

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 17 MARCH 2005** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 24<sup>th</sup> February 2005.

**Miss C Harris  
388234**

**2. YOUNG PERSONS HOUSING STRATEGY** (Pages 5 - 8)

To consider the adoption of a Young Persons Housing Strategy for 2005-2007.

**J Collen  
388220  
S Plant  
388220**

**[A copy of the draft Strategy has been appended separately to the agenda].**

**3. REVIEW OF THE HOUSING REGISTER AND NOMINATIONS POLICY** (Pages 9 - 12)

To consider a report by the Head of Housing Services outlining the implications of the Housing Register policy and seeking approval for proposed amendments to that policy.

**J Collen  
388220  
S Plant  
388240**

**[A copy of the Policy and proposed procedures has been appended separately to the Agenda].**

**4. COMMUNITY SAFETY STRATEGY** (Pages 13 - 14)

To consider the draft Community Safety Strategy for 2005 – 2008.

**Ms S Hansen  
388341**

**[A copy of the draft Strategy has been appended separately to the agenda].**

**5. EQUALITY AND INCLUSION STRATEGY AND RACE EQUALITY SCHEME** (Pages 15 - 38)

To consider the adoption of a revised and enhanced Equality and Inclusion Strategy and an updated Race Equality Scheme.

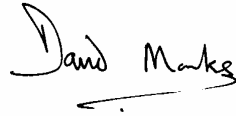
**I Leatherbarrow  
388005  
L Clewes  
388032**

**6. EAST OF ENGLAND PLAN - CONSULTATION ON THE DRAFT REGIONAL SPATIAL STRATEGY FOR THE EAST OF ENGLAND** (Pages 39 - 42)

- To consider a report by the Head of Planning Services setting out the significant elements of the East of England Plan and seeking approval for the content of representations to be made to the Regional Assembly.
- Ms C Bond  
388435**
- 7. LOCAL DEVELOPMENT SCHEME** (Pages 43 - 72)
- To consider a report by the Head of Planning Services on the first Local Development Scheme for Huntingdonshire and seeking approval for its submission to the Secretary of State.
- M Bingham  
388431**
- 8. ST IVES WEST URBAN DESIGN FRAMEWORK AND MASTERPLAN** (Pages 73 - 102)
- To consider a report by the Head of Planning Services on consultation responses to the St Ives West Urban Design Framework and the adoption of the revised Framework, as Interim Planning Guidance.
- C Surfleet  
388476**
- 9. ANGLIAN HOUSE, HUNTINGDON URBAN DESIGN FRAMEWORK AND MASTERPLAN** (Pages 103 - 114)
- To consider a report by the Head of Planning Services on consultation responses to the draft Urban Design Framework for Anglian House, Huntingdon and the adoption of the revised framework as Interim Planning Guidance.
- C Surfleet  
388476**
- 10. CAMBRIDGESHIRE AND PETERBOROUGH BIOLOGICAL RECORDS CENTRE** (Pages 115 - 118)
- To consider a report by the Head of Planning Services requesting approval to the proposed establishment of a Peterborough Biological Records Centre.
- Ms J Wilkinson  
388432**
- 11. WASTE PFI UPDATE AND RECYCLING BUDGET** (Pages 119 - 122)
- To consider a report by the Head of Environment and Transport on developments in Cambridgeshire County Council's application for Private Finance Initiative credits to support future waste disposal arrangements in the County.
- R Preston  
388340**
- 12. CAR PARKING CHARGES** (Pages 123 - 132)
- To consider a report by the Head of Environment & Transport on the outcome of consultation on proposals to increase charges for car parking.
- R Preston  
388340**
- 13. PUBLIC CONVENIENCES ADVISORY GROUP** (Pages 133 - 136)
- To receive the report of the Public Conveniences Advisory Group held on 2<sup>nd</sup> February 2005.
- R Preston  
388340**
- 14. MEDIUM TERM PLAN - REQUESTS FOR RELEASE OF FUNDING** (Pages 137 - 156)

- To consider a report by the Head of Financial Services requesting the release of funding for MTP Schemes. **S Couper  
388103**
- 15. CREDIT CARD PAYMENTS - COUNCIL TAX AND NON DOMESTIC RATES** (Pages 157 - 158)
- To consider a report by the Head of Revenue Services seeking approval to introduce credit card payments for Council Tax and Non Domestic Rates. **J Barber  
388105**
- 16. LEISURE CENTRES: LINE UPGRADES FOR I.T NETWORK**  
(Pages 159 - 160)
- To consider a report by the ICT Services Manager. **D Ward  
388117**
- 17. REVIEW OF CONSTITUTION** (Pages 161 - 162)
- In conjunction with the Annual Review of the Council's Constitution, to consider a report by the Head of Administration. **Ms C Deller  
388007**
- 18. EXCLUSION OF THE PUBLIC**
- To resolve:-
- that the public be excluded from the meeting as the business to be transacted contains exempt information relating to terms proposed for a contract for the acquisition of property and the supply of goods and services.
- 19. HEADQUARTERS AND OTHER ACCOMMODATION** (Pages 163 - 190)
- To receive a report of the meeting of the District Council Headquarters and other Office Accommodation Members' Advisory Group held on 18<sup>th</sup> February 2005. **A Roberts  
388009**
- [A copy of the Executives Briefing Paper is appended separately to the agenda].**
- (The comments of the Overview and Scrutiny Panels will follow).**
- 20. HUNTINGDON HIGH STREET: ENVIRONMENTAL IMPROVEMENTS PROCUREMENT PROCEDURE** (Pages 191 - 192)
- To consider a report by the Head of Environment & Transport seeking approval to the use of non-traditional procurement arrangements, i.e. not involving any of the tendering options provided for in the Council's Code of Procurement for the Huntingdon High Street Environmental Improvements. **R Preston  
388340**

Dated this 8th day of March 2005



Chief Executive

Please contact Miss C Harris, Democratic Services Officer, Tel No. 01480 388234, /e-mail: if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by Cabinet.

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

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

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the base of the flagpole in the car park at the front of Pathfinder House.*

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held on the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 24 February 2005

PRESENT: Councillor D P Holley - Chairman  
Councillors I C Bates, Mrs J Chandler,  
N J Guyatt, Mrs P J Longford,  
Mrs D C Reynolds, T V Rogers and  
L M Simpson

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor R L Clarke

### **134. MINUTES**

The Minutes of the meeting of the Cabinet held on 3rd February 2005 were approved as a correct record and signed by the Chairman.

### **135. CONEYGEAR PARK AND IMPROVEMENTS TO OPEN SPACE: OXMOOR, HUNTINGDON**

Further to Minute No. 03/191 of the meeting of the Cabinet held on 22nd April 2004, the Cabinet was acquainted with progress in implementing improvements to the green spaces in Oxmoor, Huntingdon. Executive Councillors were reminded of earlier decisions in relation to the creation and development of Coneygear Park, neighbourhood gardens and doorstep greens as essential elements of the Oxmoor Action Plan. With regard to the development of neighbourhood gardens and doorstep greens, the report outlined the steps which had been taken to engage with local residents to improve local open spaces and having been informed that the construction work on Coneygear Park was scheduled to commence in June 2005 with Phase I being completed in September 2005, it was

RESOLVED

that the content of the report now submitted be noted.

### **136. TRAVEL PLAN 2005 - 2010**

The Cabinet received a report by the Head of Environment and Transport (a copy of which is appended in the Minute Book) to which was appended a proposed travel plan for the District Council for the period 2005 – 2010. In considering the Plan, together with statistical information on employee travel data, which had been submitted to the Overview and Scrutiny Panel for Planning and Finance on 8<sup>th</sup> February 2005, the Cabinet

RESOLVED

- (a) that the District Council travel plan for the period 2005 – 2010 as annexed to the report now submitted be approved for consultation;
- (b) that the consultation arrangements as set out in paragraph 4.3 of the report now submitted, be approved; and
- (c) that the outcome of the consultation and Action Plan be reported to a future meeting.

**137. SUPPORTING PEOPLE STRATEGY 2005 - 2010**

Having considered a report by the Head of Housing Services (a copy of which is appended in the Minute Book) outlining the content of an updated Supporting People Strategy and in recording its apprehension with regard to the estimated shortfall in Government funding to address the perceived needs in delivering housing – related support services in Cambridgeshire in the period 2005 - 2010, the Cabinet

RESOLVED

- (a) that, on the understanding that the facility will be available later to consider tailoring implementation of the Strategy to match available resources the updated Supporting People Strategy for the period 2005 – 2010 be approved;
- (b) that the supporting people resource allocation for Cambridgeshire for 2005/06 and the projected reductions in available budget allocations be noted; and
- (c) that the apprehension of the Cabinet in relation to the shortfall in Government funding for housing - related support services in Cambridgeshire be conveyed to the Local Government Association and members of Parliament for the Huntingdon and North West Cambridgeshire Constituencies.

**138. COUNCIL FUNDING OF MANDATORY DISABLED FACILITIES GRANTS**

Further to Minute No. 04/41 consideration was given to a report by the Head of Housing Services (a copy of which is appended in the Minute Book) outlining the overall take-up of Disabled Facility Grants in the first three quarters of 2004/05 and the Government's contribution towards funding of the grants for 2005/06. Members noted that 184 DFGs had been processed to-date in 2004/05 at a cost of £993,000 and that it was projected that this would rise to 254 DFGs by the end of the year at an estimated cost of £1,366,000. While it was anticipated that the supplementary estimate approved by Cabinet on 2<sup>nd</sup> September 2004 would be sufficient to meet the cost of DFG's in the remainder of the current financial year, Executive Councillors expressed concern at the continuing reduction in Government funding of the grants, whereupon it was

RESOLVED

- (a) that the content of the report now submitted be noted; and
- (b) that a further monitoring report be submitted to a future meeting setting out the overall position at the end of the current financial year.

**139. WORKING WITH THE HSC AND HSE TO CHANGE ATTITUDES AND CULTURE IN HEALTH AND SAFETY ENFORCEMENT**

With the aid of a report by the Head of Environmental Health Services (a copy of which is appended in the Minute Book) the Cabinet was acquainted with a proposed statement of intent for the 'Local Authorities and Health and Safety Executive Working Together' strategic programme. The strategic programme had been commissioned as one of a range of initiatives established to deliver a strategy for work place health and safety in Great Britain to 2010 and beyond.

RESOLVED

- (a) that the statement of intent for the 'Local Authorities and Health and Safety Executive Working Together' strategic programme be endorsed; and
- (b) that the Executive Councillor for Public Health and Community Safety (or in her absence her nominee) be authorised to sign a copy of the statement of intent on behalf of the District Council.

