larger at around 170 – that included Sibthorpe, now Ellington Thorpe. The inhabitants were largely Freemen, Villagers and Smallholders and their families – estimates of family size range from 3½ to 5. However, Ellington also had two 'men-at-arms', and Grafham had Odilard the Larderer. The principal land holder in Ellington was the Abbey of Ramsey, and in Grafham it was the King. However, the King also had a bit of Ellington, as part of his hunting Forest of Wauberghe (a name which survives as the Weybridge Lodge and Farm just over the border in Alconbury), and in Grafham Eustace the Sheriff was accused of illegally seizing some of the King's land with Odilard as his tenant.
- A.4. At this point it is likely that both villages had dispersed hamlets as well as a small core, and cropmarks and field boundaries can suggest their location – we know of at least four in Ellington and two in Grafham – one of which, the original Odilard manor, survived as a farmhouse and half a dozen cottages in the medieval manner up to the 18th C, as is shown on the 1774 Enclosure map (right). The site is now 'scheduled'.
- 
- A.5. A church is mentioned for Ellington, but not for Grafham - it may not have had a resident priest, therefore not taxable, therefore not mentioned, or it may have been serviced by itinerant priest from another church.

- A.6. Domesday accounts are not necessarily exact but suggest that around 1100 AD Ellington had 1200 acres of farmland and 1500 acres of forest, while Grafham had 600 acres of farmland and 1200 acres of forest – which may account to the smallness of Grafham’s population.
- A.7. In 1124 Henry II declared the whole of Huntingdonshire a royal forest – a hunting ground, not necessarily trees – which local people could not use for foraging or for grazing animals and which led to the abandonment of settlements perhaps even constricting the road from Ellington to Huntingdon. One such settlement has been discovered west of Brampton as a result of the A14 works, and may account for one or more of the Ellington sites. A further upset of local communities was the enclosure of the western part of Buckden parish as the Bishop of Lincoln’s deer park, and in 1215 the Bishop was given permission to divert the Kimbolton to Huntingdon road to the outside of his enclosure – which is why the Brampton road twists so much.
- A.8. The oldest buildings in both parishes are the churches, and in both cases the earliest extant work is 13th C. However, there were earlier churches on both sites – evidenced by the reference to a church in Domesday for Ellington and the erratic planning for Grafham.
- A.9. By the end of the 13th C both Ellington and Grafham had three moated manorial sites, each with its own settlement; some of which could be earlier but without excavation it is difficult to tell: the one which has been excavated, at Thorpe Lodge, had an earlier timber hall demolished by the 13thC moat only to go out of use a century later.
- A.10. In 1349 The Black Death reduced England’s population by one third, and a number of recurrences reduced the population still further. The Sibthorpe manor and hamlet seems to have gone out of use after one of these later outbreaks, and the central part of Grafham, between the Church and the Manor, more or less disappeared – the earthworks of the ‘tofts’ were visible in the early 1980’s but are now partly built over.

- A.11. One result was a shortage of labour, and peasants could now ask for better working conditions. Certainly, there was sufficient money 50 years later for a north aisle of Ellington Church to be rebuilt and for the tower and spire to be built or rebuilt (photo right), and for a tower to be added to Grafham Church. The construction of the stone bridge in Spaldwick at this time would also indicate that the Thrapston to Huntingdon road was of importance, even though it did a U-bend through Ellington.



- A.12. Although Ellington remained under the Abbey of Ramsey throughout the medieval period, Grafham had a more changing ownership; the Eustace lands were acquired by the Lovetots and later the Engaines under whom the Clare Earls of Gloucester became overlords. But then one of their other tenants, the de Moynes family, became very devout and started leaving bequests of land to Sawtry Abbey.
- A.13. The Dissolution of the Monasteries under Henry VIII brought significant changes. The Ramsey Abbey lands and church patronage in Ellington were eventually given to Peterhouse College, Cambridge, while the Sawtry Abbey lands in Grafham were bought by Sir Richard Williams Cromwell, uncle to Thomas (of whom Hilary Mantel has written) and great grandfather of Oliver.

A.14. Cromwell's lands passed to Edmund Anderson, a commission judge at the trial of Mary Queen of Scots, and his line merged with the Bernards by the end of the 17th C. By a different succession the Engaine lands passed to the Marquess of Winchester, who sold it by 1667 to the widow of Walter Bigg, sheriff of London; her son and her nephew, both named John and both at one time Members of Parliament for Huntingdonshire (and the Duke of Manchester's interests), left money to Grafham charities which became the Town Farm and Biggs' Charity. The grandson's will left the estate to his friend Sir John Bernard of Brampton Park, and hence, in the 19th C, to the Duke of Manchester, whose family name since 1447 has been Montagu - hence Grafham's former pub (spelt over the years with and without an 'e' at the end).

A.15. The rest of the manor of Ellington was acquired at the Dissolution by the Throckmorton family, who became more and more involved in America so that by 1767 it was sold on to Sir Robert Bernard, whose family became the Bernard Sparrows of Brampton Park.

A.16. In 1750 the land in Grafham was still recognisably medieval open field, with the large field made by clearing woodland between West Wood and Brampton Wood (a 'breche') named as Breach Field. By 1774 most of the Enclosure was done, the new fields hedged, Breach Road laid out, and dwelling construction in the village begun.

A.17. The Bernard's were the principal land owners in Ellington when the Enclosure Act was implemented in 1774, although a large tongue of land, now in Spaldwick, was owned by the scientist Doctor William Watson, later Sir William Watson, a friend of Benjamin Franklin. The Enclosure map does not directly identify the Ellington Windmill, which is said to have dated from the 16th C, but the land was not affected by the enclosure. The windmill was demolished in 1935 (right) and the upper part rebuilt at Madingley near Cambridge.



A.18. A major change in Ellington from 1753 was the conversion of the Thrapston to Brampton road to a Turnpike, whereby a lessee paid the local parishes a sum to maintain the road in return for the right to levy tolls. Travelling westward the first toll house was just in Ellington, by the track up to Low Harthay, and was still there in the 1950's. The Turnpike was abolished in 1877.

A.19. No doubt the traffic on the Turnpike justified the existence of two inns in Ellington. The Mermaid, a 17th C building, is still with us, but The W heatsheaf, also in a 17th C building, ceased to be a pub some time around 1915/20 and was demolished to make way for Thrapston Road. In Grafham the original pub was the Pied Horse, which probably closed when the Montagu Arms opened around 1860.

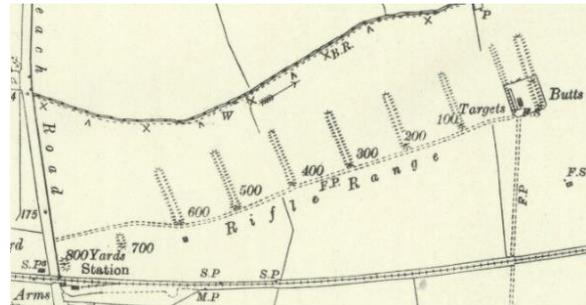
A.20. In the 19th C the population of Ellington declined from about 450 down to 250, and at one time the civil parish ceased to be a district under Huntingdon and became a sub-district under Spaldwick. However, the population of Grafham rose from around 180 to around 340. Although technically in Ellington, the 'Graffham Brickworks' opened around 1850, and was boosted by the arrival of the railway at Grafham in 1866 and may well have influenced population levels; it produced many of the bricks used in the older Grafham houses as well as their tiles and the land drainage pipes.

A.21. The school in Grafham is said to date from 1815, but for some reason the 1870 Education Act required the school board to establish a 'board school' here as Grafham was a 'deprived area' and the Duke of Manchester made a grant for building a new schoolroom. The school closed in 1964. The Ellington school, now part of the village hall, was an 1870 school.

A.22. Within 75 years of the Enclosure Act many of the farms were modernised and the north-south roads straightened out to their modern routes. One farm in particular, Model Farm in Grafham (1834-1854), was meant to demonstrate a modern efficient layout and operation and this was recognised in its 'listing' in 1983.

A.23. Ellington's population for the first half of the 20th C remained at a low of about 225, but nevertheless managed to hang on to a shop and Post Office; Grafham, with a population of around 200 only had a Post Office. We were so rural that the first telephones only arrived in 1936 and mains electricity in 1953.

A.24. One change that happened early in the 20th C was the building of the Grafham Rifle Range, which started life as a local Militia Rifle Range in 1904 and was finally closed in 1992 (1924 plan right).



A.25. The 1960's started the era of change; the railway closed in 1959, Grafham school in 1964, and half of Grafham was flooded in 1966 to create Grafham Water. In Ellington, the great U-bend through the village was removed with the opening of Thrapston Road, but the shop closed. Later on, the great St Peter's College Farm was flattened to be replaced by a housing estate. And in Grafham the Wyvern estate eliminated the old railway station, which had served as post office.

A.26. A map of Ellington in 1880 is shown in Figure 64 and for Grafham in 1920 is shown in Figure 65. In both cases, the pre-1900 buildings are coloured in orange.



Scale =1:5,000

Date Created: 30/01/2020

Title: Ellington 1880

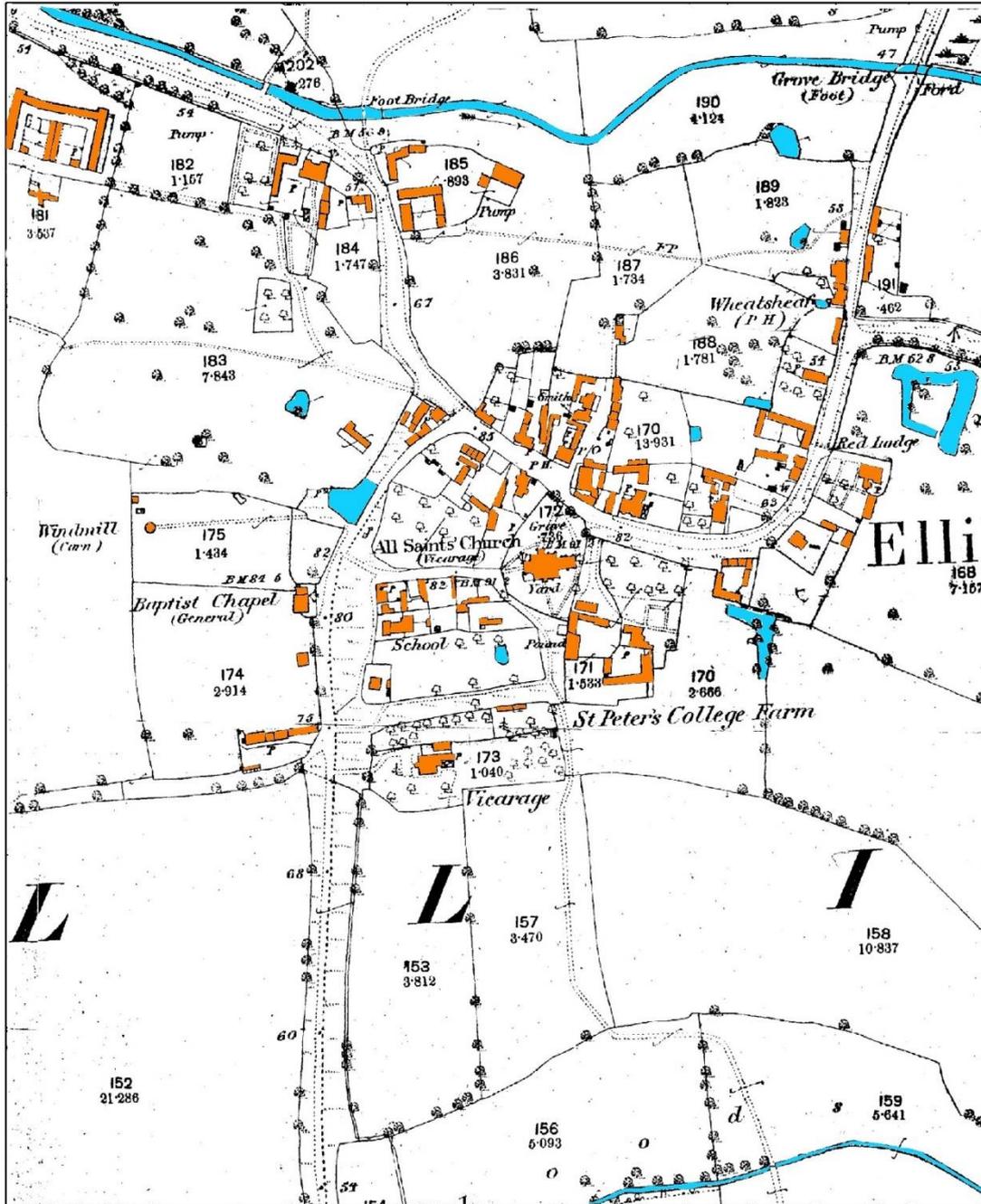


Figure 64: Ellington in 1880

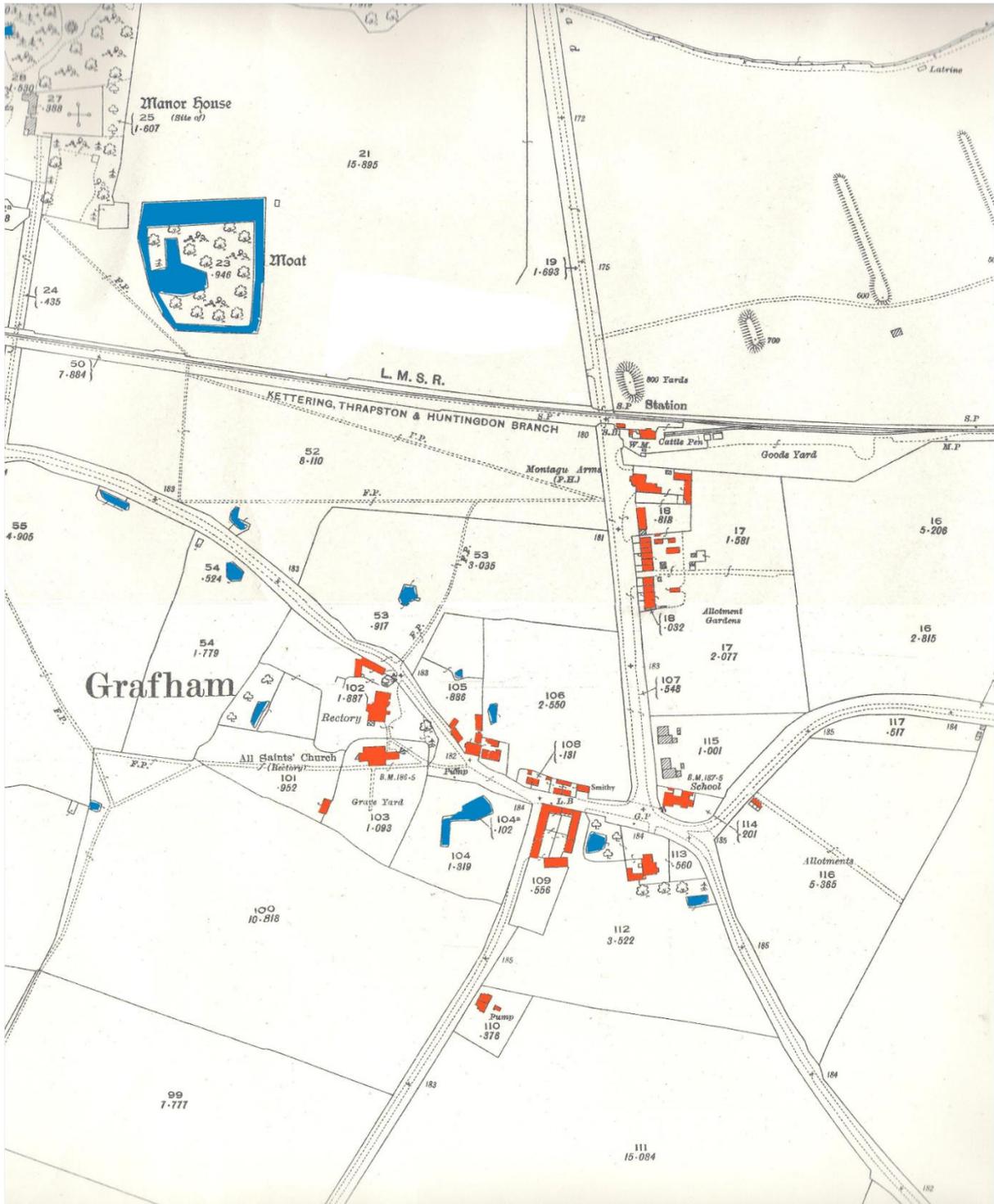


Figure 65: Grafham in 1920⁶

⁶ Scanned, combined and edited from original 1926 OS paper maps held by E H Biffin

Heritage Assets

- A.27. Maps of buildings, both listed and unlisted, dating before 1900, for central Grafham, Ellington and Ellington Thorpe are shown in Figure 66, Figure 67 and Figure 68 respectively. Figure 67 also shows the Ellington conservation area.
- A.28. The first data on the villages is from the 1086 Domesday, from which it might be deduced that there were around 25 dwellings somewhere in Grafham and around 35 in Ellington, probably in dispersed hamlets. There are no domestic built-heritage survivals from the medieval period, and only the moats survive of the four manor houses – sites that may need archaeological recognition. The two churches are the only medieval buildings to come down to the present day.
- A.29. There are some remains of the 16th C in half a dozen houses in Ellington. At least one more was present in 1926 when the Royal Commission on Historical Monuments recorded this house in the High Street (photo right). More remains exist from the 17th C in both villages, but estimating the number of dwellings has to await the 18th C, when the Enclosure Acts (breaking up the communal medieval open fields into privately owned farms with smaller ‘enclosed’ fields) required maps to be drawn; for Grafham two maps – 1750 and 1774 – exist, while for Ellington there is a single map of 1774. Examination of these maps suggest that the number of dwellings in Grafham in the 1770’s was around 35, with around 65 in Ellington plus another 20 in Ellington Thorpe. Note that the figures in this section apply to the present-day boundaries of both villages – the loss of the Coton Barn area of Ellington to Spaldwick does not affect the rounded totals, but the loss of Grafham’s East Perry area (including ‘Grafham Farm’!) to the new Perry parish has reduced the 18th/19th C dwellings by around 10.
- 
- A.30. By the time that the first Ordnance Survey 25” maps for the two parishes were produced in 1887 the numbers of dwellings in the parish had risen to 60 in Grafham, but fallen slightly in Ellington to 80. Over the 110 years some smaller outlying properties had been abandoned and the consolidation of older small multi-tenant dwellings into single family homes had begun in both parishes, but in Grafham that had been offset by a triple modernisation – the need for farm workers cottages out by the farms for the new-style farming, the opening of the brickworks (actually just in Ellington parish) to supply the building materials and which itself required workers houses, and the arrival of the railway in 1866. Examples of this era are the Montague Arms (now Cinnamon) with its outbuildings and the two rows of 1860’s cottages at the north-east end of Breach Road; if only we still had the station building, lost early this century!
- A.31. With the exception of a few infill houses in the 1920’s, the housing stock remained static until the 1950’s when ‘council houses’ arrived in Breach Road, Grafham and new developments were tentatively started at the south end of Ellington.
- A.32. With improvements to roads, particularly what is now the A14, the development of the Huntingdon industrial area, and the electrification of the London commuter service, demand for houses rose. And the demand was for larger-than-rural-farmworkers dwellings, so not only were new small estates of detached/semi-detached houses the norm, but older multi-occupant dwellings became single family houses. This is particularly noticeable in our stock of

16th /17th/18th C dwellings, both listed and unlisted, but also applies to some of the 19th C farmworkers cottages.

- A.33. A further factor was the construction of Grafham Water reservoir, where the immediate loss of six dwellings was later offset by the construction at an out-of-village site of 21 chalets intended for holiday/tourist use and where some are now in permanent occupation.
- A.34. A policy by the Church of England to sell glebe and vicarage land in Grafham to raise funds, and a similar policy by both the church and Peterhouse College, Cambridge, in Ellington, plus the desire by some farm owners to similarly profit on marginal/allotment land adjacent to village boundaries has contributed to the current landscape of small estates on what were village peripheries.
- A.35. So, while the number of dwellings in Grafham extant in 1887 fell from 60 to 40 by 2020, new build since 1887 now stands at 220. In Ellington Thorpe the number of dwellings fell from 19 to 8, partly offset by 6 new build; it should be noted that a large part of this decline is not a decline in buildings but that consolidation of multi-occupancy to single occupancy. In Ellington Village the 1887 dwellings more-or-less halved, from 62 to 34, but new build has added 186 dwellings.
- A.36. Some of the earlier buildings in both villages have been recognised as being of national significance and have been ‘listed’. Statutory ‘listing’ of a building marks and celebrates its special architectural and historic interest, and also brings it under the consideration of the planning system, so that it can be protected for future generations. The older a building is, and the fewer the surviving examples of its kind, the more likely it is to be listed and the general principles are that all buildings built before 1700 which survive in anything like their original condition are likely to be listed, as are most buildings built between 1700 and 1850. There are three levels listing: I - buildings of exceptional interest, II* - particularly important buildings of more than special interest, and II - buildings that are of special interest, warranting every effort to preserve them. In Grafham and Ellington we have two grade I buildings – the parish Churches. All the rest are grade II – six in Grafham, five in Ellington Thorpe, eleven in Ellington. Table 1 below identifies the “listed” buildings and structures of each parish.
- A.37. While there are no 16th/17th C timber-framed thatched dwellings on the Grafham list, they predominate in Ellington – all five in Ellington Thorpe, and another five in Ellington itself, which also has another four and a half similar buildings which have tile roofs. The remaining one and a half houses on the Ellington list are solid brick mid-19th C style; the half-and-half dwelling being Brook House, where the two-storey brick extension on the north, road, side hides the timber framed original farmhouse behind. The old photo of two of the thatched houses in central Ellington shows why it is now called The Old Stores.



- A.38. Grafham’s ‘list’ is more varied, from a 17th C cottage built on the medieval manor site via an 18th C house which was once the village’s pub to the 17th/18th/19th C Old Rectory. The mid-19th C agricultural revolution provides the remaining three listed properties – the polychrome brickwork of Village Farm, the magnificence of Model Farm’s residential block, and the contrast of the (separately listed) adjacent covered yard and barns of 1835/54, all part of the Duke of Manchester’s agricultural revolution.

A.39. Both villages have a number of older buildings that add to the architectural ambience of the community – our “Built Heritage”; in Ellington this has been recognised by the introduction of a Conservation Area which encompasses area around the Green and the eastern half of the High Street. There is no equivalent area in Grafham, although a case might be made for the area between the Old School and the Rectory, where a number of older buildings survive or have been adapted to modern use; these include the 19th C smithy and the re-use of the shell of the agricultural stables as a small mews residential block, and, of course, the historic village school & schoolmaster’s house, now two semi-detached dwellings (photo right). Grafham is particularly endowed with out-of-village agricultural cottages associated with farming developments of the 1850’s/60’s; this includes a number of polychrome cottage-pairs on the Manchester estate, as well as more basic cottages on the rival Armstrong estate.



A.40. In Grafham a series of articles on the 'listed' buildings and the 'unlisted old buildings' have appeared in the Grafham Gossip newsletter – see Grafham Gossip [Ref 19]. No similar survey of Ellington is available. The following table identifies the ‘listed’ buildings and structures in each parish, plus the one ‘scheduled’ archaeological site in Grafham. Details of listed buildings are to be found on the appropriate parish entry in British Listed Buildings [Ref 20].

Table 1: Listed Buildings and Structures in Grafham, Ellington and Ellington Thorpe

Grade	Source ID	Listing date	Name
<u>Grafham</u>			
II	1214372	28/04/1983	Village Farm
II	1288616	28/04/1983	20, Church Road
I	1288615	14/05/1959	Church of All Saints
II	1214373	14/05/1959	The Old Rectory
II	1214374	28/04/1983	Old Manor Park Cottage
II	1214370	28/04/1983	Barn North of Model Farmhouse
II	1288614	28/04/1983	Model Farmhouse
Scheduled	1020909	28/01/2003	Moated site on Brampton Road 700m ENE of Village Farm
<u>Ellington Thorpe</u>			
II	1165200	21/10/1983	The Crooked Billet
II	1130195	21/10/1983	Pear Tree Meadow
II	1130196	21/10/1983	Honeysuckle Cottage
II	1165192	21/10/1983	Albion Cottage
II	1130194	21/10/1983	Tudor Cottage

Grade	Source ID	Listing date	Name
Ellington			
II	1165278	02/12/1980	Brookside
II	1130201	02/12/1980	College Farmhouse
II	1330477	02/12/1980	Brook House Farmhouse
II	1165237	21/10/1983	The Mermaid
II	1130200	21/10/1983	The Stores
II	1330476	21/10/1983	Oakley Cottage
II	1456855	08/08/2018	Ellington War Memorial
I	1165216	28/01/1958	Parish Church of All Saints
II	1130198	21/10/1983	Table Tomb in Angle of Chancel and South Aisle
II	1393652	02/02/2010	Pair of Table Top Tombs near South Porch
II	1317410	21/10/1983	Hill House Residential Home
II	1130197	21/10/1983	The Cottage
II	1317430	21/10/1983	Manor Farmhouse
II	1130199	02/12/1980	Yew Tree Farmhouse
II	1317379	02/12/1980	Grove Cottage
II	1165294	21/10/1983	Milestone near Low Harty

A.41. A key source of the location of older buildings are the Ordnance Survey 1/2500 maps published in 1887, and tabulated pictorial description of existing buildings shown on those maps is available as a standalone report [Ref 22]. It also includes an illustrated list of the major archaeological sites, together a number of interesting buildings which were extant in 1887 but have now disappeared – including some recorded in the Huntingdonshire volume of the Royal Commission on Historical Monuments in 1926. The on-line standalone report is to be found on the Ellington PC website [Ref 22].



Original Map Scale = 1:3,000
Date Created: 30/01/2020

Title: Grafham Heritage Constraints

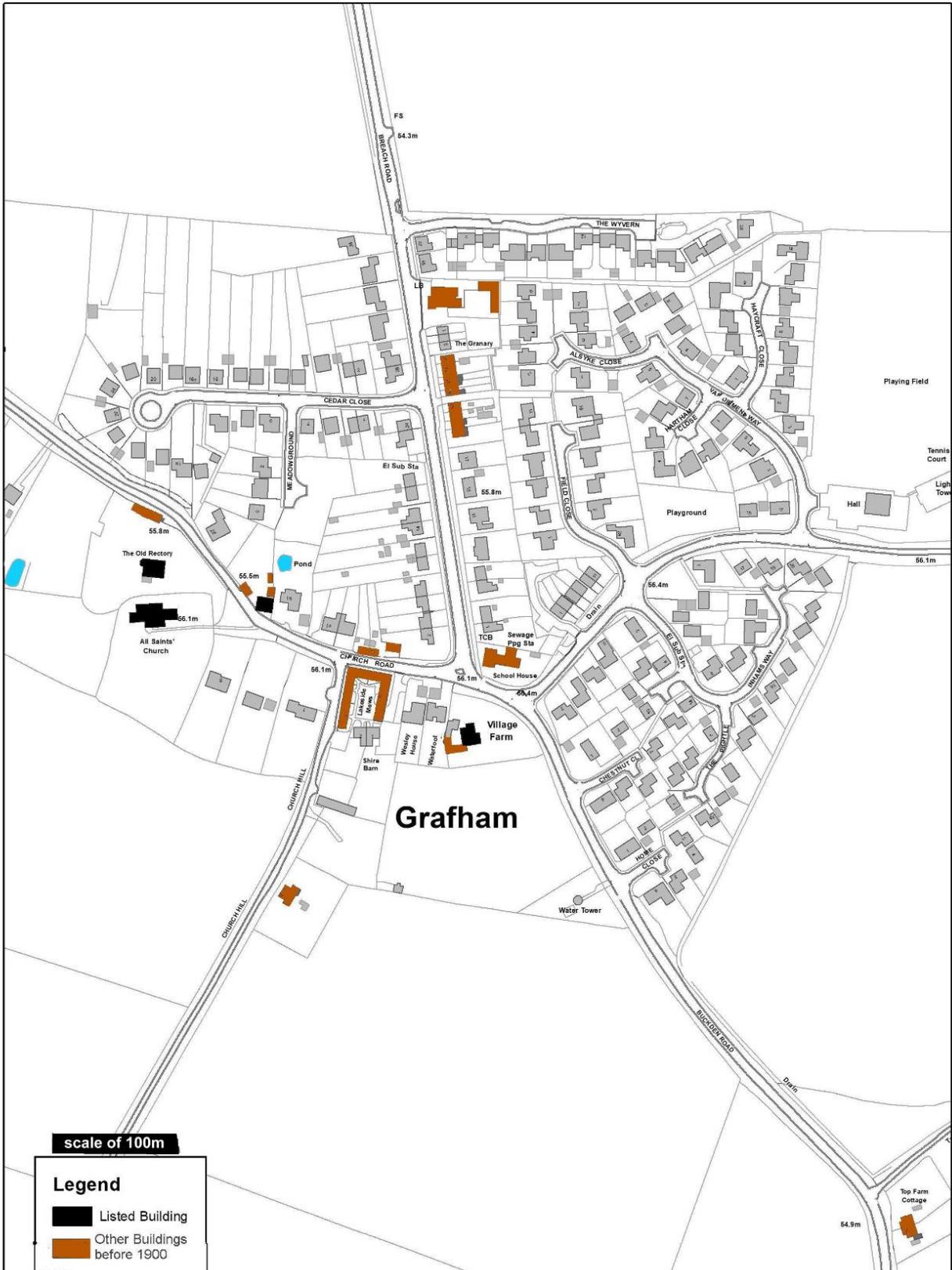


Figure 66: Built Heritage of Grafham



Original Map Scale = 1:3,000
 Date Created: 30/01/2020
 Edited: 29/03/2020

Title: Ellington Heritage Constraints

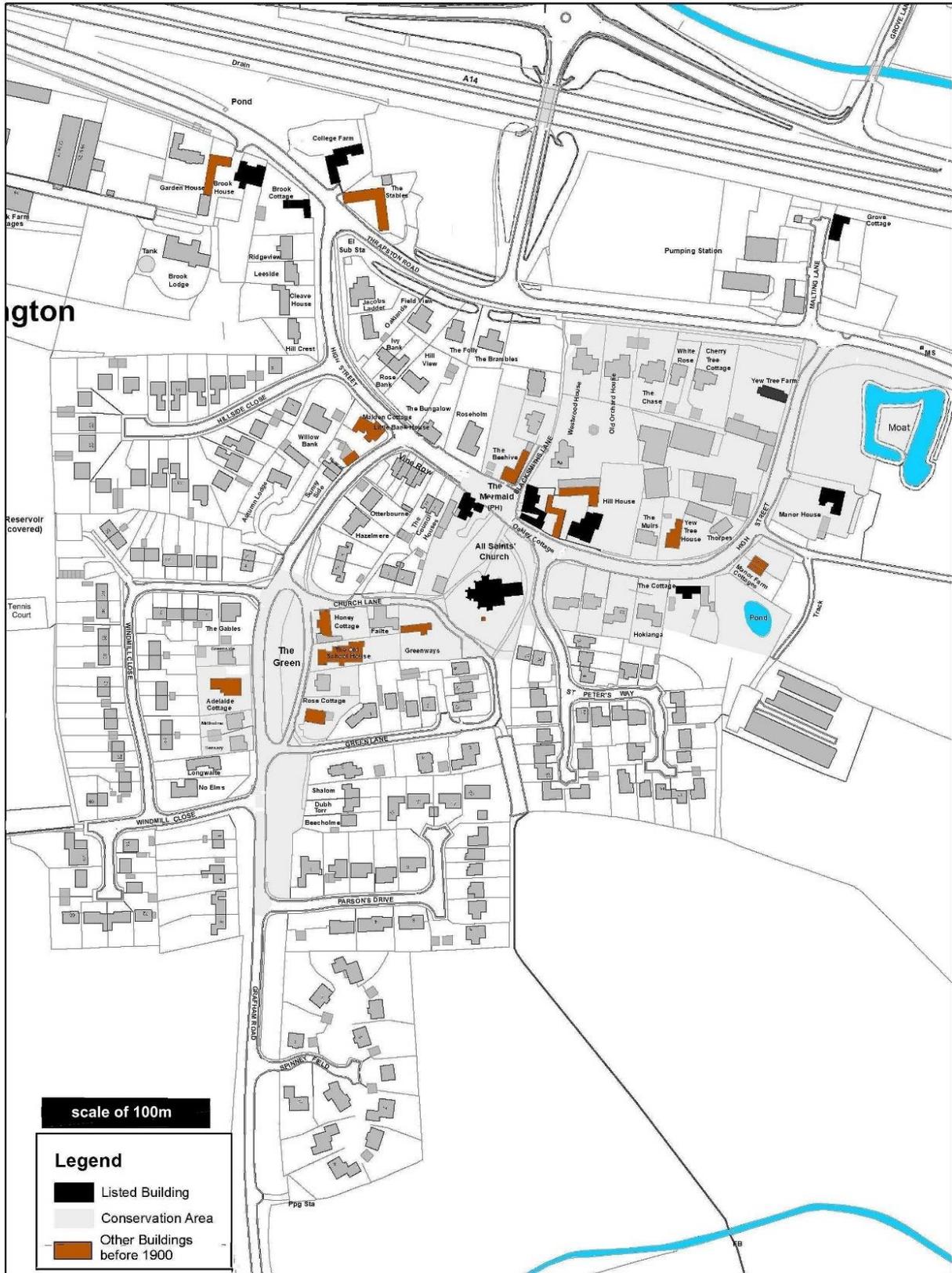


Figure 67: Built Heritage of Ellington

Description: Ellington Thorpe Heritage Constraints

Scale = 1:2,500
Date Created: 16/11/2020
Edited 17/11/2020

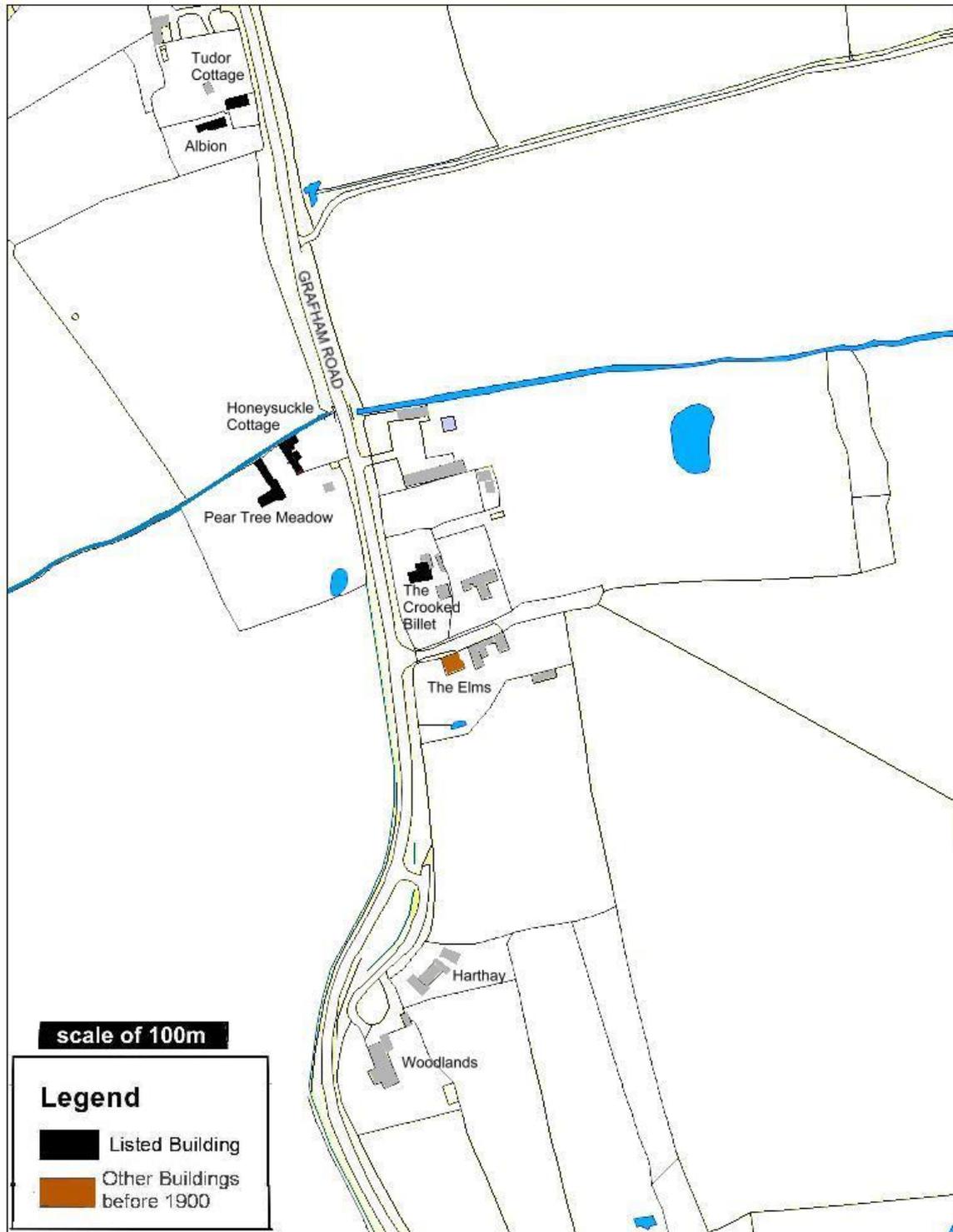


Figure 68: Built Heritage of Ellington Thorpe

Appendix B. References

Ref	Title	Source	URL
1.	Huntingdonshire's Local Plan to 2036	HDC	https://www.huntingdonshire.gov.uk/media/3872/190516-final-adopted-local-plan-to-2036.pdf
2.	National Planning Policy Framework (NPPF) (July 2021) (or successor document)	UK Government	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf
3.	Huntingdonshire Landscape and Townscape Assessment Supplementary Planning Document (June 2007) (or successor document)	HDC	https://www.huntingdonshire.gov.uk/media/1240/landscape-guide.pdf
4.	Parish Profiles for Grafham and Ellington	Cambridgeshire Insight	https://cambridgeshireinsight.org.uk/parish-profile/?geographyId=7f94ea12b8914d3cb0c0c29bc9ad1767&featureId=E04001702 https://cambridgeshireinsight.org.uk/parish-profile/?geographyId=7f94ea12b8914d3cb0c0c29bc9ad1767&featureId=E04012023
5.	Cambridgeshire Green Infrastructure Strategy (June 2011) (or successor document)	CCC	https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Cambridgeshire_Infrastructure_Strategy_2011.pdf
6.	Acting on climate change: The plan for net zero emissions in the UK	UK Government	https://commonslibrary.parliament.uk/acting-on-climate-change-the-plan-for-net-zero-emissions-in-the-uk/#:~:text=Net%20zero%20is%20a%20statutory,emissions%20by%2080%25%20by%202050.
7.	Grafham PC: Environmental Policy	Grafham PC	https://grafham.org.uk/index.php/parish-council-policies/
8.	Heat Buildings	The Department for Business, Energy & Industrial Strategy (BEIS)	https://www.gov.uk/government/groups/heat-in-buildings
9.	Energy Consumption in the UK	BEIS	https://beis1.shinyapps.io/ecuk/#section-by-sector
10.	Final energy consumption in the residential sector by use	Eurostat	https://ec.europa.eu/eurostat/statistics-explained/index.php?title=File:Final_energy_consumption_in_the_residential_sector_by_use,_EU-27,_2018.png
11.	Community Heat Scheme: Grafham Going Zero	Joint investigation by Grafham, Perry and Great Staughton PCs	http://www.g0grafham.co.uk/
12.	UK Climate Projections: Headline Findings	Met Office	https://www.metoffice.gov.uk/binaries/content/assets/metofficegovuk/pdf/research/ukcp/ukcp-headline-findings-v2.pdf