**140. TREASURY MANAGEMENT: INVESTMENT PERFORMANCE**

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance achieved during the quarter 1st April – 31st December 2004 by external fund managers in the matter of investment of the Council's capital receipts.

RESOLVED

that the contents of the report now submitted be noted.

**141. EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to terms proposed in the course of negotiations for the acquisition of land.

**142. ACQUISITION OF LAND AT HOUGHTON ROAD, ST. IVES**

*(Councillor I C Bates declared a personal interest in the*

***following matter by virtue of his membership of Cambridgeshire County Council)***

The Cabinet considered a report by the Head of Housing Services (a copy of which is appended in the annexe to the Minute Book) seeking approval to the proposed acquisition of land comprising circa 7.9 acres or thereabouts at Houghton Road, St. Ives from Cambridgeshire County Council. The land had been allocated in the Local Plan Alteration for residential purposes.

Having been acquainted by the Head of Housing Services with the possibility that the County Council might either offer the land to the District Council for immediate sale on to a Registered Social Landlord ("RSL") or direct to an RSL nominated by the District Council, it was

**RESOLVED**

- (a) that an exception to the District Council's Code of Procurement be not approved in this case and that three RSL's be invited to submit their proposals for development of the land;
- (b) that Cambridgeshire County Council be invited to offer the land directly to an RSL nominated by the District Council failing which and, subject to satisfactory resolution of the issue of stamp duty payable, terms be negotiated for the acquisition of the land by the District Council for the sale onto an RSL as described in the report now submitted;
- (c) that if required, a supplementary capital estimate equivalent to the purchase price of the land and any related costs be approved; and
- (d) that in the event the land is acquired by the District Council for sale onto an RSL –
  - the Chief Executive, after consultation with the Leader of the Council be authorised to approve terms for the transactions; and
  - the availability of a capital receipt from the sale of the land to an RSL and the consequential absence of any financial impact on the District Council be noted.

Chairman



**OVERVIEW & SCRUTINY PANEL  
(SERVICE DELIVERY & RESOURCES)  
CABINET  
COUNCIL**

**1 MARCH 2005**

**17 MARCH 2005**

**13 APRIL 2005**

## **YOUNG PERSONS HOUSING STRATEGY 2005-07 (Report by the Head of Housing Services)**

### **1. PURPOSE**

- 1.1 The purpose of this report is to consult members on and seek approval for the adoption of the Young Persons Housing Strategy 2005-2007

### **2. BACKGROUND INFORMATION**

- 2.1 The Young Persons Housing Strategy sits beneath the council's overarching Housing Strategy and considers the needs of this specific client group. Housing Authorities are encouraged by the Office of the Deputy Prime Minister (ODPM) to develop Young Persons Housing Strategies and are regarded as a model of good practice. This is the first one produced by the council. The strategy forms part of the information used when Government Offices and the Housing Corporation make their assessment of each authority's efficiency and effectiveness in meeting housing need, and is also part of the evidence considered by the Audit Commission in its CPA assessment of the authority.

- 2.2 The strategy considers:

- ◆ the national and local policy framework, including legislative framework, within which young persons services operate;
- ◆ demand for housing and related support services from young people, including where there are gaps in the information available;
- ◆ comments received from young people as part of a consultation exercise as to what services they would like to see provided;
- ◆ the current supply of housing and support services available for young people in the district; and
- ◆ analyses the gaps between supply and demand.

- 2.3 The number of young people applying for help with housing, either as homeless or through the Housing Register, far outstrips the supply of suitable affordable housing. The strategy considers how the private sector can help meet some of this demand, as an alternative to the social rented sector, although affordability is an issue where a young person below 25 years of age is reliant on help through the Housing Benefit system.

- 2.4 Previous research carried out as part of the district's Housing Needs Survey, in 2002, estimated the annual requirement for each size of new housing based on affordability levels. The research recognised that affordability is an issue for many people trying to access the private sector. Considering the affordability of housing based on income levels it estimated the need for an additional 383 social rented one-bedroom properties per year. This would include provision to meet the need of single young people requiring this type of accommodation. Supplementary planning guidance on housing mix was subsequently issued to help provide a broad range of housing that reflects the needs of the district.
- 2.5 Following on from the supply and demand analysis the strategy identifies further issues arising. These include the diminishing Supporting People budget that provides revenue funding for the housing related support services that young people access. These can include simple and effective services such as staff support within supported housing schemes.
- 2.6 The strategy goes on to consider other interventions that the council may make, such as the provision of mediation services and improved partnership working with other agencies to help with the prevention of homelessness. These lead into actions that form the basis of the strategy's action plan.
- 2.7 Consultation on the strategy is currently on-going with a range of stakeholders, as listed in the strategy. Any material comments made by consultees, that may alter the drafting of the strategy, will be input into the process of member consultation as and when known.
- 2.8 The strategy, with a covering letter, has been sent to all elected members of the District Council. It has been sent out in advance of the meetings of the Overview and Scrutiny Panel, Cabinet and Council to allow members to digest the content and to raise any comments with members of the Overview and Scrutiny Panel, Cabinet or for clarification direct to the Head of Housing Services prior to consideration at Council.

### **3. IMPLICATIONS**

- 3.1 The strategy identifies the extent of the shortfall between young people hoping to access affordable housing and the level of supply of this type of housing. Those young people unable to resolve their own housing difficulties in the private sector are likely to turn to the council for help. The council has a duty to provide all with advice and assistance appropriate to their particular circumstances. Some will be owed a further duty to help directly with housing if they come within the priority categories contained within the homelessness legislation. It is, therefore, important that the council:
- ◆ continues to provide a comprehensive housing advice service, with a proactive approach to preventing homelessness wherever possible;
  - ◆ ensures that adequate levels of temporary housing are available for those young people faced with homelessness;
  - ◆ ensures sufficient permanent affordable housing is available, particularly to help meet our statutory responsibilities; and

- ◆ ensure that appropriate support services are in place for young people to help sustain them in their home and so prevent homelessness.
- 3.2 The strategy's action plan highlights the priority areas where work will be progressed. The key areas include:
- ◆ Progressing partnership working to improve joint systems and procedures, to achieve more effective preventative homelessness services. In particular this will be through involvement in the multi-agency review of services for vulnerable children and young people;
  - ◆ Investigating the need for additional supported housing for young people, including direct access accommodation. This will include consideration on the most appropriate model of provision where a need is demonstrated; and
  - ◆ Working with Registered Social Landlords to increase the provision of tenancy support services where a need is demonstrated. In the light of year-on-year cuts through the Supporting People budget this may involve developing joint commissioning of services with partner agencies where appropriate.
- 3.3 The development of more effective preventative services through partnership working will be achieved through existing resources. The potential resource implications of this strategy are:
- ◆ The grant funding required to maximise the development of new affordable housing within the district;
  - ◆ The capital funding required to increase the provision of supported housing, including direct access housing, for young people. This will depend upon the outcome of future research into whether there is a need for increased provision; and
  - ◆ The revenue funding of support services for young people, whether these are attached to specific supported housing schemes, or tenancy support services for young people in the district's general housing stock. Again, this will depend upon the outcome of future research into need. It may, however, be affected by cuts in the Supporting People budget. Where this is the case, options on the joint commissioning of services will be investigated.
- 3.4 Any additional resources required will be considered as part of the Council's Medium Term Plan.

#### **4. CONCLUSIONS**

- 4.1 The council is faced with a level of demand for temporary and permanent social housing from young people that far exceeds the supply. Given that Huntingdonshire is a high demand area for social housing and that supply is unlikely to ever match demand, the council has an important role to play in:
- ◆ preventing homelessness amongst young people wherever possible, for example through timely and effective advice, and the provision of mediation services;

- ◆ prioritising those young people in greatest need of housing through the Housing Register where homelessness cannot be prevented;
- ◆ maximising all new affordable housing opportunities, and in particular the right mix of property sizes in order to address need; and
- ◆ ensuring that support services that meet the needs of young people are maintained, and developed where appropriate, in the context of a diminishing Supporting People budget.

4.2 The Young Persons Housing Strategy is a supporting strategy to the Housing Strategy and forms part of the policy framework. Under the Council's constitutional arrangements, this strategy requires approval by the Council.

## **5. RECOMMENDATION**

5.1 Members are invited to consider the Strategy at Scrutiny Panel on 1 March 2005 and Cabinet on 17 March 2005, prior to its consideration at Council on 13 April 2005.

5.2 Council is asked **to approve** the Young Persons Housing Strategy 2005-07.

## **BACKGROUND INFORMATION**

### **Preventing Youth Homelessness - ODPM - Sept 2003**

**Contact Officers:**                      **Jon Collen, Housing Needs & Resources Manager**  
   **☎ 01480 388220**  
   **Steve Plant, Head of Housing Services**  
   **☎ 01480 388240**

**OVERVIEW AND SCRUTINY PANEL  
(SERVICE DELIVERY & RESOURCES)**

**1 MARCH 2005**

**CABINET**

**17 MARCH 2005**

## **REVIEW OF THE HOUSING REGISTER AND NOMINATIONS POLICY (Report by the Head of Housing Services)**

### **1. PURPOSE OF REPORT**

- 1.1 To report on the implications of the Housing Register policy and points system, introduced in September 2003 and seek approval for amendments to that policy.

### **2. INTRODUCTION AND BACKGROUND**

- 2.1 The Housing Register policy and points system was reviewed in 2003 and introduced in September of that year. When approving the new policy, Cabinet resolved that the effect of the change be monitored and a report submitted so that the success of the amendments may be reviewed and any recommendations for change determined.

- 2.2 Members were involved in the review at an early stage so that they had the opportunity to make recommendations and influence the development of the new policy. Councillors Baker, Banerjee, Barnes, Chandler, Elliot, Hansard, Powell and Reynolds were involved in this process.

- 2.3 The review considered three areas of the policy; firstly, who should be accepted onto the Register; secondly, the various types of housing need and which should be prioritised for assistance with housing through the Register; and thirdly, the policy relating to matching different household sizes to property types and sizes.

- 2.4 The objective of the review was to ensure that those households in greatest need are assisted with housing. Although there were several minor changes to the policy that would not have such a significant impact on the allocation of housing, there were two main areas that might. These were:

- (a) the increase in the priority awarded for overcrowding; and
- (b) the increase in the priority awarded for existing housing association tenants wishing to move to smaller accommodation.