Ref	Title	Source	URL
13.	Sustainable drainage systems	Local Government Association	https://www.local.gov.uk/topics/severe-weather/flooding/sustainable-drainage-systems#:~:text=Sustainable%20drainage%20systems%20(SuDS)%20are,infiltration%2C%20attenuation%20and%20passive%20treatment.&text=With%20this%20in%20mind%2C%20the,SuDS%20should%20always%20be%20considered
14.	Cambridgeshire's Local Flood Risk Management Strategy 2015- 2020 (or successor document)	CCC	https://www.cambridgeshire.gov.uk/asset-library/cambridgeshirestrategyforfloodriskv1.pdf
15.	Cambridgeshire Flood and Water SPD (Apr 2017) (or successor document)	CCC	https://huntingdonshire.gov.uk/media/2609/cambridgeshire-flood-and-water-spd.pdf
16.	Surface Water Drainage Guidance for Developers (Nov 2019) (or successor document)	CCC	https://www.cambridgeshire.gov.uk/asset-library/imported-assets/SWGFDF%20FINAL%20-%20November%202019.pdf
17.	Long term flood risk for an area in England	UK Government	https://flood-warning-information.service.gov.uk/long-term-flood-risk
18.	Flood risk assessments: climate change allowances	UK Government	https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances
19.	Articles on the history of Grafham	Grafham Gossip	https://grafham.org.uk/index.php/grafham-gossip/
20.	Listed buildings in Grafham and Ellington	British Listed Buildings	https://britishlistedbuildings.co.uk/england/cambridgeshire
21.	Community Action Plan	Neighbourhood Plan Team	https://www.ellingtonparishcouncil.gov.uk/np/documentation/
22.	Heritage Assets of Grafham and Ellington	Edward Biffin MA	https://www.ellingtonparishcouncil.gov.uk/np/documentation/
23.	Natural England's Impact Risk Zones for Sites of Special Scientific Interest	Natural England	https://data.gov.uk/dataset/5ae2af0c-1363-4d40-9d1a-e5a1381449f8/ssi-impact-risk-zones-england
24.	Huntingdonshire Sports and Leisure Facilities Strategy 2016-21 (or successor document)	HDC	https://www.huntingdonshire.gov.uk/media/1542/sports-facilities-strategy.pdf
25.	Historic Environment Record (CHER)	CCC	https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/archaeology/cambridgeshire-historic-environment-record-cher
26.	Nature Recovery Network	UK Government	https://www.gov.uk/government/publications/nature-recovery-network
27.	Natural Cambridgeshire "doubling nature" target	Natural Cambridgeshire	https://naturalcambridgeshire.org.uk/wp-content/uploads/2019/07/Doubling-Nature-LR.pdf
28.	25-Year Environment Plan	DEFRA, UK Government	https://www.gov.uk/government/publications/25-year-environment-plan
29.	Magic Map	DEFRA	https://magic.defra.gov.uk/

Appendix C. Local Green Spaces

Grafham's Local Green Spaces

Playing Field

- C.1. The current playing field was created as a replacement to the original playing field around 1995 when the Van Diemens Way housing development was constructed, and is now held in trust by the Parish Council.
- C.2. It comprises a large flat grass area, which has been used for cricket and football matches, but now mainly used informally for recreation. The site includes a Multi-Use Games Area, which is primarily used for tennis, football and basketball.
- C.3. The area is surrounded by trees and includes a wildlife corridor along its northern edge, linking Brampton Woods to West Wood, running along what was the old railway line.
- C.4. The playing field can consequently be a vibrant area with friends and families enjoying the recreational value. At other times, it is peaceful and a place of tranquillity, made even more pleasant with the ability to wander among the wooded areas that surround three sides.



- C.5. The playing field has a covenant stating it can only be used as a playing field – it cannot be sold for development or incur any change of use. It is to be available to the village as a playing field in perpetuity.

Owner: Grafham Parish Council

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓		✓	✓	✓	✓

Playground

- C.6. The first playing field was associated with the development of Field Close and its boundaries can still be traced to the east of Field Close and the south of the Wyvern. It was sold to build the Van Diemens estate and only the south-west corner was retained as the playground.



- C.7. The playground comprises a flat grass area equipped with recreational equipment for young children and also outdoor gym equipment designed for older children and adults.

C.8. At times this can be a vibrant area with young families interacting and enjoying the recreational value. At other times, it is peaceful and a place of tranquillity.

Owner: Grafham Parish Council

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓			✓	✓		✓

Village Green

C.9. The core of the otherwise dispersed medieval village was quite small, as was the village green, which lay along the medieval track from Kimbolton/Spaldwick to Buckden. In the 1880's it had the two important village assets – the public water pump and the village post box.

C.10. The village green comprises a grass area in front of the church entrance, fringed by trees. It extends as a narrow grass strip along Church Road and has a historic hedgerow along its southern edge.



C.11. This large hedgerow, dating back before 1887, contains a wide diversity of plants and provides an excellent habitat for wildlife.

C.12. The area also carries protected status as a Village Green.

Owner: Grafham Parish Council

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓			✓	✓

Grafham's Other Green Spaces

Meadowground

C.13. The land between Cedar Close and Church Road was originally Vicarage land and was called Town Close, comprising two cottages, a blacksmith's shop and about 3 acres of land, the rentals of which were applied to the maintenance of the church and the support of the poor of the parish as part of the Town Farm and Biggs Charity. Meadowground is now the only undeveloped part of Town Close.

C.14. Meadowground comprises a flat grass area with a small number of trees, popular with families for playing ball games, etc., and is also used for exercising dogs.



- C.15. Its central location provides convenience for residents and safety for children, avoiding the need to cross the main road to use the playing field.
- C.16. Meadowground is owned by HDC, who “wish to support the aspirations of the Grafham and Ellington Neighbourhood Plan in providing a high quality residential environment for residents with appropriate provision of open space and community facilities”. However, HDC do not wish Meadowground to be designated as a Local Green Space, “due to the long term nature of the designation and the constraints it imposes upon the Council as landowner of the site”.
- C.17. However, a previous planning application on this land has been turned down by HDC, in support of community’s clear wishes to maintain this area as a green space.
- C.18. And Meadowground is entirely consistent with the requirements for designation as a Local Green Space as defined in LP 32 and the NPPF (see [paragraphs 101-103](#)).
- C.19. Although owned by HDC, Meadowground is maintained by the Parish Council as an important amenity for the community.

Owner: Huntingdonshire District Council

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓			✓	✓	✓	✓

Ellington – Other Green Spaces and Village Green

- C.20. Ellington’s green spaces are mainly Registered Common – Common Land with Public Access. However, they are all privately owned and will not be designated as Local Green Spaces. Nonetheless, these green spaces remain very important to the local community and are identified within this Plan as Other Green Spaces.

Playing Field

- C.21. Marked on OS maps as a recreation ground, this area is known locally as the Playing Field. It comprises a playing field for football and a separate enclosed tennis court, with an area equipped with recreational equipment for young children and also outdoor gym equipment designed for older children and adults.
- C.22. The playing field is also used as a site for village events, which include the annual treasure hunt and Gala sports day.
- C.23. It is surrounded by trees and hedgerows creating a pleasant environment for residents and well suited to wildlife.



Owner: Privately owned

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓			✓	✓	✓	✓

Village Green

C.24. The village green comprises a grass area located in the centre of the village and carries protected status as a Village Green.

C.25. It is used for hosting village events, including the annual Gala and the Christmas tree and light event. It is also equipped with some children's recreational equipment.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓	✓			✓

Upper Green

C.26. Ellington's upper green comprises a small grass area that hosts the iconic village sign and historically was the site of the village pond.

C.27. It is a Registered Common – common land, with public access.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓				✓

Church Green

C.28. Church green comprises a small grass area closely associated with the church, fringed by trees, enhancing visibility of All Saints church, which dates back to 1086.

C.29. It is a Registered Common – Common land, with public access.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓				✓

Lower Green

C.30. The lower green extends the Village Green area to the edge of the built-up area. It is used for some of the stalls and events associated with the Gala day.

C.31. The area is tree-lined providing habitats for wildlife, enhancing the visual appearance along Grafham Road and also providing an amenity for dog walkers.

C.32. It is a Registered Common – Common land, with public access.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓		✓		✓	✓



Intelligent Plans
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Report on Grafham and Ellington Neighbourhood Plan 2020 - 2036

An Examination undertaken for Huntingdonshire District Council with the support of Grafham and Ellington Parish Councils on the 25 June 2021 submission version of the Plan.

Independent Examiner: Andrew S Freeman BSc (Hons) DipTP DipEM FRTPI

Date of Report: 4 October 2021

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Main Findings - Executive Summary

From my examination of the Grafham and Ellington Neighbourhood Plan (the Plan) and its supporting documentation, including the representations made, I have concluded that subject to the policy modifications set out in this report, the Plan meets the Basic Conditions.

I have also concluded that:

- The Plan has been prepared and submitted for examination by a qualifying body – Grafham and Ellington Parish Councils;
- The Plan has been prepared for an area properly designated – the Grafham and Ellington Neighbourhood Area – Figure 1 on Page 6 of the Plan;
- The Plan specifies the period to which it is to take effect – 2020–2036; and
- The policies relate to the development and use of land for a designated neighbourhood area.

I recommend that the Plan, once modified, proceeds to referendum on the basis that it has met all the relevant legal requirements.

I have considered whether the referendum area should extend beyond the designated area to which the Plan relates and have concluded that it should not.

1. Introduction and Background

Grafham and Ellington Neighbourhood Plan 2020-2036

- 1.1 Grafham and Ellington are civil parishes in the southwest of Huntingdonshire District in western Cambridgeshire. The two parish councils have joined forces to produce the Grafham and Ellington Neighbourhood Plan 2020-2036.
- 1.2 The designated area extends from Grafham Water in the south up to and beyond the A14 in the north. Just south of the A14 is the village of Ellington. This is linked to the village of Grafham by a C-class road (Grafham Road/Breach Road) which runs north-south through the centre of the area. To the east-northeast is Huntingdon at a distance of about 8km from the middle of the designated area.
- 1.3 Designation in September 2019 was followed by a workshop and a start on drafting the scope of the Plan. Regular team meetings followed. Public consultations and active involvement were achieved through greater use of the parish magazines, leaflet drops, social media, emails, online access and reviews of draft copies of the Plan.

The Independent Examiner

- 1.4 As the Plan has now reached the examination stage, I have been appointed as the examiner of the Grafham and Ellington Neighbourhood Plan by Huntingdonshire District Council with the agreement of Grafham and Ellington Parish Councils.
- 1.5 I am a chartered town planner and former government Planning Inspector with over forty years' experience. I have worked in both the public and the private sectors. I am an independent examiner and do not have an interest in any of the land that may be affected by the draft Plan.

The Scope of the Examination

- 1.6 As the independent examiner, I am required to produce this report and recommend either:
- (a) that the neighbourhood plan is submitted to a referendum without changes; or
 - (b) that modifications are made and that the modified neighbourhood plan is submitted to a referendum; or
 - (c) that the neighbourhood plan does not proceed to a referendum on the basis that it does not meet the necessary legal requirements.
- 1.7 The scope of the examination is set out in Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990 (as amended) ("the 1990 Act"). The examiner must consider:
- Whether the plan meets the Basic Conditions.
 - Whether the plan complies with provisions under Section 38A and Section 38B of the Planning and Compulsory Purchase Act 2004 (as amended) ("the 2004 Act"). These are:
 - it has been prepared and submitted for examination by a qualifying body, for an area that has been properly designated by the local planning authority;
 - it sets out policies in relation to the development and use of land;
 - it specifies the period during which it has effect;
 - it does not include provisions and policies for 'excluded development'; and
 - it is the only neighbourhood plan for the area and does not relate to land outside the designated neighbourhood area.
 - Whether the referendum boundary should be extended beyond the designated area, should the plan proceed to referendum.

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- Such matters as prescribed in the Neighbourhood Planning (General) Regulations 2012 (as amended) (“the 2012 Regulations”).

1.8 I have considered only matters that fall within Paragraph 8(1) of Schedule 4B to the 1990 Act, with one exception. That is the requirement that the Plan is compatible with the Human Rights Convention.

The Basic Conditions

1.9 The “Basic Conditions” are set out in Paragraph 8(2) of Schedule 4B to the 1990 Act. In order to meet the Basic Conditions, the neighbourhood plan must:

- have regard to national policies and advice contained in guidance issued by the Secretary of State;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies of the development plan for the area;
- be compatible with and not breach European Union (EU) obligations (under retained EU law)¹; and
- meet prescribed conditions and comply with prescribed matters.

1.10 Regulation 32 of the 2012 Regulations prescribes a further Basic Condition for a neighbourhood plan. This requires that the making of the neighbourhood development plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.²

2. Approach to the Examination

Planning Policy Context

2.1 The Development Plan for this part of Huntingdonshire District, not including documents relating to excluded minerals and waste development, is the Huntingdonshire Local Plan to 2036 as adopted in May 2019.

2.2 The planning policy for England is set out principally in the National Planning Policy Framework (NPPF). Planning Practice Guidance (PPG) offers guidance on how this policy should be implemented. A revised

¹ The existing body of environmental regulation is retained under EU law.

² This revised Basic Condition came into force on 28 December 2018 through the Conservation of Habitats and Species and Planning (Various Amendments) (England and Wales) Regulations 2018.

NPPF was published in July 2021 and all references in this report are to the July 2021 NPPF and its accompanying PPG.

Submitted Documents

- 2.3 I have considered all policy, guidance and other reference documents I consider relevant to the examination, including those submitted which comprise:
- the draft Grafham and Ellington Neighbourhood Plan 2020-2036, (25 June 2021);
 - a map which identifies the area to which the proposed Neighbourhood Development Plan relates (Page 6 of the draft Neighbourhood Plan);
 - the Statement of Consultation, (1 July 2021);
 - the Basic Conditions Statement, (24 June 2021);
 - the Strategic Environmental Assessment and Habitat (sic) Regulations Assessment Screening Report, (June 2021);
 - all the representations that have been made in accordance with the Regulation 16 consultation;³ and
 - the request for additional clarification sought in my letter of 9 September 2021 and the responses of 22 September from Grafham and Ellington Parish Councils and Huntingdonshire District Council and the email on behalf of the Parish Councils to the examiner dated 21 September 2021.⁴

Site Visit

- 2.4 I made an unaccompanied site visit to the Neighbourhood Plan Area on 22 September 2021 to familiarise myself with it and to visit relevant sites and areas referenced in the Plan and evidential documents.

Written Representations with or without Public Hearing

- 2.5 This examination has been dealt with by written representations. I considered hearing sessions to be unnecessary as the consultation responses clearly articulated the objections to the Plan and presented arguments for and against the Plan's suitability to proceed to a referendum.

Modifications

- 2.6 Where necessary, I have recommended modifications to the Plan (**PMs**) in this report in order that it meets the Basic Conditions and other legal requirements. For ease of reference, I have listed these modifications separately in the Appendix.

³ View at: <https://consult.huntingdonshire.gov.uk/kse/event/36355>

⁴ View at: <https://www.huntingdonshire.gov.uk/planning/neighbourhood-planning/>
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3. Procedural Compliance and Human Rights

Qualifying Body and Neighbourhood Plan Area

- 3.1 The Grafham and Ellington Neighbourhood Plan has been prepared and submitted for examination by Grafham and Ellington Parish Councils. The Parish Councils are a qualifying body for an area that was designated by Huntingdonshire District Council on 3 September 2019.
- 3.2 The Grafham and Ellington Neighbourhood Plan is the only neighbourhood plan for the Plan area. It does not relate to land outside the designated Neighbourhood Plan Area.

Plan Period

- 3.3 The Plan specifies clearly the period to which it is to take effect, which is from 2020 to 2036.

Neighbourhood Plan Preparation and Consultation

- 3.4 Details of plan preparation and consultation are set out in the Parish Councils' Statement of Consultation, dated 1 July 2021. Designation was achieved on 3 September 2019 following a period of statutory consultation.
- 3.5 Consultation took place in several distinct phases. Following the decision to proceed, initial awareness was generated in the latter part of 2019. Publicity, on-going consultation and further feedback followed from that point onwards. Surveys of residents and of businesses were carried out between March and October 2020 and were followed by development of the Plan and review by residents.
- 3.6 Statutory consultation under Regulation 14 was carried out between 15 March 2021 and 30 April 2021. Appendix F of the Statement of Consultation records actions taken on comprehensive comments from the District Council and from 10 other organisations.
- 3.7 The Regulation 16 consultation ran from 12 July 2021 to 27 August 2021 and some 32 different representations were received. Again, comprehensive comments were received from the District Council. In addition, responses were received from eight other bodies and two individuals.
- 3.8 I am satisfied that, at both the Regulation 14 and the Regulation 16 stages, the consultation process met the legal requirements and there has been procedural compliance. Regard has also been paid to the advice on plan preparation in the PPG.

Development and Use of Land

3.9 The Plan sets out policies in relation to the development and use of land in accordance with Section 38A of the 2004 Act.

Excluded Development

3.10 The Plan does not include provisions and policies for "excluded development".

Human Rights

3.11 Grafham and Ellington Parish Councils are satisfied⁵ that the Plan does not breach Human Rights (within the meaning of the Human Rights Act 1998). From my independent assessment, I see no reason to disagree.

4. Compliance with the Basic Conditions

EU Obligations

4.1 The Neighbourhood Plan was screened for Strategic Environmental Assessment (SEA) by Huntingdonshire District Council which found that it was unnecessary to undertake SEA.

4.2 The Neighbourhood Plan was further screened for Habitats Regulations Assessment (HRA), which also was not triggered. It was concluded that the Plan will not have an adverse effect on the integrity of any internationally designated sites either on its own or in combination with any other plans. Therefore, an assessment is not required. Natural England agreed with this conclusion (email dated 29 March 2021, Appendix 1 of the Screening Report). From my independent assessment, I have no reason to disagree.

Main Issues

4.3 Having regard for the Grafham and Ellington Neighbourhood Plan, the consultation responses and other evidence, and the site visit, I consider that there are ten main issues relating to the Basic Conditions for this examination. These relate to:

- Policy Expression;
- Built-up Areas;
- Heritage Assets;
- Small-Scale Residential Development;
- Local Economy;
- Traffic and Transport;
- Natural Environment;
- Community Facilities;

⁵ Response to Examiner's questions, September 2021.

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- Green Spaces; and
- Flood Risk and Drainage.

- 4.4 Before I deal with the main issues, I have a few observations to make with regard to the representations. First, the Grafham and Ellington Neighbourhood Plan should be seen in the context of the wider planning system. This includes the Huntingdonshire Local Plan to 2036 as well as the NPPF and PPG. It is not necessary, and it would be inappropriate, to repeat in the Neighbourhood Plan matters that are quite adequately dealt with elsewhere.⁶
- 4.5 Secondly, the Neighbourhood Plan does not have to deal with each and every topic raised through the consultation. In this regard, the content of the Neighbourhood Plan and the scope of the policies is largely at the discretion of the qualifying body, albeit informed by the consultation process and the requirements set by the Basic Conditions.
- 4.6 Thirdly, my central task is to judge whether the Neighbourhood Plan satisfies the Basic Conditions. Many of the Regulation 16 representations do not demonstrate or indicate a failure to meet those conditions or other legal requirements. Similarly, many of the suggested additions and improvements are not necessary when judged against the Basic Conditions.
- 4.7 The following section of my report sets out modification that are necessary in order to meet the Basic Conditions. Some of the proposed modifications would achieve closer regard to national policies and advice. In particular, plans should contain policies that are clearly written and unambiguous.⁷ In addition, the policies should be supported by appropriate evidence.⁸

Issue 1: Policy Expression

- 4.8 Many of the Plan policies use the conditional tense through the word “should”. There is an implication that something *ought* to happen but there may be circumstances where a different course of action could be appropriate.
- 4.9 I appreciate that accordance with the development plan may be affected by other material circumstances.⁹ Nevertheless, policies should be clear and unambiguous. They should be drafted with sufficient clarity that a decision maker can apply them consistently and with confidence when determining planning applications.¹⁰ In the circumstances, to pay appropriate regard to national guidance, the policies should use the word “shall”. Proposed modification **PM1** refers.

⁶ See NPPF Paragraph 16 f).

⁷ NPPF Paragraphs 15 and 16.

⁸ PPG Reference: 41-041-20140306.

⁹ Section 38(6) of the 2004 Act and Section 70(2) of the 1990 Act.

¹⁰ PPG Reference ID: 41-041-20140306.

Issue 2: Built-Up Areas

- 4.10 For the purposes of directing growth, Policy GENP 1 defines settlement boundaries for both Grafham and Ellington. Land outside the built-up areas is considered to be “countryside” where a proposal will only be supported in certain circumstances. One of those circumstances is “where it meets a specific need identified by the local community”. However, there is no indication in the Plan as to *how* such needs are to be identified.
- 4.11 The Parish Councils have indicated¹¹ that evidence documentation such as the resident and business questionnaires as well as the Community Action Plan should be considered as a starting point to understanding what may be supported. However, the Community Action Plan is essentially concerned with non-land use matters. As to the questionnaire surveys, they do not distinguish between unsupported suggestions and worthy proposals that would command community support. For clarity, there would have to be material evidence of a community need as in proposed modification **PM2**.

Issue 3: Heritage Assets

- 4.12 The opening sentence of Policy GENP 2 states that “The significance of heritage assets and their settings shall be preserved, enhanced and celebrated...”. In this regard, there is no evidence to suggest that both preservation and enhancement are necessary. Proposals that preserve significance would also be acceptable if enhancement were not possible. To preserve or enhance would accord with the statutory test contained in primary legislation.¹² In the absence of other evidence, proposed modification **PM3** is appropriate.
- 4.13 On a second point, and amongst other things, a development proposal affecting a heritage asset or its setting is required to be accompanied by archaeological investigations “where relevant”. However, an applicant will not know where relevance applies. In this regard, the Parish Councils have indicated¹³ that the supporting document “Heritage Assets of Grafham and Ellington” as well as the County Council’s Environment Record are a starting point. For clarity, these documents should be referred to in the Plan as in proposed modification **PM4**.

Issue 4: Small-Scale Residential Development

- 4.14 Policy GENP 3 (Affordable Housing) includes a limitation on the scale of entry-level exception sites whereby “entry level exception homes... should be limited to a maximum of 5% of the existing parish housing stock”. This phrase gives rise to a number of concerns.

¹¹ Response to Examiner’s questions, September 2021.

¹² Planning (Listed Buildings and Conservation Areas) Act 1990, Section 69(1)(a).

¹³ Response to Examiner’s questions, September 2021.

- 4.15 First, it is the scale of the site (not the homes) that needs to be limited. Reference to “entry-level exception sites” would accord with the usage and definition in the NPPF (Paragraph 72 and Annex 2: Glossary).
- 4.16 Secondly, the reference to “a maximum of 5% of the existing parish housing stock” is lacking in clarity. Further evidence¹⁴ indicates that the parishes are to be treated separately. Thus, having regard to Paragraph 6.3.1 of the Plan, the size of schemes in Grafham would be limited to 13 dwellings and those in Ellington to 12 dwellings.
- 4.17 To add clarity, and to have regard to the NPPF, two changes are appropriate. These are included in proposed modification **PM5**.
- 4.18 Under Policy GENP 4 (Minor Residential Development Proposals), certain proposals will be supported where “they will not have a detrimental effect” or where they “will not cause loss of amenity of neighbouring properties”. However, there is no evidence to suggest that, in all cases, a failure to comply should lead to lack of support. There may be cases where a minor effect may be acceptable. What matters is the *significance* of the impact. As such, the policy should be expressed in terms of avoiding *material* detrimental effects or losses of amenity.
- 4.19 The policy also requires that “All homes should be built to high sustainability standards to support the village’s (sic) zero carbon targets”. However, there is no evidence stating what are the zero carbon targets. As such, the provision should be deleted.
- 4.20 Necessary alterations to Policy GENP 4 are set out in proposed modification **PM6**.

Issue 5: Local Economy

- 4.21 In Policy GENP 5 (Supporting the Local Economy), there are three instances where proposals will be acceptable where they will not have a detrimental impact. However, as reasoned above in relation to Policy GENP 4, there may be instances where minor detrimental impacts (of no significance) could be acceptable. Reference should be made to avoiding *material* detrimental impacts.
- 4.22 The same policy indicates that “Minor scale development proposals” at the Brook Farm Local Employment Area will be supported in the stated circumstances. As such, additional floorspace would have to be less than 1,000 sq m or the site less than 1 ha.¹⁵
- 4.23 I saw on my site visit that, given the safeguards in the policy, there would be no need to put a limit of 1,000 sq m on the scale of development. Reference to “minor scale” should be deleted.

¹⁴ Response to Examiner’s questions, September 2021.

¹⁵ See response to Examiner’s questions, September 2021.

- 4.24 In the light of the evidence, and to provide clarity, the policy should be amended. Proposed modification **PM7** refers.
- 4.25 Policy GENP 6 (Tourism) also makes reference to ensuring that there are “no detrimental effects” in relation to access and street parking. Again, non-material effects may be acceptable and the wording should be changed as in proposed modification **PM8**.

Issue 6: Traffic and Transport

- 4.26 Under the heading of traffic and transport, Policy GENP 9 concerns multi-use paths. Enhancement proposals will be supported where stated criteria can be met. However, for the purposes of clarity, the policy should be modified to indicate that meeting any one of the criteria would lead to support under the policy. Not all criteria need to be met.
- 4.27 The policy concludes by saying “Enhancing “active travel” is beneficial to not just the environment but to health and wellbeing”. For succinctness (NPPF Paragraph 15) and clarity, this reference should be deleted. No requirements flow from this statement. In addition, the meaning of “active travel” is not clear from a reading of the Plan.
- 4.28 Necessary amendments to Policy GENP 9 are set out in proposed modification **PM9**.

Issue 7: Natural Environment

- 4.29 Policy GENP 10 requires developers to apply Natural England’s Impact Risk tool to identify potential risks to “statutorily designated sites”. However, this tool is designed for use with Sites of Special Scientific Interest. This usage should be clear from the policy wording.
- 4.30 The policy also calls for developments to deliver a wide range of environmental enhancements. Reference is made to the Nature Recovery Network, to Natural Cambridgeshire’s “doubling nature” target, to the aspirations of the NPPF and to DEFRA’s 25-Year Environment Plan. Whilst the intentions of the policy are laudable, there is a lack of clarity as to the particular enhancements the delivery of which is required. As an alternative, it would be appropriate for developments to have regard to the provisions of these documents. Attention would need to be paid to any material provisions.
- 4.31 Proposed modification **PM10** records necessary amendments to Policy GENP 10.

Issue 8: Community Facilities

- 4.32 Under Policy GENP 11 (Support and provision of community facilities), the provision of new or enhanced community facilities that “address the identified needs of residents”, will be supported in the circumstances

identified in the policy. However, it is not clear how such needs are to be identified.

- 4.33 The Parish Councils' approach¹⁶ is similar to that advanced above in relation to Policy GENP 1. In turn, a similar response is called for as in proposed modification **PM11**.

Issue 9: Green Spaces

- 4.34 Under the draft Plan, provisions are made with regard to "Local Green Spaces" and "Other Green Spaces". However, there is some confusion over the distinction between the two. For example, Paragraph 6.10.6 of the Plan does not mention Other Green Spaces; and, in relation to Ellington, the headings in Appendix C do not distinguish between Open Green Spaces and the Village Green.
- 4.35 With regard to the policy provisions (Policy GENP 12 – Local Green Spaces), these need to be considered in the context of the NPPF. In this respect, Paragraph 103 of the Framework states "Policies for managing development within a Local Green Space should be consistent with those for Green Belts".
- 4.36 The policy includes exceptions that are similar to those set out in Paragraph 149 of the NPPF. However, there are some differences. In addition, not all the exceptions listed in national policy are included. There is no evidence to support the differences. In the circumstances, and to ensure accordance with national policy, Policy GENP 12 should cross-refer to the NPPF.
- 4.37 Having regard to the assessment of the sites in Appendix C of the Plan, I am satisfied that the sites proposed as LGS generally meet the criteria for designation as set out in the NPPF and should be capable of enduring beyond the Plan period. Necessary amendments to the policy and text are contained in proposed modification **PM12**.

Issue 10: Flood Risk and Drainage

- 4.38 Amongst other things, Policy GENP 13 (Flood Risk and Drainage) makes provision for the submission of site-specific flood risk assessments. The text states that these "may also be required on a site-by-site basis based on locally available knowledge". In this regard, reference is made to knowledge that may be available from the Lead Local Flood Authority, Anglian Water, Cambridgeshire County Council, Highways and the Environment Agency.
- 4.39 The provisions offer no clarity on the occasions when local knowledge may be relevant. Be that as it may, I appreciate that not all circumstances will be covered by local and national policy and advice. Applicants need to be

¹⁶ Response to Examiner's questions, September 2021.

aware of the possible need for assessments in other instances and of the sources of advice. They can, of course, glean such advice from the identified authorities at the pre-application stage. However, I would normally expect the need to be identified by the drainage authorities through the local planning authority. Such matters are addressed in the proposed modifications to the policy.

4.40 Evidence from Huntingdonshire District Council and Anglian Water¹⁷ indicates the need for other modifications:

- to highlight the need for sustainable drainage systems;
- to provide further advice in respect of soakaways; and
- to state that proposals shall not increase flood risk of any form.

4.41 To add necessary clarity, and to address the evidence, amendments are set out in proposed modification **PM13**.

Other Matters

4.42 There are two policies that have not been the subject of scrutiny in the above report. These are GENP 7 (Zero-Carbon Initiatives) and GENP 8 (Electric Car Infrastructure). To a greater or lesser extent, these topics are covered in NPPF Section 14 (Meeting the challenge of climate change, flooding and coastal change). I find that there has been regard for national policy and that the Basic Conditions have been met.

Conclusions on the Main Issues

4.43 With the proposed modifications in place, the Basic Conditions would be met. Other non-material amendments, including suggestions and corrections set out in the representations and correspondence¹⁸ and any updated factual references to the revised NPPF (2021) can be incorporated into the final version of the Plan.

5. Conclusions

Summary

5.1 The Grafham and Ellington Neighbourhood Plan has been duly prepared in compliance with the procedural requirements. My examination has investigated whether the Plan meets the Basic Conditions and other legal requirements for neighbourhood plans. I have had regard for all the responses made following consultation on the Neighbourhood Plan and the evidence documents submitted with it.

5.2 I have made recommendations to modify a number of policies, and text, to ensure the Plan meets the Basic Conditions and other legal

¹⁷ Regulation 16 representations.

¹⁸ Email on behalf of the Parish Councils to the Examiner, dated 21 September 2021.

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requirements. I recommend that the Plan, once modified, proceeds to referendum.

The Referendum and its Area

5.3 I have considered whether or not the referendum area should be extended beyond the designated area to which the Plan relates. The Grafham and Ellington Neighbourhood Plan as modified has no policy or proposals which I consider significant enough to have an impact beyond the designated Neighbourhood Plan boundary, requiring the referendum to extend to areas beyond the Plan boundary. I recommend that the boundary for the purposes of any future referendum on the Plan should be the boundary of the designated Neighbourhood Plan Area.

Overview

5.4 It is evident that a considerable amount of time and effort has been devoted to the development and production of the Plan and I congratulate those who have been involved. The Plan should prove to be a useful tool for future planning and change in the parishes of Grafham and Ellington over the coming years.