#### **Increase In The Priority Awarded For Overcrowding**

- 2.5 Members wanted applicants living in overcrowded conditions to have the opportunity to be housed through the Register. The concern was that the majority of family accommodation was offered to homeless households due to their priority as a result of the council's statutory duties under the homelessness legislation. It was also recognised that the previous priority system did not award a sufficient priority to families having children that then needed to move to larger accommodation. This policy had a particular impact on existing housing association tenants who were unable to move when their household size increased.

The housing that they occupied would, therefore, not become available for other households needing to move into smaller accommodation.

- 2.6 The new policy addresses these concerns by awarding an increasing level of priority the longer a household has to live in an overcrowded situation. This change affected a significant number of people that are considered to be overcrowded and therefore have a high level of housing need. Approximately 25% of the 3000 households on the Register are considered to be overcrowded.
- 2.7 This policy is considered a success as the priority of overcrowded households on the Register is seen to be increasing. Officers have begun to see families that have lived in overcrowded situations for longer periods of time receiving offers through the Register. Under the previous policy this would not have been possible due to the lack of priority awarded to their circumstances.

### **Increase In The Priority Awarded For Housing Association Tenants Wishing To Move To Smaller Accommodation**

- 2.8 The new policy saw an increase in the priority awarded to existing housing association tenants wishing to transfer to a smaller property. This policy amendment is considered a success as these applicants are now in a position on the Register where they are able to transfer. The policy allows the best use of under-occupied social rented housing stock where people are willing to move to smaller housing by releasing larger housing for other households needing family sized accommodation.

### **Other Policy Changes**

- 2.9 The new Register policy has been in operation for over a year. There are a small number of changes required, although the majority of these are minor amendments that do not affect who is eligible for housing or how applications are prioritised. There are though two following suggested amendments that will have an impact on how the priority of applicants is calculated:
- (a) Points awarded where the applicant does not have access to a living room, for example in a shared house where the living room is used as an extra bedroom. This was not included in the original review of the policy. It is recommended that an applicant who does not have access to a living room should be awarded additional priority over an applicant that does.
  - (b) The overcrowding assessment to be based on a maximum of two children, beneath the age of 8 years, sharing a bedroom. The policy currently allows a maximum of four children, beneath the age of 8 years, to occupy a larger bedroom. It is felt that this is unrealistic in many circumstances. It is therefore recommended, in line with the policy to award higher levels of priority where overcrowding exists, to base overcrowding assessments on a maximum of two children, beneath the age of 8 years, being able to share a bedroom.

### **3. IMPLICATIONS**

- 3.1 The suggested amendments to the policy can be easily achieved. The amendments will allow a greater level of fairness when prioritising households on the Register. It will affect only a small number of applicants.

### **4. CONCLUSIONS**

- 4.1 The new policy has been successfully implemented. Members' main aims of increasing the priority of overcrowded households and those under-occupying housing association properties have been achieved. The full effects of the policy change relating to overcrowding will develop as overcrowded household see their priority increase year on year. The policy to allow under-occupying tenants to move more easily will help in releasing larger family housing for those newly developing families.
- 4.2 Minor amendments are suggested to the policy, as highlighted above and in the attached policy document. These are in line with the general thrust of the new policy and can be easily implemented to add a greater degree of fairness to the priority system.

### **5. RECOMMENDATION**

- 5.1 That Scrutiny Panel:  
(a) note that the previous amendments to policy are achieving their aims; and  
(b) comment on the proposed revisions to policy prior to its submission to the Cabinet.
- 5.2 That Cabinet endorse and adopt the proposed amendments to the Housing Register and Nominations Policy, subject to the consideration of comments from the Scrutiny Panel

### **BACKGROUND INFORMATION**

#### **Huntingdonshire District Council's Housing Register & Nominations Policy**

#### **Review of the Housing Register & Nominations Policy Report – Cabinet 17 April 2003**

<b>Contact</b>	<b>Jon Collen</b>	<b>☎ 01480 388220</b>
<b>Officers:</b>	<b>Housing Needs &amp; Resources Manager</b>	
	<b>Steve Plant</b>	<b>☎ 01480 388240</b>
	<b>Head of Housing Services</b>	

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**OVERVIEW AND SCRUTINY  
PANEL (PLANNING & FINANCE)  
CABINET**

**8<sup>TH</sup> MARCH 2005**

**17<sup>TH</sup> MARCH 2005**

**COMMUNITY SAFETY STRATEGY  
(Report by Head of Environment & Transport)**

**1. PURPOSE**

- 1.1 To present the draft Community Safety Strategy for approval.

**2. BACKGROUND**

- 2.1 The Crime and Disorder Act 1998 requires Community Safety Partnerships to publish a strategy for reducing crime and disorder in their local area every three years. The latest strategy is due to be published by April 2005 to cover the coming three-year period to 2008.
- 2.2 The strategy has been drawn up following a process of auditing crime and disorder and consultation with the public. The strategy sets out some key priorities and sets targets for reducing the crime and disorder problems highlighted by the audit and consultation.

**3. THE COMMUNITY SAFETY STRATEGY**

- 3.1 The overall aim of the strategy is to promote safer communities through working in partnership. The strategy sets out six key priorities listed in paragraph 4 below. Targets have been set under each priority and these will be monitored and reviewed by the Community Safety Partnership to ensure adequate progress is being made.
- 3.2 The strategy will be implemented through a number of working groups based on the priority themes. The community will be involved through the area based community safety task groups which will meet twice a year and will give the public a chance to raise any crime and disorder concerns and find out about progress made against strategy targets in their area.
- 3.3 The draft Huntingdonshire Community Safety Strategy for 2005-2008 is attached at Annex A. At the time of writing a number of the targets are still being worked on by the Crime Research Team and will be added before the strategy is published.

## 4 STRATEGY PRIORITIES

4.1 The priorities for the new Community Safety Strategy are as follows (in no particular order of priority):

- ◆ The reduction of violence against the person
- ◆ The reduction of vehicle crime.
- ◆ To tackle and put in place actions to reduce anti-social behaviour
- ◆ The reduction of shop theft in Huntingdon and other market towns
- ◆ To reduce the harm caused by drug and alcohol misuse
- ◆ The reduction of dwelling burglary in hotspot areas including Huntingdon East and Huntingdon North wards

## 5. RECOMMENDATION

It is

recommended that the Panel and Cabinet approve the Community Safety Strategy for 2005 - 2008.

## BACKGROUND INFORMATION

Crime and Disorder Audit

Location 3<sup>rd</sup> floor Pathfinder House

File ref - [Huntingdonshire Crime and Disorder Audit 2004](#)

**Contact  
Officer:**

**Sonia Hansen**

Development and Community Manager

**☎ 01480 388341**

CABINET

17th MARCH 2005

## **EQUALITY AND INCLUSION STRATEGY AND RACE EQUALITY SCHEME (Report of the Head of Policy)**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to provide an opportunity for the Cabinet to consider and comment on a revised and enhanced Equality and Inclusion Strategy, together with an updated Race Equality Scheme.
- 1.2 The Strategy and Scheme are intended to provide a framework and common approach to equality in the way the Council achieves its priority of providing high quality services that meet the needs of local people and effective community leadership.
- 1.3 The Overview & Scrutiny Panel (Service Delivery & Resources) have considered the Strategy and Race Equality Scheme and made minor changes which are reflected in the appended document.

### **2. SUPPORTING INFORMATION**

- 2.1 In 2002 the Council adopted an Equality Strategy, supported by an action plan. A Race Equality Scheme also was endorsed, which set out how the Council intended to meet the general duty of promoting equal opportunity, good race relations and preventing discrimination.
- 2.2 Since then there have been changes in relevant legislation and regulations and new good practice and guidance have been published. The Council is also required to review its Race Equality Scheme every three years. Accordingly, a comprehensive review of the Strategy has been carried out.
- 2.3 At the same a social inclusion policy has been drafted to help combat pockets of exclusion across the District. In view of the similarity of objectives, the inclusion policies have been incorporated into a combined Equality and Inclusion Strategy.
- 2.4 The attached Strategy and Scheme have been designed to meet statutory requirements and good practice; they also extend the Council's approach beyond minimal standards in order to support its priorities as a service provider and community leader.

### **3. RECOMMENDATION**

- 3.1 The Cabinet is invited to submit comments on and otherwise to recommend to Council adoption of the appended Equality and Inclusion Strategy and updated Race Equality Scheme.

#### **Background Papers**

Equality Strategy, Draft Social Inclusion Strategy, Race Equality Scheme, May 2002; Available from the Head of Policy

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**DRAFT**  
**Equality & Inclusion Strategy**

Pathfinder House  
St Mary's Street  
Huntingdon

**November 2004**

# Equality & Inclusion Strategy

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## Further information

For further information or clarification about the Council's Equality & Inclusion Strategy or if you would like to make any comments please contact:

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**If you would like a copy or a translation of this document, a large text version or an audio version, please contact us on 01480 388032 and we will try to accommodate your needs.**

**The strategy is freely available from our website**

[www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk)

## 1. Introduction

The council recognises that some people do not have equal access to our services or information about them. To ensure fairness and equity in the provision of our services, some services may need to be developed to meet different needs.

The council also recognises that discrimination or exclusion cannot always be dealt with as a single issue. Different strands, particularly those relating to race, disability, age, religious beliefs, sexual orientation, rural isolation, gender and deprivation, may combine to cause inequality and social exclusion.

To meet our priorities of providing high quality services and effective community leadership the council understands that:

- Huntingdonshire is made up of many different communities
- some communities have greater or different needs than others
- equality does not mean doing the same for everyone
- to make progress we must target resources to meet the greatest needs
- we cannot afford to ignore communities with fewer needs, and everyone needs to feel involved.

The purpose of this strategy is to provide a framework and common approach to deal with equality and social inclusion.

## 2. About Huntingdonshire

Huntingdonshire is a large rural district, which covers an area of approximately 910 square kilometres. Nearly 157,000 people live in the district, with about 45% of the population living in the 4 market towns of Huntingdon, Ramsey, St Ives and St Neots.

Overall we do not have a high proportion of people from a black or minority ethnic background (BME) or have high levels of deprivation or social exclusion. We know that, generally:

- the local economy is strong
- unemployment is low
- educational attainment is above the national average (based on pupils obtaining 5 or more GCSE's grades A-C)

- income is above the national average (but below the regional average)
- our houses are in a good condition
- there are low levels of crime.
- most local people are in good health
- the numbers of claimants for Incapacity Benefit or Severe Disablement Allowance is below the national average.

More detailed information from the 2001 Census and other research indicates that:

- nearly 22% of the population are aged 15 or under
- nearly 6% of the population are aged 75 or over
- over the next 15 – 30 years, Huntingdonshire will have a larger proportion of its population in the 65+ age group, and there will be more people over 75 due to longer life expectancy
- a small proportion of the population (2.85%) are from ethnic minority communities including Black African, Black Caribbean, Indian, Pakistani, Bangladeshi and Chinese
- 93% of the population was born in the UK
- of the 63,062 households in the district, 24% are one-person households
- of the 63,062 households in the district, just over 14% have no vehicle
- 1% of people of working age are unemployed, 11% of the population is retired and 2.9% are permanently sick or disabled
- nearly 24% of the population have no qualifications, however, 20% of the population have a degree or higher qualification
- 4.3% of households are without central heating, only 0.2% are without a bath or shower and 3.5% of households are overcrowded.

Against this background the council accepts the need to undertake further work to be able to understand the diversity of needs within the district and how deprivation and social exclusion affects small sections of our communities.

### **3. Outcomes**

It is a council priority to deliver high quality services to our communities. To achieve this we must ensure that we understand the diverse needs of local



people, that our services meet those needs and that they are provided in a fair and accessible way.

Providing leadership in our communities is also one of the Council’s priorities. An important part of this leadership role is to promote equality, inclusion and the benefits that come from understanding and valuing diversity in our communities.

To contribute towards meeting these priorities this strategy identifies two outcomes that we need to achieve and two measures that will tell us how successful we are —

Outcome	Measure
That our services are provided in ways that meet diverse local needs	% of local people who believe that council services meet their needs
That the council is recognised for promoting equality and inclusion in communities.	% of local people who believe that the council promotes equality and inclusion in their community.

To achieve these outcomes we will establish a programme of actions to develop and improve the way we –

**Consult & engage with our communities**

To ensure that we understand the diversity of the needs of local people, we will:

- use appropriate methods of communication and consultation to engage with different communities and individuals
- use national and local data, particularly from other local authorities and community or voluntary agencies to increase our understanding of local need
- use information from our established complaints procedure.

**Plan & deliver services**

To ensure that our services are available to all that need them and are delivered in an appropriate way we will:

- use the information from listening, consulting and engaging with our communities to plan and deliver services
- avoid discrimination when designing, delivering or charging for services
- ensure that when new and existing policies are developed their impact upon equality & inclusion will be considered

- seek to ensure that information about services is published widely and in ways that will help local people to use them
- continue to assess and review ways of making services more accessible
- frequently review access arrangements to Council premises
- seek to ensure that our partners adopt the same approach to equality and social inclusion
- ensure equality and inclusion is incorporated into our procurement arrangements.

### **Support our communities**

To ensure that we promote equality and inclusion in our communities we will:

- ensure that our communities have access to and information about our services
- consult, when relevant, local people in planning for our services
- support democratically elected representatives to support communities and individuals
- ensure that council policies do not discriminate directly or indirectly against any groups in our community
- identify and address unmet needs and gaps in services where appropriate
- promote activity in community based organisations
- identify socially excluded groups and develop measures to promote inclusion
- ensure that community and welfare rights information is easily available
- engage and support voluntary, community, charitable organisations and social enterprises.

### **Develop & support employees**

To ensure that our employees and employment practices contribute to the outcomes of this strategy we will:

- maintain a separate equal opportunities employment policy, which promotes equality and diversity in our workforce
- develop our employees to help them promote equality and inclusion in our communities
- identify clear responsibilities for equality within the council (Appendix 1)
- provide guidance to help employees ensure that policies, strategies and plans are fair
- help employees to recognise and prevent discrimination

- allocate resources for improving equality and social inclusion practices
- help employees comply with the requirements of all relevant legislation and good practice guidance.

### **Monitor & evaluate our performance**

To ensure we are making progress we will:

- monitor our performance against Best Value Performance Indicators (BVPI's) and local measures
- report performance on equalities & inclusion indicators as part of the council's comprehensive performance management framework
- use the Equality Standard, and Race Equality Assessments to collect and publish evidence of good practice throughout the council.

## **Responsibilities**

All Councillors, employees and others who work on behalf of the council have a duty to implement the outcomes of this strategy through the action plan. Particular responsibilities include:

### **Councillors**

Councillors will support this strategy and work towards the promotion of equalities and social inclusion in all council and community activities.

### **Chief Executive**

The Chief Executive has overall responsibility for the implementation of the Equality & Inclusion Strategy for the council as a whole.

### **Directors**

Directors have a duty to promote the Equality & Inclusion Strategy throughout their directorates. They also have responsibility for the implementation, review, monitoring and performance of any equality schemes (e.g. disability and gender checklists etc) or requirements specific to a service that fall within their directorate.

### **Services**

Heads of service, activity managers and team leaders are responsible for implementing the strategy in the day-to-day delivery of their service, including the collection of data.

### **Employees**

All employees have a responsibility to implement the strategy and work towards the provision of services that meet the goals and objectives of the policy. Appropriate training will be provided to help employees achieve this.

### **Head of Policy**

The Head of Policy will ensure that the Strategy is reviewed and maintained on a 3 yearly basis, and will evaluate and verify performance data that has been provided.

### **Contractors**

When a contractor carries out any function on behalf of the council will be expected to conform to relevant equality legislation.

Action Plan 2004/2005

Council outcomes	Equality & Inclusion Strategy outcomes	Measures	Targets	Equality & Inclusion Priority Actions	Specific Actions	Timescale	Responsibility
Effective management				To plan & deliver services	Produce policy statements on age, gender, disability, rural inclusion, sexual orientation and religious belief	Adopted by April 2005	Head of Policy
Key behaviours					Produce guidance on clear print, & interpretation and translation	Adopted by April 2005	Head of Policy
Council services that meet local needs	That our services are provided in ways that meet diverse local need	% of local people who believe that council services meet their need	To be determined following baseline assessment after the annual survey (March – May 05)		To improve the accessibility of published information	2007/08	All
					Ensure that key corporate documents are available in different formats	April 2006	Head of Policy
					Revise DDA assessments for HDC buildings	<i>Date to be confirmed</i>	Head of Environment & Transport
					Provide diversity & equality training for employees	6 course per year	Head of Personnel
Accessible services					Provide examples & case studies to help employees (for the above policy statements)	April 2006	Head of Policy
					Produce guidance on different faiths within the district	April 2005	Head of Policy
					Produce guidance on the collection of data relating to ethnicity	September 2005	Head of Policy
					To work towards achieving the Equality Standard for local government	Achieve Level 1 by 2006	All
					To produce guidance for staff to help achieve the Equality Standard for local government	September 2005	Head of Policy
					To assess council services & policies in accordance with the Equality Standard for local government	April 2006	Head of Policy & Heads of Service
					Assess council services and policies in accordance with our Race Equality Scheme	By end March each year	Head of Policy

Council outcomes	Equality & Inclusion Strategy outcomes	Measures	Targets	Equality & Inclusion Priority Actions	Specific Actions	Timescale	Responsibility
Community leadership				To support our communities	Training & development for councillors  DDA & community buildings	2006/7  <i>Date to be confirmed</i>	Policy/Democratic Services & Personnel  Head of Environment & Transport
Managing expectations	That the council is recognised for promoting equality & inclusion in communities	% of local people who believe that the council promotes equality & inclusion in their communities	<i>To be determined following baseline assessment after the annual survey (March – May 05)</i>		Research to identify the extent of social exclusion in Huntingdonshire  Provide and develop community information centres in Yaxley and Ramsey.	April 2006/7  Yaxley (on-going) Ramsey re-opens after refit May 05	Head of Policy  Head of Community Services
Good reputation				To consult & engage with our communities	Provision of grant aid to voluntary and community organisations who meet the District Councils eligibility criteria.  Support the work of Diversity Forum  Involve young people to inform the development of the Young Person's Housing Strategy  Complete the survey of BME communities to inform the BME Housing Strategy  Involve older people to inform the Older Person's Housing Strategy  Contribute to the Diversity Forum project to improve consultation & engagement with BME communities  To support the 'making changes for the future' Local Public Service Agreement (LPSA) project.	On-going  On-going  <i>Date to be confirmed</i>  <i>Date to be confirmed</i>  <i>Date to be confirmed</i>  Autumn 2005  <i>Date to be confirmed</i>	Head of Community Services  Head of Policy  Head of Housing  Head of Housing  Head of Housing  Head of Policy  Head of Policy

**APPENDIX 3 Audit Commission Performance Indicators - Equalities**

<b>BPVI</b>	<b>Indicator</b>	<b>Actual 2002/03</b>	<b>Actual 2003/04</b>	<b>Target 2003/04</b>	<b>Target 2004/05</b>	<b>Target 2005/06</b>	<b>Comments</b>
<b>2a</b>	The level of the Equality Standard for Local Government to which the authority conforms	Level 1	Level 1	Level 1	Level 1	Level 1	
<b>2b</b>	The duty to promote race equality check list score	N/A	68%	63%	68%	74%	HDC are in the top quartile
<b>156</b>	The percentage of council buildings open to the public in which <b>all</b> public areas are suitable for and accessible to people with disabilities	6%	6%	12%	12%	12%	Top quartile 2004/06 is 64% HDC achieved 6% (which is equal to 1 building) in 2004/05. Our poor performance is due to many buildings being old and too costly to make alterations.
<b>174</b>	The number of racial incidents recorded by the authority per 100,000 population	0.6	1.2	0	0	0	This relates to where an individual (customer) feels that HDC has discriminated against them in terms of service provision
<b>175</b>	The percentage of racial incidents that resulted in further action	100%	100%	100%	100%	100%	

## Appendix 4 Definitions

The Council recognises that it is important to be guided by national definitions of discrimination and harassment and the terms used in this strategy have been defined below.

Not all of the terms defined below have been used in this strategy however it was decided that because some of these terms are often used without explanation in other documents or reports, it would be useful to provide a definition of them here.

### **Consultation**

Asking for views on policies or services from staff, colleagues, service-users, general public or representatives from our communities. Different circumstances call for different types of consultation. For example, consultation includes public meetings, focus groups, surveys and questionnaires, and meeting with experts.

### **Deprivation**

People can be said to be deprived if they lack the types of diet, clothing, housing, household facilities and fuel, and environmental, educational, working and social conditions, activities and facilities which are customary. People are in poverty if they lack the resources to escape deprivation (Townsend 1979)

Deprivation refers to unmet need, which is caused by a lack of resources of all kinds not just financial

### **Discrimination**

Discrimination can be both direct and indirect and that it can occur in many ways. The council considers discrimination to be broadly defined as:

*To discriminate is to treat a person more or less favourably on the basis of race, colour, nationality or ethnic origin, religion, culture, gender, disability, age or sexual orientation, or other such category that is irrelevant to the individual's right to receive fair and equal treatment.*

Discrimination on the basis of race, nationality, colour, ethnic origin, gender, age and disability is unlawful. Direct discrimination is deliberate. Indirect discrimination is where an act or failure to act, intentionally or inadvertently, has a disproportionate impact on an individual or a particular group.