Andrew S Freeman

Examiner

Appendix: Modifications

Proposed modification number (PM)	Page no./ other reference	Modification
PM1	Various	In all policies, substitute usages of the word "should" with "shall".
PM2	Page 24	In the third paragraph of Policy GENP 1, replace "it meets a specific need identified by the local community or" with "there is material evidence of a local community need, a need that would be met by the proposal, or where the proposal complies"....
PM3	Page 28	In Policy GENP 2, replace "preserved, enhanced and celebrated" with "celebrated and preserved or enhanced".
PM4	Pages 27 and 28	In the text preceding Policy GENP 2, state that reference to Cambridgeshire County Council's Historic Environment Record and "Historic Assets of Grafham and Ellington" (Ref 22) will be of assistance in identifying archaeological sites of likely significance.
PM5	Page 32	In the second sentence of Policy GENP 3, delete the wording including and after "entry level" and replace with "housing on an entry-level housing site shall be limited to a maximum of 5% of the housing stock in the parish within which it is located".
PM6	Page 32	In the first paragraph of Policy GENP 4, insert "material" before "detrimental effect". Delete the second sentence of the paragraph. In the second paragraph, insert "material" before "loss of amenity". Insert "through" before "loss of privacy".
PM7	Page 36	In the first sentence of Policy GENP 5, insert "material" before "detrimental impact". In the second paragraph, replace "Minor scale development proposals" with

		<p>"Development proposals". Insert "material" before "detrimental impacts".</p> <p>In the third paragraph, insert "material" before "detrimental impact".</p>
PM8	Page 37	In Policy GENP 6, insert "material" before "detrimental impact".
PM9	Page 44	<p>In Policy GENP 9, at the end of the first three bullet points, delete the full stop and insert "; or".</p> <p>Delete the final sentence of the policy.</p>
PM10	Page 48	<p>In the third paragraph of Policy GENP 10, replace "statutorily designated sites such as Grafham Water SSSI" with "SSSIs such as Grafham Water".</p> <p>Replace the final paragraph of the policy with the following: "Developments shall seek to deliver environmental enhancements having appropriate regard to the Nature Recovery Network, Natural Cambridgeshire's "doubling nature" target, relevant aspirations in the NPPF and DEFRA's 25-Year Environment Plan."</p> <p>Provide links in Appendix B.</p>
PM11	Page 55	Replace the second sentence of Policy GENP 11 with the following: "Where there is material evidence of the needs of residents, needs that would be met by the proposal, the provision of new or enhanced community facilities of an appropriate scale, within or on land immediately adjoining the built-up area, will be supported."
PM12	Pages 56, 59 and 86	<p>At the end of Paragraph 6.10.6, add "or Other Green Spaces".</p> <p>Replace the second sentence of the opening paragraph of Policy GENP 12, and criteria a), b) and c), with the following: "Proposals shall be consistent with Green Belt policy as set out in the NPPF."</p>

		In Appendix C, replace the heading "Ellington's Green Spaces" with "Ellington – Other Green Spaces and Village Green".
PM13	Page 68	<p>In the second paragraph of Policy GENP 13, insert "using a sustainable drainage system" after "surface water drainage solution".</p> <p>At the end of the second paragraph, add the following: "Where this is the case, other infiltration methods such as swales, ponds and wetlands shall be explored or, where demonstrably unsuitable, such alternatives as may be acceptable to the local planning authority with the advice of the Lead Local Flood Authority."</p> <p>In the first sentence of the third paragraph, replace "the fluvial flood risk" with "flood risk from any form".</p> <p>Replace the second sentence of the third paragraph with the following: "A site-specific flood risk assessment in line with the requirements of local and national policy advice shall accompany a proposal on a site with an identified risk of flooding or where otherwise justified by the local planning authority." Delete the remainder of the paragraph.</p> <p>In the text preceding Policy GENP 13, insert the following: "A site-specific flood risk assessment will be required in accordance with Policy GENP 13. This includes on sites where the requirement is based on local knowledge and notified by the local planning authority on the advice of the LLFA, Anglian Water, CC Highways, the Environment Agency or, in Ellington, the Alconbury and Ellington Internal Drainage Board (bodies from which pre-application advice should also be available)."</p>

Appendix 3 - The draft Decision Statement

Grafham and Ellington Neighbourhood Plan

Draft Decision Statement

Following an independent examination Huntingdonshire District Council's Cabinet confirmed on the 18 November 2021 that the Grafham and Ellington Neighbourhood Plan will proceed to a Neighbourhood Planning Referendum.

Background

The joint Grafham and Ellington neighbourhood area was designated on 3 September 2019 under the Neighbourhood Planning (General) Regulations (2012). The plan area covers the parishes of Grafham and Ellington and is contiguous with both Parish council's administrative boundaries. As this was a joint neighbourhood plan area, a 6 week consultation was carried out in accordance with the regulations.

Grafham and Ellington Parish Councils, as the qualifying body, submitted the Grafham and Ellington Neighbourhood Plan and its supporting evidence to Huntingdonshire District Council on 28 June 2021. The statutory six week submission consultation was held from 12 July to 27 August 2021.

Huntingdonshire District Council, in discussion with Grafham and Ellington Parish Councils, appointed an independent examiner, Andrew S Freeman BSc (Hons) DipTP DipEM FRTPI, to review whether the submitted Neighbourhood Plan met the Basic Conditions as required by legislation. Andrew Freeman issued his report on 5 October 2021 which recommended that the Neighbourhood Plan, subject to the modifications proposed in his report, met the Basic Conditions and should proceed to referendum.

Following discussions with the qualifying body it was decided that the Examiner's recommendations would be accepted in full.

The Basic Conditions are:

- Having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the neighbourhood plan;
- The making of the neighbourhood plan contributes to the achievement of sustainable development;

- The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area);
- The making of the neighbourhood plan does not breach, and is otherwise compatible with, European Union (EU) obligations; and
- Prescribed conditions are met in relation to the neighbourhood plan and prescribed matters have been complied with in connection with the proposal for the neighbourhood plan.

Regulations 32 and 33 of the Neighbourhood Planning (General) Regulations (2012) (as amended) set out two basic conditions in addition to those set out in primary legislation and referred to above. These are:

- The making of the neighbourhood plan is not likely to have a significant effect on a European site or a European offshore marine site either alone or in combination with other plans or projects
- Having regard to all material considerations, it is appropriate that the neighbourhood development order is made where the development described in an order proposal is Environmental Impact Assessment development (this is not applicable to this examination).

Decision and Reasons

Huntingdonshire District Council's Cabinet considered the recommendations on 18 November 2021 and agreed to accept the Examiner's proposed modifications and approve the Grafham and Ellington Neighbourhood Plan to proceed to referendum.

The modifications to the Neighbourhood Plan, as needed to ensure it meets the Basic Conditions and in accordance with the Examiner's recommendations are listed in the following table. The Examiner also concluded that any other non-material amendments, including suggestions and corrections set out in the representations and correspondence¹ and any updated factual references to the revised NPPF (2021) can be incorporated into the final version of the Plan.

Examiner's Recommended Modifications Received 4 October 2021

The statement below sets out the modifications considered by the examiner as necessary to enable the submission neighbourhood plan to meet the required basic conditions. Strike-through text indicates a deletion and bold indicates the insertion of additional text.

¹ [Email on behalf of the Parish Councils to the Examiner](#), dated 21 September 2021.

Proposed modification (PM)	Page no.	Modification
PM1	Various	In all policies, substitute usages of the word “should” with “shall”.
PM2	Page 24	In the third paragraph of Policy GENP 1, replace “it meets a specific need identified by the local community or” with “there is material evidence of a local community need, a need that would be met by the proposal, or where the proposal complies”....
PM3	Page 28	In Policy GENP 2, replace “preserved, enhanced and celebrated” with “celebrated and preserved or enhanced”.
PM4	Pages 27 and 28	In the text preceding Policy GENP 2, state that reference to Cambridgeshire County Council’s Historic Environment Record and “Historic Assets of Grafham and Ellington” (Ref 22) will be of assistance in identifying archaeological sites of likely significance.
PM5	Page 32	In the second sentence of Policy GENP 3, delete the wording including and after “entry level” and replace with “housing on an entry-level housing site shall be limited to a maximum of 5% of the housing stock in the parish within which it is located”.
PM6	Page 32	In the first paragraph of Policy GENP 4, insert “material” before “detrimental effect”. Delete the second sentence of the paragraph. In the second paragraph, insert “material” before “loss of amenity”. Insert “through” before “loss of privacy”.
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PM8	Page 37	In Policy GENP 6, insert “material” before “detrimental impact”.
PM9	Page	In Policy GENP 9, at the end of the first three bullet points,

Proposed modification (PM)	Page no.	Modification
	44	<p>delete the full stop and insert “; or”.</p> <p>Delete the final sentence of the policy.</p>
PM10	Page 48	<p>In the third paragraph of Policy GENP 10, replace “statutorily designated sites such as Grafham Water SSSI” with “SSSIs such as Grafham Water”.</p> <p>Replace the final paragraph of the policy with the following: “Developments shall seek to deliver environmental enhancements having appropriate regard to the Nature Recovery Network, Natural Cambridgeshire’s “doubling nature” target, relevant aspirations in the NPPF and DEFRA’s 25-Year Environment Plan.”</p> <p>Provide links in Appendix B.</p>
PM11	Page 55	<p>Replace the second sentence of Policy GENP 11 with the following: “Where there is material evidence of the needs of residents, needs that would be met by the proposal, the provision of new or enhanced community facilities of an appropriate scale, within or on land immediately adjoining the built-up area, will be supported.”</p>
PM12	Pages 56, 59 and 86	<p>At the end of Paragraph 6.10.6, add “or Other Green Spaces”.</p> <p>Replace the second sentence of the opening paragraph of Policy GENP 12, and criteria a), b) and c), with the following: “Proposals shall be consistent with Green Belt policy as set out in the NPPF.”</p> <p>In Appendix C, replace the heading “Ellington’s Green Spaces” with “Ellington – Other Green Spaces and Village Green”.</p>
PM13	Page 68	<p>In the second paragraph of Policy GENP 13, insert “using a sustainable drainage system” after “surface water drainage solution”.</p> <p>At the end of the second paragraph, add the following: “Where this is the case, other infiltration methods such as swales, ponds and wetlands shall be explored or, where demonstrably unsuitable, such alternatives as may be acceptable to the local planning authority with the advice of the Lead Local Flood Authority.”</p> <p>In the first sentence of the third paragraph, replace “the</p>

Proposed modification (PM)	Page no.	Modification
		<p>fluvial flood risk” with “flood risk from any form”.</p> <p>Replace the second sentence of the third paragraph with the following: “A site-specific flood risk assessment in line with the requirements of local and national policy advice shall accompany a proposal on a site with an identified risk of flooding or where otherwise justified by the local planning authority.” Delete the remainder of the paragraph.</p> <p>In the text preceding Policy GENP 13, insert the following: “A site-specific flood risk assessment will be required in accordance with Policy GENP 13. This includes on sites where the requirement is based on local knowledge and notified by the local planning authority on the advice of the LLFA, Anglian Water, CC Highways, the Environment Agency or, in Ellington, the Alconbury and Ellington Internal Drainage Board (bodies from which pre-application advice should also be available).”</p>

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Gambling Act 2005 – Statement of Principles 2021

Meeting/Date: Cabinet – 18 November 2021
Council – 7 December 2021

Executive Portfolio: Executive Councillor for Leisure and Regulatory Services

Report by: Operational Manager (People) – Finlay Flett

Ward(s) affected: All

Executive Summary:

The Council is required to produce a Gambling Act 2005 Statement of Principles on which it will base its decisions. The production of the document required the Council to undertake a period of public consultation which ended on 17 October 2021. This report provides the Licensing Committee with a draft of the final revised document and seeks the recommendation for approval of the Committee on the document, followed by the approval and adoption by Full Council.

The costs of reviewing the statement will be set against the income from the application and annual licence fees received under the Gambling Act 2005 regime.

RECOMMENDATIONS:

The Licensing Committee is

RECOMMENDED

- a) to note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2021 that has been produced following the required consultation;**
- b) to delegate authority to the Operational Manager (People) to make minor amendments to the policy and**
- c) recommend that the Statement of Principles be referred to Council for approval.**

The Cabinet is

RECOMMENDED

- a) to note, and provide any further comments on the **Gambling Act 2005 – Statement of Principles 2021** that has been produced following the required consultation;
- b) recommend that the **Statement of Principles** be referred to Council for approval.

The Council is

RECOMMENDED

to approve and adopt the **Gambling Act 2005 – Statement of Principles 2022-25**.

1. WHAT IS THIS REPORT ABOUT /PURPOSE?

- 1.1 The Gambling Act 2005 (the Act) requires the Council to prepare and publish a 'Statement of Principles' stating how it will exercise its statutory duties, having firstly undertaken public consultation and considered any feedback. Our current statement expires on 30 January 2022, so we must draw up, adopt and publish a further statement of principles before the 3 January 2019, four weeks before its coming into effect on 31 January 2022. If the Council fails to do this, then it will be unable to fulfil its statutory duties, with possible additional financial and legal consequences arising as a result. It is vital therefore that we progress the approval and endorsement of the revised draft document to enable us to meet the statutory timeframe.
- 1.2 The purpose of this report is to invite Members to recommend approval of the revised draft, having undertaken public consultation and considered all comments received.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Council is the Licensing Authority for the purposes of the Act, taking over licensing responsibilities when it came into effect in September 2007. Section 349 of the Act requires the Licensing Authority to prepare and publish a 'Statement of Principles' that it proposes to apply in exercising its functions under the Act. The statement of principles must be kept under review and reviewed at least every three years.
- 2.2 The current statement was approved by the Licensing Committee on 17 October 2018 and full Council on 19th December 2018. It came into effect on 31 January 2019 and therefore expires on 30 January 2022.
- 2.3 The Council is required to undertake a review of its statement every three years. The statement must be drafted and consulted upon prior to it being adopted. All comments received must be considered.
- 2.4 The current statement of principles was drawn up from templates issued by the Local Government Association and by the Gambling Commission and took into account changes arising from the fifth edition of the Gambling Commission Guidance to Licensing Authorities, published in May 2021.
- 2.5 Attached as an appendix is a revised draft 'Statement of Principles', which has been reviewed to take into account the relevant provisions as they apply to Huntingdonshire District Council and all comments received as a result of public consultation.
- 2.6 The revised policy remains largely unchanged, changes are limited to updating email and contact details and changes to legislation for gaming machine provisions Appendix D and E of the statement of licensing principles.

3. CONSULATION

- 3.1 Section 349 of the Act requires that the Council consults with a range of persons including the police, persons representing the interests of people carrying on gambling businesses in the area and persons likely to be affected by the exercise of the authority's functions under the Act.
- 3.2 Twelve weeks' consultation took place between 29 June and 17 October 2021, in accordance with Cabinet Office guidelines. Wide consultation was undertaken in accordance with the legislation by a variety of means, including our website, known contacts and council offices.
- 3.3 Approval of the 'Statement of Principles' is reserved to Full Council. Approval by the Council at their meeting on 7 December 2021 will be in time to publish the statement four weeks before it comes into effect on 31 January 2022
- 3.4 No responses were received as part of the consultation process.
- 3.5 The statement was prepared using the most current 6th Edition of the Gambling Commission's Guidance to Licensing Authorities.

4. OPTIONS

- 4.1 The Council has a statutory duty to approve and publish a Statement of Principles before 3rd January 2022, four weeks before it comes into effect on 31st January 2022 in order to fulfil its legal obligations under the Act.

5. LEGAL IMPLICATIONS

- 5.1 Should the Council fail to have a policy in place by 31 January 2022, then it will be unable to fulfil its licensing duties under the Act. The Gambling Act sets out key principles of:
- preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - ensuring that gambling is conducted in a fair and open way;
 - protecting children and other vulnerable persons from being harmed or exploited by gambling, with possible additional financial and legal consequences arising as a result.

Clearly, these principles have cognisance with our own Corporate Priorities and therefore the provision of a Gambling Act 2005 licensing regime must remain a priority

- 5.2 The Gambling Act 2005, Section 349 places a statutory obligation on the Council to prepare its Statement of Principles.

6. RESOURCE IMPLICATIONS

- 6.1 The cost of implementing the Statement is covered from the fees income generated under the Gambling Act 2005.

7. OTHER IMPLICATIONS

- 7.1 No other implications are envisaged.

8. REASONS FOR THE RECOMMENDED DECISIONS

- 8.1 The present statement must be reviewed and replaced for a further period of three years. It is therefore:

RECOMMENDED that

Licensing Committee

- a) note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2021 that has been produced following the required consultation;
- b) delegate authority to the Operational Manager (People) to make minor amendments to the policy and
- c) recommend that the Statement of Principles be referred to Council for approval.

Cabinet

- a) note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2021 that has been produced following the required consultation;
- b) recommend that the Statement of Principles be referred to Council for approval.

Council

approve and adopt the Gambling Act 2005 – Statement of Principles 2022-25

9. LIST OF APPENDICES INCLUDED

Appendix 1 – Draft Gambling Act 2005 – Statement of Principles 2022

10. BACKGROUND PAPERS

LGA Licensing Authority Statement of Principles
Gambling Commission Guidance to Licensing Authorities – 6th Edition – May 2021
Gambling Commission – Statement of Principles for Licensing Authorities

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Gambling Act 2005

Statement of Principles

2022 - 2025

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PREFACE

With effect from 1 September 2007, all gambling and betting in the United Kingdom is unlawful, unless permitted under the Gambling Act 2005 or by way of the national lottery or spread betting. Gambling and betting is regulated by the Gambling Commission, whose duties include licensing the operators and individuals involved in providing gambling and betting facilities.

Huntingdonshire District Council, along with other licensing authorities, is responsible under the Act for the licensing of premises where gambling and betting is taking place, the issue of various permits and certain other activities such as the registration of small lotteries. This document explains how the District Council, as the licensing authority for Huntingdonshire, intends to approach its responsibilities under the Act. It comes into effect on 31 January 2022 and replaces the Statement of Principles adopted by the Council in 2018

All references in this document to ‘the licensing authority’ means the Huntingdonshire District Council.

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This Statement of Principles has had regard to the Gambling Commission's Guidance to Licensing Authorities published May 1st 2021. www.gamblingcommission.gov.uk. The Licensing objectives contained within the Act and responses received as part of a public consultation.

The Gambling Commission also has issued a number of codes of practice and other explanatory publications in relation to gambling that are referred to in this statement. These also are available on the Commission's website.

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PART A
GENERAL

1. INTRODUCTION

- 1.1 The licensing authority is required by the Act to publish a statement of the principles which it proposes to apply when exercising its functions. This Statement of Licensing Principles was approved by the licensing authority at a meeting of Huntingdonshire District Council held on 10 December 2021 in accordance with section 349 of the Gambling Act 2005 ('the Act').
- 1.2 This Statement of Principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence. Each will be considered on its own merits and in accordance with the statutory requirements of the Act.

2. HUNTINGDONSHIRE

- 2.1 Huntingdonshire District Council is one of five district councils situated in the County of Cambridgeshire. Huntingdonshire has a population which is currently estimated at 170,000 and covers an area of 906 square kilometres. Huntingdonshire's population has grown rapidly in recent years and is expected to continue to grow more quickly than in most other districts in the next decade. Nevertheless it remains predominately rural with four main market towns, St Neots, Huntingdon, Ramsey and St Ives. A map of the District is attached as Appendix A.
- 2.2 The District is prosperous economically with good communications links. It has higher than average earnings and low unemployment, although relatively small pockets of deprivation exist in some of the market towns.
- 2.3 There are no areas within the District that are considered particularly suitable or unsuitable for the provision of facilities for gambling. Potential operators should refer to the Core Strategy and the emerging Local Development Framework for details about the local planning authority's approach to planning permission for development where such activities may take place by contacting the Planning Division or visiting the authority's website at www.huntingdonshire.gov.uk.
- 2.4 The Social Responsibility Code which came into effect on 6 April 2016 requires licensees to assess the local risks to the licensing objectives posed by their gambling operations at each of their premises and have policies, procedures and control mechanisms to mitigate those risks. Additionally, applicants will have to undertake a local assessment when applying for a new or variation of a premises licence, to take account of significant changes in the local circumstances or when there are significant changes at the licensee's premises.

- 2.5 The licensing authority is aware that there is no mandatory requirement to have a local area profile, but recognises that one could offer a number of benefits. Should evidence be obtained to identify local risk areas, then these will be subject to a separate document.
- 2.6 Enquiries with relevant organisations during the previous consultation of this document did not reveal any data to suggest that there are any areas within the District that could be identified as an area at risk from gambling activities.

3. GAMBLING COMMISSION

- 3.1 The Gambling Commission was established by the Gambling Act 2005 to regulate all commercial gambling. It has an overriding obligation to pursue and have regard to the licensing objectives described in section 5 below and to permit gambling so far as it thinks it reasonably consistent with them. The Commission has published a Statement of Principles on how it will approach its regulatory and other functions. The Commission also provides independent advice to the government about the incidence of gambling, the manner in which gambling is carried out, the effects of gambling and the regulation of gambling generally.
- 3.2 The Commission is required to provide licensing authorities with guidance under section 25 of the Act about the manner in which they should exercise their licensing functions and the principles which should be applied. The licensing authority is required to take account of such guidance in producing this statement of principles and in undertaking its responsibilities under the Act.
- 3.3 The Commission also has issued codes of practice under section 24 of the Act about the way in which facilities for gambling are provided.
- 3.4 The Gambling Commission can be contacted at -

The Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP.

Website: www.gamblingcommission.gov.uk
e-mail: info@gamblingcommission.gov.uk

4. LICENSABLE ACTIVITIES

- 4.1 'Gambling' is defined in the Act as either gaming betting or taking part in a lottery.

'Gaming' means playing a game of chance for a prize.

'Betting' means making or accepting a bet on the outcome of a race, competition or any other event or process, the likelihood of anything occurring or not occurring, or whether anything is or is not true.

A 'lottery' is an arrangement where persons are required to pay in order to take part in the arrangement, during the course of which one or more prizes are allocated by a process or processes which relies wholly on chance.

4.2 Certain permitted and exempt gambling is defined in the Act without the need for a licence or permit. Private gaming in a private dwelling and on a domestic occasion is exempt from licensing or registration providing that no charge is made for participating, only equal chance gaming takes place and it does not occur in a place to which the public have access. Domestic betting between inhabitants of the same premises or between employees of the same company is also exempt. Non-commercial gaming and betting (where no part of the proceeds is for private gain) may be subject to certain exemptions.

4.3 Further advice is available on what is licensable, permissible or exempt from the licensing authority's licensing section at the above address or by telephoning 01480 387075 or via email at licensing@huntingdonshire.gov.uk.

5. THE LICENSING OBJECTIVES

5.1 In exercising most of its functions under the Gambling Act 2005, the licensing authority must have regard to the three licensing objectives defined in the Act. These are -

- ◆ preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- ◆ ensuring that gambling is conducted in a fair and open way; and
- ◆ protecting children and other vulnerable persons from being harmed or exploited by gambling.

5.2 The licensing authority acknowledges that, in accordance with Section 153 of the Act and in exercising its functions in relation to premises licences and occasional and temporary use notices, There is a legal duty to aim to permit the use of premises for gambling in so far as it thinks it is -

- (a) in accordance with any relevant code of practice issued by the Gambling Commission (i.e. as found in the Commission's *Licence Conditions and Codes of Practice*);
- (b) in accordance with any relevant guidance issued by the Gambling Commission (referred to in paragraph 3.2 above);
- (c) reasonably consistent with the licensing objectives (subject to (a) and (b) above) ; and
- (d) in accordance with the authority's statement of licensing principles (i.e. this document).

6. LICENSING AUTHORITY FUNCTIONS

6.1 Under the Act, the Gambling Commission is responsible for the issue of operating licences and personal licences.

6.2 The licensing authority is responsible for -

- ◆ the licensing of premises where gambling activities are to take place by issuing premises licences;
- ◆ issuing provisional statements;
- ◆ regulating members' clubs that wish to undertake certain gaming activities by issuing club gaming permits and/or club machine permits;
- ◆ issuing club machine permits to commercial clubs;
- ◆ granting permits for the use of certain lower stake gaming machines at unlicensed family entertainment centres;
- ◆ receiving notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- ◆ issuing licensed premises gaming machine permits for premises licensed to sell and supply alcohol for consumption on licensed premises, under the Licensing Act 2003, where there are more than two machines;
- ◆ registering small society lotteries below prescribed thresholds;
- ◆ issuing prize gaming permits;
- ◆ receiving and endorsing temporary use notices;
- ◆ receiving occasional use notices;
- ◆ providing information to the Gambling Commission regarding details of licences issued (see section below on information exchange);
- ◆ maintaining registers of the permits and licences that are issued by the authority; and
- ◆ exercising its powers of compliance and enforcement under the Act in association with the Gambling Commission and other relevant responsible authorities.

6.3 The licensing authority will not be involved in the licensing of remote gambling which is the responsibility of the Gambling Commission through the issue of operating licences.

6.4 The Licensing Authority in exercising their functions will have regard to any code of practice issued by the Gambling Commission under S.153

7. STATEMENT OF PRINCIPLES

7.1 A wide variety of premises in Huntingdonshire will require a licence or a permit to permit gambling to take place, including tracks, betting shops, bingo halls, pubs, clubs and amusement arcades.

7.2 To meet the licensing objectives, the licensing authority will establish a close working relationship with the police, the Gambling Commission and, where appropriate, other responsible authorities. The authority will avoid duplication with other regulatory regimes so far as is possible. These include, for example, other legislative requirements in terms of health and safety at work, fire safety, planning and building control.

In determining its policy, the licensing authority has had regard to the Gambling Commission's guidance and given appropriate weight to the views of those that it has consulted. In determining the weight given to particular representations,

the factors taken into account have included –

- ◆ who is making the representations in terms of their expertise or interest;
- ◆ the relevance of the factors to the licensing objectives;
- ◆ how many other people have expressed the same or similar views; and
- ◆ how far the representations relate to matters that the licensing authority should be including in the statement of principles.

7.3 The licensing authority acknowledges that operators may be able to demonstrate that they already have extensive policies developed in accordance with the Gambling Commissions Licence Conditions and Codes of Practice.

7.4 Each application or review and the circumstances prevailing at each premises will be decided on its own individual merits. When applying these principles, the licensing authority will consider, in the light of relevant representations, whether exceptions should be made in any particular case. If an applicant can show how licensing objective concerns can be overcome, the licensing authority will take that into account in its decision making.

7.5 Any objections to new premises or requests for a review should be based on the licensing objectives. It should be noted that the Act does not include the prevention of public nuisance and anti-social behaviour as a specific licensing objective.

7.6 The licensing authority acknowledges that it is subject to the Human Rights Act and in particular –

Article 1 Protocol 1 – peaceful enjoyment of possessions, in accordance with which a licence is considered a possession in law which a person should not be deprived of except in the public interest

Article 6 – right to a fair hearing

Article 8 – respect for private and family life and in particular the removal or restriction of a licence affecting a person's private life

Article 10 – right to freedom of expression.

The licensing authority will consider whether, in the light of relevant representations, exceptions to those articles should be made in any particular case.

7.7 The three licensing objectives contained in the Act are referred to more specifically below.

Preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime.

7.8 The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling or being associated with providing such facilities.

- 7.9 Anyone applying to the licensing authority for a premises licence (other than in the case of tracks if the gambling is to be provided by others) will have to hold an operating licence from the Commission before a premises licence can be issued. Therefore the authority will not generally be concerned with the suitability of an applicant and where concerns about a person's suitability do arise, the authority will bring those concerns to the attention of the Commission.
- 7.10 If an application for a licence or a permit is received in relation to premises which are in an area noted for particular problems with disorder, organised criminal activity etc., the licensing authority will consider, in consultation with the police and other relevant authorities, whether special controls need to be applied to prevent those premises from being a source of crime.
- 7.11 There are already powers in existing anti-social behaviour and licensing legislation to deal with measures designed to prevent nuisance, whether it arises as a result of noise from a building or from general disturbance once people have left a building. The licensing authority does not therefore intend to use the Act to deal with general nuisance issues relating for example to parking problems, which can be dealt with under existing alternative powers.
- 7.12 Issues of disorder will only be dealt with under the Act if the disorder amounts to activity that is more serious and disruptive than mere nuisance and it can be shown that gambling is a source of that disorder. For example, a disturbance might be serious enough to constitute disorder if police assistance was required to deal with it. Another factor that could be taken into account is how threatening the behaviour was to those who see or hear it and whether those people live sufficiently close to be affected or have business interests that might be affected.
- 7.13 When making decisions in this regard, the licensing authority will give due weight to any comments by the police.

Ensuring gambling is conducted in a fair and open way

- 7.14 The Gambling Commission does not expect licensing authorities to find themselves dealing with issues of fairness and openness frequently. Fairness and openness is likely to be a matter for either the way specific gambling products are provided, or will be in relation to the suitability and actions of an individual and therefore subject to the personal licence. These issues will be addressed by the Commission through the operating and personal licensing regimes respectively. However if the licensing authority suspects that gambling is not being conducted in a fair and open way, this will be brought to the attention of the Commission so that it can consider the continuing suitability of the operator to hold an operating licence or of an individual to hold a personal licence.
- 7.15 Because track betting operators do not require an operating licence from the Commission, the licensing authority may require conditions to be attached to the licence, in certain circumstances, relating to the suitability of the environment in which betting takes place.

Protecting children and other vulnerable persons from being harmed or exploited by gambling

- 7.16 With limited exceptions, the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are adult-only environments.
- 7.17 Applicants seeking premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.
- 7.18 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children, excepting category D gaming machines.
- 7.19 Where children, young persons and other vulnerable people are allowed access to premises where gambling takes place, the licensing authority may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under-age gambling where it believes it is right to do so for the prevention of their physical, moral or psychological harm, especially where it receives representations to that effect.
- 7.20 In exercising its powers under S153 the licensing authority will consider whether any measures are necessary to protect children, such as whether staff will be able to adequately supervise the gambling premises. Supervision also applies to premises that are themselves not age-restricted, but which make gambling products and facilities available.
- 7.21 Where the structure or layout of the premises is considered to be an inhibition or potential inhibition to satisfying the licensing objective, the licensee should consider what changes are required to ensure the risk is mitigated. Such changes might include the positioning of staff or CCTV, the use of floor-walkers and the relocation of the staff counter to enable direct line of sight.
- 7.22 If the operator fails to satisfy the licensing authority that the risks are sufficiently mitigated, it may be appropriate to conduct a review of the premises licence.
- 7.23 In seeking to protect vulnerable persons, the licensing authority will regard them as people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to mental health needs, a learning disability or substance misuse relating to alcohol or drugs.
- 7.24 Children (defined in the Act as under 16s) and young persons (16 and 17 year olds) may take part in private and non-commercial betting and gaming but the Act contains a number of restrictions on the circumstances in which they may

participate in gambling or be on premises where gambling is taking place. An adult is defined as a person aged 18 or over. In summary –

- ◆ betting shops cannot admit children and young persons;
- ◆ bingo clubs may admit children and young persons but must have policies to ensure that they do not gamble on the premises, except on category D machines;
- ◆ adult entertainment centres cannot admit children and young persons;
- ◆ family entertainment centres and premises with a premises licence under the Licensing Act 2003 that includes the sale of alcohol can admit children and young persons but they may not play category C machines which are restricted to adults;
- ◆ clubs with a club premises certificate under the Licensing Act 2003 can admit children and young persons but they must have policies to ensure that they do not play machines other than category D machines; and
- ◆ tracks will be required to have policies to ensure that children and young persons do not participate in gambling other than on category D machines.

7.25 The licensing authority will treat each case on its own individual merits and when considering whether specific measures are required to protect children and other vulnerable persons will balance its considerations against the overall principle of aiming to permit the use of premises for gambling.

8. RESPONSIBLE AUTHORITIES

8.1 The Act defines a number of public bodies as responsible authorities that must be notified of applications submitted for premises licences and who are entitled to make representations to the licensing authority if they are relevant to the licensing objectives and who can call for a review of an existing licence. These are –

- ◆ a licensing authority in whose area the premises are situated in whole or in part (i.e. Huntingdonshire District Council and any neighbouring authority where a premise straddles the district boundary);
- ◆ the Gambling Commission;
- ◆ the chief officer of police (i.e. Cambridgeshire Constabulary);
- ◆ the fire and rescue authority (i.e. Cambridgeshire Fire and Rescue Service);
- ◆ the local planning authority (i.e. Huntingdonshire District Council);
- ◆ the local environmental health authority (i.e. Huntingdonshire District Council);
- ◆ HM Revenues and Customs; and
- ◆ a body designated by the licensing authority to advise about the protection of children from harm (see below).

8.2 The Secretary of State may also prescribe any other person as a responsible authority.

In relation to a vessel, the following are also responsible authorities -

- ◆ the Environment Agency
- ◆ the British Waterways Board

8.3 The licensing authority is required by regulations to state the principles it will apply in exercising its duty to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. Those principles are -

- ◆ the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
- ◆ the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

8.4 The licensing authority has designated the Office of Children and Young People's Services of Cambridgeshire County Council for this purpose.

8.5 The contact details of all the responsible authorities are set out in Appendix B and available on the licensing authority's website at www.huntingdonshire.gov.uk.

8.6 Any representations by a responsible body in relation to their own functions cannot be taken into account unless they are relevant to an application itself and the licensing objectives. In this regard, the licensing authority generally will not take into account representations which are not deemed to be relevant, such as -

- ◆ the premises are likely to be a fire risk (because public safety is not a licensing objective);
- ◆ the location of the premises is likely to lead to traffic congestion (because this does not relate to the licensing objectives);
- ◆ the premises will cause crowds to congregate in one area causing noise and nuisance (because this can be dealt with under other legislative powers and public nuisance is not a licensing objective).

8.7 Each representation will be considered on its own individual merits.

9. INTERESTED PARTIES

9.1 Interested parties can make representations about licence applications or apply for a review of an existing licence. These parties are defined in the Act as follows:

9.2 "For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the application is made, the person -

- (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
 - (b) has business interests that might be affected by the authorised activities;
- or

(c) represents persons who satisfy paragraph (a) or (b)".

9.3 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Act to determine whether a person is an interested party. These are:

9.4 Each case will be decided upon its individual merits. The authority will have regard to the examples contained in the Gambling Commission's guidance to licensing authorities (Section 8), i.e.

(a) **Persons living close to the premises**

'The factors that licensing authorities should take into account when determining what 'sufficiently close to the premises' means (in each case) might include -

- ◆ the size of the premises;
- ◆ the nature of the premises;
- ◆ activities taking place at the premises
- ◆ the distance of the premises from the location of the person making the representation;
- ◆ the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment); and
- ◆ the circumstances of the complainant. This is not the personal characteristics of the complainant, but the interests of the complainant which may be relevant to the distance from the premises.

'For example, it could be reasonable for an authority to conclude that 'sufficiently close to be likely to be affected' could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) a residential hostel for vulnerable adults.'

(b) **Persons with business interests that could be affected**

'It could be argued that any gambling business could be affected by another gambling business expanding into any part of Great Britain. But that is unlikely to be enough to satisfy the test of being 'a person with business interests that might be affected by the premises' under consideration. For example, an operator in a particular sector (be it casino, bingo, betting etc.) should not be able to lodge representations on every application put in by a rival operator anywhere in the country, simply because they are in competition within the same gambling sector. The licensing authority should be satisfied that the relevant business is likely to be affected. In this respect, licensing authorities should bear in mind that the 'demand test' in the 1963 and 1968 Acts has not been preserved in the 2005 Act. Factors that are likely to be relevant include -

- ◆ the size of the premises;
- ◆ the 'catchment' area of the premises (i.e. how far people travel to

- visit); and
 - ◆ whether the person making the representation has business interests in that catchment area that might be affected.
- 9.5 The licensing authority will give the terminology 'has business interests' the widest possible interpretation and include partnerships, charities, faith groups and medical practices in that category.
- 9.6 Interested parties can include trade associations and trade unions, and residents' and tenants' associations. The licensing authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Act, i.e. lives sufficiently close to the premises to be likely to be affected by the activities being applied for.
- 9.7 Interested parties can be persons who are democratically elected such as councillors and Members of Parliament. No specific evidence of being asked to represent an interested person will be required as long as the councillor or MP represents the ward or constituency likely to be affected. Likewise town and parish councils likely to be affected will be considered to be interested parties. Other than these, the licensing authority will generally require written evidence that a person or body (e.g. an advocate/relative) represents someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities or has business interests that might be affected by the authorised activities. A letter from one of those persons requesting the representation will be sufficient.
- 9.8 If an interested party wishes to approach a councillor to ask him/her to represent their views then care should be taken that the councillor is not part of the Licensing Sub Committee dealing with the licence application. The licensing authority has adopted a Members' Licensing Code of Good Practice which forms part of its constitution which is available on the authority's website at www.huntingdonshire.gov.uk. If in doubt, an interested party should contact the licensing section for further information.
- 9.9 The licensing authority will not consider representations that are frivolous or vexatious or which relate to demand or need for gambling facilities. A decision on whether representations are frivolous or vexatious will be made objectively and if a representation is rejected, the interested party making the representation will be informed of the reason in writing. A vexatious representation is generally one that is repetitive, without foundation or made for some other reason such as malice. A frivolous representation is generally one that is lacking in seriousness or is unrelated to the licensing objectives, Gambling Commission guidance or this statement of licensing principles.
- 9.10 In the absence of regulations to the contrary, representations should in general -
- ◆ be made in writing (including by electronic communication);
 - ◆ indicate the name and address of the person or organisation making the

- representation;
- ◆ indicate the premises to which the representation relates;
- ◆ indicate the proximity of the premises to the person making the representation. A sketch map or plan would be helpful; and
- ◆ clearly set out the reason(s) for making the representation.