### **Diversity**

No legal or universally agreed definition for diversity exists. Diversity has not replaced equality but has added a further layer of understanding to the



statutory obligations about race, gender and disability. Diversity is about improving how people can work together by valuing people's differences and similarities.

### **Institutional discrimination**

The Stephen Lawrence Inquiry Report (Macpherson, 1999) found that institutional discrimination could affect the way organisations operate and the way services are provided. Institutional discrimination is defined as '*the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, ethnic origin, gender, disability or age. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination though unwitting prejudice, ignorance, thoughtlessness and stereotyping which disadvantage on the grounds of ethnicity, gender, disability or age.*'

### **Definition of Disability**

The Disability Discrimination Act (1995) provides the following definition of disability:

'A disabled person has physical or mental impairment which has a substantial, long-term, adverse effect on their ability to carry out normal day to day duties'

### **Ethnic monitoring**

A process for collecting, storing and analysing data about individuals' ethnic (or racial) background to see whether all groups are fairly represented.

### **Functions**

The full range of activities carried out by a public authority to meet its duties.

### **Policies**

Policies are the sets of principles or criteria that define the different ways in which an organisation carries out its role or functions and meets its duties. Policies also include formal and informal decisions made in the course of their implementation.

### **Poverty**

People are in poverty if they lack the resources to escape deprivation, in other words a lack of money or material possessions. Townsend (1979) describes poverty as 'individuals, families and groups can be said to be in poverty if they lack the resources to obtain the types of diet, participate in the activities and have the living conditions and amenities which are customary, or at least widely encouraged or approved in the societies to which they belong'.

A family can also be defined as being in poverty if their income is 60% lower than the average local earnings. **What about savings & capital?**

## **Procurement**

Procurement relates to any process or action carried out by the council that results in the obtaining of goods or services.

## **Race equality duty**

This term is used to refer to both the general duty and, where appropriate, the specific duties, placed on public authorities under section 71(1) of the Race Relations Act 1976, as amended and the Race Relations Act 1976 (Statutory Duties) Order 2001 & Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002.

## **Race equality impact assessment**

This is a systematic way of finding out how a proposed policy is likely to affect the promotion of race equality.

## **Race equality scheme**

Most public authorities bound by the general duty have a specific duty to produce a race equality scheme. This is a document setting out how the public authority plans to meet its statutory duties under section 71(1) of the Race Relations Act 1976 and in particular articles 2 (2) and 2 (3) of the Race Relations Act 1976 (Statutory Duties) Order 2001 & articles 2 (3) and 2 (4) of the Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002.

## **Racial group**

A group of people defined by race, colour, nationality and ethnic or national origins. All racial groups are protected from unlawful racial discrimination.

## **Racism**

This term is used to describe a range of ideas and attitudes, used to justify placing (a) particular racial group(s) in an inferior position to another. The Race Relations Act (1976) defines 'a racial group' as a group of persons defined by skin colour, race, nationality or ethnic or national origins. These negative attitudes often result in discriminatory or oppressive behaviour. The Act defines direct racial discrimination as:

- treating one person less favourably than another on racial grounds.

Direct discrimination is unlawful under the Race Relations Act 1976.

This definition can be expanded to include other forms of discrimination such as age, disability and gender.

The Act defines indirect racial discrimination as:

- that a rule or condition which is applied equally to everyone can be met by a considerably smaller proportion of people from a particular racial group
- the rule is to their disadvantage
- and the condition or rule cannot be justified on non-racial grounds.

All three conditions must apply. Again this definition can be expanded to include other forms of discrimination such as age, disability and gender.

#### Definition of Racial Harassment:

Racial harassment is unwanted conduct of a racial nature, or other conduct based on race affecting the dignity of women and men.

#### Definition of a Racist Incident:

Recommendation 12 of the Stephen Lawrence enquiry defines a racist incident as;

- any incident, which is perceived to be racist by the victim or any other person.

### **Sexism**

The Sex Discrimination Act 1975 declares that it is unlawful to treat a person more or less favourably than another on the grounds of sex. It is also unlawful to apply a requirement or condition, which discriminates against women because they are less able to comply with it than men are (or vice versa). The same protection applies to married people.

It is also unlawful, in certain circumstances, to treat a person less favourably than another on the grounds that he or she intends to undergo, is undergoing or has undergone gender reassignment (sex change).

### **Sexuality**

This term refers to the general preference of people. It is preferable to the alternative term 'sexual orientation'.

### **Social Exclusion**

Social exclusion is a term used to refer to the experience of specific communities, neighbourhoods, families and individuals. They will have either, a combination of linked problems (such as unemployment, poor skills, low income, poor housing, high crime, ill health, cycles of early pregnancy, family breakdown and isolation) or particular characteristic (such as minority ethnic backgrounds, being in care, old age, drug dependency or abuse, mental illness or a disability). This may mean that their quality of life is significantly disadvantaged compared with the opportunities available to the majority. Social Inclusion encompasses all activities to combat social exclusion.

## Appendix 5

### Outline of the law relating to equality & inclusion

The council has statutory obligations to promote equalities through the following key pieces of legislation:

- Disability Discrimination Act (1995)
- Race Relations Act 1976 and its amendment of 2000
- Sex Discrimination Act 1975
- Human Rights Act 1998
- Anti-discrimination in employment directive
- UN convention on the rights of the child

The council also has responsibilities to address specific aspects of equal opportunities or discrimination through other pieces of legislation

#### **The Disability Discrimination Act 1995 (DDA)**

The DDA introduces measures aimed at ending discrimination on the grounds of disability. The Act's provisions include employment, access to goods, services and facilities, and the buying and renting of land or property. The Act is being introduced on a staggered basis.

#### **The Race Relations Act 1976, The Race Relations (Amendment) Act 2000**

The Race Relations (Amendment) Act 2000 came into force in April 2001 and strengthens the 1976 Act. It arose in part due to the Stephen Lawrence Inquiry and has been targeted at the public sector. It places a new duty on all public authorities to eliminate discrimination, promote racial equality and promote good race relations.

#### **Sex Discrimination Act 1975**

The Sex Discrimination Act 1975 (SDA) prohibits sex discrimination against individuals in the areas of employment, education, and the provision of goods, facilities and services and in the disposal or management of premises. It also prohibits discrimination in employment against married people. The SDA applies to women and men of any age, including children.

#### **The Human Rights Act 1998**

The Human Rights Act came into force in October 2000. The Act allows people to claim their rights under the European Convention on Human Rights (ECHR) in all UK courts and tribunals instead of going to the European Court in Strasbourg. The Act requires all public authorities in the UK to act in compliance with the Convention rights and has many implications for local government activity.

## **Anti-Discrimination in Employment Directive (Religious belief & sexual orientation and age)**

The Anti-Discrimination in Employment Directive sets out a general framework for equal treatment in employment and occupation. One of the aims of this Directive is to outlaw discrimination against people at work on the grounds of their religion or belief or sexual orientation

The provision relating to sexual orientation and religion or belief came into effect in the UK in December 2003. It is now be unlawful for any employer to discriminate against employees and potential employees because of their religion, because of their beliefs or because of their sexuality.

The approach taken to implement these provisions will largely mirror the existing sex discrimination and race discrimination legislation.

### **Definitions**

- Sexual orientation includes orientation towards the same sex, the opposite sex or both sexes.
- Religion or belief is defined as, ‘any religion, religious belief, or similar philosophical belief. This excludes ‘any philosophical or political belief unless that belief is similar to a religious belief’. Factors to take into account when defining a religious belief include:
  - Collective worship, or
  - Clear belief system, or
  - Profound belief affecting way of life, or work view

Similar provisions relating to age and employment must be implemented by 2 December 2006. The council also has responsibilities to promote equal opportunities on the grounds of age through working to the standards set out in the Government Statutory Code of Guidance on Age Discrimination in Employment (DFEE 1999) and in advance of the European Union Directive on eliminating age discrimination, when age discrimination in employment and vocational training will become unlawful on 1<sup>st</sup> October 2006

## **UN Convention on the Rights of the Child**

The UK signed up to this convention in December 1991. it sets out 42 articles that define basic rights that all young people under the age of 18 years are entitled to. States that are party to the convention are obliged to develop and undertake all actions in light of the best interests of the child. Particular relevant articles to the work of a local authority are articles 9, 12, 15, 16, 19, 23 & 31.

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# Huntingdonshire District Council

## Race Equality Scheme

### Introduction

The Council has a duty to promote race equality. We are also committed to eliminating discrimination and promoting equality of opportunity and good race relations. This scheme describes how we intend to fulfil this positive commitment and to meet our duty.

### Functions and Policies

We have identified our functions and formal policies and given them a priority depending on their relevance to race equality. We will use this review (appended) as a programme to assess all our functions over the next three years, as follows –

Year	Priority
2005/06	1
2006/07	2
2007/08	3

By functions we mean the full range of the Council's activities and services provided in accordance with our duties and powers.

By policies we mean formal and informal decisions, procedures, plans, strategies and objectives about how we carry out our duties and use our powers.

### Strategic Aims for Race Equality

Our Corporate plan – Growing Success - recognises that:

- Huntingdonshire is made up of many different communities;
- some communities have greater or different needs than others;
- equality doesn't mean doing the same for everyone;
- to make progress we must put more resources to meet the greatest needs;
- we can't afford to ignore communities with fewer needs; and
- everyone needs to feel involved.

Our Equality & Inclusion Strategy formalises our commitment to race equality in providing high quality services and effective community leadership.

We intend to do this, through -

- planning and delivering services
- monitoring and evaluation
- consultation and engagement
- developing & supporting employees
- supporting our communities

### Planning and delivering our services

We will ensure that information about the Council and our services is available to all sections of our communities and that services are accessible to everyone. To do this we will –

- consider access to information and services when assessing and monitoring services
- make sure our staff have the necessary skills, information and understanding to provide services and information equally and fairly
- ask local communities what services and information they need and how they want them provided.

### Monitoring and evaluation

In a three year cycle we will make a detailed assessment of all our functions and policies, both formal and informal, to ensure that, where relevant, the way that we carry out those functions –

- eliminates racial discrimination
- promotes equality of opportunity; and

- promotes good relations between persons of different racial groups.

Specifically, we will continue to examine each function and policy according to the priority given to it to identify whether there is evidence that they are affecting racial groups differently. To do this we will –

- use ethnic monitoring to collect and analyse information about people's racial and ethnic origins to assess fair access to and use of services
- use national guidance and definitions to inform our assessments
- use historical data, including any available evidence, complaints or public concerns, survey and research findings, ethnic data and census results or general or specific research to assess the effectiveness of our services in promoting race equality
- compare our policies and the way we carry out our functions with other local authorities and public bodies.

We will monitor and analyse our policies and functions for any adverse impact on the promotion of race equality. We will use a range of methods to do this -

- statistical analysis of ethnic data
- satisfaction surveys analysed by racial group
- random or targeted surveys
- qualitative research

We will use the same ethnic classification system for ethnic monitoring as that used in the 2001 Census, except where research is targeted at specific communities where more detailed information might be required.

We will incorporate consideration of the duty into review programmes, including service reviews and performance management systems.

We will use the results of assessment, consultation and monitoring to ensure we avoid or minimise adverse impacts on race equality and race relations. The information will be used to understand and meet the needs of different racial groups and to make new arrangements or change arrangements so that our policies and the way we carry out our functions promote race equality. Any new arrangements or changes we make will be relevant to the nature of the policy or function and its possible effect on the public, particularly any racial group.

### **Consultation and engagement**

We will undertake clear, representative and proportionate consultation, using a range of appropriate methods. Specifically we will try to engage people from different racial or ethnic communities to ensure that any new policy does not discriminate or harm good race relations.

### **Developing and supporting our employees**

To help us achieve our commitments and duty we will carry out monitoring of our employees throughout their employment cycle – from application to leaving. This monitoring will enable us to measure the progress in promoting equality of opportunity and achieving a representative workforce.

Specifically, we will –

- collect ethnic monitoring data for existing employees, applicants for employment, for training, promotion, performance assessment, for staff involved in grievance or disciplinary procedures and for employees who leave
- analyse the data to find any patterns of inequality or practices which might harm race relations
- take any action necessary to remove barriers or discrimination and to promote equality of opportunity and good race relations
- publish the results of our monitoring each year.

The ethnic monitoring of employees will be combined with the monitoring of other data in our information systems to build on current practices to promote equal opportunity.

The ethnic monitoring of employees will be reported annually to the Council's Employment Panel.



The Council has commissioned a training and development programme for its employees to promote an understanding of equality and its implications for meeting the Council's goals and objectives. The programme will incorporate the requirements and benefits of meeting the duty and our commitment to promoting race equality.

Senior management and employees who will be directly responsible for this Scheme will receive additional specific training.

The Council's induction programme for new employees will include initial training on the importance of equality and specifically promoting race equality to meeting the Council's objectives.

### **Supporting our Communities**

To ensure that we promote race equality within our communities we will:

- Support Council Members to represent and support communities and individuals
- Identify the needs of different communities
- Promote activity in community based organisations
- Identify socially excluded groups and develop measures to promote inclusion
- Ensure that community and welfare rights information is easily available
- Engage and support voluntary, community, charitable organisations and social enterprises.

### **Publishing Results**

The results of our assessments, consultation and monitoring and reviews of this scheme will be made available in a way that is appropriate, accessible and proportionate.

A copy of the report compiled after each assessment will be available in full on our Website ([www.huntsdc.gov.uk](http://www.huntsdc.gov.uk)) or on request from the Policy Division, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN 01480 388032.

Where appropriate the Council will consider using or commissioning new methods of publication that are proportionate to achieving race equality.

### **Complaints**

Complaints about how we are meeting our duties or other complaints about race equality will be dealt with through our established complaints procedure, which is available to all members of the public.

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CABINET

17 MARCH 2005

## **EAST OF ENGLAND PLAN – CONSULTATION ON THE DRAFT REGIONAL SPATIAL STRATEGY FOR THE EAST OF ENGLAND**

(Report by Head of Planning Services)

### **1. INTRODUCTION**

- 1.1 This report sets out the most significant elements of the East of England Plan (draft revision to the Regional Spatial Strategy for the East of England) issued for consultation in December 2004 and seeks approval for the content of representations to be made to the Regional Assembly.

### **2. BACKGROUND**

- 2.1 The draft East of England Plan was submitted to ODPM on 25 November 2004. The letter accompanying the submission stated that the Regional Assembly did not believe it would be possible to deliver increased growth rates without significant investment in infrastructure. Following announcement in early December of the outcomes of the government's spending review for 2005-08 the Regional Assembly voted on 10 December 2004 to suspend its endorsement of the draft East of England Plan pending a re-examination of the government's willingness to provide adequate financial support for the infrastructure necessary to service the anticipated level of growth. However, the Regional Assembly reiterated its commitment to the public consultation on the draft East of England Plan to gauge the response to the development proposals.
- 2.2 The consultation is due to close on 16 March 2005. Permission has been sought to submit our representations on 18 March to follow the decisions made by this meeting. An examination in public is scheduled to start on 13 September 2005 with final approval anticipated by autumn 2006.

### **3. EAST OF ENGLAND PLAN PROPOSALS**

- 3.1 The key strategy of the East of England Plan proposes:
- Employment led growth based on key economic sectors and cluster development
  - A stronger focus on regeneration of lagging areas
  - A 15% increase in future housing provision
  - A doubling of affordable housing output
  - A proactive approach to implementation
  - A regional transport strategy pursuing a more sustainable approach to future transportation planning
- 3.2 The Plan proposes a total of 478,000 additional dwellings in the region for the period 2001-2021, equating to 23,900 per year. Of these 89,300 are allocated to Cambridgeshire and Peterborough of which 11,200 are allocated to Huntingdonshire, equating to 560 per year. To put this in context the 1995

Cambridgeshire Structure Plan allocated 820 dwellings per year to Huntingdonshire for 1991-2006. Some 9,684 dwellings have been completed in the district between 1991 and March 2004, with 2,344 outstanding permissions and 2,848 dwellings allocated as at March 2004.

- 3.3 Two particular points of controversy have arisen during the preparation of the Plan. Firstly, whether an additional 18,000 dwellings requested by the Government could be added to increase the total allocation to 496,000. Detailed studies were made investigating the potential for additional growth in the London-Stansted-Cambridge-Peterborough corridor to increase the contribution to the Sustainable Communities Plan. Secondly, the Aviation White Paper's proposal for a second runway at Stansted Airport. The Regional Assembly decided to not incorporate the additional 18,000 dwellings as they were not convinced of either the need for them, or that they could be provided in a sustainable manner. The Assembly also remain unconvinced of the economic benefit of a second runway at Stansted and consider the environmental impacts to be unacceptable.

#### **4. SUGGESTED REPRESENTATIONS**

- 4.1 Representations need to be made to the Regional Assembly on issues concerning the Plan as a whole and on specific points within the document. The Plan is heavily premised on the need for the Government to ensure that the step change in growth and housing numbers for the region as a whole is fully underpinned by infrastructure provision. Although the Plan itself is not concerned with the financial aspects of ensuring the implementation of its strategy, it would seem reasonable to make representations concerning the necessity of adequate financial support for such infrastructure provision. Otherwise the step change in housing provision may not be possible which could result in increased pressures for growth in Huntingdonshire resulting from diversion of growth from more congested areas, or increased housing shortages.

- 4.2 Other issues concerning the Plan as a whole on which representations need to be made include:

- The excessive length of the document
- Frequent and unnecessary repetition of PPG and PPS guidance
- Difficulty of navigation of the Plan
- Lack of a cohesive approach to the sub-regional elements, including significant repetition of strategic approaches in each section that could be addressed once in chapter 4.

- 4.3 More specific issues of concern within the document include:

- Inconsistency between policy H1 which gives housing numbers for each district and policy CSR2 which gives the scale of housing provision and distribution in the Cambridge sub-region. CSR2 should be amended to allocate dwelling numbers to specific districts to facilitate implementation.
- In policy SS13 affordable housing should respond to local needs levels, not set a minimum figure.
- Para 5.114 expresses the expectation that employment development will also be expected to contribute towards affordable housing. Objection

should be raised to this as it is inappropriate in many parts of the region which already struggle to attract employment growth. The Plan should be altered to suggest that this only be applied in areas where there is both high demand for employment development and shortages of affordable housing.

- Policy E2 allocates job growth targets, including 500 jobs to the ‘rest of Cambs’. These should be redirected to the two sub-regions within the county as the only areas left outside these two sub regions are Littleport, Kimbolton, Buckden and Ellington, where clearly employment growth of this scale is inappropriate.
- Policy E2 sets targets for growth in jobs rather than the amount of employment land to be allocated. An additional supporting section is required distinguishing between employment targets and employment land release.
- Paragraph 6.19 concludes with the statement that “where a need is identified, readily available serviced strategic employment sites solely for warehousing and distribution will also be proposed”. This requires amending not only to refer to ‘need’ but also where such development can contribute to a sustainable pattern of distribution.
- Policy H2 considers affordable housing and mix of housing types. It contains no reference to a requirement for Local Development documents to assess the need and provision of gypsy and travellers sites.
- Paragraph 5.112 refers to the redevelopment of Alconbury Airfield for significant employment use and comments that it may be suitable for the successful relocation of aircraft maintenance facilities from Cambridge Airport. Whilst it is recognised that this is one of the options under consideration it is by no means clear that this would be the most appropriate option (or even available) or what the implications would be if this were to become the preferred option. Strong reservations should be expressed and appropriate changes sought to the text of RPS.

4.4 A number of elements within the Plan are worthy of specific support, these include:

- Policy SS2 which sets out the strategy of urban concentration to 2021. It advocates an early review of the Plan; this review should go further than the suggested consideration of a major new settlement.
- Policy H1 which sets out the level of housing provision. The targets for the local area strongly focus on Cambridge city and South Cambridgeshire to try to provide more homes in close proximity to employment concentrations to reduce commuting levels.
- CSR1 which sets out the location of housing and related development in the Cambridge sub-region contains a specific reference to the reuse of Alconbury Airfield for employment and flexibility to modify the sequence of land search to ensure a sustainable pattern of development in the vicinity, if required.

## **5. RECOMMENDATION**

5.1 That the Cabinet agree that representations be made to the Regional Assembly based on the general and specific points raised above.

**Background papers:**

East of England Plan - Draft revision to the Regional Spatial Strategy for the East of England (2004)

**Contact officer:**

Enquiries about this report should be made to Clare Bond, Principal Planner, tel: 01480 388435

**CABINET**

**17 MARCH 2005**

## **LOCAL DEVELOPMENT SCHEME (Report by Head of Planning Services)**

### **1 INTRODUCTION**

- 1.1 This report informs Cabinet of the first 'Local Development Scheme' for Huntingdonshire, and seeks approval for its submission to the Secretary of State.