10. EXCHANGE OF INFORMATION

- 10.1 The licensing authority is required to include in its statement the principles to be applied by the authority in exercising its functions under sections 29 and 30 of the Act with regard to the exchange of information between it and the Gambling Commission and its functions under section 350 of the Act with regard to the exchange of information between it and the other bodies listed in Schedule 6 to the Act.
- 10.2 The principle that the licensing authority will apply is that it will act in accordance with relevant legislation, guidance from the Commission and will adopt the principles of better regulation. The licensing authority will also have regard to the Commission's Guidance to Licensing Authorities (Part 13) which contains information about the protocols by which the information exchange is managed.
- 10.3 Any exchange of information will be in accordance with the relevant Data Protection requirements.
- 10.4 S.350 of the Act allows licensing authorities to exchange information with the following bodies in the exercise of the functions of the Act, namely:-
- A constable or police force
 - An enforcement officer
 - A licensing authority
 - HMRC
 - The first Tier Tribunal (Gambling Commission disputes)
 - The Secretary of State

11. INSPECTION AND CRIMINAL PROCEEDINGS

- 11.1 A licensing authority is required by regulation under the Act to state the principles to be applied by the authority in exercising its functions under Part 15 of the Act with regard to the inspection of premises and its powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

In terms of compliance and enforcement activity, the Commission and the licensing authority are required to act in a proportionate manner to reflect the statutory principles of good regulation and the Regulators Code which is a central part of the Government's better regulation agenda. The code is available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300126/14-705-regulators-code.pdf.

- 11.2 The licensing authority's principles are that it will be guided by the Gambling Commission's Guidance to Licensing Authorities, will have regard to the

Commission's approach to compliance in the document '*Compliance and Enforcement Policy Statement*' and will endeavour to be -

- ◆ proportionate: the authority will only intervene when necessary, remedies will be appropriate to the risk posed, and costs identified and minimised;
- ◆ accountable: the authority will justify its decisions and be subject to public scrutiny;
- ◆ consistent: rules and standards will be joined up and implemented fairly
- ◆ transparent and open: licence conditions will be simple and user friendly; and
- ◆ targeted: regulation will be focused on the problem and side effects minimised.

11.3 The licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

11.4 The licensing authority will adopt a risk-based approach to inspection programmes and enforcement. In so doing, it will review existing records and risk assessments, including those supplied by the Commission and other responsible authorities. This will guide the pattern of visits to premises and the reaction to complaints. The risk assessment will be reviewed in the light of visits undertaken. Complaints, information and intelligence received by the licensing authority relating to gambling premises will also inform the general risk rating of premises. Such an approach could include targeting high-risk premises which require greater attention, whilst operating a lighter touch in respect of low-risk premises, so that resources are more effectively concentrated on potential problem premises.

11.5 The main enforcement and compliance role for the licensing authority in terms of the Act will be to ensure compliance with the premises licences and other permissions which it has authorised. The Gambling Commission will be the enforcement body for operating and personal licences and concerns about manufacture, supply or repair of gaming machines will be referred by the authority to the Commission. The licensing authority will work with the Commission to identify and investigate organised or persistent illegal activity.

11.6 Having regard to the principle of transparency, the licensing authority's enforcement and prosecution policies are available upon request from the authority's licensing section.

12. CONSULTATION

12.1 The licensing authority has consulted widely upon this statement before its confirmation and adoption by the authority. A list of those persons consulted is provided at Appendix C, including the following statutory consultees required by the Act -

- ◆ the Chief Officer of Police;
- ◆ one or more persons who appear to the authority to represent the interests

- ♦ of persons carrying on gambling businesses in the authority's area;
- ♦ one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.

12.2 The consultation took place between XXXXX, following Cabinet Office guidelines. A full list of comments made and their consideration by the authority is available on request to the licensing section on 01480 387075 and via the Council's website at www.huntingdonshire.gov.uk.

12.3 The policy was approved at a meeting of the Council held on 10 December 2021 and will be published via the authority's website. Copies available at the authority's offices at Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN.

12.4 Any comments with regard to this statement of principles should be addressed to the authority's Licensing Manager by writing to the above address or by e-mail to licensing@huntingdonshire.gov.uk. This statement of principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

13. REVIEWING AND UPDATING THE POLICY STATEMENT

13.1 The statement will have effect for a maximum of three years and must be reviewed thereafter, but the licensing authority may review and alter the policy at any time during the three year period. The first statement came into effect in January 2007 and there have been revisions every three years with this fifth statement coming into effect on 31 January 2022. Where the statement is reviewed and changes proposed, the licensing authority will consult on any revision for those parts that are revised and the statement then will be re-published and advertised in the same way as a new statement.

14. DECLARATION

14.1 In producing this statement of licensing policy, the licensing authority declares that it has had regard to the licensing objectives contained in the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

PART B

PREMISES LICENCES

15. GENERAL PRINCIPLES

- 15.1 Premises licences will be subject to the requirements set out in the Gambling Act 2005 and associated regulations, as well as specific mandatory and default conditions which are defined in regulations issued by the Secretary of State. The licensing authority may exclude default conditions and attach others where this is believed to be appropriate.
- 15.2 The licensing authority is aware that in making decisions about premises licences it has a legal duty to aim to permit the use of premises for gambling in so far as it thinks it -
- (a) in accordance with any relevant code of practice issued by the Gambling Commission;
 - (b) in accordance with any relevant guidance issued by the Gambling Commission;
 - (c) reasonably consistent with the licensing objectives (subject to (a) and (b) above); and
 - (d) in accordance with the authority's statement of principles (subject to (a) to (c) above).
- 15.3 The authority is aware of the Gambling Commission's guidance which states that "moral objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any 'no casino resolution' - see the section on Casinos below) and that unmet demand is not a criterion for a licensing authority.

16. DEFINITION OF "PREMISES"

- 16.1 Premises are defined in the Act as "any place". Section 152 therefore prevents more than one premises licence applying to any place. However it is possible for a single building to be subject to more than one premises licence, provided they relate to different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. However the Gambling Commission does not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.
- 16.2 The licensing authority takes particular note of the Gambling Commission's guidance to authorities which states that licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular the authority will be aware –

- ◆ of the need to protect children from being harmed by gambling. In practice this means not only preventing them from taking part in gambling but also preventing them from being in close proximity to gambling. Premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating;
- ◆ that entrances and exits to and from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not 'drift' into a gambling area. In this context, it should not normally be possible to access the premises without going through another licensed premises or premises with a permit; and
- ◆ that customers should be able to participate in the activity named on the premises licence.
- ◆ That an applicant is required to undertake a local risk assessment assessing the local risks to the licensing objectives posed by the provision of gambling facilities at these premises

In considering whether two or more proposed premises are separate, the licensing authority will have regard to the following circumstances -

- ◆ whether a separate registration for business rates is in place for the premises;
- ◆ whether the premises' neighbouring premises are owned by the same person or someone else;
- ◆ whether each of the premises can be accessed from the street or a public passageway; and
- ◆ whether the premises can only be accessed from any other gambling premises.

Provisional Statements

16.3 An applicant cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed. The Gambling Commission has advised that a reference to "the premises" are to the premises in which gambling may now take place. Thus a licence to use premises for gambling will only be issued in relation to premises that are ready to be used for gambling. It will be a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. Requiring a building to be complete also ensures that the authority can inspect it fully, if necessary, as can other responsible authorities with inspection rights.

16.4 A person therefore may make an application to the authority for a provisional statement in respect of premise that he/she expects to be constructed, expects to be altered or expects to acquire a right to occupy. It should be noted that, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account in the grant of a premises licence unless they concern matters which could not have been addressed at the provisional statement stage or they reflect a change in the

applicant's circumstances. The authority may refuse the premises licence (or grant it on terms different from those attached to the provisional statement) only by reference to matters -

- ◆ which could not have been raised by objectors at the provisional statement stage; and
- ◆ which, in the opinion of the authority, reflects a change in the applicant's circumstances.

Where an operator can apply for a premises licence in respect of premises that have still to be constructed or altered, the licensing authority will deal with an application in a two stage format. The first stage will establish the principle of whether the authority considers the premises should be used for gambling and the second will determine whether appropriate conditions can be applied if the licence is to be granted that will cater for the situation whereby the premises are not yet in a state in which gambling can take place.

Location

- 16.5 The licensing authority is aware that the question of demand cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision making. The authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon with regard to areas where gambling premises should not be located, this statement will be updated. It should be noted that this policy does not preclude any application from being made and each application will be decided on its merits, with the onus upon the applicant to show how potential concerns can be overcome.

Duplication with other regulatory regimes

- 16.6 In determining applications, the licensing authority has a duty to consider all relevant matters and not take into account irrelevant matters such as those not related to gambling and the licensing objectives. The authority therefore will seek to avoid any duplication with other statutory or regulatory systems wherever possible, including planning. The authority will not consider whether premises are likely to be granted planning permission or building regulations approval in its consideration of an application. It will however listen to and consider carefully any concerns about conditions which are not able to be met by licence holders due to planning restrictions, should such a situation arise.

Licensing objectives

- 16.7 The grant of a premises licence must be reasonably consistent with the licensing objectives.

Conditions

- 16.8 The Secretary of State has set mandatory and default conditions that must be attached to premises licences.

The following mandatory conditions will apply to all premises licences -

- ◆ the summary of the terms and conditions of the premises licence issued by the licensing authority must be displayed in a prominent place on the premises;
- ◆ the layout of the premises must be maintained in accordance with the plan that forms part of the premises licence; and
- ◆ neither National Lottery products nor tickets in a private or customer lottery may be sold on the premises.

There are also mandatory conditions attaching to each type of premises licence controlling access between premises.

The licensing authority may decide if there are clear regulatory reasons for doing so to exclude default conditions from a premises licence and may substitute it with one that is either more or less restrictive

Any conditions attached to a licence by the licensing authority will be proportionate to the circumstances that they are seeking to address and will be -

- ◆ evidence based;
- ◆ relevant to the need to make the proposed building suitable as a gambling facility;
- ◆ directly related to the premises and the type of licence applied for;
- ◆ fairly and reasonably related to the scale and type of premises; and
- ◆ reasonable in all other respects.

They will only be attached when operators existing conditions are considered inadequate to specifically address concerns.

- 16.9 Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of measures that the licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signs for adult only areas etc. Specific comments are made in this regard under some of the licence types referred to below. The authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

- 16.10 The licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances, segregation of gambling

from non-gambling areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing

objectives.

16.11 The authority will ensure that where category C or above machines are provided in premises to which children are admitted -

- ◆ all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective in preventing access other than through a designated entrance;
- ◆ only adults are admitted to the area where these machines are located;
- ◆ access to the area where the machines are located is supervised; and
- ◆ the area where these machines are located is arranged so that it can be observed by the staff or the licence holder.
- ◆ at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18

These considerations will apply to premises including buildings where multiple premises licences are applicable.

16.12 The licensing authority is aware that tracks may be subject to one or more premises licence, provided each licence relates to a specified area of the track. In accordance with the Gambling Commission's guidance, the authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas that they are not permitted to enter.

16.13 The authority acknowledges that there are conditions that cannot be attached to premises licences which are -

- ◆ any condition which makes it impossible to comply with an operating licence condition;
- ◆ conditions relating to gaming machine categories, numbers, or method of operation;
- ◆ conditions which provide that membership of a club or body be required which is specifically prevented by the Act; and
- ◆ conditions in relation to stakes, fees, winnings or prizes.

Door Supervisors

16.14 If the licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children or young persons) then it may require that the entrances to the premises are controlled by a door supervisor and is entitled to impose a premises licence to this effect. This authority is aware of requirements for door supervisors in other legislation (Licensing Act 2003) and will not duplicate requirements for door supervisors unless necessary.

- 16.15 Where it is decided that the supervision of entrances/machines is appropriate for particular cases' A consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Gambling Commission Guidance to Licensing Authorities, Part 33).

17. ADULT GAMING CENTRES

- 17.1 Adult gaming centres may provide category B, C and D machines. (a summary of machine provisions by premises and the various categories of machine are defined in Appendices D and E respectively which can be found at the end of this statement.) The licensing authority will have specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

- 17.2 Mandatory conditions set by the Secretary of State will attach to adult gaming centre premises licences.

Currently there are no default conditions specific to adult gaming centre premises licences. The licensing authority therefore will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -

- ◆ proof of age schemes;
- ◆ CCTV;
- ◆ supervision of entrances/machine areas;
- ◆ physical separation of areas;
- ◆ location of entry;
- ◆ notices/signage
- ◆ specific opening hours;
- ◆ self-exclusion schemes; and
- ◆ provision of information leaflets/helpline numbers for organisations such as GamCare, National Gambling Helpline, Be gamble aware

- 17.3 This list is not mandatory, nor exhaustive, and is merely indicative of possible examples of the measures that may be taken.

18. LICENSED FAMILY ENTERTAINMENT CENTRES

- 18.1 Licensed family entertainment centres may provide category C and D machines. The licensing authority will have specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

- 18.2 Mandatory conditions set by the Secretary of State will attach to licensed family entertainment centre premises licences.

Currently there are no default conditions specific to licensed family entertainment centre premises licences. The authority therefore will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -

- ◆ CCTV;
- ◆ supervision of entrances/machine areas;
- ◆ physical separation of areas;
- ◆ location of entry;
- ◆ notices/signage
- ◆ specific opening hours;
- ◆ self-exclusion schemes;
- ◆ provision of information leaflets/helpline numbers for organisations such as GamCare, National Gambling Helpline, Be gamble aware; and
- ◆ measures/training for staff on how to deal with suspected truant school children on the premises.

18.3 This list is not mandatory, nor exhaustive, and is merely indicative of possible example of the measures that may be taken.

18.4 The authority will refer to the Gambling Commission's website to view any conditions that apply to operating licences covering the way in which the area containing category C machines should be delineated.

19. CASINOS

19.1 The licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005 but is aware that it has the power to do so. If the authority decides to pass such a resolution in the future, it will update this statement of principles with details of that resolution. Huntingdonshire is not a District that has been chosen for the issue of a casino premises licence.

19.2 However the authority is aware that where a licensing authority area is enabled to grant a premises licence for a casino, there are likely to be a number of operators who will want to run the casino. In such circumstances, the authority will comply with the provisions of Schedule 9 of the Gambling Act 2005 and any regulations made thereunder, as well as following the procedure set out in Part 17 of the Gambling Commission's guidance.

20. BINGO PREMISES

20.1 Bingo is a class of equal chance gaming that will be permitted on premises licensed for the supply of alcohol and in clubs, provided that it does not exceed certain thresholds. Rules are laid down in the Act about the playing of bingo in those premises within exempt gaming allowances but where these are exceeded, a bingo operating licence will be required from the Gambling Commission. The holder of a licence can provide any type of bingo game, including both cash and prize bingo.

- 20.2 Prize bingo is subsumed within the allowances for prize gaming in adult entertainment centres, both licensed and unlicensed family entertainment centres and travelling fairs (or premises with a prize gaming permit).

Commercial bingo halls will require a bingo premises licence from the licensing authority and amusement arcades providing bingo will require a prize gaming permit, also from the authority.

- 20.3 Children and young persons are allowed to enter premises licensed for bingo, however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young persons are allowed.

Mandatory conditions set by the Secretary of State will attach to bingo premises licences. One default condition also has been set by the Secretary of State.

- 20.4 The Gambling Commission has developed a statutory code of practice to help clubs and institutes to comply with the full range of statutory requirements for gaming. The *Code of Practice for gaming machines in clubs and premises with an alcohol licence* is available on the Commission's website.

21. BETTING PREMISES

- 21.1 Any person wishing to operate a betting office will require a betting premises licence from the licensing authority. Children and young persons will not be permitted to enter premises with a betting premises licence.

- 21.2 Premises with a betting premises licence also will be able to provide up to four gaming machines of category B, C or D and some betting machines (i.e. machines designed or adapted for use to bet on future real events). In considering the number of betting machines and the nature and circumstances in which they are to be made available, the authority will take into account the size and layout of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people.

- 21.3 Mandatory conditions set by the Secretary of State will attach to betting premises licences. One default condition also has been set by the Secretary of State.

Where certain bookmakers have a number of premises within the area and in order to ensure that any compliance issues are recognised and resolved at the earliest stage, the operators are encouraged to provide the authority with the

name and contact details of a single named point of contact who should be of a senior capacity. The authority will contact that person first should any compliance or other issues arise.

22. TRACKS

- 22.1 Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place or is intended to take place. In addition to horse racecourses and dog tracks, this can include a variety of other sporting or competitive venues where betting facilities are provided. The restriction that only one premises licence can be issued for any particular premises at any one time does not apply to a track.
- 22.2 Track operators are not required to hold an operator's licence issued by the Gambling Commission. Therefore a premises licence for a track that is issued by the licensing authority is likely to contain requirements on the premises licence holder about his responsibilities in relation to the proper conduct of betting. A track operator has an important role to play in ensuring that betting areas are properly administered and supervised.
- 22.3 Although primarily there will be a betting premises licence for a track, there may be a number of other licences, provided each licence relates to a specified area of the track. The authority will have particular regard to the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas that they are not permitted to enter.
- 22.4 The authority will expect the applicant for a betting premises licence for a track to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. Although children and young persons will be permitted to enter track areas where facilities for betting are provided on days when horse and/or dog racing takes place, they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 22.5 Mandatory conditions set by the Secretary of State will attach to track premises licences. Default conditions also have been set by the Secretary of State. The authority will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -
- ◆ CCTV;
 - ◆ supervision of entrances/machine areas;
 - ◆ physical separation of areas;
 - ◆ location of entry;
 - ◆ notices/signage
 - ◆ specific opening hours;
 - ◆ self-exclusion schemes;
 - ◆ provision of information leaflets/helpline numbers for organisations such as GamCare, Be gamble aware; and
 - ◆ measures/training for staff on how to deal with suspected truant school children on the premises.

This list is not mandatory, nor exhaustive, and is merely indicative of possible

example of the measures that may be taken.

- 22.6 Specific guidance on the responsibilities of track premises licence holders in relation to the promotion of socially responsible gambling on their premises can be found in the *Advice to track premises licence holders* document available on the Gambling Commission's website.

Gaming machines

- 22.7 A betting premises licence in respect of a track does not give any automatic entitlement to use gaming machines. However where a licence holder has a pool betting operating licence issued by the Commission and intends to use his entitlement to four gaming machines, these machines should be located in areas from which children are excluded, unless they are category D machines.

Betting machines

- 22.8 Betting operators may install betting machines or bet receipt terminals on tracks. There is no restriction on the number of bet receipt terminals that may be in use but operators must supervise such terminals to prevent them being used by those under 18 years of age or by vulnerable people. The authority will also take into account the size of the premises when considering the number/nature/circumstances of betting machines an operator proposes to offer.

Applications and plans

- 22.9 In order to gain a proper understanding of what it is being asked to license, the licensing authority will require an applicant to submit detailed plans for the track itself and the area that will be used for temporary "on-course" betting facilities (often known as the "betting ring"). Plans for tracks need not be of a particular scale but should be drawn to scale and be sufficiently detailed to include the information required by the regulations. (see the Commission's Guidance to Licensing Authorities paras 20.28-20.35).

23. TRAVELLING FAIRS

- 23.1 Category D machines and equal chance prize gaming may be provided at travelling fairs without a permit, provided that the facilities for gambling amount to no more than an ancillary amusement at the fair. The licensing authority will monitor the activities at travelling fairs to ensure that such gambling does not exceed the level at which a permit is required.
- 23.2 The authority will also monitor whether a fair falls within the statutory definition of a travelling fair by not exceeding the 27 days statutory maximum for land to be used as a fair in each calendar year. This applies to a piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The authority will work with its neighbouring authorities to ensure that land which crosses the District boundaries is monitored so that the statutory limits are not exceeded.

24. REVIEWS OF PREMISES LICENCES

24.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities at any time. However it is a matter for the licensing authority to decide whether a review is to be carried out. In so doing, the authority will have regard to whether the request -

- ◆ is frivolous or vexatious;
- ◆ is substantially the same as previous representations or requests for a review in respect of the premises;
- ◆ will certainly not cause the authority to alter, revoke or suspend the licence;
- ◆ is in accordance with any code of practice issued by the Gambling Commission;
- ◆ is in accordance with any relevant guidance issued by the Gambling Commission;
- ◆ is reasonably consistent with the licensing objectives; and
- ◆ is in accordance with the authority's statement of licensing policy.

24.2 The authority itself can initiate a review of a licence for any reason which it thinks is appropriate.

PART C

PERMITS AND TEMPORARY & OCCASIONAL USE NOTICES

25. UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

25.1 If a premises does not hold a premises licence but wishes to provide category D gaming machines, application be made to the licensing authority for a gaming machine permit. However the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

25.2 The Act states that a licensing authority may prepare a statement of principles that it proposes to consider in determining an application for a permit, including the suitability of an applicant for a permit. A statement has not been prepared but in considering applications, the authority need not (but may) have regard to the licensing objectives, and shall have regard to any relevant guidance issued by the Commission.

25.3 An application for a permit may be granted only if the authority is satisfied that the premises will be used as an unlicensed family entertainment centre and the chief officer of police has been consulted on the application. As an unlicensed family entertainment centre will not require an operating licence or be subject to scrutiny by the Commission, the authority will wish to be satisfied as the applicant's suitability before granting a permit. In so doing, the authority will require an applicant to demonstrate -

- ◆ a full understanding of the maximum stakes and prizes of the gambling that is permissible in an unlicensed family entertainment centre;
- ◆ that the applicant has no relevant convictions;
- ◆ that employees are trained to have a full understanding of the maximum permissible stakes and prizes; and
- ◆ that there are policies and procedures in place to protect children and vulnerable persons from harm.

The authority cannot attach conditions to this type of permit.

25.4 Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will be considered on their merits but they may include appropriate measures and training for staff with regard to suspected truant school children on the premises, and how they would deal with unsupervised very young children being on the premises or children causing perceived problems on or around the premises.

25.5 An application for the renewal of a permit may be refused by the authority only on the grounds that an authorised officer of the authority has been refused access to the premises without reasonable excuse or that renewal would not be reasonably consistent with the licensing objectives.

26. (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

- 26.1 Provision is made in the Act for premises licensed to sell alcohol for consumption on the premises to be entitled to have 2 gaming machines of categories C and/or D on the premises. The licence holder needs to give notice to the licensing authority of his intention to make gaming machines available for use and pay the prescribed fee. However the authority can remove the automatic authorisation in respect of any particular premises if -
- ◆ provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - ◆ gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that the gaming machines have been made available in a way that does not comply with the requirements as to the location and operation of gaming machines);
 - ◆ the premises are mainly used for gaming; or
 - ◆ an offence under the Gambling Act has been committed on the premises.
 - ◆ A review takes place under the Licensing Act 2003
- 26.2 If more than 2 machines are required, application must be made to the licensing authority for a licensed premises gaming machine permit. The authority must consider the application based upon the licensing objectives, the guidance issued by the Commission and such matters as it thinks relevant. The authority will determine such matters on a case by case basis but generally it will have regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling. An applicant will be expected to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Such measures could include the adult only machines being in sight of the bar or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signs may also be of help. With regard to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.
- 26.3 Some licence holders with alcohol licensed premises may wish to apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for and dealt with as an adult gaming centre premises licence.
- 26.4 It should be noted that the authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached to a permit.

26.5 Certain other forms of gambling may take place in alcohol-licensed premises. Two statutory codes of practice *The Code of Practice for equal chance gaming in clubs and premises with an alcohol licence* and *The Code of Practice for gaming machines in clubs and premises with an alcohol licence* have been issued by the Gambling Commission and are available on the Commission's website. A summary of the gaming entitlements for clubs and pubs is also reproduced as Appendix F which can be found at the end of this statement.

27. PRIZE GAMING PERMITS

27.1 Gaming is defined as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. Normally prizes are determined by the operator before play commences.

27.2 Prize gaming may be provided in bingo premises as a consequence of a bingo operating licence. Any type of prize gaming may be provided in adult gaming centres and licensed family entertainment centres. Unlicensed family entertainment centres may offer equal chance prize gaming under a gaming machine permit. Prize gaming without a permit may be provided by travelling fairs, provided that none of the gambling facilities at the fair amount to more than an ancillary amusement. Children and young people may participate in equal chance gaming only.

27.3 The licensing authority may prepare a statement of principles that it proposes to apply in exercising its functions in relation to prize gaming permits which may specify particular matters that the authority proposes to consider in determining the suitability of an applicant for a permit.

The statement will require an applicant to set out in the application the types of gaming that is intended to be offered and that the applicant should be able to demonstrate -

- ◆ that he/she understands the limits to stakes and prizes that are set out in regulations; and
- ◆ that the gaming offered is within the law.

The authority will also consider any child protection issues and have regard to the need to protect children, young persons and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures in place for this purpose.

27.4 In making its decision on an application for a permit, the authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

27.5 There are conditions in the Act with which the holder of a permit must comply but the authority cannot attach conditions. The conditions specified in the Act are -

- ◆ the limits on participation fees, as set out in regulations, must be complied

with;

- ◆ all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- ◆ the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- ◆ participation in the gaming must not entitle the player to take part in any other gambling.

28. CLUBS

28.1 Members clubs (but not commercial clubs) may apply for a club gaming permit or a club gaming machine permit. A club gaming permit will enable the premises to provide no more than 3 gaming machines from categories B3A, B4, C or D (subject to only one B3A machine), equal chance gaming and games of chance as set out in regulations. A club machine permit will enable the premises to provide up to 3 gaming machines of categories B3A, B4, C or D.

28.2 Members clubs must have at least 25 members and be established and conducted wholly or mainly for purposes other than gaming, unless the gaming is restricted to bridge and whist. A members club must be permanent in nature, not established as a commercial enterprise and conducted for the benefit of its members. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations. A commercial club is a club established for commercial gain (whether or not they are making a commercial gain). Examples include snooker clubs established as private companies and clubs established for personal profit. Commercial clubs may only apply for club machine permits.

28.3 The licensing authority may refuse an application only on the grounds that -

- ◆ the applicant does not fulfil the requirements for a members or commercial club and therefore is not entitled to receive the type of permit for which it has applied;
- ◆ the applicant's premises are used wholly or mainly by children and/or young persons;
- ◆ an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- ◆ a permit held by the applicant has been cancelled in the previous ten years; or
- ◆ an objection has been lodged by the Gambling Commission or the police.

28.4 There is also a fast-track procedure available under the Act for premises that hold a club premises certificate under the Licensing Act 2003. Under this procedure there is no opportunity for objections to be made by the Commission or the police and the grounds upon which an authority can refuse a permit are reduced, as

follows -

- ◆ that the club is established primarily for gaming, other than gaming prescribed by regulations under section 266 of the Act;
- ◆ that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- ◆ that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

28.5 There are statutory conditions on both club gaming and club machine permits that no child uses a category B or C machine on the premises. A permit holder is also required to comply with the Code of Practice for *Gaming Machines in clubs and premises* issued by the Commission about the location and operation of gaming machines and which can be viewed on its website.

29. TEMPORARY USE NOTICES

29.1 A temporary use notice may be given to the licensing authority by the holder of an operating licence stating his intention to carry on one or more specified activities. There are a number of statutory limits with regard to temporary use notices, including a requirement that the same set of premises may not be the subject of a temporary use notice for more than 21 days in any period of 12 months. The definition of premises includes any place and the meaning of premises and set of premises will be questions of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of a set of premises, the authority will have regard, amongst other things, to the ownership, occupation and control of the premises.

29.2 The authority will consider whether to give a notice of objection to the person giving the temporary use notice having regard to the licensing objectives.

30. OCCASIONAL USE NOTICES

30.1 Where betting is to be provided on a track on 8 days or less in a calendar year, betting may be permitted by an occasional use notice without the need for a premises licence. Tracks include, not only a horse racecourse or a dog track, but also any other premises on any part of which a race or other sporting event takes place or is intended to take place.

30.2 The licensing authority has little discretion with regard to occasional use notices but will ensure that the statutory limit of 8 days in a calendar year is not exceeded and whether the person giving the notice is permitted to avail him/herself of the notice within the definition of a track.

PART D
LOTTERIES

31. GENERAL

- 31.1 Huntingdonshire District Council is the local authority responsible for the registration of societies to run small society lotteries. Registration is the responsibility of the Council as the local authority as opposed to the licensing authority. For convenience however and to ensure consistency, the Council is referred to as the licensing authority for the purposes of this section of the statement of principles.
- 31.2 To comply with the definition of a small society lottery in the Gambling Act, a society must be 'non-commercial' and the size of the lottery must be within certain limits.
- 31.3 A non-commercial organisation is a small society for the purposes of the Act if it is established and conducted –
for charitable purposes;
for the purpose of enabling participation in, or supporting sport, athletics or a cultural activity; or
for any other non-commercial purpose other than that of private gain.
- The proceeds of any lottery must be devoted to the above purposes as it is not permissible to establish a lottery whose sole purpose is to facilitate lotteries.
- 31.4 With regard to the size of the lottery, the total value of tickets to be put on sale in a single lottery must be £20,000 or less, or the aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed £250,000. If an operator plans to exceed either of these values they may need to be licensed with the Gambling Commission to operate large lotteries instead.
- 31.5 The Commission has produced a number of advisory documents and quick guides, including , *Organising small lotteries*, *Lottery proceeds*, a leaflet for fundraisers, *Running a Lottery*, and a frequently asked questions section, all of which are available on the Commission's website www.gamblingcommission.gov.uk . The documents will provide advice to enable potential applicants to establish what type of lottery they plan to operate.
- 31.6 Participation in a lottery is a form of gambling and societies that register should conduct their lotteries in a socially responsible manner and in accordance with the Act. As the minimum age for participation in a lottery is 16, societies will be required to implement effective procedures to minimise the risk of lottery tickets being sold to children, including procedures for checking the age of potentially under-age purchasers of lottery tickets and taking action where there are unlawful attempts to purchase tickets.

31.7 There are a number of offences in relation to lotteries. If a society running small lotteries fails to comply with any of the conditions of running such lotteries, it will be operating in an illegal manner, irrespective of whether it is registered with the licensing authority or not. Although small society lottery operators may be prosecuted by the Commission, the police or the licensing authority, it is likely that alleged offences will be investigated by the authority. The authority will take a risk based approach towards its enforcement responsibilities but the following criteria is likely to affect the risk status of an operator –

- ◆ submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held);
- ◆ submission of incomplete or incorrect returns; and
- ◆ breaches of the limits for small society lotteries.

31.8 The licensing authority considers that the following scenarios will give reason or the investigation of the particular circumstances of a society –

- ◆ making a late return of a statement;
- ◆ making no returns at all within a year of registration;
- ◆ failure to pay the annual fee when it becomes due;
- ◆ reports of sales of lottery tickets to persons under the age of sixteen;
- ◆ reports of sales of lottery tickets by persons under the age of sixteen;
- ◆ reports of societies running lotteries without being registered;
- ◆ reports of tickets being sold in a street;
- ◆ indications that a society has breached permissible limits; and
- ◆ reports of a misappropriation of funds.

EXEMPT LOTTERIES ORDER 2015

32. INCIDENTAL AND NON-COMMERCIAL LOTTERIES

32.1 An incidental non-commercial lottery is one that is incidental to a non-commercial event. Examples may include a lottery held at a school fete or at a social event such as a dinner dance. An event is non-commercial if all the money raised (proceeds) at the event including entrance fees, sales of food and drink, etc goes entirely to purposes that are not for private gain: therefore, a fundraising social event with an entrance fee would only be non-commercial if all the monies raised at event went to a charity or good causes but would not be non-commercial if the monies were retained by the organiser for private gain. In reality this means there is a disincentive for pubs, clubs, event and concert organisers and other commercial businesses holding, for instance, a raffle for charity or good causes since, to remain compliant with the Gambling Act 2005, they would also need to pass on any other revenue collected during the course of the event to the good cause. However, money raised by third parties will not form part of the proceeds of the event and so may be appropriated for private gain. An example of this would be refreshments or entertainment provided at the event by an independent third party.

33. PRIVATE LOTTERIES

33.1 Private society lotteries can only be promoted by an authorised member of a society. The society can be any group or society, provided it is not established and conducted for purposes connected to gambling; for example private members clubs can organise such lotteries. Tickets can only be sold to other members of that society and to people on the premises used for the administration of the society. The lottery may only be promoted and raise proceeds for the purposes for which the society is conducted.

34. WORK LOTTERIES

34.1 Work lotteries can only be promoted by someone who works on the premises (see paragraph 2.17) and tickets can only be sold to other people who work on the same single set of premises. Work lotteries must not be run for profit (see paragraph 2.20) and all the proceeds (gross ticket sales) must be used for prizes or reasonable expenses incurred in organising the lottery. An arrangement such as the Grand National sweepstake held in an office is an example of a work lottery.

35. RESIDENTS' LOTTERIES

35.1 Residents' lotteries must not be run for profit (see paragraph 2.20) and all the proceeds must be used for prizes or reasonable expenses. The promoter of the lottery must reside in the premises and tickets can only be sold to other residents of the same single set of premises. The residency requirement can still be satisfied where the premises are not the sole premises in which a person resides, for example student halls of residence.

35.2 Private lotteries must comply with conditions set out in Schedule 11 of the Gambling Act 2005 relating to tickets. In summary, these are:

- A ticket in a private lottery may be sold or supplied only by or on behalf of the promoters
- Tickets (and the rights they represent) are non-transferable
- Each ticket must state the name and address of the promoter of the lottery, the people to whom the promoter can sell or supply tickets and the fact that they are not transferable

35.3 The price for each ticket in a private lottery must be the same, must be shown on the ticket and must be paid to the promoters of the lottery before anyone is given a ticket.

35.4 The arrangements for private lotteries must not include a rollover of prizes from one lottery to another.

DISTRICT OF HUNTINGDONSHIRE



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RESPONSIBLE AUTHORITIES

The Licensing Authority

The Licensing Section
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3T

☎ 01480 387075
Fax 01480 388361
E-mail Licensing@huntingdonshire.gov.uk

The Gambling Commission

4th Floor,
Victoria Square House
Victoria Square
Birmingham
B2 4BP

☎ 0121 230 6500
Fax 0121 237 2236
info@gamblingcommission.gov.uk

The Chief Officer of Police

The Licensing Section
Cambridgeshire Constabulary
Huntingdon Police Station
Ferrars Road
Huntingdon
PE29 3DQ

☎ 01354 606504

Cambridgeshire Fire and Rescue Service

Fire Safety Department
Huntingdon Fire Station
Hartford Road
Huntingdon
PE29 3RH

☎ 01480 433297

Local Planning Authority

Head of Planning Services
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

☎ 01480 388423/
01480 388424

Local Environmental Health Authority

Chief Operating officer
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN



01480 388302

HM Revenues and Customs

National Registration Unit
Portcullis House
21 India House
Glasgow
G2 4PZ



0845 302 1448

Text

0845 302 1452

Child Protection Services

Audit Manager
Child Protection and Review Unit
Castle Court
Shire Hall
Cambridge
CB3 0AP



01480 372439

LIST OF CONSULTEES

Responsible Authorities:

Cambridgeshire Constabulary- Chief Officer of Police
Cambridgeshire County Council- Child Protection Services
Cambridgeshire Fire & Rescue Service
The Local Environmental Health Authority
The Gambling Commission
The Local Planning Authority
HM Revenues & Customs

Persons representing interests of persons affected in the area:

Association of British Bookmakers Ltd
BACTA
The Bingo Association
British Beer and Pub Association

British Holiday and Home Parks Association
Business in Sport and Leisure
GAMCARE

Huntingdon Community Safety Partnership
Huntingdonshire Business Against Crime
Huntingdonshire Business Network
Huntingdonshire Chamber of Commerce and Industry
Huntingdonshire Citizens Advice Bureau
Huntingdonshire Primary Care Trust

Neighbouring Councils:

- Cambridge City Council
- South Cambridgeshire district Council
- Fenland District Council
- Peterborough Council

Public Health, Cambridgeshire County Council
Racecourse Association Ltd
St Ives Chamber of Commerce and Industry
Town Parish Councils in Huntingdonshire
Town Centre Partnerships in Huntingdonshire;

- St Ives Town Initiative
- BID, Huntingdon

- St Neots Town Council Initiative
- Ramsey Initiative

Persons representing interests of businesses in the area:

Coral Racing Ltd
Ladbrokes Betting and Gaming Ltd
Paddy Power
Poppleston Allen Solicitors
Power Leisure Bookmakers
Pubwatch:

- St Ives
- Huntingdon
- St Neots
- Ramsey

Racecourse Investments Ltd
S+D Bookmakers Ltd
Talarius Ltd
William Hill Organisation Ltd

The public via:

Huntingdonshire District Council website
Huntingdonshire District Council Offices

SUMMARY OF MACHINE PROVISIONS BY PREMISES

Premises type	Machine Category						
	A	B1	B2	B3	B4	C	D
Large casino (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)					
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)					
Pre-2005 Act casino (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead					
Betting premises and tracks occupied by pool better		Maximum of 4 machines categories B2 to D(except B3A machines)					
Bingo premises				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4**		No limit on category C or D machines	
Adult gaming centre				Maximum of 20% of the total number of gaming machines which are available for use on the premise categories B3 or B4**		No limit on category C or D machines	
Family entertainment centre (with premises licence)						No limit on category C or D machines	
Family entertainment centre (with permit)						No limit on Category D machines	
Clubs and miners' welfare institute (with permits)					Maximum of 3 machines in Categories B3A or B4 to D*		
Qualifying alcohol-licensed premises						1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol-licensed (with gaming machine permit)						Number of category C-D machines as specified on permit	
Travelling fair						No limit on	

							category D machines
	A	B1	B2	B3	B4	C	D

* It should be noted that members' clubs and miners' welfare institutes are entitled to site a total of three machines in categories B3A to D but only one B3A machines can be sited as part of this entitlement. Commercial clubs are entitled to a total of three machines in categories B4 to D.

** Adult gaming centre and bingo premises are entitled to make available a number of Category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises. Premises in existence before 13 July 2011 are entitled to make available four (adult gaming centre premises) or eight (bingo premises) category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Adult gaming centre premises and bingo premises licences granted on or after 13 July 2011 but before 1 April 2014 are entitled to a maximum of four or eight category B gaming machines or 20% of the total number of gaming machines, whichever is the greater; from 1 April 2014 these premises will be entitled to 20% of the total number of gaming machines only. But not B3A machines.

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SUMMARY OF GAMING MACHINE CATEGORIES AND ENTITLEMENTS

Category of Machine	Maximum stake (from Jan 2014)	Maximum prize (from Jan 2014)
A	Unlimited	Unlimited
B1	£5	£10,000*
B2	£2	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D – non-money prize (other than a crane grab machine or a coin pusher or penny falls machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D -money prize (other than a coin pusher or penny falls machine)	10p	£5
D – Combined money and non-money prize	10p	£8 (of which no more than £5 may be a money prize)

D – combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 maybe a money prize)

*or £20,000 if linked to another category B1 machine on the same premises

SUMMARY OF GAMING ENTITLEMENTS FOR CLUBS AND ALCOHOL LICENSED PREMISES

	Members' club or MW institute with club gaming permit	Bridge or whist club	Members' club or commercial club with club machine permit	Members' club, commercial club or MW institute without a club gaming permit or club machine permit	Pubs and other alcohol-licensed premises
Equal chance gaming	Yes	Bridge and/or Whist only	Yes	Yes	Yes
Limits on stakes	No limit	No limit	Poker £1000 per week £250 per day £10 per person per game Other gaming No limit	Poker £1000 per week £250 per day £10 per person per game Other gaming No limit	Cribbage & dominoes No limit Poker £100 per premises per day Other gaming £5 per person per game
Limits on prizes	No limit	No limit	Poker £250 per game Other gaming No limit	Poker £250 per game Other gaming No limit	Poker £100 per game Other gaming No limit
Maximum participation fees – per person per day	Bridge and/or whist* £20 Other gaming £3	£18 (without club gaming permit) £20 (with club gaming permit)	Bridge and/or whist* £18 Other gaming £3 (commercial club) £1 (members' club)	Bridge and/or whist* £18 Other gaming £1	No permitted
Bankers or unequal chance gaming	Pontoon Chemin de Fer	None permitted	None permitted	None permitted	None permitted
Limits on bingo	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	No bingo permitted	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.

* On a day when no other facilities for gaming are provided.

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**Public
Key Decision – No**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Corporate Performance Report, 2021/22 Quarter 2
Meeting/Date:	Cabinet, 18th November 2021
Executive Portfolio:	Councillor Jon Neish, Executive Councillor for Strategic Planning
Report by:	Business Intelligence & Performance Manager Performance and Data Analyst
Ward(s) affected:	All

Executive Summary:

The purpose of this report is to brief Members on progress against Key Actions and Corporate Indicators listed in the Council's Corporate Plan 2018/22 for the period 1 July to 30 September 2021 and on projects being undertaken.

Key Actions, Corporate Indicators and targets are as included in the Corporate Plan Refresh 2021/22, as approved by Council on 21 July 2021.

The report does not incorporate the usual Financial Performance Monitoring Suite information setting out the financial position at the end of the Quarter. This information is being reported as a separate item to Overview and Scrutiny (Performance and Growth) Panel and Cabinet, due to the need for separate focus on financial matters as a result of the impact from Covid-19.

Recommendations:

The Cabinet is invited to consider and comment on progress made against the Key Actions and Corporate Indicators in the Corporate Plan and current projects, as summarised in Appendix A and detailed in Appendices B and C.

1. PURPOSE

- 1.1 The purpose of this report is to present details of delivery of the Corporate Plan 2018/22, and project delivery.

2. BACKGROUND

- 2.1 The Council's Corporate Plan has recently been refreshed to reflect the impact of Covid-19 on services and was approved at the Council meeting on 21 July 2021. The performance data in this report and its appendices relates to the indicators and actions selected for 2021/22. The information in the summary at **Appendix A** relates to Key Actions and Corporate Indicators and the performance report at **Appendix B** details all results to the end of September.
- 2.2 As recommended by the Project Management Select Committee, updates for projects based on latest approved end dates are included at **Appendix C**. Across all programmes there are currently 21 open projects.

3. PERFORMANCE MANAGEMENT

- 3.1 Members of the Overview and Scrutiny (Performance and Growth) Panel have an important role in the Council's Performance Management Framework and a process of regular review of performance data has been established. The focus is on the strategic priorities and associated objectives to enable Scrutiny to maintain a strategic overview. Their comments on performance in Quarter 2 will be inserted into section 4 of this report following the Overview and Scrutiny meeting on 3 November 2021.
- 3.2 Progress against Corporate Plan objectives is reported quarterly. The report at **Appendix B** includes details of all Key Actions and Corporate Indicators at the end of Quarter 2. **Appendix C** provides information about projects, including the purpose of the project and commentary from the project managers as to the current status of each project.
- 3.3 Performance Indicator data has been collected in accordance with standardised procedures.
- 3.4 The following table summarises Quarter 2 progress in delivering Key Actions for 2021/22:

Status of Key Actions	Number	Percentage
Green (on track)	18	72%
Amber (within acceptable variance)	7	28%
Red (behind schedule)	0	0%
Awaiting progress update	0	0%
Not applicable	0	

Most key actions were on track at the end of Quarter 2 and none were significantly behind schedule. This is the same as at the end of Quarter 1 and an improvement on our year-end position for 2020/21 when multiple key actions were impacted by the Covid-19 pandemic and lockdown restrictions, which affected services' ability to deliver and allocation of resources.

Actions which have seen positive progress during Q2 include:

- KA 1. One Leisure memberships and attendances continue to recover, and the Active Lifestyles team are working with partners to provide more leisure and health activities, including 29 holiday sessions for primary school aged children delivered with Parish Councils across the district.
- KA 2. In addition to the usual claims for Housing Benefit, Council Tax Support and Discretionary Housing Payments which the Benefits team process, they have also been dealing with increasing numbers of Test and Trace Support Payment scheme applications for people on low incomes who have to self-isolate as a result of Covid-19 (851 applications in Q2, up from 55 in Q1).
- KAs 7 & 8. The interim Community Strategy (Huntingdonshire Community Strategy - Transition Plan 2021 to 2023) was submitted for Cabinet to endorse.
- KA 10. Waste minimisation projects are progressing well, with positive feedback to the food waste trial underway in Love's Farm, St Neots.
- KAs 12-17. Continued progress with work with partners to support growth and infrastructure delivery includes strong collaboration with Cambridgeshire County Council and South Cambridgeshire District Council regarding the Development Consent Order for the A428 which is now underway.
- KA 18. Longhurst Group have appointed consultants to undertake surveys on the sites proposed for new affordable homes on HDC-owned land.
- KA 19. New lettings and lease renewals completed by the Estates team continue to generate additional income compared to previous leases.

3.5 Quarter 2 results for 2021/22 Corporate Indicators are shown in the following table:

Corporate Indicator results	Number	Percentage
Green (achieved)	23	66%
Amber (within acceptable variance)	9	26%
Red (below acceptable variance)	3	9%
Awaiting progress update	0	0%
Not applicable (annual/data unavailable/ targets TBC)	1	

While the majority of performance indicators were Green at the end of Quarter 2, three were given a Red status because performance was below an acceptable variance.

Indicators where services are meeting or exceeding their targets include the following:

- PI 1 & 2. Targets for the speed of processing new benefits claims and changes of circumstances are still being met despite a significant increase in change events driven by more Universal Credit claims, which the Department for Work and Pensions reassesses each month.
- PI 3. The number of successful outcomes for homelessness cases is above target at 223 and is similar to the number recorded to Q2 last year.
- PIs 3, 4, 5 & 7. One Leisure memberships, service users and attendances continue to recover, with targets met for all One Leisure Facilities indicators and for the number of Active Lifestyles service users (targets were also narrowly missed for Active Lifestyles sessions delivered and total attendances but forecasts are Green).
- PI 9. Despite more fly tips and littering, the cleanliness of areas sampled has remained above target to the end of Q2. Autumn will bring further challenges as leaves dropping increase volumes of detritus.
- PI 11. The recycling/reuse/composting rate of 62% has been supported by high levels of garden and food waste collected.

- PIs 17 & 19. Targets for the speed of processing planning applications for both major application types and household extensions have been met to the end of Q2.
- PI 24. The Council Tax collection rate and forecast remain in line with expectations.
- PI 28. Staff sickness to the end of Q2 remains comparable to the low level recorded at the same point last year. Work to benchmark this against others is ongoing.
- PI 35. There are now just under 40,000 customer accounts on our customer portal.

The pandemic is having less impact on performance for most services compared to last year but is a significant factor in the following indicator not achieving its target:

- PI 23. Rate reliefs awarded to key business sectors impacted by restrictions introduced to tackle the pandemic has skewed the payment profile for Business Rates and made forecasting the proportion to be collected this year more difficult.

There were three Red indicators with performance below acceptable variance that were not directly linked to Covid-19 or the impact of the lockdown on services:

- PI 18. As reported in Q1, staff leaving Development Management for new roles outside the Council has affected the team's performance in processing 'minor' planning application, although performance has started to improve (from 62% at Q1 to 65%). In addition to recruiting to fill vacancies, a programme of service improvements is underway.
- PI 33. As reported in Q1, nearly all late responses to Stage 2 complaints this year have related to Development Management. Steps being taken to improve performance are therefore those focussed on the service as listed under PI 18.
- PI 34. There has been a large increase in avoidable contacts as a consequence of Council Tax calls being directed to the Customer Services contact centre. This has had the desired effect of ensuring more calls about Council Tax are answered but has also led to an increase in contacts classed as 'avoidable', with many customers calling simply to clarify information on their bills. Work is underway to improve the wording of bills to help reduce this.

3.6 The status of corporate projects at the end of September is shown in the following table.

Corporate project status	Number	Percentage
Green (progress on track)	6	29%
Amber (progress behind schedule, project may be recoverable)	13	62%
Red (significantly behind schedule, serious risks/issues)	2	10%
Pending closure	0	
Closed (completed)	0	

The majority (90%) of projects were on track or likely to be recoverable. Details of all projects can be found in **Appendix C**.

4. COMMENTS OF OVERVIEW & SCRUTINY PANELS

- 4.1 The Panel discussed the Corporate Performance Report 2021/22 (Quarter 2) at its meeting on 3rd November 2021.
- 4.2 In response to a question from Councillor Chapman, the Panel heard that homelessness cases were at expected levels and that preparations had been made should any spikes in cases occur.
- 4.3 Councillor Roberts praised the report but felt that some amber indicators did not convey the positive work done as they fell into the indicator by a minimal amount. The Panel heard that although in some cases only a minimal figure affected the difference between an amber and green indicator, a line had to be drawn somewhere.
- 4.4 Councillor Dew praised the positive report and especially the positive returns made within the Leisure Centres.
- 4.5 The Panel welcomed the report and encourage the Cabinet to endorse the recommendations contained within the report.

5. RECOMMENDATIONS

- 5.1 The Cabinet is invited to consider and comment on progress made against Key Actions and Corporate Indicators in the Corporate Plan and current projects, as summarised in **Appendix A** and detailed in **Appendices B and C**.

6. LIST OF APPENDICES INCLUDED

Appendix A – Corporate Performance Summary, Quarter 2, 2021/22

Appendix B – Corporate Plan Performance Report, Quarter 2, 2021/22

Appendix C – Project Performance, September 2021

CONTACT OFFICERS

Daniel Buckridge, Business Intelligence and Performance Manager, email

daniel.buckridge@huntingdonshire.gov.uk

Emma Charter, Performance and Data Analyst, email emma.charter@huntingdonshire.gov.uk

Project Performance (Appendix C)

Joanne Lancaster, Managing Director, email joanne.lancaster@huntingdonshire.gov.uk

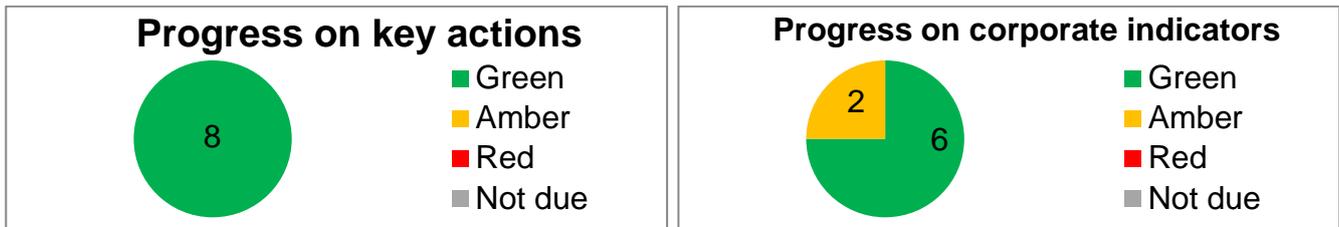
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Appendix A

Corporate Performance Summary Quarter 2, 2021/22

People

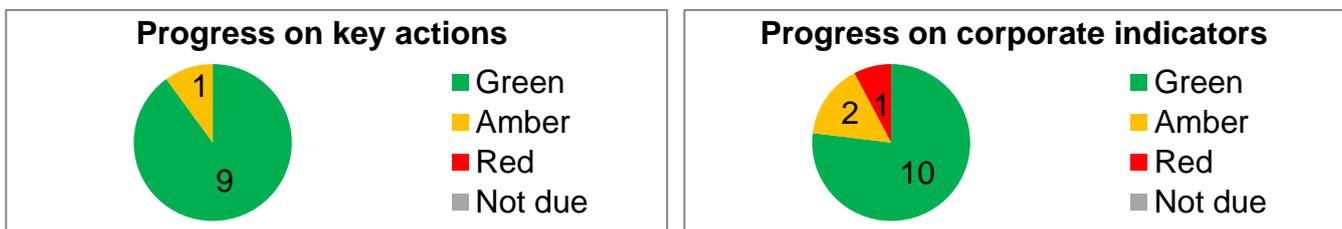
We want to make Huntingdonshire a better place to live, to improve health and well-being and for communities to get involved with local decision making



Highlights include further collaboration with partners by the Active Lifestyles team to provide more leisure and health activities such as delivering holiday sessions for primary school aged children across the district.

Place

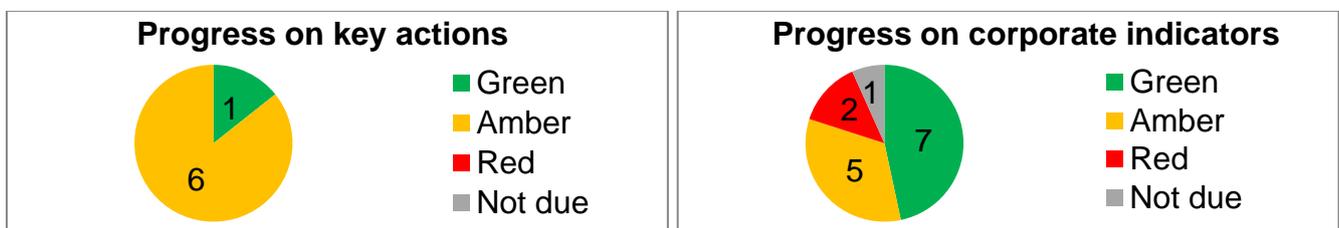
We want to make Huntingdonshire a better place to work and invest and we want to deliver new and appropriate housing



Highlights include progress on waste minimisation projects, with positive feedback to the food waste trial underway in Love's Farm, St Neots.

Becoming a more efficient and effective council

We want to continue to deliver value for money services



Highlights include increasing numbers of customer accounts set up on our customer portal – there are now nearly 40,000, with performance 11 percentage points higher than the Q2 target.

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CORPORATE PLAN – PERFORMANCE REPORT

Appendix B

STRATEGIC THEME – PEOPLE

Period July to September 2021

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
8		0		0		0		0	

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
6		2		0		0		0	

WE WANT TO: Support people to improve their health and well-being

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 1. Work in partnership to provide greater leisure and health opportunities to enable more people to be more active, more often	Ongoing	Cllr Prentice / Cllr Bywater	Jayne Wisely	One Leisure facilities are on target to hit recovery metrics in finance, memberships and admissions. Swimming is ahead of target with notable recovery around swimming lessons, whilst memberships and fitness activities are following the usual seasonal

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
					trends but at an accelerating rate now as we move into the more productive months of the year. Active Lifestyles are working with numerous partners across the health, sport and community setting. For example Parish Councils worked with to provide 29 holiday sessions to primary aged children during the summer in local settings. New 'formal' partnership with Hunts Community Cancer Network (HCCN) to provide opportunities for people living with or after Cancer to be physically active in a supportive environment.
G	KA 2. Provide financial assistance to people on low incomes to pay their rent and Council Tax	Ongoing	Cllr Keane	Amanda Burns	Awards of Discretionary Housing Payments to help people on low incomes and in receipt of either Housing Benefit or Universal Credit continue to be made to help with housing costs. The number of Test & Trace applications for one-off payments to people on low incomes who have to self-isolate as a result of Covid-19 has increased during Quarter 2. No. of applications in Quarter 1 = 55. No. of applications in Quarter 2 = 851. The Government has now confirmed that this scheme will continue until the end of March 2022.
G	KA 3. Ensure that the principles of earlier interventions aimed at preventing homelessness are embedded within public sector organisations and other stakeholder partners	Ongoing	Cllr Fuller	Jon Collen	Joint protocols have been agreed with several public sector partners to ensure referrals are made under their 'Duty to Refer' to the housing authority. These start customers on a pathway to help try to prevent homelessness through earlier intervention. They include pathways for care leavers and 16-17 year olds (with the County Council) and prison leavers (with HMP Peterborough, Probation and other criminal justice agencies).

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
					A protocol and pathway is being agreed with mental health and substance misuse partners and is due to be implemented by March 2022.
G	KA 4. Adopt a new Homelessness Strategy and a new Lettings Policy	December 2021	Cllr Fuller	Jon Collen	Consultation draft of the Homelessness Strategy was approved by Cabinet in July. Wide-ranging consultation taking place through September-October with formal adoption by end of December. Revised Lettings Policy was approved and went live in July.
G	KA 5. Identify and implement solutions to eradicate the need to place homeless families in B&Bs	Ongoing	Cllr Fuller	Jon Collen	Latest scheme provided in partnership with Chorus came on-line in May, providing an additional 22 units as alternatives to B&B. Further alternative options to B&B will continue to be explored.

WE WANT TO: Develop stronger and more resilient communities to enable people to help themselves

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 6. Support community planning including working with parishes to complete Neighbourhood Plans	Ongoing	Cllr Neish	Clara Kerr	Grafham and Ellington Neighbourhood Plan Inspector's report expected in Q3.
G	KA 7. Develop our asset-based approach to working with partners to improve opportunities for residents in the Oxmoor area, taking actions to increase community resilience and reduce demands and pressures on partner organisations	Ongoing	Cllr Bywater	Finlay Flett	Work ongoing in this area. This will be supported by the action plan included in the interim community strategy which has now been approved.
G	KA 8. Work with Recognised Organisations and other community organisations to increase volunteering	Ongoing	Cllr Bywater	Finlay Flett	Work ongoing and to be developed further under the community strategy.

Corporate Performance and Contextual Indicators

Key to status

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
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Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 1. Average number of days to process new claims for Housing Benefit and Council Tax Support (cumulative year to date) Aim to minimise	21	21	23	22	G	23	23	G

Comments: (Revenues & Benefits) The number of new applications received remains steady.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 2. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support (cumulative year to date) Aim to minimise	5	5	5	4	G	5	4	G

Comments: (Revenues & Benefits) The number of change events being received is 25% higher than 2019/20. This is due to more people claiming Universal Credit which is re-assessed every month.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 3. Number of homelessness preventions achieved (cumulative year to date)	523	232	200	223	G	400	420	G
Aim to maximise								

Comments: (Housing Needs & Resources) 223 successful outcomes to the end of Q2 (made up of 163 successful preventions and 60 successful reliefs).

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 4. More people taking part in sport and physical activity: Number of individual One Card holders using One Leisure Facilities services over the last 12 months (rolling 12 months)	6,829	30,178	14,000	14,359	G	25,000	25,000	G
Aim to maximise								

Comments: (Leisure and Health) With active members always growing in the 2nd half of the year at a much larger rate than the first quarter, a more than doubling (8k) of active members since the start of the year suggests that another 11k in the remaining six months is more than achievable. However this is unprecedented and there are no previous trends of analysis to guarantee this.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 5. More people taking part in sport and physical activity: Number of individual One Leisure Active Lifestyles service users (cumulative year to date) Aim to maximise	824	724	1,750	1,824	G	4,000	4,000	G

Comments: (Leisure and Health) Recovery generally continues with a good amount of new people attending activities each month. With a number of further new activities planned for the coming months the year target is in reach. Although there are still areas of Covid-19 concern particularly across the disability sector.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 6. Providing more opportunities for people to be more active: Number of sessions delivered by One Leisure Active Lifestyles (cumulative year to date) Aim to maximise	719	409	1,250	1,241	A	2,500	2,500	G

Comments: (Leisure and Health) With a gradual start to the year, the number of sessions are on track to meet the yearly target giving opportunities to various target groups to be active across the district.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 7. People participating more often: Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall, pitches and Burgess Hall (excluding school admissions) (cumulative year to date) Aim to maximise	304,252	135,531	450,000	495,313	G	1,031,800	1,200,000	G

Comments: (Leisure and Health) As with active members, the 3rd and especially 4th quarter usually see admissions increase significantly. Swimming admissions are already ahead of targets (although summer holidays does contribute to that), whilst fitness admissions are generally around the 45% mark, and with January-March to come should exceed targets easily.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 8. People participating more often: One Leisure Active Lifestyles total attendances (cumulative year to date) Aim to maximise	5,709	2,683	18,000	17,184	A	58,000	58,000	G

Comments: (Leisure and Health) Quarter 3 and 4 will be critical to achieving the target. Plans and activities are in place. Regular attendances being monitored. Active Hunts promotional campaign in Q3 to support and team looking to drive regular participation. Launch of 'Undefeatables' and new Cancer sessions will result in 'additional' attendances in the second half of the year.

STRATEGIC THEME – PLACE

Period July to September 2021

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
9		1		0		0		0	

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
10		2		1		0		0	

WE WANT TO: Create, protect and enhance our safe and clean built and green environment

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 9. Adopt a plan and deliver increases in nature – protecting and increasing biodiversity within our parks and open spaces	Ongoing	Cllr Beuttell	Helen Lack	Collaborative Bid submitted for Biodiversity Officer (Growth/Development Management/Open Spaces). 3 x Pilot Biodiversity Audits carried out by external Ecologist on 3 strategic sites. Further work to be completed in scoping a full Biodiversity Strategy for Parks and Open Spaces, to be incorporated in the refreshed Environmental Strategy.

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 10. Deliver programme of waste minimisation activities to encourage people to reduce, re-use and recycle	Ongoing	Cllr Beuttell	Andy Rogan	Projects are progressing well. The food waste trial in Love's Farm, St Neots has now commenced and feedback has been positive. The Materials Recovery Facility contamination year to date (contract year Nov-Sept) is 6.31%. Continued communications with residents to ensure people know what goes into the bins and social media opportunities are fully utilised.

WE WANT TO: Accelerate business growth and investment

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 11. Develop a Regeneration Plan	Ongoing	Cllr Fuller	Clara Kerr	Draft with SLT for review.
G	KA 12. Work with partners across the Cambridgeshire economy to deliver the ambitions of the Cambridgeshire and Peterborough Independent Economic Review / Local Industrial Strategy	Ongoing	Cllr Fuller	Clara Kerr	Ongoing dialogue with the Cambridgeshire and Peterborough Combined Authority (CPCA) to look at opportunities to support HDC businesses including the Community Renewal Fund and business support through the Growth hub. In addition, masterplanning work to deliver Prospectuses for Growth (PfG) ambitions within the market towns underway.

WE WANT TO: Support development of infrastructure to enable growth

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 13. Continue to work with partners and influence the Combined Authority (CA) and secure support and resources to facilitate delivery of new housing,	Ongoing	Cllr Fuller / Cllr Neish	Clara Kerr	In addition to Prospectuses for Growth/Market Towns work, work on the A141 and St Ives studies is underway. The CPCA Local Transport and Connectivity Plan consultation is expected in Q3.

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
	drive economic growth and provide any critical infrastructure				
G	KA 14. Support the implementation of 'Prospectuses for Growth' for St Ives, Huntingdon and Ramsey and the St Neots Masterplan	Ongoing	Cllr Fuller	Clara Kerr	Masterplanners engaged and preliminary programme for St Ives, Huntingdon and Ramsey being mapped out. Future High Street Fund on track and Project Execution Plans developed across the 6 projects. Meetings have been had with Cambridgeshire County Council regarding highways matters; legals engaged regarding Compulsory Purchase Order.
G	KA 15. Continue to provide active input into and work with partners on key transport developments, including the A428, East-West Rail (EWR) and A14 improvements	Ongoing	Cllr Neish	Clara Kerr	A428 - Development Consent Order underway and strong collaboration with Cambridgeshire County Council and South Cambridgeshire District Council. EWR - Environmental Impact Assessment scoping work underway. A14 - ongoing dialogue with National Highways and MP to strive and deliver legacy ambitions for the rail station. Joint ecology bid with environment team to secure ecology advice as part of wider specialist input going forward.
G	KA 16. Work with partners to develop Oxford-Cambridge Arc (Ox-Cam) growth corridor proposals and maximise the opportunities this can offer locally	Ongoing	Cllr Neish	Clara Kerr	Officers actively engaging across a number of work streams to investigate Ox-Cam opportunities, including environmental principles.

WE WANT TO: Improve the supply of new and affordable housing, jobs and community facilities to meet current and future need

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 17. Maintain a five year housing land supply (5YHLS) and ensure that the Housing Delivery	Ongoing	Cllr Fuller	Clara Kerr	New Annual Monitoring Report anticipated Q3 and 5YHLS expected to be maintained.

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
	Test in the National Planning Policy Framework is met				
G	KA 18. Design and implement strategies to use Council assets to support the delivery of affordable homes	Ongoing	Cllr Fuller / Cllr Gray	Pamela Scott	Longhurst have been working on the sites which form the contract between us with their architect and have appointed consultants to undertake surveys on the sites. They have recently provided a programme for the sites which is being considered by Pam Scott.

Corporate Performance and Contextual Indicators

Key to status

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
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Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 9. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations (cumulative year to date) Aim to maximise	90%	98%	80%	81%	G	80%	80%	G

Comments: (Operations) Service pressures continue with larger amount of fly tips and littering across the district. We will of course now be coming into leafing season where large amounts of detritus are likely.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 10. Number of missed bins per 1,000 households (cumulative year to date) Aim to minimise	0.57	0.57	0.75	0.56	G	0.75	0.65	G

Comments: (Operations) We have maintained a low number of missed bin through managers working with the collections crews. Better reporting via Alloy has also assisted the crews.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 11. Percentage of household waste recycled/reused/composted (cumulative year to date) Aim to maximise	58%	64%	60%	62%	G	60%	60%	G

Comments: (Operations) Organic waste tonnages remain high which greatly supports the recycling rate for Huntingdonshire and made up 37% of this rate.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 12. Number of complaints about food premises (cumulative year to date) Aim to minimise	123	48	130	38	G	550	300	G

Comments: (Community) Period reflects a mix of business opening after full lifting of Covid lockdown restrictions, numbers are expected to increase in Q3 &4. This figure reflects complaints related to specific businesses; there have been a further 69 generic food complaints.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
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PI 13. Percentage of licensed taxi/hackney carriage/private hire vehicles that meet 'Euro 6' low vehicle emission standards (latest position at end of each quarter)	31%	32%	38%	38%	G	40%	38%	A
Aim to maximise								

Comments: (Community) Purchase of newer cars to replace older licensed vehicles has slowed due to lack of business during Covid-19.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 14. Total number of appeals allowed as a percentage of total number of planning appeals decided (cumulative year to date)	24%	15%	15%	23%	A	15%	15%	A
Aim to minimise								

Comments: (Development) 3 of 13 appeals have been allowed to the end of Q2. The low number of appeals decided means small numbers of appeals allowed can have a significant effect on performance. As such, the forecast is listed as Amber even though this may be recoverable during the second half of the year.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 15. Number of costs awards against the Council where the application was refused at	0	0	0	0	G	0	0	G

Development Management Committee contrary to the officer recommendation (cumulative year to date)								
Aim to minimise								

Comments: (Development) No claims for costs on applications determined against officers recommendation at committee to date.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 16. The amount of Community Infrastructure Levy (CIL) funding committed for infrastructure development (cumulative year to date)	£7,975,727	N/a	No target set	£0	G	No target set	N/a	G
Aim to maximise								

Comments: (Growth) No CIL rounds so far in this financial year. Next round to Cabinet in Q3.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 17. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period) (cumulative year to date)	88%	86%	86%	97%	G	86%	86%	G
Aim to maximise								

Comments: (Development) Procurement of extensions of time where required has supported performance improving this indicator.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 18. Percentage of planning applications processed on target – minor (within 8 weeks or agreed extended period) (cumulative year to date) Aim to maximise	88%	78%	84%	65%	R	84%	75%	A

Comments: (Development) Affected by reduced capacity within the team owing to Covid-19 working arrangements, IT operational issues, staff churn and issues around recruitment and retention in the wider jobs market. A targeted and focussed programme of service improvements to the ways the team works is underway and recruitment is being undertaken to fill remaining vacancies. Extensions of time will be sought on applications to improve customer service and reduce planning guarantee fee liability.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 19. Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period) (cumulative year to date) Aim to maximise	90%	83%	81%	82%	G	81%	81%	G

Comments: (Development) On target but close to it, officers will be asked to seek extensions of time where appropriate.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 20. Number of new affordable homes delivered in 2020/2021 (cumulative year to date) Aim to maximise	274	124	166	77	A	331	355	G

Comments: (Housing Strategy) There has been significant slippage this quarter. We were expecting circa 50% of the 331 target to complete. However, most of this is now due to be delivered next quarter. As of the end of quarter 2, 77 homes were completed. As ever, the programme is subject to fluctuation but we are now expecting an increase in completions overall and currently estimating 355 homes by the end of the year.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 21. Net growth in number of homes with a Council Tax banding (cumulative year to date) Aim to maximise	1,038	434	No target set	530	G	No target set. Defer to AMR	N/a	G

Comments: (Growth) Valuation Office Agency data shows the total at 29 September 2021 was 530 higher than at 31 March 2021.

STRATEGIC THEME – BECOMING A MORE EFFICIENT AND EFFECTIVE COUNCIL

Period July to September 2021

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
1		6		0		0		0	

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
7		5		2		0		1	

WE WANT TO: Become more efficient and effective in the way we deliver services

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 19. Actively manage Council owned non-operational assets and, where possible, ensure such assets are generating a market return for the Council	Ongoing	Cllr Gray	Justin Andrews	A further two lettings completed in Q2 (Levellers Lane and Caxton Road) at total rental income of £11.2k p.a. (an increase of £2.1k p.a. on previous rentals). Five lease renewals have completed at a new rent of £112.8k p.a. (increase of £11.03k p.a. over previous rents). The number of transactions to the half year amount to 16 (60% increase in volume on same point last year), totalling £199.3k of annual rent, an

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
					increase of £58.2k in annual rent. Two units have been vacated (lease expiries) in Q2, both already have interest at increased rental levels. Several opportunities are in negotiation for receipts for wayleaves, easements and lease re-gears to generate income.
A	KA 20. Develop the Council's approach to data and business intelligence to support efforts to improve organisational efficiency including the development of unit cost and value metrics to measure service performance	Ongoing	Cllr Gray	Tony Evans	Progress by 3C ICT to supply a secure data storage and processing environment has delayed efforts. Reviewing our key systems has also shown that progress will be hard in extracting key finance and HR data to provide a baseline for performance data as interoperability was not prioritised previously. Work continues with Chief Operating Officer, wider Senior Leadership Team (SLT) and Human Resources to define how we will use this performance data and build an effective framework that will consume these metrics and effect change based on them.
A	KA 21. Develop the Council's approach and methodologies for business change, service design and user research to enable effective change management within the organisation	Ongoing	Cllr Keane	Tony Evans	This process of business change is being reviewed and changes proposed to SLT to help support methodologies that are more closely aligned with how our services work and are managed to improve how effective this will be. Digital service design has now become an embedded role within Customer Services to promote more holistic thinking about digital services and customer needs when looking at our services. We are working with the new Strategic Communications Manager to understand how user research will link with the work undertaken within the communications team based on the new communications strategy.