### **2 PURPOSE OF THE LOCAL DEVELOPMENT SCHEME**

- 2.1 The Planning and Compulsory Purchase Act 2004 places a duty upon local planning authorities to prepare a 'Local Development Scheme' (LDS), and to submit it to the Secretary of State for approval. The Council's first LDS must be submitted by 28 March this year, although it is anticipated that it will be reviewed on a regular basis (at least once a year).
- 2.2 The LDS sets out the range of statutory planning documents which the Council will produce under the new system. As well as informing the community and other stakeholders of what to expect, the LDS is designed to assist with project management. Both roles are particularly important given that the Local Development Framework will comprise a series of documents to be produced over time.
- 2.3 Apart from summarising what will be produced and when, the LDS explains the structure of the new system, how the various documents interrelate and the way in which they will be produced. As such the LDS is expected to be a useful reference source for anyone interested in planning policy matters.

### **3 CONTENT OF THE LOCAL DEVELOPMENT SCHEME**

- 3.1 The draft LDS is attached to this report. It contents accord with government advice on what the LDS should contain and the priority that should be given to certain documents.
- 3.2 The 'Core Strategy' is being progressed first, as this will provide a framework for other documents and replace out-of-date policies in the existing Local Plan. Other priorities are the Statement of Community Involvement (which explains how the community will be involved in document production) and a Supplementary Planning Document on Wind Power.
- 3.3 Informal observations on the draft LDS have been sought from the Government's regional office, and may necessitate minor changes following its consideration by Cabinet (and prior to its formal submission to the Secretary of State). Cabinet's agreement is sought to any such changes being made in consultation with the Executive Councillor for Planning Strategy.

## **4 RECOMMENDATION**

4.1 It is recommended that Cabinet:

- a. Endorses the draft Local Development Scheme for submission to the Secretary of State;
- b. Authorises the Head of Planning Services, after consultation with the Executive Councillor for Planning Strategy, to make minor changes to the draft LDS prior to its submission, should this be necessary following informal consultation with Go-East.

### **Background Papers:**

ODPM, 2004, *Planning Policy Statement 12: Local Development Frameworks*

**CONTACT OFFICER** - enquiries about this report to Dr Michael Bingham (Development Plans Manager), on 01480 388431.



*Local Development Framework*  
**Local Development Scheme for Huntingdonshire**

*Draft - February 2005*

**Huntingdonshire**  
district council

**Malcolm Sharp BSc, DipTP, MRTPI**  
*Head of Planning Services*

Further copies of this document can be obtained from:

Planning Division,  
Operational Services Directorate,  
Huntingdonshire District Council,  
Pathfinder House,  
St Mary's Street,  
Huntingdon,  
PE29 3TN.

Telephone: 01480 388423 / 388424

e-mail: [PlanningPolicy@huntsdc.gov.uk](mailto:PlanningPolicy@huntsdc.gov.uk)

It can also be viewed on our web site at:

<http://www.huntsdc.gov.uk>

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## **PART A INTRODUCTION**

### **1. Purpose of this document**

- 1.1 The Local Development Scheme (LDS) outlines the programme for preparing and reviewing statutory planning documents in Huntingdonshire.
- 1.2 The LDS is required by the Planning and Compulsory Purchase Act 2004, which introduced new types of plans for guiding land-use change, and new procedures for preparing them. The **Local Development Framework** (LDF) will replace the Huntingdonshire Local Plan in setting out planning policies and proposals for the area.
- 1.3 The Local Development Framework will comprise a number of documents to be prepared over a period of time. The LDS sets out what will be produced and when, and explains what will happen to existing policies during the transition period. It focuses on the next three years, but also gives an indication of work that is proposed beyond that horizon.
- 1.4 Section 2 gives a brief overview of the new system and its associated terminology, followed in Section 3 by an explanation of the transitional arrangements. Part B then provides a summary of the proposed LDF for Huntingdonshire: its overall structure (Section 4); the production programme (Section 5); and details of resources, monitoring and review arrangements (Section 6). Part C concludes with profiles of key documents in the LDF. For ease of reference a glossary of terms is included at Appendix 1.

### **2. A guide to the new system**

- 2.1 The **Development Plan** provides the main point of reference when planning applications are considered: decisions must be made in accordance with the Development Plan unless 'material considerations' indicate otherwise<sup>1</sup>.
- 2.2 Under the previous system of plan production the Development Plan comprised **Structure Plans**, which set out strategic planning policies, and **Local Plans**, which contained more detailed guidance. The current Cambridgeshire and Peterborough Structure Plan was adopted in October 2003. The Huntingdonshire Local Plan was adopted in December 1995, but was superseded in part by the Local Plan Alteration, adopted in December 2002.
- 2.3 Under the new system the Development Plan will instead comprise:
- The **Regional Spatial Strategy** (RSS) prepared by the East of England Regional Assembly; and
  - **Development Plan Documents** (DPDs) prepared by the local planning authority.
- 2.4 The range of Development Plan Documents to be produced must include a **Core Strategy** (setting out the spatial framework and key policies for the area), one or more documents setting out site-specific allocations and a proposals map. **Action Area Plans** may also be produced for areas where more detailed guidance is needed.

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<sup>1</sup> Planning and Compulsory Purchase Act 2004, Section 38(6).

- 2.5 Supplementary Planning Guidance has in the past been used to expand upon the policies and proposals contained in the Development Plan. Under the new system such material will be known as **Supplementary Planning Documents**.
- 2.6 A new requirement is for local planning authorities to prepare a **Statement of Community Involvement** to explain how the public and other interests will be involved in the process of preparing these various documents, and also in significant development control decisions.
- 2.7 Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement are given the generic name **Local Development Documents** (LDDs) in the new arrangements. The particular set of these documents prepared by the local planning authority, together with the Local Development Scheme and an Annual Monitoring Report, make up the **Local Development Framework** as a whole. It should be noted that both 'Local Development Documents' and 'Local Development Framework' are umbrella terms rather than adding to the particular collection of documents to be produced.
- 2.8 A diagram showing how these various documents interrelate within Huntingdonshire is contained in Section 4.

### **3. Transitional arrangements**

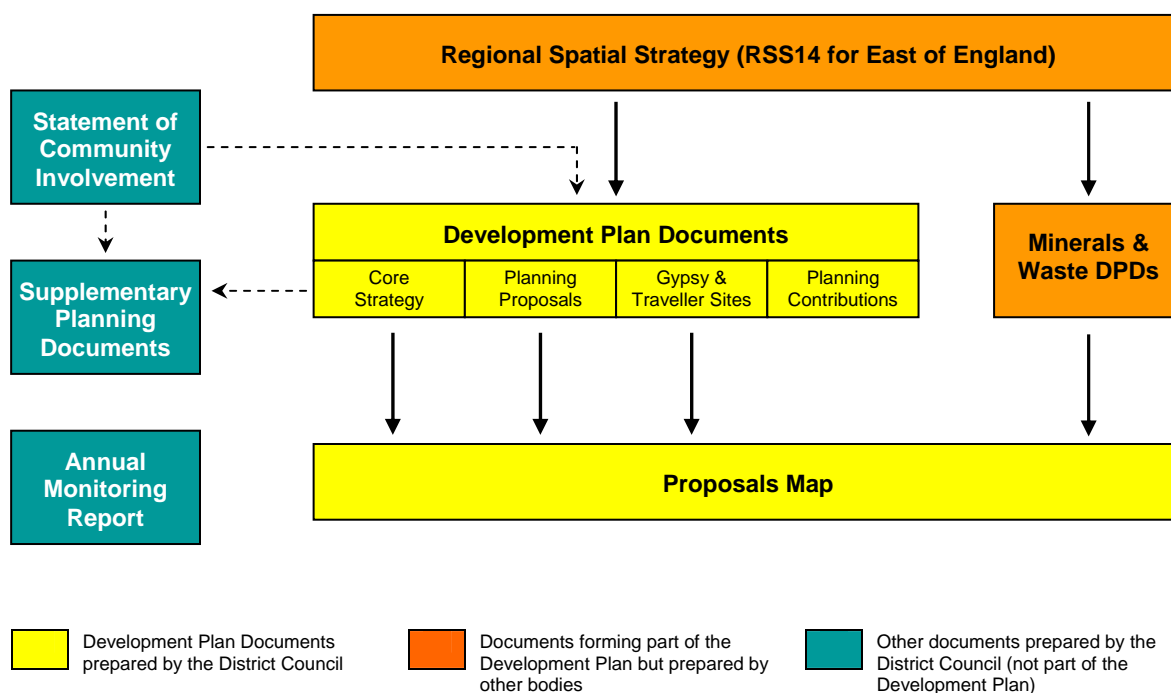
- 3.1 Most policies and proposals in the Structure Plan and Local Plan will remain in force until they are replaced by the Regional Spatial Strategy or a Development Plan Document. Under the new legislation existing plans are 'saved' automatically for three years until September 2007, and the Council can ask the Secretary of State to extend the life of particular policies or proposals beyond this period if they have yet to be replaced (and they remain appropriate).
- 3.2 Appendix 2 shows how existing Local Plan policies will be replaced over time by the new DPDs. Existing supplementary planning guidance (SPG) will also continue to carry weight as a strong 'material consideration' in decisions, so long as the Local or Structure Plan policies to which it is linked remain in force. Appendix 3 shows what will happen to SPG as these 'parent' policies are replaced.
- 3.3 'Interim Planning Guidance' will continue to be prepared as and when required. This provides guidance for sites or areas where development is proposed, but where a specific allocation does not exist in the Local Plan (or an emerging DPD). Such documents do not form part of the Local Development Framework, but are subject to public consultation and will be a material consideration in decisions relating to the sites or areas concerned.

## PART B SUMMARY OF FRAMEWORK

### 4. Structure and interrelationships

4.1 Figure 1 gives an overview of the documents that will provide the new planning policy framework for Huntingdonshire, and the way in which they interrelate.

Figure 1 Overview of the new planning policy framework



N.B. The boxes shaded yellow and turquoise will together comprise the LDF for Huntingdonshire  
The yellow and orange boxes are the elements that will form the Development Plan

4.2 Within the strategic context provided by the Regional Spatial Strategy, the District Council intends to produce DPDs covering four areas:

- Core Strategy: This will provide the spatial framework for other DPDs produced by the Council; it will also contain policies to guide development proposals and decisions.
- Planning Proposals: Allocations for housing, business development and other uses.
- Gypsy and Traveller Sites: Allocations to meet identified needs in Huntingdonshire.
- Planning Contributions: Standards governing the social and physical infrastructure that may be required in association with new development, such as affordable housing, open space and transport improvements.