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 22. Develop Workforce Strategy including options for best use of apprenticeship levy	Ongoing	Cllr Keane	Justin Andrews	Developing our own staff through apprenticeships was challenging in the last year with impacts on providers offering apprenticeship frameworks due to Covid-19. That is starting to pick up again now.

WE WANT TO: Become a more customer focussed organisation

Status	Key Actions for 2021/22	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 23. Develop our understanding of customer and resident needs and demands	Ongoing	Cllr Keane	Michelle Greet	Work is ongoing and to be developed further under the community strategy. Work is also underway to introduce a customer forum to HDC.
A	KA 24. Expand how we offer online and out of hours access to our services via the customer portal and other solutions	Ongoing	Cllr Keane	Michelle Greet	Work is ongoing to review and improve the online offering to customers and enable access to services at a time that suits them.
A	KA 25. Introduce a new electronic pre-application planning advice service	End Q4	Cllr Neish	Adrian Harding	Service has seen significant ongoing challenges in Q2 with a number of the team taking new roles outside HDC. Additional resources have been brought in and a service stabilisation plan is being delivered. For now, the focus is on core service delivery.

Corporate Performance and Contextual Indicators

Key to status

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
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Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 22. Total amount of energy used in Council buildings (cumulative year to date) Aim to minimise	6,263,445 kWh (38% down on 2020/21 target)	1,244,715 kWh	2,014,326 kWh	1,774,925 kWh	G	9,873,037 kWh (2% year on year target reduction since baseline year 15/16)	8,532,323 kWh	G

Comments: (Corporate Resources) Overall energy usage has increased since last year due to One Leisure sites reopening since the Covid-19 restrictions have eased. Currently, consumption has been reduced by 11% compared to the target consumption for Q2. The baseline figures have been adjusted to take into consideration sites which are no longer HDC assets (One Leisure Sawtry, Godmanchester Nursery and 1 St Audrey Lane), to allow for a fair comparison.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 23. Percentage of Business Rates collected in year (cumulative year to date) Aim to maximise	98%	57%	No target set	56%	A	99%	98%	A

Comments: (Revenues & Benefits) Normally we would set the target as the performance at the end of Q2 in the previous financial year but this can't be used due to the impact the pandemic had on collection rates last year. Performance with 2019/20 is also not comparable. The award of reliefs to businesses in the retail, hospitality and leisure sectors (100% for the first 3 months and 66% for the remainder of the year) has skewed the payment profile for Business Rates making forecasting more difficult.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 24. Percentage of Council Tax collected in year (cumulative year to date) Aim to maximise	98%	56%	No target set	57%	G	98%	98%	G

Comments: (Revenues & Benefits) Normally we would set the target as the performance at the end of Q2 in the previous financial year but this can't be used due to the impact the pandemic had on collection rates last year. Performance with 2019/20 is also not comparable. But the collection rate this year is in line with expectations.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 25. Number of magistrates court appeals against licensing decisions which have been upheld against the Council (cumulative year to date) Aim to minimise	1	0	5	3	G	10	5	G

Comments: (Community) There have been two further appeals upheld in Q2, however this remains within target.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 26. Percentage satisfaction with ICT support services from	95%	94%	95%	97%	G	95%	N/a	N/a

feedback received (cumulative year to date)								
Aim to maximise								

Comments: (3C ICT) Performance at Q2 is above target at 97%.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 27. Percentage of invoices from suppliers paid within 30 days (cumulative year to date)	76%	80%	98%	89%	A	98%	89%	A
Aim to maximise								

Comments: (Corporate Resources) Better performance in Q2 has improved the year to date performance for 2021/22 (up from 81% in Q1). The Accounts Payable (AP) team are continuing to process invoices received promptly however this indicator depends on services following the correct processes. The service is investigating ways to further improve performance including better communication with services about the impact of late payments and training for new and existing staff.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 28. Staff sickness days lost per full time equivalent (FTE) (cumulative year to date)	5.1 days/FTE	2.6 days/FTE	TBC	2.6 days/FTE	G	TBC	N/a	G
Aim to minimise								

Comments: (Corporate Resources) Further discussions with Employment Committee to reduce to a new benchmark. Human Resources to conclude further benchmarking of comparable data (factoring similar workforce).

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 29. Income generated from Commercial and Operational Estate Rental Income (cumulative year to date) Aim to maximise	£4.8m	£3.2m	£2.45m	£2.86m	G	No target set but use budget of £4.89m	£5.07m	G

Comments: (Corporate Resources) Estates continue to see good progress in rents on lettings and renewal of leases.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 30. Percentage of calls to Call Centre answered (cumulative year to date) Aim to maximise	89%	N/A	80%	76%	A	80%	80%	G

Comments: (Customer Services) Customer Services has taken on more Council Tax calls from the main back office number as well as seeing customers face to face by appointment at Pathfinder House. While this has affected performance this quarter, the percentage of Council Tax calls answered has improved and almost all staff are now fully multi-skilled which will help us maintain our service levels.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 31. Customer Services satisfaction rate (cumulative year to date)	N/A	N/A	80%	N/A	N/a	80%	80%	N/a

Aim to maximise								
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Comments: (Customer Services) We have decommissioned the old Customer Relationship Management system that surveys were generated from. We are evaluating the option for surveying customers through the new OneVu Customer Portal.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 32. Percentage of Stage 1 complaints resolved within time (cumulative year to date)	93%	96%	90%	87%	A	90%	90%	G
Aim to maximise								

Comments: (Customer Services) Of 124 complaints to the end of Q2, 106 were responded to on time and 16 were late. A further two complaints still have time remaining before responses are due so are excluded from the calculation of this PI at this time. While slightly below target at Q2, performance is recoverable to the target level by the year end.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 33. Percentage of Stage 2 complaints resolved within time (cumulative year to date)	87%	95%	90%	54%	R	90%	75%	R
Aim to maximise								

Comments: (Customer Services) Up from 33% at Q1. Of 14 complaints to the end of Q2, 7 were responded to on time and 6 were late. One further complaint still has time remaining before a response is due so is excluded from the calculation of this PI at this time. The majority of late responses have related to complaints about Development Management. Due to low volumes of Stage 2 complaints, and performance so far, it is now unlikely that the target will be achieved this year even if there are no more late responses throughout the rest of the year.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 34. Percentage reduction in avoidable contacts (cumulative year to date) Aim to maximise	-15%	-9%	-15%	+19.0%	R	-15%	-10%	A

Comments: (Customer Services) The Customer Services contact centre is now taking some of the calls previously handled directly by Council Tax - this will ensure more calls will be answered and customers are helped. This has led to an increase in the contacts classed as avoidable because many customers call to clarify information on their bills which we class as avoidable contact. We are working to improve the wording on bills to try to reduce this contact. We have also delivered further training with our team to make sure we are capturing all avoidable contact communication.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 35. Percentage of households with customer accounts generated (latest result) Aim to maximise	31%	23%	39%	50%	G	40%	60%	G

Comments: (Customer Services) We now have 38.9K accounts on the OneVu platform. A small proportion of these are registered to addresses outside the district. Multiple residents of a property may also have their own accounts, and advisors create accounts on the customer's behalf when they call in.

Performance Indicator	Full Year 2020/21 Performance	Q2 2020/21 Performance	Q2 2021/22 Target	Q2 2021/22 Performance	Q2 2021/22 Status	Annual 2021/22 Target	Forecast Outturn 2021/22 Performance	Predicted Outturn 2021/22 Status
PI 36. Percentage of all council services that have an end to end digital process (latest position at end of each quarter) Aim to maximise	19%	N/A	20%	19%	A	35%	N/a	N/a

Comments: (Transformation) The next tranche of integrated processes depends on delivery of the Yotta Grounds back office system and the Tascomi solution, these have been delayed so this work has not progressed. Upon review it was found that pest control was not a suitable candidate for improved digitisation as the service needed internal review to ensure it was compatible with a digital front end. Additional testing of integrated revenues forms is proceeding which will integrate further high volume transactions with the portal.

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Appendix C: Project Performance – end of September 2021

Programme / Project Name	Description / Outcome	Original Completion Date	Expected End Quarter (Format QX FY YY/ZZ)	RAG	Status	Latest Project Update	Service Area	Project Sponsor	Project Lead
CPP - eBilling	Delivers an eBilling capability that will allow residents to requests online council tax bills, letters and benefits statements and letters	30/09/2021	Q1 FY 22/23	A	On Hold	With the news of the printing contracts being let, work has commenced on migrating the current BAU activity over. This will be the focus for Q3. In Q4 the R&B Team are focussed on year-end and subsidy claims (for circa £35mil) and this will be the operational focus. This has placed this project on hold for now. With the need for involvement from the Service being essential for design/testing and roll-out, the e-billing project will now be scheduled for delivery Q1 22/23, although some preparatory work may occur beforehand. There is no financial saving profiled on this work, so no budget impact.	R&B	John Taylor	Amanda Burns
New HR system	Full OJEU tender to replace the existing HR and Payroll system with a new, modern, cloud-based solution which better integrates with other systems (e.g. active directory, Tech1 etc). Joint procurement with CCC and SCC, Procurement lead is CCC. PM is external consultant.		Q4 FY 20/21	A	In Progress	User Testing and scoping continues for phase 2 modules: Case management, performance, Recruitment, onboarding, Learning, Development around BAU activities - so progress is slow, but project completion timescales may vary to roll out to ensure we have prepared and can resource business roll out and adoption. Training on new version of Business Objects reporting took place this period. Work to finalise project close with supplier, ensuring adequate support in place for remaining modules. Recommendations from 3CICT around Security settings are under consideration, but wider organisational impact and risk than HR system - so seeking input from Intelligent client route (all 3 councils are doing the same).	HR	Justin Andrews Fiona Bryant	Aileen Whatmore Randeep Singh (PM)
Operations Back Office System - Yotta	Streets/Grounds/Recycling and Waste Services: Phase 1: Streets April 2019 / Phase 2: Grounds Sept 2019 / Phase 3: Waste Services May 2020 / 3C project across the three authorities.	29/04/2021	Q3 FY 21/20	R	In Progress	Update 6/10/2021 Final delivery of Grounds Phase (swapped with Waste already delivered) in progress - configuration and data loading complete. Testing delayed a month due to prioritisation of service delivery - delay does not incur cost or impact service provision.	Recovery	Neil Sloper	Tony Allen
Godmanchester Sluice	Funding of repair/renovation of Mill Steps site through a joint project with the Environment Agency, A14 Legacy Fund, Godmanchester Town Council to deliver a fish/eel passage and environmental enhancement of the immediate area.	30/09/21	Q3 FY 21/22	A	In Progress	Project started as planned, with the piling and construction. Submerged obstructions were encountered, but dealt with. One issue regarding additional shoring up walls - funding options being discussed by EA, A14 Legacy and CIL - £60 funding pressure split amongst partners (joint project fund £.5m, HDC £200k CIL so far). Due to unavailability of specific materials work has had to cease on site with site vacated to ensure no additional costs. Global material shortage means that restart date is yet to be confirmed.	Operations	Neil Sloper	Andrew Rogan
Oak Tree Centre Remediation Work	The remediation of the existing Oak Tree Centre building to make it a sustainable building.	10/12/2021	Q1 FY 21/22	G	In Progress	The building works are to commence 31st August 2021 with Completion 10th December 2021. Estimated Project Costs £1,000,000.	Corp Services	Justin Andrews	Carl Egonu

Programme / Project Name	Description / Outcome	Original Completion Date	Expected End Quarter (Format QX FY YY/ZZ)	RAG	Status	Latest Project Update	Service Area	Project Sponsor	Project Lead
Recovery Programme - Affordable Housing Delivery Project- 13 sites	Yr1: Review of 42 sites, establishing package of sites for affordable housing and competition to find delivery partner. Cabinet approved sale of 13 sites to Longhurst Group. Exchange of contracts target date Jan 2021. Project brief to come to WP Board on 15 December. Yr2: Longhurst to obtain planning permissions, complete land purchase of viable sites and start on site. Land value could be used for Private Rented homes. Yr3&4 Developments to be completed by March 2023.		Q4 FY 22/23	G	In Progress	Contracts complete, signed and sealed. Planning applications will be submitted by September 2021, with a start on site expected early in 2022/2023 financial year.	Development	Jo Lancaster	Pam Scott
CPP - Core Portal Project	Part of the Customer Portal Project - Delivers the ability to create integrated dynamic eForms to the council with supporting people process and technology. Additionally delivered forms for Operations Streets, Waste, Grounds.	31/03/2021	Q3 FY 21/22	A	In Progress	Version 2 of the integrated waste and streets forms is currently in testing due for release soon, this will capitalise on this work and deliver further returns but reducing false reporting and providing greater self-service. We are gradually moving processes from the project team to Business As Usual (BAU) to shut down the project, this requires training of different teams to take on ownership of the system from project resources. Reporting of Amber is due to delays in delivery of digital components.	Transformation	John Taylor	Tony Evans
CPP - Dynamics Replacement	Replaces Dynamics with IEG4 CsVu	31/03/2021	Q3 FY 21/22	G	In Progress	System live and in operation - handover of running and administration of the system proceeding. Updates to portal integrations with Gov.UK Pay completed. Final tasks around updating systems for issue reporting and subsequent processes are all that is left to complete handover to BAU teams. Weekly meetings in place, with resources in Customer Services now taking the lead. This has seen a small delay due to leave within the project team.	Customer Service	John Taylor	Michelle Greet
CPP - Data & Analytics	Phase 1 project to go live - Creates a unified view of demand across digital and phone channels that will provide the basis for understanding demand for services and unit cost of interaction.	30/09/2022	Q4 FY21/22	A	In Progress	Work commissioned with both 3C ICT infrastructure and digital teams to complete the delivery of the needed systems. Awaiting on delivery dates from 3C ICT to provide the needed solutions to progress the project, when delivery dates are detailed we can re-plan the project and recover to Green delivery.	Transformation	John Taylor	Tony Evans

Programme / Project Name	Description / Outcome	Original Completion Date	Expected End Quarter (Format QX FY YY/ZZ)	RAG	Status	Latest Project Update	Service Area	Project Sponsor	Project Lead
Wyton (North Huntingdon One Public Estate project)	Wyton (One Public Estate) To explore scale of growth potential of land north of Huntingdon, inc delivery of former Wyton Airfield, and the necessary infrastructure requirements and fiscal / legal mechanisms to ensure coordinated delivery			R	In Progress	Successful meeting with One Public Estate (OPE) team 12/08/2021 to investigate alternative approaches focusing around a growth strategy, with independent input to avoid prejudicing future consideration of options. A scoping paper has been developed and shared with OPE and Homes England. Feedback received and will progress to next Board in mid-October.	CLT	Jo Lancaster	Natalie Elworthy
Environmental Health System Procurement / Implementation	Shared Project across HDC, City and SCDC to replace systems used in Community (mostly Environmental Health & Licensing) & Cambs Home Improvement Agency (CHIA)		Q2 2021/22	A	In Progress	Issues that Idox were to have completed by 31 July 2021 to enable the 3 Councils and CHIA to move to BAU have not all been completed. From the original list of 31 items, 7 remain to be fixed. For HDC there is only one issue the supplier (Tascomi) have got to look at again as the fix provided did not work. The other Councils have a number of issues outstanding and will continue to work with Tascomi to get these resolved. This is the subject of a rectification plan and 3C Legal are involved in the resolution of this issue within the terms of the contract. In spite of the single item requiring resolution HDC continues to successfully use this system. A proof of concept is being carried out by the digital team on the online form functionality of the system, which will help us understand the work required to build online forms for customers to do even more self-service.	Environmental Health	John Taylor	David Pope
Outsourced Hybrid Mail & Printing Project	Outsourced Hybrid Mail & Printing Project		Q2 FY 21/22	A	In Progress	Support from HDC procurement, continued chasing by the Project Manager & Team and escalation has resolved most of the contract issues that Cambridge City were managing. HDC can now access the selected suppliers and contact has been made. Work will now shift to establishing working relationships and a plan – the focus will be on migration/testing of Revs & Bens work. This is forecast for completion end of Q3.	Customer Service	John Taylor	Andy Lusha
Bridge Place Car Park Development	Property sale of Bridge Place car park for agreed development and consideration of associated car parking needs arising	01/08/2023	Q4 FY 21/22	A	In Progress	Revised options appraisal prepared given the impact of COVID-19 on parking behaviours and need. Report scheduled for Treasury and Capital Asset Management Group on 26th October 2021.	Recovery	Neil Sloper	Matt Chudley

Programme / Project Name	Description / Outcome	Original Completion Date	Expected End Quarter (Format QX FY YY/ZZ)	RAG	Status	Latest Project Update	Service Area	Project Sponsor	Project Lead
Market Towns Programme	Programme to regenerate St Neots, St Ives, Ramsey and Huntingdon. Building on the work of the Prospectuses of Growth (St Ives, Ramsey and Huntingdon) and Masterplanning work undertaken for St Neots.		Q4 FY 30/35	A	In Progress	Masterplanning and Business Case Development procurement - Evaluation process completed and contract to be awarded to Tetra Tech (TT). 1st town site visits with TT undertaken. Monitoring and Evaluation Plan for Future High Streets Fund (FHSF) submitted to MHCLG for review. Project Planning for FHSF Transport Projects underway with CCC. Discussions taking place with Highways England to provide funding. Playdell Smithyman have produced Communications and Stakeholder Engagement Plan for FHSF and planning Stakeholder Events to commence in August. Appointed specialist Compulsory Purchase Order (CPO) firm to provide advice on approach.	Strategic Planning	Clara Kerr	Emma Taylor
COVID 19 Accelerated Programme	A programme of short-term interventions to support market towns of St Ives, Huntingdon and Ramsey respond to challenges associated with COVID 19.	31/03/2022	Q4 FY 20/21	A	In Progress	Most of the projects approved by Cambridgeshire and Peterborough Combined Authority (CPCA) Board in January are in delivery or about to start. The majority of funding agreements have now been signed/sealed by HDC and have been countersigned by CPCA. Apart from the Smarter Towns project, the revenue and capital implications have been reviewed by finance and have been signed off - decision required from project lead on whether Smarter Towns project is capital and then it can progress or be cancelled. The outstanding funding agreement for the upgrade/replacement of public toilets has now been signed. We are working with the legal team and Ramsey Town Council on the Civic Hub Project for Ramsey. The other project approved for Ramsey - pedestrianisation - several options are being explored with the Town Council and a dialogue is being opened with CCC.	Development	Clara Kerr	Seamus Cleary
Cycle Route Improvements	Management of work with county on delivering cycling routes. 120 submitted to CCC.		Q4 FY20/21	A	In Progress	The Council's response to consultation on CCC's draft Local Cycling and Walking Infrastructure Plan (LCWIP), which sets out cycling and walking route improvements needed by priority for each district, has been submitted. Area Connectivity (Recovery Project) £25,000 budget agreed for the mapping of walking and cycling routes in the District. Members were briefed by CCC on the progress of Covid-19 emergency active travel fund measures for the district on 12th July. CCC has reviewed the Tranche 2 schemes and an update has been provided setting out which may go forward. We are also aware that CPCA is considering applying for funds from the next phase of the Active Travel fund, including four potential schemes in Hunts recommended by CCC. Local transport and Connectivity Plan (CPCA) consultation expected to launch Nov 21.	Strategic Planning	Clara Kerr	Melissa Reynolds

Programme / Project Name	Description / Outcome	Original Completion Date	Expected End Quarter (Format QX FY YY/ZZ)	RAG	Status	Latest Project Update	Service Area	Project Sponsor	Project Lead
Hinchingbrooke Country Park	Business Plan investment to return site to non-subsidy. Subject to agreement of long lease with County Council	01/09/2023	Q4 FY22/23	A	In Progress	Update 01/09/21 - Heads of terms in place and detailed design work for on-site options underway. Project manager in place. Enhancement of play has been delayed until Spring 2023 due to a global materials shortage. Gateway 0 and 1 completed - detailed project timeline due end October 2021. Outline project plan of full delivery by Autumn 2023 still achievable based on assessment of design and client of works - key factor is to research thoroughly to specify works so best cost can be achieved for works.	Recovery	Neil Sloper	Judith Arnold
Programme of COVID_19 related work	10 projects that will be undertaken as the recovery work for the Council. Covers all 4 Grand Challenges: Good Place, Good Work, Good Health and Good Start. Medium/longer term objectives to ensure HDC and wider community are supported to be resilient to future service demands (as a result of COVID)	01/01/2023	Q4 FY21/22	A	In Progress	Programme tracking as amber due to 2 unscoped projects. 8 projects in-flight and in 'green' delivery. Impact Assessment 2021 completed for member review and delivery to officers to support service planning priorities. Will also be used to re-evaluate project portfolio. Communications strategy in place and commenced with recovery showcase October; includes case studies of success, Website pages, Intranet and social media posts. Priority work for forthcoming month: Establishing robust programme metrics and indicators for revised dashboard as a result of Impact Assessment outputs. Councillor Steve Criswell appointed as Executive Councillor for Recovery to provide dedicated political support to Recovery.	Recovery	Neil Sloper	Liz Smith
Pathfinder House Decarbonisation Project (Funded via Salix - BEIS Section 31 grant)	Implementation of energy and sustainability measures to reduce carbon usage.	30/09/2021	Q3 FY21/22	G	In Progress	Project management services procured, cost of works have been confirmed are within budget, contracts currently being drawn up to be sent to 3C Legal for approval. Completion date extended due to plant and equipment manufacturing lead in times because of COVID implications. Project passed gateway 0, 1, & 2 (08/07/21).	Corporate Services	Justin Andrews	Matthew Raby
OL Ramsey Decarbonisation Project (Funded via Salix - BEIS Section 31 grant)	Implementation of energy and sustainability measures to reduce carbon usage.	30/09/2021	Q4 FY21/22	G	In Progress	Project management services procured, cost of works have been confirmed are within budget, contracts currently being drawn up to be sent to 3C Legal for approval. Completion date has been extended to allow for archaeological survey and planning permission timescales to be included. Minor hiccup in June week 2 with regard to change request bureaucracy at SALIX has required additional admin - but believed now largely 'in hand'. Completion date extended due to plant and equipment manufacturing lead in times because of COVID implications. Project passed gateway 0, 1, & 2 (08/07/21).	One Leisure	Justin Andrews	Matthew Raby
Decriminalisation of Parking within Huntingdonshire	The Council will be undertaking to the process to decriminalise parking. With the enforcement of on-street parking offences currently falling within the remit of the Police as a criminal offence, this process enables a Local Authority to undertake enforcement covering several common on-street offences under civil powers (Civil Parking Enforcement).	01/07/2021	Q1 2023/24	G	In progress	Project gateways 0 to 3 passed, formal summary to EMPO detailing these gateways in May. Note £217k capital, £135 revenue project budgets. Continued progress with HDC taking the lead on drafting the Agency Agreement to ensure continued progress. Project website pages drafted to go live in November.	Recovery	Neil Sloper	George McDowell

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Financial Performance Report 2021/22, Quarter 2

Meeting/Date: Cabinet – 18th November 2021

Executive Portfolio: Executive Councillor for Strategic Finance

Report by: Chief Finance Officer

Ward affected: All

Executive Summary:

The impact of Covid-19 has affected and will continue to affect the financial landscape during 2021/22, as restrictions have finally been lifted. Areas, such as leisure facilities have now fully opened all their facilities. However, as winter approaches there remains a risk that restrictions may be reintroduced by Central Government although they are reluctant to impose further lockdowns as things stand.

Financial Impact

2021/22 budget included assumptions regarding the impact of the pandemic on the economy and the council based in the information available in December 2020. Since then, the restrictions were extended and only lifted in July, later than anticipated. The income compensation scheme was still available to support Local Government in Q1, £0.595m was factored into the base funding for 2021/22, and this has now been claimed. £0.758m for the final tranche 5 of the Covid Emergency funding was also factored into the base funding.

There was on going expenditure in relation Covid restrictions in Q1 in maintaining cleaning regimes and PPE in close contact area of the business, like waste collection, together with additional resources to support areas such as Council Tax and Housing Benefit in dealing with increased volume and recovery activities. This continued in Q2 and is ongoing in order to protect staff and customers.

Recommendation(s):

It is recommended that:

- Cabinet considers and comments on the financial performance to the end of September 2021, as detailed in Appendix 1 and summarised in paragraph 3.2.
- Cabinet considers and approves the proposed budget changes to the Capital Budget to accommodate reclassification of budget and in year activity not included within the MTFIS as outlined in paragraph 3.3.

PURPOSE OF THE REPORT

- 1.1 To present details of the Council's projected financial performance for 2021/2022.
- Revenue outturn estimated underspend of £0.304m.
 - Capital outturn estimated underspend of £10.677m.

The impact of the Covid 19 pandemic, as far as possible, has been reflected within the Council's financial position. This now includes the Governments Income Compensation Scheme of £1.076m.

BACKGROUND

- 2.1 The budget and MTFS for 2021/22 approved in February 2021, assumed a net expenditure budget of £20.686m, together with a Council Tax freeze. Together with a Capital budget of £18.168m.
- 2.2 The detailed analysis of the Q2 forecast outturn as at 30th September 2021 is attached at **Appendix 1**.

FINANCIAL PERFORMANCE

3.1 Financial Performance Headlines

The outturn position for the current financial year and the impact of variations will be incorporated within the MTFS.

Revenue The approved Budget is £20.686m, plus authorised carry forwards of £147k and in year re-classification of (£692k) giving a revised current budget of £20.141m, with the forecast outturn being £19.837m which is an underspend of £304k. Despite the forecast underspend and start to recovery there remains pressure from continuing some Covid related activities, such as maintaining safe environments for employees.

MTFS The MTFS was updated as part of the 2021/22 Budget setting process and will again be updated as part of the 2022/23 Budget setting process which is now under way. The revision of the MTFS will include 2020/21 outturn variations and others occurring or foreseen in 2021/22 that have an impact on future years.

Capital The approved Budget is £18.169m plus the re-phasing of £14.558m and in year activity of £12.542m giving a revised total Capital Programme of £45.269m. The forecast outturn is £34.591m giving an underspend of £10.678m.

3.2 Summary Revenue Variances by Service

The table below shows the total variances for each Service and the main reasons where variances are greater than £50,000.

Head of Service	Budget £'000s	Budget c/fwd £'000s	In year Changes £'000s	Revised Budget £'000s	Forecast Actual £'000s	Forecast Variance £'000s	Comments
AD Corporate Resources	6,896	57	66	7,019	6,530	(489)	CIS income (£67k), reduction in insurance premium (£83k), Voluntary MRP (£111k) accounted corporately now, OTC saving (£243k), management charge reduced (£64k). Pressure of £87k on HR staffing.
AD Transformation	298	48	0	346	293	(53)	Grant Funding to be used to fund in year project costs.
Chief Operating Officer	4,350	0	0	4,350	4,771	421	Housing needs (£87k) and Housing Benefits £104k; Environment protection (£56k); offset by overspend in Development Management – agency costs of £450k due to planning application back log; £50k provision for judicial review;
Corporate Leadership	619	0	0	619	658	39	
Head of ICT	2,338	0	0	2,338	2,363	25	
Head of Leisure & Health	522	35	0	557	515	(42)	
Head of Operations	4,621	7	0	4,628	4,458	(170)	Continued reduction in car park and Markets income £125k; additional costs of £89k to cover reactive works required to watercourses due to impact of flooding in Christmas 2020. Operational performance offsetting pressures including staff savings (£134k), income generation through bulky waste, trade waste and recycling credits of (£318k) and additional costs from the litter bin removal project being halted.
Housing Manager	180	0	0	180	178	(2)	
Growth Manager	791	0	0	791	758	(33)	
Programme Delivery Manager	71	0	0	71	71	0	
Subtotal	20,686	147	66	20,899	20,595	(304)	
Covid 19 Emergency Funding	0	0	(758)	(758)	(758)	0	Continued costs in relation to complying with the Covid restrictions in terms of PPE and cleaning, together with additional resources in Revenues and benefits to assist with the back log of arrears within Council Tax and Business Rates.
Covid 19 Recovery Program	0	0	0	0	0	0	Ongoing costs in relation to delivering Covid recovery projects
Total	20,686	147	(692)	20,141	19,837	(304)	

Further analysis of the revenue variance and service commentary are in **Appendix 1**. This provides the variances by service and where the variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Services. Where there are adverse variances the budget managers have provided details of the actions they are undertaking and where possible indicated if this will have an ongoing impact on the MTFs.

3.3 Capital Programme

The approved gross capital programme for 2020/21 is £18.169m plus the re-phasing of the £14.558m, together with in year budget of £12.542m giving a revised total Capital Programme for 2021/22 of £45.269m.

The forecast net expenditure outturn is £34.591m, an underspend of £10.678m.

The table below shows the total variances for each Service and the main reasons where variances are greater than £50,000.

Service Area	Original Budget 2021/22 £	Budget B/F from 2020/21 £	Externally Funded Schemes £	Current Budget 2021/22 £	YTD Actual 2021/22 £	Q2 Forecast 2021/22 £	Forecast Variance 2021/22 £	Comment on Variances over £50,000
AD Resources	729,000	11,057,891	4,192,141	15,949,032	1,693,440	15,018,653	(930,379)	Oaktree remedial costs have been revised down with expected savings of £912k
AD Transformation	31,000	114,000	0	145,000	0	13,335	(131,665)	Projects stopped due to lack of business case
Chief Operating Officer	72,000	16,000	0	118,000	31,277	137,240	19,240	
Head of ICT	340,000	12,000	0	352,000	0	352,000	0	
Head of Leisure & Health	406,200	556,733	739,853	1,702,786	682,215	1,685,508	(17,278)	
Head of Operations	1,890,600	2,195,259	1,375,986	5,461,845	1,466,469	3,511,240	(1,950,605)	Reduced spending on the parking strategy in year
Housing Manager	1,850,000	0	0	1,850,000	563,677	1,450,000	(400,000)	Reduction due to referrals from Occupational Health
Growth Manager	12,850,000	606,000	6,234,546	19,690,546	0	12,423,290	(7,267,256)	Impact of phasing the Future High Street Fund into future years as whole life costs included in budget.
Total	18,168,800	14,557,883	12,542,526	45,269,209	4,437,077	34,591,266	(10,677,943)	

In the above table in year budget of £12,542m has been included to capture new projects that have been agreed since the original budget was set in February 2021, these are projects which are funded by external grants.

3.4 Finance Dashboard

The Outturn for Q2 also looks at the collection rates for Council Tax and NDR, together with the working ages caseload for Council Tax Support Scheme. The details are shown in Appendix 1.

In summary, Council Tax and NDR collection rates are holding in line with 2020/21 rates. The Government has again provided further retail reliefs in 2021/22 of £7m, this will be compensated for via the normal grant income received via the business rates retention scheme.

Council Tax Support Scheme has continued to see a year on year increase in caseloads within the working age group of 7% compared to 20/21.

UPDATE ON THE COMMERCIAL INVESTMENT STRATEGY

4.1 The Commercial Investment Strategy (CIS) was approved by Cabinet in September 2015 and the CIS Business Plan in December 2015. The implementation of the CIS is seen as a key means by which the Council can generate income to assist it in meeting the forecast gap in the revenue budget.

4.2 At the end of Quarter 2, the financial projections for the CIS are:

CIS Investments	Budget (£'000)	Outturn (£'000)	Variance (£'000)
Cash Investments			
CCLA Property Fund	(162)	(155)	7
Total Cash Investments	(162)	(155)	7
Property Rental Income	(4,590)	(4,864)	(274)
MRP	581	581	0
Net Direct Property Income	(4,009)	(4,283)	(274)
Management Charge	144	80	(64)
Total Property Investments	(3,865)	(4,203)	(338)
TOTAL	(4,027)	(4,358)	(331)

4.3 Investments

The property investment market remains subdued with relatively few investment properties coming to the open market and few within the District. The industrial and distribution investment market continues to be buoyant with low yields. The only opportunity in Q2 within District is Jewsons warehouse on St Peters Road, Huntingdon, which could be available at just under £3m (yield of circa 5%). The team are using the current buoyant industrial market to secure lease renewals for longer term secure income.

Returns from the CCLA property fund have returned a drop in income, likely as a result of reduced income due to Covid measures. Other investment vehicles such as bank deposits and money market funds interest rates remain low and are not expected to increase materially in this financial year.

To date the majority of the Council's investments have been funded from earmarked reserves or cash balances. Recent acquisition such as Fareham, Rowley Centre and Tri-Link have required loans from PWLB to fund their purchases; part of the purchase price and acquisition costs were met from earmarked reserves.

5 COMMENTS OF OVERVIEW & SCRUTINY

- 5.1 The Panel discussed the Financial Performance Report 2021/22 (Quarter 2) at its meeting on 3rd November 2021.
- 5.2 In response to a question from Councillor Roberts, the Panel heard that the Council had been unsuccessful in its bid for Parish Councils to adopt closed churchyards within their parish and pay the District Council for the maintenance currently carried out free of charge. Alternative proposals are being drawn up.
- 5.3 Councillor Wakeford queried whether the increased spend on temporary staffing for Development Management was anticipated to continue. The Panel heard that long term solutions were being implemented including recruitment to the team. The forecast for the next annual budget will reflect this.
- 5.4 The Panel heard that pre-application planning advice remained unavailable at present but that it is planned to reinstate this in the future.
- 5.5 The Panel welcomed the report and encourage the Cabinet to endorse the recommendations contained within the report.

6. RECOMMENDATIONS

- Cabinet is invited to consider and comment on the financial performance at the end of September 2021, as detailed in Appendix 1 and summarised in paragraph 3.2.
- Cabinet considers and approves the proposed budget changes to the Capital Budget to accommodate reclassification of budget and in year activity not included within the MTFs as outlined in paragraph 3.3.

7. LIST OF APPENDICES INCLUDED

Appendix 1 – Financial Performance Monitoring Q2

CONTACT OFFICER

Eric Symons, Chief Finance Officer
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Financial Performance Monitoring Suite September 2021 – Quarter 2

Executive summary

This report sets out the financial forecast for September 2021, for revenue and capital. The headlines are:

Revenue - the forecast outturn is an estimated underspend of £304k when compared to the approved budget and an improvement from Q1 of £65k. The additional underspend is primarily due to additional improved performance as recovery from Covid 19 continues.

Capital Programme – the forecast outturn is an estimated underspend of £10.678m.

Service Grouping Summary

Service Commentary

The following table provides the variances by service and where variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Service. Where there are adverse variances the budget managers have provided details of the actions, they are undertaking to address the overspend.

Head of Service	Original Budget	Budget C/F From 2020/21	In year changes	Revised Current Budget	Actuals to 30 September 2021	Q2 Forecast	Funded from Reserves	Revised Q2 Forecast	Variance to Current Budget		Forecast Spend	Forecast Income
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	£'000s	£'000s
AD Corporate Resources	6,896	57	66	7,019	354	6,588	(58)	6,530	(489)	-7.0	13,021	(6,432)
AD Transformation	298	48	0	346	289	408	(115)	293	(53)	-15.3	432	(24)
Chief Operating Officer	4,350	0	0	4,350	(658)	4,771	0	4,771	421	+9.7	35,336	(30,566)
Corporate Leadership	619	0	0	619	329	658	0	658	39	+6.3	658	0
Head of ICT	2,338	0	0	2,338	4,478	2,363	0	2,363	25	+1.1	7,066	(4,703)
Head of Leisure & Health	522	35	0	557	2,014	515	0	515	(42)	-7.5	5,431	(4,916)
Head of Operations	4,621	7	0	4,628	2,166	4,458	0	4,458	(170)	-3.7	9,265	(4,807)
Housing Manager	180	0	0	180	87	178	0	178	(2)	-1.1	178	0
Growth Manager	791	0	0	791	500	1,234	(476)	758	(33)	-4.2	3,925	(2,691)
Programme Delivery Manager	71	0	0	71	35	71	0	71	0	+0.0	71	0
Total	20,686	147	66	20,899	9,594	21,244	(649)	20,595	(304)	-1.5	75,383	(54,139)
Covid-19 Tranche 5	0	0	(758)	(758)	(758)	(262)	(496)	(758)	0	+0.0	496	(758)
Covid-19 Recovery Programme	0	0	0	0	53	138	(138)	0	0	+0.0	138	0
Total	20,686	147	(692)	20,141	8,889	21,120	(1,283)	19,837	(304)	-1.5	76,017	(54,897)

Service Grouping Summary

Head of Service	Service Grouping	Original Budget £	Budget C/F From 2020/21 £	In year changes £	Current Budget £	Actuals to 30 September 2021 £	Q2 Forecast £	Funded from Reserves £	Revised Q2 Forecast £	Variance to Current Budget		Comment on Variance to Budget
										£	%	
AD Corporate Resources	Audit	139,621	0	0	139,621	32,109	111,763	0	111,763	(27,858)	-20.0	Carry an auditor vacancy from April to August has contributed to the underspend.
AD Corporate Resources	Commercial Estates	(2,728,509)	26,676	0	(2,701,833)	(2,375,102)	(3,170,886)	0	(3,170,886)	(469,053)	-17.4	Income: CIS income £67.2k better than budget due to retaining tenants but dropped since last report due to 3 months rent free due on Hitchin property (non-break of lease contractual obligation). Industrial income forecast dropped by £6k due to delay in renewals. OTC £218k better than forecast as lease being brought to an end later and fall in income delayed. Buildings: CIS business rates £21k better (fewer voids) and service charges £8.75k better. Industrial maintenance forecast to be £8k lower, £20 lower industrial business rates as units are let and small savings in utilities. OTC £25k reduction in maintenance forecast as remediation works cover some of annual spend this year. £6k saving at SIEC as some costs taken in house. Supplies and services: CIS has voluntary MRP removed (£111k) as accounted for at corporate level. Management charge has been reduced by £64k in lieu of employee costs increase, £10k increase in consultancy as condition surveys budget missed off.

Service Grouping Summary

												Commercial property £22k worse due to conditions surveys/asbestos surveys budget being missed off budget. Industrial £5k better on consultancy fees.
AD Corporate Resources	Corporate Finance	5,333,003	0	0	5,333,003	515,388	5,402,577	0	5,402,577	69,574	+1.3	Additional costs to MRP in realigning impact of commercial property investment with MRP policy
AD Corporate Resources	Democratic & Elections	865,987	0	4,000	869,987	321,804	861,034	0	861,034	(8,953)	-1.0	
AD Corporate Resources	Environmental & Energy Management	(9,668)	0	66,000	56,332	16,634	53,600	0	53,600	(2,732)	-4.8	
AD Corporate Resources	Facilities Management	861,772	30,650	6,400	898,822	456,755	800,207	0	800,207	(98,615)	-11.0	Employees - The Cleaner post has been removed from the establishment. Income & Fees - Additional rent received than what was previously budgeted for. Buildings - Cleaning services moved to Supplies & Services sercop and business rate cost lower than budgeted for as they have been frozen this year. Supplies & Services - Cleaning services moved from Buildings sercop.
AD Corporate Resources	Finance	751,311	0	0	751,311	486,306	852,845	(58,000)	794,845	43,534	+5.8	
AD Corporate Resources	AD Corporate Resources	108,203	0	0	108,203	50,446	104,543	0	104,543	(3,660)	-3.4	
AD Corporate Resources	Human Resources	507,416	0	(4,000)	503,416	215,158	590,050	0	590,050	86,634	+17.2	Staffing is forecast to be overspent and variance from budget as budget didn't account for Kickstart. The worst-case forecast sees an end of financial year pressure of circa £13k, which has been approved through Recovery Programme Board. Additional

Service Grouping Summary

												HR resource for maternity covers and backfill perm resourcing gaps with agency temps due to work demands. Supplies and services are end of system project spend and additional demands on licences budget due to increased contingent/variable workforce.
AD Corporate Resources	Legal	223,940	0	0	223,940	1,825	229,107	0	229,107	5,167	+2.3	
AD Corporate Resources	Public Conveniences	6,400	0	(6,400)	0	(4,224)	91	0	91	91	+0.0	
AD Corporate Resources	Risks & Control	836,122	0	0	836,122	636,498	752,951	0	752,951	(83,171)	-9.9	Reduction in insurance premium cost during the tender process, insurance cover has remained the same.
Covid-19 Tranche 5	Covid 19 Emergency Funding	0	0	(758,000)	(758,000)	(758,000)	(262,014)	(495,986)	(758,000)	0	+0.0	
Covid-19 Recovery Programme	Covid Recovery	0	0	0	0	53,140	138,248	(138,248)	0	0	+0.0	
Chief Operating Officer	Building Control	152,540	0	0	152,540	(357)	130,391	0	130,391	(22,149)	-14.5	
Chief Operating Officer	Business Team	273,829	0	0	273,829	90,220	218,347	0	218,347	(55,482)	-20.3	Employees - Operational Manager is vacant and 2 Environmental Health Officer posts are to be filled in September and October.
Chief Operating Officer	Chief Operating Officer	127,634	0	0	127,634	(3,630,359)	148,421	0	148,421	20,787	+16.3	Small overspend on staffing budget as investment made in skills to improve the Council's Website.
Chief Operating Officer	Closed Churchyards	(13,000)	0	0	(13,000)	0	2,000	0	2,000	15,000	+115.4	Previous savings proposal in budget without appropriate delivery plan. This proposed income cannot be achieved.
Chief Operating Officer	Community Team	581,128	0	0	581,128	248,564	587,056	0	587,056	5,928	+1.0	

Service Grouping Summary

Chief Operating Officer	Council Tax Support	(116,000)	0	0	(116,000)	(365,454)	(127,345)	0	(127,345)	(11,345)	-9.8	Grant funding amounts for administering the CTS scheme from CLG/DLUHC were finalised after the budgets were set.
Chief Operating Officer	Customer Services	899,912	0	0	899,912	436,483	901,400	0	901,400	1,488	+0.2	
Chief Operating Officer	Development Management	(593,723)	0	0	(593,723)	(299,801)	(73,622)	0	(73,622)	520,101	+87.6	Employees - savings on vacant establishment posts c.£85k but forecast spending on agency to cover forecast c.£450k. Income & Fees has dropped owing to suspension of pre-application enquiry service. Supplies and services - £50k for Judicial Review and £10k for tree consultancy services. Investing in building capacity within the team to clear backlog to reduce financial liabilities from Planning Guarantee and pre-application refunds, non-determination appeals and award of costs and to deliver the service improvement agenda.
Chief Operating Officer	Document Centre	191,524	0	0	191,524	123,046	224,986	0	224,986	33,462	+17.5	Delays in the Hybrid Mail HDC/Cambridge City joint project has created a variance of £18K for an agency worker who is now forecast to remain in post until Dec 2021. These delays have also created a £30K variance in salaries, due to the incumbent post holder now required to remain in post until March 2022. No budget has been set for internal recharges; however, recharges are being credited to this code for work still being undertaken by internal printing services currently -£20K.

Service Grouping Summary

Chief Operating Officer	Emergency Planning	11,575	0	0	11,575	14,142	18,305	0	18,305	6,730	+58.1	
Chief Operating Officer	Environmental Health Admin	131,850	0	0	131,850	55,171	123,532	0	123,532	(8,318)	-6.3	
Chief Operating Officer	Environmental Protection Team	383,833	0	0	383,833	114,097	328,020	0	328,020	(55,813)	-14.5	Cost centre affected by Covid grant carried forward from 21-21 and the additional operational costs (overtime and mileage for direct staff plus additional temporary staff) associated with delivering Covid duties under the grant.
Chief Operating Officer	Head of Community	0	0	0	0	(1,145)	(1,145)	0	(1,145)	(1,145)	+0.0	
Chief Operating Officer	Housing Benefits	1,430,164	0	0	1,430,164	2,413,968	1,534,143	0	1,534,143	103,979	+7.3	Income and Fees / Benefit & Transfer Payments - figures have been revised following mid-year review of position. This is always a volatile budget to forecast made more difficult by the on-going impact of the pandemic.
Chief Operating Officer	Housing Miscellaneous	27,158	0	0	27,158	17,863	(915)	0	(915)	(28,073)	-103.4	Employees - Part time vacant grade C post. Income & Fees - St Neots Mobile Home Park (MHP) Ground Rent Income generated expected to be larger than budgeted. Supplies & Services - Electricity & Water costs expected to be lower than budgeted. Unknown water leak repaired in year.
Chief Operating Officer	Housing Needs	1,142,188	0	0	1,142,188	187,565	1,055,599	0	1,055,599	(86,589)	-7.6	The current underspend is as a result of a reduction in the funding requirement for the Homelessness Trailblazer programme (now mainstreamed as business as usual) and additional Homelessness Prevention Grant (HPG) and Rough

Service Grouping Summary

												<p>Sleeping Initiative (RSI) funding received from MHCLG. The HPG grant will fund homelessness prevention activities during the year as we start to see more of the economic impact of the pandemic as it affects homelessness. It is anticipated that a proportion of this additional grant funding will not be committed this year and, as a ringfenced grant, be put into a reserve for 2022/23.</p>
Chief Operating Officer	Licencing	(52,516)	0	0	(52,516)	(61,464)	(69,870)	0	(69,870)	(17,354)	-33.0	<p>Employees - Operational Manger is vacant but is being covered by Licensing Manager, so a saving is generated. Income & Fees - Licensing income is down due to a range of Covid-19 related factors/restrictions across all areas of licensing.</p>
Chief Operating Officer	Local Tax Collection	(227,770)	0	0	(227,770)	(111)	(228,394)	0	(228,394)	(624)	-0.3	
Programme Delivery Manager	Programme Delivery	70,929	0	0	70,929	35,121	70,582	0	70,582	(347)	-0.5	
Growth Manager	Economic Development	183,537	0	0	183,537	228,152	704,198	(475,793)	228,405	44,868	+24.4	<p>ARG £60,000 overspend to be funded from new burdens grant (agreed with S151 officer). Market Towns Programme - £415,793 to be funded from reserves. £25,000 overspend for ED website and maintenance although hoped to be covered by year end underspend (risk agreed with D. Edwards). £19,871 FHSF costs are included in the forecast but are being funded from Reserves.</p>

Service Grouping Summary

Growth Manager	Planning Policy	583,868	0	0	583,868	262,831	505,982	0	505,982	(77,886)	-13.3	CIL - £15k underspent however costs are forecast within the council (recharges etc). Strategic Planning & Strategic Sites - £64k additional income.
Growth Manager	Public Transport	24,000	0	0	24,000	8,545	24,000	0	24,000	0	+0.0	
Growth Manager	Transportation Strategy	0	0	0	0	0	0	0	0	0	+0.0	
Housing Manager	Housing Strategy	179,664	0	0	179,664	87,125	178,002	0	178,002	(1,662)	-0.9	
Corporate Leadership	Directors	522,855	0	0	522,855	279,883	525,119	0	525,119	2,264	+0.4	
Corporate Leadership	Executive Support & Business Planning	96,525	0	0	96,525	49,186	132,675	0	132,675	36,150	+37.5	Overspend due to communications manager post.
AD Transformation	Transformation	297,574	47,741	0	345,315	288,911	408,243	(115,000)	293,243	(52,072)	-15.1	Some transformation projects have been delayed waiting for capacity within 3C ICT and there has not been demand on Transformation from service managers. These two factors have resulted in lower spend on external resources and no pressure to scale headcount resulting in a lower spend compared to budget. We have also attracted grant funding from external sources to support our strategic priorities reducing our draw from reserves.
Head of Operations	Car Park - On Street	(131,724)	0	0	(131,724)	(113,119)	(18,163)	0	(18,163)	113,561	+86.2	Sites are collected on behalf of CCC, income lower due to removal of chargeable bays in St Ives and St Neots. As income is paid back to CCC this does not impact HDC base line.
Head of Operations	Car Parks - Off Street	(546,599)	0	0	(546,599)	(517,878)	(843,954)	0	(843,954)	(297,355)	-54.4	Variance of income and fees relates to received income compensation. 21/22 I&F

Service Grouping Summary

												forecast is in line with budget of £1.89m Variance of employees is due to employees assigned to incorrect budget codes. Increased spend on business rates
Head of Operations	CCTV	(91,393)	0	0	(91,393)	(3,246)	(62,709)	0	(62,709)	28,684	+31.4	Projected increase income for commercialization will not arrive this FY.
Head of Operations	CCTV Shared Service	219,128	0	0	219,128	341,600	322,118	0	322,118	102,990	+47.0	2 staff have been employed to take care of long-term sickness.
Head of Operations	Countryside	317,477	7,000	0	324,477	133,209	312,662	0	312,662	(11,815)	-3.6	
Head of Operations	Fleet Management	310,856	0	0	310,856	121,983	288,393	0	288,393	(22,463)	-7.2	Employees: (£22k) 2 vacancies, utilising Kick Starters since April, filled one Vacancy with Kick starter 11/10/2021
Head of Operations	Green Spaces	479,318	0	0	479,318	432,373	598,490	0	598,490	119,172	+24.9	£21k Employees: GM Market supplement to match similar jobs in the area. £81k Incofees: GM S106 no longer coded to GM, reduced and goes to Parks & OS. £13k Supplies: ARB Increased subcontractor costs to keep up with commitments.
Head of Operations	Head of Operations	301,658	0	0	301,658	255,446	202,040	0	202,040	(99,618)	-33.0	The current head of operations is being seconded to another role and vacant posts within the Operation Business Support has led to a large underspend
Head of Operations	Markets	(43,495)	0	0	(43,495)	55,640	34,487	0	34,487	77,982	+179.3	Market trader rents agreed suspension for Q1 and Q2 by portfolio holder and leader
Head of Operations	Parks and Open Spaces	330,296	0	0	330,296	196,774	405,205	0	405,205	74,909	+22.7	(£10k) Buildings; SDVD Works done only when there is a reported problem with residents' septic tank, none so far this year. £61k Supplies & Buildings; W Impact of flood risk management survey done, previous estimate of £70k

Service Grouping Summary

												reported to members in briefing. Awt Comments for P&OS.
Head of Operations	Street Cleansing	739,779	0	0	739,779	441,474	801,255	0	801,255	61,476	+8.3	£81k Supplies: Litter bin removal projected savings cancelled. (£25) Supplies: Subcontractor litter picking from A14/A1 staffing shortages, so unable to complete.
Head of Operations	Waste Management	2,736,024	0	0	2,736,024	822,120	2,417,855	0	2,417,855	(318,169)	-11.6	Incofees; (£83k) Increased Bulky revenue due to Covid; (£47k) recycling credits improved recycling as people at home; (£76k) improved Trade Waste sales; £44k Bin delivery income reduced as no current method to forecast; £13k 2nd Green Bin income reduced based on current volumes, this may improve as "queries" are resolved around the new years DD's, as income comes in later. Supplies; (£251k) reduced recycling collection cost raw material rebate due to increased recycle commodity rates; £48k increased waste disposal costs for Trade; £20k Increased spend on bin bags.
Head of Leisure & Health	Head of Leisure & Health	86,775	0	0	86,775	42,680	86,063	0	86,063	(712)	-0.8	
Head of Leisure & Health	One Leisure Active Lifestyles	186,531	35,000	0	221,531	57,217	232,458	0	232,458	10,927	+4.9	Q2 Forecast is that the service will be on budget at Year end. Income & Fees: severely impacted by Covid restrictions in Quarter 1; recovery is continuing in the right direction but still some reluctance of participants. Some restrictions on numbers remain (venue operator rules). New contract with Huntingdonshire Cancer Care Network agreed.

Service Grouping Summary

												Some elements of MTFS Technology bid likely to be delayed despite best efforts of service to keep on track due to challenges from a/ Covid recovery and impacts of furlough, b/ Transformation (technology suggested no longer considered) suitable to next year and c/ 3CICT retention of skills and capacity to support (revenue) (as advised by AD Transformation). Request for carry forward of revenue funding likely (circa £15k). Employees: Staff turnover, vacancies and reduced variable costs helping to off-set reduced income - being managed to mitigate impact of Covid on income. Supplies & Services: Playing Pitch Strategy/Built Facilities Strategies (£35k) not in budget but included in forecast due to Accountancy rules. To be funded by reserves; will NOT be a cost to Active Lifestyles at year end.
Head of Leisure & Health	Huntingdon Leisure Centre	18,575	0	0	18,575	205,534	221,606	0	221,606	203,031	+1,093.0	Headline: The overall budget for One Leisure facilities was a deficit of £249K
Head of Leisure & Health	Leisure Centres Corporate	348,967	0	0	348,967	124,198	296,629	0	296,629	(52,338)	-15.0	The current forecast for One Leisure facilities is a deficit of £208K showing a saving of £41K against budget target
Head of Leisure & Health	One Leisure Management Team	(83,362)	0	0	(83,362)	918,645	(1,027,065)	0	(1,027,065)	(943,703)	-1,132.1	Income budget – which was set based on a recovery trajectory and based on the facilities and services being 100% open from April 1 st was £4.9M
Head of Leisure & Health	Ramsey Leisure Centre	91,809	0	0	91,809	95,804	169,454	0	169,454	77,645	+84.6	

Service Grouping Summary

Head of Leisure & Health	St Ives Leisure Centre	(196,654)	0	0	(196,654)	237,107	204,659	0	204,659	401,313	+204.1	<p>Restrictions have meant that the service has been operating sub capacity since April 1st throughout Q1 until we were able to lift all capacity restrictions on 19th July. Q1 forecasts were set using the industry guided recovery metrics. However, with a Q1 baseline and analysis of trends to be able to compare and contrast on previous years, is allowing more confidence in the forecasted position and growth rate. The winter months in previous years have always been the most productive months in terms of net position and this is expected to continue, however the exact level still has an element of uncertainty.</p> <p>Actual income levels are forecasted as being just under the budget target of £4.9M – and this includes an income compensation scheme grant of £750K (but only at 75p for every £1 of income lost. In Q1 this grant was expected to be around the £1M level so in real terms Q2 has seen an increase in income projection.</p> <p>This must be heavily caveated that the forecast does not take into account any further disruptions to the service by future COVID restrictions or negative customer behaviours. Swimming is performing ahead of the planned recovery, with swimming lessons now</p>
Head of Leisure & Health	St Ives Outdoor Centre	91,815	0	0	91,815	134,826	211,433	0	211,433	119,618	+130.3	
Head of Leisure & Health	St Neots Leisure Centre	(22,333)	0	0	(22,333)	198,119	119,895	0	119,895	142,228	+636.9	

Service Grouping Summary

												<p>prediction of £3.1M (saving of £600K) with the savings being attributed to areas that have not been fully open – especially swimming lessons and hospitality.</p> <p>Buildings now shows a further saving of around £60K from Q1 as we have been able to much more confidently predict utility usage due to the closures of areas such as Pure Spas and Hospitality.</p> <p>Supplies and Service are in line with budget expectations and service performance with the Marketing budget now fully committed and scoped to support the aforementioned campaigns and promotion</p>
Head of ICT	ICT Shared Service	2,337,595	0	0	2,337,595	4,477,763	2,363,469	0	2,363,469	25,874	+1.1	<p>Addition of items such as IEG4, Unexpected costs relating to recruitment backfill. This has been discussed with the Shared Services board too. We will continue carry out activity to avoid costs/reduce costs over the next 2 quarters to mitigate. Further review of licenses, renewals and non operational support spends.</p>

CAPITAL PROGRAMME

The approved gross capital programme for 2020/21 is £18.169m plus the re-phasing of the £14.558m, together with in year budget of £12.543m giving a revised total Capital Programme for 2021/22 of £45.269m.

The Capital Programme is forecast to have an underspend of £10.678m, comprising underspends, overspends and growth.

The table below shows the capital programme by scheme with proposed rephasing, expenditure to date and forecast outturn.

Due to the Covid 19 pandemic, this has and may continue to affect delivery of some projects in terms of capacity of internal resources and the uncertainty within economical landscape for investments into property.

Capital Project Expenditure Summary

CAPITAL PROGRAMME SUMMARY

Department	Project Code	Description	Lead Officer	Original Budget 2021/22 £	Latest Budget 2021/22 £	YTD Actual 2021/22 £	Q2 Forecast 2021/22 £	Forecast Variance 2021/22 £	Comment on Variances over £10,000
Corporate Resources	100001	Bridge Place Car Park Const	Claire Edwards	0	345,592	7,995	345,592	0	
Corporate Resources	100006	Bldg Efficiency - Salix Funding	Mark Houston	0	0	3,448	38,893	38,893	Pay back of Salix funding project - need to view budget to cover costs
Corporate Resources	100035	Retro-Fit Buildings	Mark Houston	0	227,501	0	227,501	0	
Corporate Resources	100054	Oak Tree Remedial Work	Jackie Golby	0	1,787,248	130,075	875,000	(912,248)	Richard Herrmann Associates have been replaced, the project scope has been reduced with expected savings.
Corporate Resources	100056	Alms Close	Jackie Golby	0	0	1,885	41,790	41,790	
Corporate Resources	100059	Health and Safety Works on Commercial Properties	Jackie Golby	35,000	50,499	0	50,499	0	
Corporate Resources	100060	Energy Efficiency Works at Commercial Properties	Jackie Golby	10,000	76,051	0	70,000	(6,051)	
Corporate Resources	100061	VAT Exempt Capital	Claire Edwards	24,000	24,000	0	24,000	0	
Corporate Resources	100063	Company Share Investment	Claire Edwards	0	100,000	0	100,000	0	
Corporate Resources	100085	Huntingdon Redevelopment	Claire Edwards	0	8,500,000	0	8,500,000	0	Will not happen until feasibility study is completed
Corporate Resources	100092	Lighting - Loves Farm Footpath	Mark Houston	0	16,000	8,120	8,237	(7,763)	
Corporate Resources	100109	Capita & Payment Portal Upgrade	Claire Edwards	15,000	15,000	0	15,000	0	
Corporate Resources	100111	Estates Roof Replacement	Jackie Golby	130,000	130,000	0	130,000	0	
Corporate Resources	100112	Re-Letting Enhancement Works	Jackie Golby	250,000	250,000	0	250,000	0	

Capital Project Expenditure Summary

Corporate Resources	100113	Re-Letting Incentives	Jackie Golby	150,000	150,000	0	150,000	0	
Corporate Resources	100115	PFH - BMS	Mark Houston	115,000	85,000	0	0	(85,000)	No longer required due to Salix s31 funding
Corporate Resources	100122	Skills Fund	Mark Houston	0	20,948	20,948	20,948	0	Fully grant funded scheme
Corporate Resources	100126	Pathfinder House Decarbonisation Scheme	Mark Houston	0	1,513,700	645,697	1,513,700	0	Salix s31 grant funding
Corporate Resources	100127	OL Ramsey Decarbonisation Scheme	Mark Houston	0	2,269,193	875,273	2,269,193	0	Salix s31 grant funding
Corporate Resources	100129	Upgrade/Replacement of Public Toilets	Mark Houston	0	260,000	0	260,000	0	CPCA Accelerated funding
Corporate Resources	100131	Sites for SMEs	Jackie Golby	0	37,300	0	37,300	0	CPCA Accelerated funding
Corporate Resources	100136	Smarter Towns	Claire Edwards	0	91,000		91,000		
Transformation	100081	Robotics	Tony Evans	0	50,000	0	0	(50,000)	Project has been stopped due to lacking a business case to proceed, the organisation is not in a position to currently generate a return on investment in robotics. The provision of SaaS robotics tools within the Office 365 solution changes the likely nature of this project.
Transformation	100096	Audio Visual Equipment	Tony Evans	15,000	45,000	0	0	(45,000)	COVID related funding has been used to deliver some changes to AV equipment. Further spending is on hold until a complete understanding of the future operating model and ways of working of the council is understood to ensure the most appropriate spend of capital.
Transformation	100098	Voice Bots	Tony Evans	0	34,000	0	4,000	(30,000)	
Transformation	100124	Data Warehouse & GIS	Tony Evans	16,000	16,000	0	9,335	(6,665)	
Chief Operating Officer	100064	Printing Equipment	Andy Lusha	0	16,000	0	13,714	(2,286)	

Capital Project Expenditure Summary

Chief Operating Officer	100075	Environmental Health Software	Finlay Flett	0	0	18,145	18,145	18,145	Programme Manager invoice from Dec 20 received late, Licence for Civica APP for 2021/22 to ensure manual migration of data can take place, and additional data migration costs from March 2021. All approved by Project Sponsor.
Chief Operating Officer	100082	Traveller Security Improvements	Finlay Flett	0	0	6,952	6,952	6,952	Works delayed from previous year primarily due to covid issues. All works completed now.
Chief Operating Officer	100106	Replacement Corporate Scanners	Andy Lusha	25,000	25,000	0	21,429	(3,571)	
Chief Operating Officer	100125	Conservation Area Appraisals	Jacob Jaarsma	47,000	47,000	0	47,000	0	
Chief Operating Officer	100135	Mobile Home Park - Electrical Works	Finlay Flett	0	30,000	6,180	30,000	0	
Growth	100047	Community Infrastructure	Claire Burton	0	5,560,798	0	5,560,798	0	Forecast shows all of the expected 21/22 payments to external organisations from the CIL pot
Growth	100076	A14 Upgrade	Clara Kerr	200,000	600,000	0	400,000	(200,000)	Confirmation received saying we owe 2 years' worth of contributions; budget was set for 3 years to be paid in 21/22.
Growth	100077	Housing Company	Clara Kerr	0	206,000	0	0	(206,000)	Delayed spend and may be that project will not go ahead at all.
Growth	100114	Market Towns Programme	Clara Kerr	350,000	350,000	0	300,000	(50,000)	£300k from CPCA will be received to cover this cost
Growth	100123	Future High Streets	Clara Kerr	12,300,000	12,758,748	0	5,947,492	(6,811,256)	Budget was included for the full cost of the project which will be delivered over the next 3 years to be completed by March 2024. Therefore, the underspend will be automatically carried forward into future years.
Growth	100132	Bicycle Kitchen	Claire Burton	0	15,000	0	15,000	0	CPCA Accelerated funding
Growth	100133	Wayfinding & Info - Digital Screens	Clara Kerr	0	200,000	0	200,000	0	CPCA Accelerated funding
3CICT	100090	Wi-Fi Access Points	Sagar Roy	0	12,000	0	12,000	0	

Capital Project Expenditure Summary

3CICT	100101	Mobile Phones Replacement	Sagar Roy	65,000	65,000	0	65,000	0	
3CICT	100102	Telephony Replacement	Sagar Roy	200,000	200,000	0	200,000	0	
3CICT	100103	Shared Data Centre Capacity	Sagar Roy	39,000	39,000	0	39,000	0	
3CICT	100104	Information@Work Consolidation	Sagar Roy	20,000	20,000	0	20,000	0	
3CICT	100105	GIS Test Environment	Sagar Roy	16,000	16,000	0	16,000	0	
Leisure & Health	100018	OL St Neots Synthetic Pitch	Jonathon Clarke	0	14,558	14,558	14,558	0	£14,559 is due from Sports England as a final grant payment. Process underway to claim back.
Leisure & Health	100020	Leisure Cents - Future Improve	Paul France	296,000	436,000	88,698	443,737	7,737	
Leisure & Health	100023	Sn Leis C - Gen Improve (Cs)	Paul France	0	0	(625)	0	0	
Leisure & Health	100024	St Ivo - General Improve (Cs)	Paul France	0	0	(4,006)	0	0	
Leisure & Health	100058	One Leisure Ramsey 3G	Martin Grey	0	837,425	303,156	820,386	(17,039)	£120,000 to be funded from the CIL pot, £26,549 to be funded from S106. £461,295 football foundation money has been received, 5% FF to be kept back.
Leisure & Health	100078	OL St Ives Changing Rooms	Chris Keeble	0	304,603	280,434	291,928	(12,675)	150k to be funded from CIL, £50k was underspent on the OL Future Improvements project code in 20/21 has been moved over to here for spend in 21/22. Total spend is forecasted.
Leisure & Health	100108	One Leisure CCTV Upgrade	Paul France	110,200	110,200	0	114,899	4,699	
Operations	100028	Lone Worker Software	Eddy Gardener	0	20,000	0	17,143	(2,857)	
Operations	100037	CCTV - Camera Replacements	Eddy Gardner	0	0	(50,508)	0	0	
Operations	100039	Play Equipment	Helen Lack	30,000	51,256	22,138	50,500	(756)	
Operations	100040	Wheeled Bins	Andrew Rogan	254,000	254,000	120,795	247,479	(6,521)	

Capital Project Expenditure Summary

Operations	100043	Vehicles & Plant	Andrew Rogan	1,396,000	1,443,054	830,862	1,443,054	0	
Operations	100066	Operations Back Office	Helen Lack	0	0	5,527	5,527	5,527	
Operations	100073	Parking Strategy	George McDowell	80,000	169,500	(21,487)	76,516	(92,984)	
Operations	100074	Park Fencing	Helen Lack	13,000	13,000	733	7,235	(5,765)	
Operations	100083	Godmanchester Mill Weir Improvements	Andrew Rogan	0	426,870	426,870	426,870	0	Fully funded from grants
Operations	100084	St Ives Park	Helen Lack	0	57,768	0	57,768	0	Fully funded from CIL
Operations	100091	Civil Parking Enforcement	George McDowell	0	217,000	0	186,000	(31,000)	
Operations	100093	Secure Cycle Storage	George McDowell	87,600	272,000	0	233,143	(38,857)	Fully funded from CIL
Operations	100094	Districtwide Signage	Matthew Chudley	0	70,000	0	60,000	(10,000)	
Operations	100095	Hinchingsbrooke Country Park	Judith Arnold	0	1,546,049	9,831	200,000	(1,346,049)	
Operations	100100	St Neots Riverside Park Path/Cycle Imps	Matthew Chudley	0	450,000	7,067	7,067	(442,933)	Fully funded from CIL
Operations	100116	Additional EV Charge Points	George McDowell	30,000	30,000	0	0	(30,000)	This was additional budget set aside by the members for EV charging points. Since then we were able to secure CPCA funding, so this budget so no longer needed
Operations	100118	Parklets	Helen Lack	0	206,000	33,544	210,115	4,115	CPCA Accelerated funding
Operations	100119	Solar Benches	Helen Lack	0	22,500	0	19,286	(3,214)	CPCA Accelerated funding
Operations	100120	Covered Benches	Helen Lack	0	22,500	0	19,286	(3,214)	CPCA Accelerated funding
Operations	100121	Town Walks	Helen Lack	0	34,000	9,031	38,174	4,174	CPCA Accelerated funding
Operations	100128	Modern Waste Solutions	Matthew Chudley	0	66,348	60,000	116,869	50,521	CPCA Accelerated funding

Capital Project Expenditure Summary

Operations	100130	Market Trader Pop Ups	George McDowell	0	35,000	12,066	42,066	7,066	CPCA Accelerated funding
Operations	100134	Places to Dwell	Helen Lack	0	55,000	0	47,143	(7,857)	CPCA Accelerated funding
Housing	100007	Disabled Facilities Grants	Pamela Scott	1,850,000	1,850,000	563,677	1,450,000	(400,000)	Spending is dependent on referrals from Occupational Health to Cambs HIA, there is a backlog of work from last year due to Covid-19 restrictions and staffing issues. Also, it is taking Contractors longer to complete work and submit invoices for the same reason.
HDC Total				18,168,800	45,269,209	4,437,077	34,591,266	(10,677,943)	

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**Public
Key Decision - No**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title: Treasury Management 6 Month Performance Review

Meeting/Date: Cabinet – 18th November 2021

Executive Portfolio: Executive Councillor for Strategic Finance

Report by: Chief Finance Officer

Ward(s) affected: All Wards

Executive Summary:

Best practice and prescribed treasury management guidance requires Members to be kept up to date in respect of treasury management activity for the first half of the year, including investment and borrowing activity and treasury performance.

The Council's 2021/22 Treasury Management Strategy was approved by the Council on the 24th February 2021 and this report sets out the Treasury Performance for period between 1st April 2021 and 30th September 2021.

The main purpose of Treasury Management is to.

- Ensure the Council has sufficient cash to meet its day to day obligations.
- Borrow when necessary to fund capital expenditure, including borrowing in anticipation of need when rates are low.
- Invest surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest.

The key market Treasury Management issues through the first half of 2021/22 influencing the Council's decision-making were.

- GDP was up by 5.5% quarter to quarter, household consumption was the largest factor. Annual CPI rose to 3.2% in August, with unemployment rates falling to 4.6% (July). It is forecast that CPI might rise slightly above 4% by the last 3 months of 2021.

- The Bank of England (BoE) held Bank Rate at 0.1% throughout the period
- Market rates as a whole are very low, due to the Bank Rate remaining historically low, reducing the Council's ability to earn a return on investments without increasing the risk of the investments. The Council's average investing rate was 0.02% (excluding loans to organisations and the property fund).

The Council's responses to the key issues were.

- When the Council has surplus funds, these will primarily be invested on a short term basis, in bank deposit accounts and money market funds.
- Where possible to take a higher return without sacrificing liquidity.
- When borrowing the Council has used the Public Works Loan Board (PWLB), which offers low fixed rate borrowing, based on gilt yields over a long period.
- Where economic conditions are forecast to deteriorate it is vital to monitor financial institutions credit rating, and credit default swap rates (the cost to insure lending). This information is provided by the Council's treasury adviser - Arlingclose.

The Council's Commercial Investment Strategy (CIS)

The Commercial Investment Strategy commenced in 2015/16. Indicators relating to the investments are shown in **Appendix A section 3.5**.

These investments generated £2.4m of investment income for the Council in 2021/22 after taking account of direct costs. The breakdown of the property's portfolio is shown in **Table 6** and the proportion of the investment income in relation to gross service expenditure, in **Table 7 of Appendix A**.

Recommendation(s):

The Cabinet is recommended to

- Note the treasury management performance for the first 6 months of 2021/22 and to recommend the report to Council for consideration.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to update Members on the Council's treasury management activity for the first 6 months of the year, including investment and borrowing activity and treasury performance.

2. BACKGROUND

- 2.1 It is regarded as best practice and prescribed treasury management practice, that Members are kept up to date with treasury management activity.
- 2.2 The Council approved the 2021/22 Treasury Management Strategy at its meeting on 24th February 2021.
- 2.3 All treasury management activity undertaken during the first half of 2021/22 complied with the CIPFA Code of Practice and relevant legislative provisions.
- 2.4 The investment strategy is to invest any surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest. The Council's borrowing strategy permits borrowing for cash flow purposes and funding current and future capital expenditure over whatever periods are in the Council's best interests.

3. ANALYSIS

Economic Review

- 3.1 An economic review of the year has been provided by our Treasury Management advisors, Arlingclose and is attached with an analysis of the local context implications in **Appendix A section 2.0**.

Performance of Council Funds

- 3.2 The treasury management transactions undertaken during the first 6 months of 2021/22 financial year and the details of the investments and loans held as at 30th September 2021 are shown in detail in **Appendix A section 3.0 to 3.3**.

Risk Management

- 3.3 The Council's primary objectives for the management of its investment are to give priority to the security and liquidity (how quickly cash can be accessed) of its funds before seeking the best rate of return. For more details see **Appendix A section 3.4**.

Non-Treasury Investments

- 3.5 The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial return. The full details of these investments can be found on **Section 3.5 of Appendix A.**

Compliance

4. **COMPLIANCE WITH SPECIFIC INVESTMENT AND DEBT LIMITS ARE INDICATED IN TABLES 8 AND 9 OF APPENDIX A.**

Treasury Management Indicators

5. The Council measures and manages its exposure to treasury management risks using indicators which are details in the **Appendix A section 5.**

6. COMMENTS OF OVERVIEW & SCRUTINY

- 6.1 The Panel discussed the Treasury Management - Six Month Review at its meeting on 3rd November 2021.
- 6.2 In response to a question from Councillor Chapman regarding empty units at the Rowley Arts Centre, the Panel heard that the CIS was exceeding its budgeted income targets and that the team were working hard to fill vacant units with sustainable options which would benefit the local community and local economy.
- 6.3 Following a question from Councillor Wakeford, the Panel heard that environmental impact is very much considered as part of the Councils work and future planning.
- 6.4 The Panel welcomed the report and encourage the Cabinet to endorse the recommendations contained within the report.

List of Appendices;

Appendix A

- Economic review (source: Arlingclose)
- Borrowing and Investment as at 30th September 2021
- Risk Management
- Non-treasury Investments
- Treasury Management Indicators
- Outlook for the remainder of 2021/22
- Revisions to CIPFA Codes

Appendix B

- Capital Prudential Indicators

Appendix C

- Glossary

CONTACT OFFICER

Eric Symons, Chief Finance Officer

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Treasury Management 6 Month Performance Review

1.0 Introduction

The Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Council to approve treasury management semi-annual and annual reports.

The Council's treasury management strategy for 2021/22 was approved at a meeting on 24th February 2021. The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remain central to the Council's treasury management strategy.

The 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Council's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 24th February 2021.

2.0 External Context

2.1 Economic background

The economic recovery from coronavirus pandemic continued to dominate the first half of the financial year. By the end of the period over 48 million people in the UK had received their first dose of a COVID-19 vaccine and almost 45 million their second dose.

The Bank of England (BoE) held Bank Rate at 0.1% throughout the period and maintained its Quantitative Easing programme at £895 billion, unchanged since the November 2020 meeting. In its September 2021 policy announcement, the BoE noted it now expected the UK economy to grow at a slower pace than was predicted in August, as the pace of the global recovery had shown signs of slowing and there were concerns inflationary pressures may be more persistent. Within the announcement, Bank expectations for GDP growth for the third (calendar) quarter were revised down to 2.1% (from 2.9%), in part reflecting tighter supply conditions. The path of CPI inflation is now expected to rise slightly above 4% in the last three months of 2021, due to higher energy prices and core goods inflation. While the

Monetary Policy Committee meeting ended with policy rates unchanged, the tone was more hawkish.

Government initiatives continued to support the economy over the quarter but came to an end on 30th September 2021, with businesses required to either take back the 1.6 million workers on the furlough scheme or make them redundant.

The latest labour market data showed that in the three months to July 2021 the unemployment rate fell to 4.6%. The employment rate increased, and economic activity rates decreased, suggesting an improving labour market picture. Latest data showed growth in average total pay (including bonuses) and regular pay (excluding bonuses) among employees was 8.3% and 6.3% respectively over the period. However, part of the robust growth figures is due to a base effect from a decline in average pay in the spring of last year associated with the furlough scheme.

Annual CPI inflation rose to 3.2% in August, exceeding expectations for 2.9%, with the largest upward contribution coming from restaurants and hotels. The Bank of England now expects inflation to exceed 4% by the end of the calendar year owing largely to developments in energy and goods prices. The Office of National Statistics' (ONS) preferred measure of CPIH which includes owner-occupied housing was 3.0% year/year, marginally higher than expectations for 2.7%.

The easing of restrictions boosted activity in the second quarter of calendar year, helping push GDP up by 5.5% q/q (final estimate vs 4.8% q/q initial estimate). Household consumption was the largest contributor. Within the sector breakdown production contributed 1.0% q/q, construction 3.8% q/q and services 6.5% q/q, taking all of these close to their pre-pandemic levels.

2.2 Financial markets

Monetary and fiscal stimulus together with rising economic growth and the ongoing vaccine rollout programmes continued to support equity markets over most of the period, albeit with a bumpy ride towards the end. The Dow Jones hit another record high while the UK-focused FTSE 250 index continued making gains over pre-pandemic levels. The more internationally focused FTSE 100 saw more modest gains over the period and remains below its pre-crisis peak.

Inflation worries continued during the period. Declines in bond yields in the first quarter of the financial year suggested bond markets were expecting any general price increases to be less severe, or more transitory, that was previously thought. However, an increase in gas prices in the UK and EU, supply shortages and a dearth of HGV and lorry drivers with companies willing to pay more to secure their services, has caused problems for a range of industries and, in some instance, lead to higher prices.

The 5-year UK benchmark gilt yield began the financial year at 0.36% before declining to 0.33% by the end of June 2021 and then climbing to 0.64% on 30th September. Over the same period the 10-year gilt yield fell from 0.80% to 0.71% before rising to 1.03% and the 20-year yield declined from 1.31% to 1.21% and then increased to 1.37%.

2.3 Credit review

Credit default swap spreads were flat over most of period and are broadly in line with their pre-pandemic levels. In late September spreads rose by a few basis points due to concerns around Chinese property developer Evergrande defaulting but are now falling back. The gap in spreads between UK ringfenced and non-ringfenced entities continued to narrow, but Santander UK remained an outlier compared to the other ringfenced/retail banks. At the end of the period Santander UK was trading the highest at 53bps and Lloyds Banks Plc the lowest at 32bps. The other ringfenced banks were trading between 37-39bps and Nationwide Building Society was 39bps.

Over the period Fitch and Moody's upwardly revised to stable the outlook on a number of UK banks and building societies on our counterparty list, recognising their improved capital positions compared to last year and better economic growth prospects in the UK.

Fitch also revised the outlooks for Nordea, Svenska Handelsbanken and Handelsbanken plc to stable from negative. The rating agency considered the improved economic prospects in the Nordic region to have reduced the baseline downside risks it previously assigned to the lenders.

The successful vaccine rollout programme is credit positive for the financial services sector in general and the improved economic outlook has meant some institutions have been able to reduce provisions for bad loans. While there is still uncertainty around the full extent of the losses banks and building societies will suffer due to the pandemic-related economic slowdown, the sector is in a generally better position now compared to earlier this year and 2020.

At the end of the period Arlingclose had completed its full review of its credit advice on unsecured deposits. The outcome of this review included the addition of NatWest Markets plc to the counterparty list together with the removal of the suspension of Handelsbanken plc. In addition, the maximum duration for all recommended counterparties was extended to 100 days.

As ever, the institutions and durations on the Authority's counterparty list recommended by treasury management advisors Arlingclose remain under constant review.

3.0 Local Context

On 31st March 2021, the Council had theoretical net investments of £66.3m (this level may not be reached due to daily cashflows) arising from its revenue income and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

	31.3.21 Actual £m
General Fund CFR	71.4
Less: *Other debt liabilities	0.6
Total CFR	70.8
External borrowing	39.6
Internal borrowing	31.2
Less: Usable reserves	72.4
Less: Working capital	25.1
Net (Investing) or New Borrowing	(66.3)

The Council pursued its strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, to reduce risk and keep interest costs low. The treasury management position as at 30th September 2021 and the change during the year is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.21 Balance £m	Movement £m	30.9.21 Balance £m	30.9.21 Rate %
Long-term borrowing	39.60	(0.50)	39.10	2.82
Short-term borrowing	0.00	0.00	0.00	0.00
Total borrowing	39.60	(0.50)	39.10	
Long-term investments	4.00	0.00	4.00	3.60
Short-term investments	0.00	0.00	0.00	
Cash and cash equivalents	28.08	25.59	53.67	0.10
Total investments	32.08	25.59	57.67	
Net borrowing/Investing ()	7.52	26.09	(18.57)	

The movement in the cash and cash equivalent has been as result of council tax and NNDR receipts and Government cash funding for Covid 19 (reduction of payments to Central Government and increased S31 Grant income); these funds were invested in bank deposits and Money Market Funds for easy access and liquidity reasons.

3.1 Borrowing Strategy during the period

At 30th September 2021, the Council held £39.10m of loans, a decrease of £0.5m from 31st March 2021. Outstanding loans on 30th September are summarised in Table 3 below.

Table 3: Borrowing Position

	31.3.21 Balance £m	Net Movement £m	30.9.21 Balance £m	30.9.21 Weighted Average Rate %	30.9.21 Weighted Average Maturity (years)
Public Works Loan Board	39.60	(0.50)	39.10	2.82%	23
Local authorities (short-term)	0.00	0.00	0.00	0.00%	0
Total borrowing	39.60	(0.50)	39.10	2.82%	23

The Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over

the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective.

With short-term interest rates remaining much lower than long-term rates, the Council considered it to be more cost effective in the near term to use internal resources or short-term loans instead. The Council had not used short-term loans facility so far in this financial year.

Although it was anticipated that the Council's CFR would increase due to the capital programme, delays in the capital programme due to the pandemic no new loans have been taken out.

Long-dated Loans borrowed	PWLB Reference	Amount £	Rate %	Period (Years)
PWLB 1	495152	5,000,000	3.91	37
PWLB 2	495153	5,000,000	3.90	36
PWLB 3	502463	327,308	2.24	2
PWLB 4	504487	665,620	3.28	25
PWLB 5	504598	884,429	3.10	25
PWLB 6	504810	383,842	2.91	25
PWLB 7	504922	358,305	3.10	26
PWLB 8	504993	290,191	2.92	26
PWLB 9	505255	573,800	2.31	26
PWLB 10	505372	440,567	2.18	26
PWLB 11	505649	788,039	2.67	26
PWLB 12	506436	5,000,000	2.78	16
PWLB 13	508696	7,291,685	2.49	17
PWLB 14	508931	133,333	1.48	1
PWLB 15	509389	11,963,000	2.18	18
Total borrowing		39,100,120	2.82	23

The Council's borrowing decisions are not predicated on any one outcome for interest rates and a balanced portfolio of short- and long-term borrowing was maintained.

3.2 PWLB guidance and terms and conditions changes

HM Treasury published further guidance on PWLB borrowing in August 2021 providing additional detail and clarifications predominantly around the definition of an 'investment asset primarily for yield'. The principal aspects of the new guidance are:

- Capital expenditure incurred or committed to before 26th November 2020 is allowable even for an 'investment asset primarily for yield'.

- Capital plans should be submitted by local authorities via a DELTA return. These open for the new financial year on 1st March and remain open all year. Returns must be updated if there is a change of more than 10%.
- An asset held primarily to generate yield that serves no direct policy purpose should not be categorised as service delivery.
- Further detail on how local authorities purchasing investment assets primarily for yield can access the PWLB for the purposes of refinancing existing loans or externalising internal borrowing.
- Additional detail on the sanctions which can be imposed for inappropriate use of the PWLB loan. These can include a request to cancel projects, restrictions to accessing the PLWB and requests for information on further plans.

The PWLB has made changes to its terms and conditions from 8th September 2021. The settlement time for a PWLB loan has been extended from two working days (T+2) to five working days (T+5). In a move to protect the PWLB against negative interest rates, the minimum interest rate for PWLB loans has also been set at 0.01% and the interest charged on late repayments will be the higher of Bank of England Base Rate or 0.1%.

The Municipal Bonds Agency (MBA) is working to deliver a new short-term loan solution, available in the first instance to principal local authorities in England, allowing them access to short-dated, low rate, flexible debt. The minimum loan size is expected to be £25 million. Importantly, local authorities will borrow in their own name and will not cross guarantee any other authorities. If the Authority intends future borrowing through the MBA, it will first ensure that it has thoroughly scrutinised the legal terms and conditions of the arrangement and is satisfied with them.

£4bn has been earmarked for of lending to local authorities by the UK Infrastructure Bank which is wholly owned and backed by HM Treasury. The availability of this lending to local authorities, for which there will be a bidding process, is yet to commence. Loans will be available for qualifying projects at gilt yields plus 0.6%, which is 0.2% lower than the PWLB certainty rate.

3.3 Treasury Investment Activity

The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

The weighted average rate for the investment portfolio up to 30.09.2021 was 0.62%.

	31.3.21	Net	30.9.21	30.9.21	30.9.21
	Balance	Movement	Balance	Income Return	Weighted Average Maturity
	£m	£m	£m	%	Days
Banks & building societies (unsecured)	14.693	6.974	21.667	0.01	1
Government (incl. local authorities)	0.000	2.000	2.000	0.40	53
Money Market Funds	13.650	16.350	30.000	0.01	1
Loans to other organisation	5.963	(0.751)	5.212	4.24	>365
Other Pooled Funds.					
- Property fund (CCLA)	4.000	0.00	4.000	3.60	>365
Total investments	38.306	24.573	62.879	0.62	

Deposit rates with the Debt Management Account Deposit Facility (DMADF) are also largely around zero, and so this facility has not been used.

3.4 Risk Management

Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Given the increasing risk and low returns from short-term unsecured bank investments, the Council has maintained a diversified portfolio of asset classes as shown in table 4 above.

The progression of risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking in Table 5 below.

Table 5: Investment Benchmarking – Treasury investments managed in-house

	Credit Score	Credit Rating	Bail-in Exposure	Weighted Average Maturity (days)	Rate of Return
			%		%
31.03.2021	4.90	A+	96	18	0.42
30.09.2021	5.04	A+	96	3	0.32
Similar LAs	4.66	A+	69	32	1.20
All LAs	4.69	A+	69	10	0.78

The weighted average maturity includes the CCLA Property Fund, average maturity of investments is 1 day.

£4m of the Council’s investments are held in externally managed strategic pooled property funds – CCLA Property Fund where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. This fund generated a total return of £72,000 (3.60%), for period of 1st April to 30th September 2021 which is used to support services in year.

Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council’s investment objectives are regularly reviewed. The council’s bail in exposure is higher than average however this is mitigated by the much shorter than average days to maturity (days to when funds can be withdrawn).

Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates. In light of their performance over the medium-term and the Council’s latest cash flow forecasts, investment in these funds has been maintained.

3.5 Non-Treasury Investments

The definition of investments in CIPFA’s revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Authority holds primarily for financial return. This is replicated in DLUHC’s Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for financial return.

The Authority also held £57.0m of such investments in:

- directly owned property £56.9m
- shareholding in subsidiaries £0.1m

Table 6: Property held for investment purposes in £'000

Property	31.3.2020	31.3.2021 Actual*	
	Value in accounts	Gains or (losses)	Value in accounts
Existing Portfolio	21,225		21,225
2 Stonehill	1,800		1,800
80 Wilbury Way	1,870		1,870
Shawlands Retail Park	4,500		4,500
1400 & 1500 Parkway	4,400		4,400
Units 21a, 21b,23a,b,c Little End Road, St Neots	2,900		2,900
Rowley Centre, St Neots	5,750		5,750
Tri-link, Wakefield	12,500		12,500
Alms Close (construction costs)		1,959	1,959
TOTAL	54,945	1,959	56,904

*The properties are in the process of being valued, the valuations as at 31/03/2021 are not available yet, but will be available in the statement of accounts 2020/21 when published.

These investments generated £2.4m of investment income for the Authority from April to September 2021 after taking account of direct costs.

The Authority is dependent on profit generating investment activity to achieve a balanced revenue budget. The table below shows the extent to which the expenditure planned to meet the service delivery objectives and/or place making role of the Authority is dependent on achieving the expected net profit from investments over the lifecycle of the Medium-Term Financial Plan. The current forecast is showing an increase in expected net investment income of £331,000 due to tenants not breaking leases.

Table 7: Proportionality of Investments in £'000

	2019/20 Actual	2020/21 Actual	2021/22 Budget	2022/23 Budget	2023/24 Budget
Gross service expenditure	77,704	71,928*	71,922	60,923	61,511
Investment income	5,469	5,575	5,336	5,293	5,380
Proportion	7.04%	7.75%	7.42%	8.69%	8.75%

*This figure has been adjusted to remove expenditure on covid related grants in order to preserve comparability across years. The grant payments were funded by grants received from government.

4.0 Compliance

The Chief Finance Officer (s151 officer) reports that all treasury management activities undertaken during the first half year complied fully with the CIPFA Code of Practice and the Council's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 9 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 8 below.

Table 8: Debt Limits

	30.9.21 Actual £m	2021/22 Operational Boundary £m	2021/22 Authorised Limit £m	Complied?
General	10.00	70.00	80.00	Yes
Loans	4.85	15.00	20.00	Yes
CIS	24.25	30.00	35.00	Yes
Total debt	39.10	115.00	135.00	

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure. Total debt was below the operational boundary all through the half year.

Table 9: Investment Limits

	30.9.21 Actual £m	2021/22 Limit £m	Complied?
Deposit Accounts			
NatWest	18.17	Unlimited*	Yes
Debt Management Office (DMO)	0.00	unlimited	Yes
Barclays	3.50	4.00	Yes
Thurrock Council	2.00	4.00	Yes
Money Market Funds			
Aberdeen Liquidity Fund	5.00	5.00	Yes
BlackRock Institutional sterling liquidity Fund	5.00	5.00	Yes
CCLA Public Sector Deposit Fund	5.00	5.00	Yes
Federated Short Term Prime Fund	5.00	5.00	Yes
Insight Liquidity Funds	2.50	5.00	Yes
Invesco	5.00	5.00	Yes
Legal & General Sterling Liquidity Fund	2.50	5.00	Yes
Total	53.67		

*NatWest is the council's transactional bank, the balance held is sufficient for operational needs.

5.0 Treasury Management Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators.

Security

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	30.9.21 Actual	2021/22 Target	Complied?
Portfolio average credit rating	AA	A-	Yes

This excludes the investment with Thurrock Council that does not have a credit rating.

Liquidity

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

	30.9.21 Actual £m	2021/22 Target £m	Complied?
Total cash available within 3 months	53.67	2	Yes

Interest Rate Exposures (Discretionary local measure)

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

Interest rate risk indicator	30.9.21 Actual	30.9.21 Theoretical	2021/22 Limit	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£0	£391,000	£128,000	No*
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£0	£391,000	£128,000	No*

*In reality all borrowing is at a fixed interest rate (with PWLB) and so changes in rates will only be relevant when and if the loans need to be refinanced. The loans that may need refinancing (i.e., those linked to asset purchases) have a weighted average years to maturity of 20 years. CIPFA no longer recommends setting limits for interest rate exposure, this is a locally adopted indicator.

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at current rates.

Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	30.9.21 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	0.3%	80%	0%	Yes
12 months and within 24 months	0.8%	80%	0%	Yes
24 months and within 5 years	0.0%	80%	0%	Yes
5 years and within 10 years	0.0%	100%	0%	Yes
10 years and above	98.8%	100%	0%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal Sums Invested for Periods Longer than a Year

	2021/22	2022/23	2023/24
Actual principal invested beyond year end	0	0	0
Limit on principal invested beyond year end	£10.00m	£10.00m	£10.00m
Complied?	Yes	Yes	Yes

6.0 Outlook for 2021/22 (Provided by Arlingclose)

	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24
Official Bank Rate													
Upside risk	0.00	0.15	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Arlingclose Central Case	0.10	0.10	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	0.00	0.00	0.15	0.15	0.15	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40

Arlingclose expects Bank Rate to rise in Q2 2022. We believe this is driven as much by the Bank of England's desire to move from emergency levels as by fears of inflationary pressure.

Investors have priced in multiple rises in Bank Rate to 1% by 2024. While Arlingclose believes Bank Rate will rise, it is by a lesser extent than expected by markets. The global economy continues to recover from the pandemic but has entered a more challenging phase. The resurgence of demand has led to the expected rise in inflationary pressure, but disrupted factors of supply are amplifying the effects, increasing the likelihood of lower growth rates ahead.

While Q2 UK GDP expanded more quickly than initially thought, the 'pingdemic' and more latterly supply disruption will leave Q3 GDP broadly stagnant. The outlook also appears weaker. Household spending, the driver of the recovery to date, is under pressure from a combination of retail energy price rises, the end of government support programmes and soon, tax rises. Government spending, the other driver of recovery, will slow considerably as the economy is taken off fiscal support.

Inflation rose to 3.2% in August. A combination of factors will drive this to over 4% in the near term. While the transitory factors affecting inflation, including the low base effect of 2020, are expected to unwind over time, the MPC has recently communicated fears that these transitory factors will feed longer-term inflation expectations that require tighter monetary policy to control. This has driven interest rate expectations substantially higher.

The supply imbalances are apparent in the labour market. While wage growth is currently elevated due to compositional and base factors, stories abound of higher wages for certain sectors, driving inflation expectations. It is uncertain whether a broad-based increase in wages is possible given the pressures on businesses.

Government bond yields increased sharply following the September FOMC and MPC minutes, in which both central banks communicated a lower tolerance for higher inflation than previously thought. The MPC in particular has doubled down on these signals in spite of softer economic data. Bond investors expect higher near-term interest rates but are also clearly uncertain about central bank policy.

The MPC appears to be playing both sides, but has made clear its intentions to tighten policy, possibly driven by a desire to move away from emergency levels. While the economic outlook will be challenging, the signals from policymakers suggest Bank Rate will rise unless data indicates a more severe slowdown.

7.0 Revisions to CIPFA Codes

In February 2021 CIPFA launched two consultations on changes to its Prudential Code and Treasury Management Code of Practice. These followed the Public Accounts Committee's recommendation that the prudential framework should be further tightened following continued borrowing by some authorities for investment purposes. In June, CIPFA provided feedback from this consultation.

In September CIPFA issued the revised Codes and Guidance Notes in draft form and opened the latest consultation process on their proposed changes. The changes include:

- Clarification that (a) local authorities must not borrow to invest primarily for financial return (b) it is not prudent for authorities to make any investment or spending decision that will increase the Capital Financing Requirement, and so may lead to new borrowing, unless directly and primarily related to the functions of the authority.
- Categorising investments as those (a) for treasury management purposes, (b) for service purposes and (c) for commercial purposes.
- Defining acceptable reasons to borrow money: (i) financing capital expenditure primarily related to delivering a local authority's functions, (ii) temporary management of cash flow within the context of a balanced budget, (iii) securing affordability by removing exposure to future interest rate rises and (iv) refinancing current borrowing, including replacing internal borrowing.
- For service and commercial investments, in addition to assessments of affordability and prudence, an assessment of proportionality in respect of the authority's overall financial capacity (i.e. whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services).
- Prudential Indicators
 - New indicator for net income from commercial and service investments to the budgeted net revenue stream.
 - Inclusion of the liability benchmark as a mandatory treasury management prudential indicator. CIPFA recommends this is presented as a chart of four balances – existing loan debt outstanding; loans CFR, net loans requirement, liability benchmark – over at least 10 years and ideally cover the authority's full debt maturity profile.
 - Excluding investment income from the definition of financing costs.
 - Incorporating ESG issues as a consideration within TMP 1 Risk Management.
 - Additional focus on the knowledge and skills of officers and elected members involved in decision making

Improvements to the Capital Finance Framework: DLUHC published a brief policy paper in July outlining the ways it feels that the current framework is failing and potential changes that could be made. The paper found that “while many authorities are compliant with the framework, there remain some authorities that continue to engage in practices that push the bounds of compliance and expose themselves to excessive risk”.

The actions announced include greater scrutiny of local authorities and particularly those engaged in commercial practices; an assessment of governance and training; a consideration of statutory caps on borrowing; further regulations around Minimum Revenue Provision (MRP) and ensuring that DLUHC regulations enforce guidance from CIPFA and the new PWLB lending arrangements. A further consultation on these matters is expected soon.

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Capital Prudential Indicators

Capital expenditure is where the Council spends money on assets, such as property or vehicles that will be used for more than one year. This includes spending on assets owned by other bodies, loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.

The summary of the capital expenditure is shown in the Table 1 below. The updated budget includes rephased schemes from 2020/21, in addition to the schemes included in the original budget.

Table 1: Summary of Capital Expenditure in £m

	2021/22 Budget	2021/22 Updated Budget	2021/22 Forecast
General Fund Services	18.20	45.27	34.59
Total	18.20	45.27	34.59

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing and leasing).

Table 2: The summary of Capital financing in £m

	2021/22 Budget	2021/22 Updated Budget	2021/22 Forecast
External sources	14.14	27.25	25.15
Own resources	0.00	0.16	0.16
Capital Receipts	1.06	1.06	1.06
Internal Borrowing or Debt	3.00	16.80	8.22
Total	18.20	45.27	34.59

Debt is only temporary source of finance since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as minimum revenue provision (MRP).

Table 3: The summary of Capital Financing Requirement in £m

	2021/22 Budget	2021/22 Updated Budget	2021/22 Forecast
General Fund Services	60.35	80.71	81.95
Capital investments	29.28	28.68	28.68
Total	89.63	109.39	110.63

The opening CFR for 2021/22 GF Services £42.75m Capital Investments £28.68m.

When a capital asset is no longer needed, it may be sold so that the proceeds known as capital receipts can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2022/23. Repayments of capital grants, loan and investments also generate capital receipts.

The summary of the capital receipts is show in Table 4 below in £m.

	2021/22 Budget	2021/22 Updated Budget	2021/22 Forecast
Asset sales	1.06	1.06	1.06
Loans repaid	0.00	0.00	0.28
Total	1.06	1.06	1.34

GLOSSARY

Arlingclose

The council's treasury management advisors.

Bail in Risk

Bail in risk arises from the failure of a bank. Bond-holders or investors in the bank would be expected to suffer losses on their investments, as opposed to the bank being bailed out by government.

Bank Equity Buffer

The mandatory capital that financial institutions are required to hold, in order to provide a cushion against financial downturns, to ensure the institution can continue to meet its liquidity requirements.

Bank Stress Tests

Tests carried out by the European Central Bank on 51 banks across the EU. The tests put banks under a number of scenarios and analyse how the bank's capital holds up under each of the scenarios. The scenarios include, a sharp rise in bond yields, a low growth environment, rising debt, and adverse action in the unregulated financial sector.

Bonds

A bond is a form of loan, the holder of the bond is entitled to a fixed rate of interest (coupon) at fixed intervals. The bond has a fixed life and can be traded.

Call Account

A bank account that offers a rate of return and the funds are available to withdraw on a daily basis.

Capital Expenditure

Expenditure on assets (tangible or intangible) that will be used for longer than one year e.g., property, vehicles, software (intangible assets).

Capital Financing Requirement (CFR)

The CFR is a measure of the capital expenditure incurred historically, but has yet to be financed (or funded); by for example capital receipts or grants funding.

Capital Receipt

The cash received from the sale of a non-current asset e.g. sale of property or land.

CIPFA

The Chartered Institute of Public Finance and Accountancy (CIPFA) is a professional institute for accountants working in the public services, national audit agencies, in major accountancy firms, and in other bodies where public money needs to be managed. It is the only UK professional accountancy body to specialise in public services.

Collar (Money Market Fund)

The fund “collar” forms part of the valuation mechanism for the fund. LVNAV funds allow investors to purchase and redeem shares at a constant NAV calculated to 2 decimal places, i.e. £1.00. This is achieved by the fund using amortised cost for valuation purposes, subject to the variation against the marked-to-market NAV being no greater than 20 basis points (0.2%). (This compares to current Prime CNAV funds which round to 50 basis points, or 0.5%, of the NAV.)

Counterparty

Another organisation with which the Council has entered into a financial transaction with, for example, invested with or borrowed from.

CPI

The Consumer Price Index is a price index, it is the price of a weighted average market basket of consumer goods and services purchased by households. Changes in CPI track changes in process over time. CPIH includes housing costs.

Credit Default Swaps (CDS)

A financial agreement that the seller of the CDS will compensate the buyer in the event of a loan default. The seller insures the buyer against a loan defaulting.

Credit Ratings

A credit rating is the evaluation of a credit risk of a debtor, and predicting their ability to pay back the debt. The rating represents an evaluation of a credit rating agency of the qualitative and quantitative information, this result in a score, denoted usually by the letters A to D and including +/- . Fitch, Moody's and Standard and Poor's provide credit ratings.

DLUHC

The Department for Levelling Up, Housing and Communities (DLUHC), formerly the Ministry for Housing, Communities and Local Government (MHCLG), is the UK Government department for housing, communities and local government in England.

Federal Open Market Committee (FOMC)

The Federal Open Market Committee (FOMC), a committee within the Federal Reserve System, is charged with overseeing the USA's open market operations (e.g., the Fed's buying and selling of United States Treasury securities). This Federal Reserve committee makes key decisions about interest rates and the growth of the United States money supply.

FTSE

A UK provider of stock market indices, it is owned by the London Stock Exchange.

GDP

Gross Domestic Product is a monetary measure of the market value of all the final goods and services produced by a country in a particular time period.

Gilts

Bonds issued by the Government.

Internal Borrowing

The use of the council's own cash balances to finance expenditure. As opposed to external borrowing e.g. from PWLB.

LIBOR

London Interbank Offered Rate is the rate at which banks are willing to lend to each other.

LIBID

London Interbank Bid Rate is the rate at which a bank is willing to borrow from other banks.

Liquidity

The degree to which an asset can be bought or sold quickly.

LVNAV Money Market Fund

Low volatility net asset value. The fund will have at least 10% of its assets maturing on a daily basis and at least 30% of assets maturing on a weekly basis.

Minimum Revenue Provision (MRP)

An amount set aside to repay debt.

Monetary Policy Committee (MPC)

The Monetary Policy Committee (MPC) is a committee of the Bank of England, which meets eight times a year, to decide the official interest rate in the United Kingdom (the Bank of England Base Rate).

Money Market Funds

An open ended mutual fund that invests in short-term debt securities. A deposit will earn a rate of interest, whilst maintaining the net asset value of the investment. Deposits are generally available for withdrawal on the day.

Public Works Loans Board (PWLB)

The PWLB is an agency of the Treasury, it lends to public bodies at fixed rates for periods up to 50 years. Interest rates are determined by gilt yields.

Prudential Code (CIPFA)

The framework established by the Prudential Code supports local strategic planning, local asset management planning and proper option appraisal. The objective of the Prudential Code is to ensure, within this clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable.

S31 Grants

Grants issued by central government to local authorities, relating to a specific purpose.

Transactional Banking

Use of a bank for day to day banking requirement, e.g. provision of current accounts, deposit accounts and on-line banking.

Treasury Management Code (CIPFA)

This code was developed to meet the needs of local authorities (including PCCs and fire authorities), registered social landlords, further and higher education institutions, and NHS trusts. In order to provide a clear definition of treasury management activities.

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the HINCHINGBROOKE COUNTRY PARK JOINT GROUP held at the Countryside Centre, Hinchingsbrooke Country Park, Brampton Road, Huntingdon, PE29 6DB on Thursday, 21 October 2021

PRESENT: Councillors T D Sanderson, Mrs M L Beuttell and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors K Billington and Mrs S R Wilson.

1 ELECTION OF CHAIRMAN

RESOLVED

that Councillor R J West be elected Chairman of the Hinchingsbrooke Country Park Joint Group for the remainder of the Municipal Year.

Councillor R J West in the Chair.

In his introductory remarks, the Chairman welcomed the news that Huntingdonshire's Parks had been awarded Green Flag Status once again. Councillors Mrs M L Beuttell and T D Sanderson echoed the views of the Chairman and commended the staff and volunteers for their hard work over the last 18 months. The Chairman also wished to place on record the Group's thanks to County Councillor Mrs A Costello for her contributions to the Group in previous years.

2 MINUTES

The Minutes of the meeting held on 12th March 2021 were approved as a correct record and signed by the Chairman.

3 MEMBERS' INTERESTS

No declarations were received.

4 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor Mrs M L Beuttell be appointed Vice-Chairman of the Hinchingsbrooke Country Park Joint Group for the remainder of the Municipal Year.

5 MEMBERSHIP OF THE GROUP

To note the membership of the Group for 2021/22 as follows:

(a) Cambridgeshire County Council

Councillor K Billington.

(b) Huntingdonshire District Council

Councillors Mrs M L Beuttell, T D Sanderson, R J West and Mrs S R Wilson.

6 SENIOR RANGER'S REPORT

The Group received and noted the contents of the Senior Ranger's report (a copy of which is appended in the Minute Book) and a PowerPoint presentation on park activities for the period March to September 2021. In doing so, comment was made as follows:

Staffing and Volunteers

Members were encouraged to note that 2 young people had been assisting the Service under the Kickstart Scheme. It was further reported that a work experience student had been recruited 2 days a week to assist with bookings for the Countryside Centre.

Work parties were now at full strength with some of the SEN volunteers having returned back to the Country Park.

Hinchingbrooke Country Park Management

The Group were encouraged to note the range of work undertaken at the Country Park since the last meeting and noted the work to be undertaken over the coming months which included the cutting of wild-flower meadows and creation of habitat piles, completion of the new fishing platforms on the main lake, commencement of winter tree works in the new plantation, Bob's Wood and Hazel Triangle, the laying of part of the hedge around the Christie Drive balancing pond and the planting of more wetland trees around the main lake.

Following questions which were raised around the antisocial behaviour of a small number of young people causing issues and damage over recent months, it was reported that the matter had been reported to the Police and that social media was being utilised to generate awareness of the problems with a view to encouraging individuals to help identify the perpetrators. The Countryside Manager was hopeful that the issues would slowly come to an end in the near future. It was further confirmed that the site currently did not have any active CCTV cameras but these would be included as part of the future development plans for the Country Park.

Community Groups

Members were encouraged to note the increase in the number of health activities being undertaken on site, which included fitness classes for the community, Happy Mamas, Everyone Health nutrition and exercise sessions and Zig Zag runners. Early negotiations are occurring with Love to Swim with a view to increasing the number of open water sessions from Spring 2022.

Satellite Sites

An update was delivered on the range of work being undertaken across Views Common, Stukeley Meadows and Spring Common all of which had experienced increased footfall and littering.

Following a question raised by Councillor T D Sanderson, the Countryside Manager reported that discussions were ongoing in respect of the dispute over ownership with Highways England to identify responsibility for the maintenance of Views Common. The Countryside Manager then went on to report that in conjunction with a local volunteer who is focusing on litter picking, vegetation had been cleared under the underpass in this area.

Countryside Centre

Attention was drawn to occupancy levels and the number of bookings taken at the Countryside Centre compared to previous financial years. The figures showed a marked improvement when compared to 2020/21 with projected total income of £17,000 expected at the end of 2021/22 subject to no further lockdowns. It was encouraging to note that users of the Centre were able to continue hiring rooms with appropriate social distancing measures in place.

Café

The successful implementation of the "Grab & Go" system remains popular, helping to reduce queues and enabling the Café to become more cost effective by operating with reduced staff. The gift shop has proved popular providing local amateur crafters with an opportunity to sell their wares. Footfall at the Café remains high and income generated over Quarter 1 and Quarter 2 is on par with pre-COVID levels.

Events, Activities and Promotions

Events had been arranged in accordance with COVID guidelines which included the outdoor cinema, Robin Hood interactive trail, Den Building competition, Halloween interactive trail, Santa's Grotto and New Year Eve's Party. The outdoor cinema had not proved popular this year and resulted in a loss of £964. Poor weather had attributed to this together with the fact that indoor cinemas and public houses were now open for business.

Future Development

COVID-19 had resulted in delays with the investment programme. The Group noted the difficulties experienced with the supply of timber which had impacted upon the installation of the play equipment, originally scheduled in Autumn 2021, to Spring 2022.

Having had their attention drawn to the key elements of the development proposals and the estimated completion dates for each, it was noted that all scheduled works were due to be completed by Summer 2023. Despite the absence of physical work commencing, the Countryside Manager reported that work was ongoing behind the scenes which included the appointment of NCS

property consultants and a Project Support Officer and the undertaking of a number of site visits by various individuals including the landscape architect, engineers, planning consultants, service consultants and surveyors.

Councillor T D Sanderson drew the Countryside Manager's attention to potential funding available via the County Council. Matters that were further discussed included whether the existing play equipment would be replaced, the establishment of four new children's play zones on site and the positive relationship which existed amongst partners in respect of the scheme.

Financial Position

Members' attention was drawn to the outturn position of the Park for the 2020/21 financial year and the forecast outturn position for the 2021/22 financial year. In respect of the latter, it was reported that an underspend on Park Management was expected owing to increased sales of souvenirs and that Café income was expected to reach pre-COVID levels which was encouraging to note. Finally, the Group noted the underspend at the Countryside Centre owing to savings arising from the vacant post of Countryside Assistant together with a reduction in building maintenance and site works.

7 DATE OF NEXT MEETING

It was noted that the next meeting of the Hinchingsbrooke Country Park Joint Group would be held on 18th March 2022 at 10:00am.

Chairman