4.3 A separate DPD for gypsy and traveller sites is proposed because of the urgency with which this issue needs to be addressed, and the particular issues involved in identifying appropriate sites (relating to the requirements of the travelling community and the difficulty of securing suitable sites within existing towns and villages).

- 4.4 The planning contributions work will result in two linked DPDs: one outlining district-specific requirements, and another detailing strategic needs (such as strategic open space). This last document will be produced on a joint basis with other authorities in Cambridgeshire. Separate DPDs covering minerals and waste matters will be produced by Cambridgeshire County Council (which is the local planning authority for minerals and waste matters).
- 4.5 The spatial extent of policies and proposals contained in the DPDs (including those for minerals and waste) will be illustrated on the proposals map, which will be updated as and when individual DPDs are adopted and will itself form part of the Development Plan.
- 4.6 In terms of Supplementary Planning Documents, priority will be given to guidance on the visual sensitivity and capacity of Huntingdonshire's landscapes in relation to wind turbine development. In due course some existing documents will be updated and re-issued as SPDs, as detailed in Appendix 3.

## **5. Production programme**

- 5.1 Work to produce the documents making up the LDF will be phased over several years. This will make best use of resources, and also ensure that policies and proposals conform with principles established in the RSS and the Core Strategy DPD.
- 5.2 Table 1 lists the DPDs and SPDs that will be produced (together with the Statement of Community Involvement) and summarises the anticipated timetable for their production. It also shows the 'chain of conformity' for each document (i.e. the relationship with higher levels of policy-making). The information is presented graphically in Figure 2. More detailed profiles of each document are contained in Part C.
- 5.3 The timetable takes into account the procedures required by law, the time required for research and public involvement and the need for approval at key stages by Council Members. However the timings are indicative, as they rely upon a number of assumptions. Revisions to the LDS may be required if any of these assumptions do not hold true:
- a) **Staff turnover:** The timetable includes a degree of flexibility to accommodate normal staff turnover. However, a number of vacancies over an extended period of time would hinder progress against targets. This is a risk due to a current shortage of qualified planning staff and related professionals.
  - b) **Budgetary provision:** It is assumed that current levels of funding for development plan work will continue, including the contribution made by Planning Delivery Grant (or any funding scheme that succeeds this).
  - c) **Timing of RSS:** The Core Strategy and Allocations DPDs are timed to follow key stages in preparing the Regional Spatial Strategy. This will allow a reasonable degree of certainty about the regional context when progressing local policies and proposals, but could be affected by any 'slippage' in the RSS timetable.
  - d) **Level of public engagement:** Based upon past experience the DPDs are likely to attract many representations at Preferred Options and Submission stages. The timetable accounts for this, but an abnormally large volume of comments at any stage would require some additional time for analysis and response.

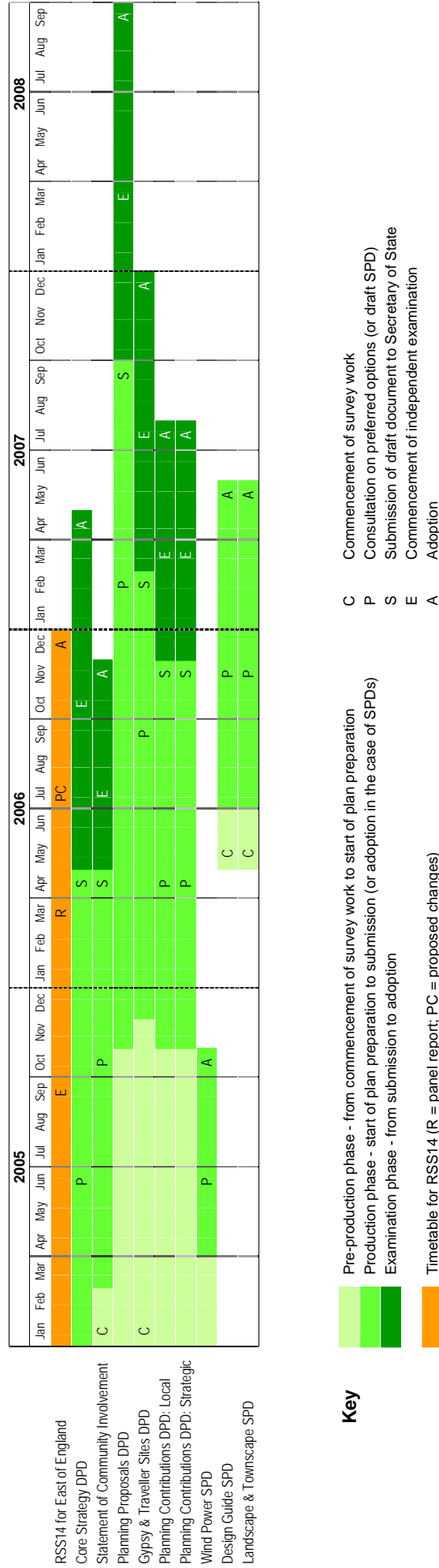
- e) **Examination process:** The anticipated time required for arranging examinations into DPDs and the SCI, and for the examinations themselves and subsequent reporting stages, take into account advice from the Planning Inspectorate. However they could be affected by any changes in the availability of Inspectorate resources, or by a larger than expected volume of appearances at an examination.



**Table 1 Production programme**

Document title	Role & content	Chain of conformity	Timetable		
			Participation on preferred options	Submission to Secretary of State	Adoption
Core Strategy DPD	Sets out the spatial vision, objectives and policies for managing development in the area	Consistent with national planning guidance and in general conformity with Regional Spatial Strategy	June-July 2005	April 2006	April 2007
Statement of Community Involvement	Sets out the Council's approach to involving the community in preparing DPDs and SPDs, and in determining significant planning applications	Consistent with statutory requirements for involvement in DPD/SPD production	October-November 2005 (draft SCI)	April 2006	November 2006
Planning Proposals DPD	Contains site-specific proposals for different forms of development up to 2021, plus policies relating to the overall scale and timing of growth	Consistent with spatial framework set out in the Core Strategy	February-March 2007	September 2007	September 2008
Gypsy & Traveller Sites DPD	Contains site-specific proposals for gypsy and traveller sites to meet identified needs up to 2021, plus policies relating to the overall scale of site provision	Consistent with spatial framework set out in the Core Strategy	September-October 2006	February 2007	December 2007
Planning Contributions DPD: Local Requirements	Details the district-specific standards for social and physical infrastructure that may be required in association with new development, including affordable housing and open space.	Consistent with policies in the Core Strategy	April-May 2006	November 2006	July 2007
Planning Contributions DPD: Strategic Requirements	Details the standards for strategic infrastructure that may be required in association with new development, including strategic transport improvements, education contributions and strategic open space.	Consistent with saved policies in the Structure Plan (and, in due course, with the Core Strategy)	April-May 2006	November 2006	July 2007
Wind Power SPD	Provides guidance on the visual sensitivity and capacity of Huntingdonshire's landscapes in relation to wind turbine development.	Consistent with saved policies in the Structure Plan (and, in due course, with the Core Strategy)	June-July 2005 (draft SPD)	Not required	October 2005
Design Guide SPD	Provides guidance on the design process and key design principles for different forms of development	Consistent with policies in the Core Strategy	November-December 2006 (draft SPD)	Not required	May 2007
Landscape & Townscape SPD	Provides guidance on the distinctive qualities of Huntingdonshire's landscape character areas and market towns	Consistent with policies in the Core Strategy	November-December 2006 (draft SPD)	Not required	May 2007

Figure 2 Production programme (RSS14 timetable shown for information)



## **6. The evidence base**

- 6.1 To ensure that the policies and proposals in the documents forming the LDF are sound, a number of studies and data sources will be drawn upon during their preparation. The main studies include:
- Huntingdonshire Retail Study (2001; review to be published 2005)
  - 2002 Housing Needs Survey (published 2003)
  - Huntingdonshire Landscape & Townscape Assessment (2003)
  - Urban Capacity Study (2003; review to be published 2005)
  - Huntingdonshire Strategic Flood Risk Assessment (2004)
  - Peripheral Sites Study (2005 – forthcoming)
  - Huntingdonshire Local Economy Study (2005 – forthcoming)
  - Huntingdonshire Integrated Open Space Assessment (2005 – forthcoming)
  - Cambridgeshire & Peterborough Traveller Needs Assessment (2005 – forthcoming)
- 6.2 In addition relevant research and analysis appears in the sustainability appraisal Scoping Report (see below) and a background paper on settlement hierarchy issues (produced to accompany the initial consultation on Core Strategy options).

## **7. Sustainability Appraisal and SEA**

- 7.1 All DPDs and SPDs will need to undergo sustainability appraisal (SA). This is a systematic process carried out during plan production; its purpose is to assess the extent to which emerging policies and proposals will help to achieve relevant environmental, social and economic objectives. The SA process incorporates the 'strategic environmental assessment' (SEA) required for plans and programmes that are likely to have a significant effect upon the environment<sup>2</sup>.
- 7.2 At each stage of DPD or SPD production a sustainability appraisal will be carried out to inform the consultation process, assist in refining policies and proposals and support submitted DPDs during the examination stage. The Council has produced a Scoping Report (January 2005) which identifies appropriate high-level objectives for appraising policies against, and examines 'baseline' conditions in the district. The Scoping Report has been designed to provide a foundation for the range of DPDs and SPDs that the Council intends to produce, but will if necessary be updated during the early stages of DPD or SPD production to ensure that the information and analysis it contains remain relevant.
- 7.3 Although sustainability appraisal is required for all DPDs and SPDs, they are not subject to the legal requirements associated with SEA if their content or geographical scope means that they are unlikely to have a significant effect upon the environment. The document profiles in Part C indicate whether the SEA requirements are considered to apply.

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<sup>2</sup> SEA is mandatory in these circumstances as a result of European Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the environment'

## **8. Resources, monitoring and review**

- 8.1 The District Council's Development Plans Section (part of Planning Services) will take the lead in preparing all DPDs, some SPDs, the Statement of Community Involvement and the Annual Monitoring Report. The section can draw upon specialist skills elsewhere in the Council:
- The Implementation Section of Planning Services (see below)
  - Policy Division (which carries out corporate monitoring and research, and undertakes economic development work)
  - Housing Services Division (for inputs regarding housing policy)
  - Environment & Transport Division (specialist advice on traffic and highways matters)
  - Environmental Health Division (advice on air quality, noise and contaminated land)
- 8.2 Advice is also obtained from Cambridgeshire County Council in relation to socio-economic research, transport, countryside, biodiversity and archaeology. Where expertise is not available from these sources, other agencies may become involved (e.g. the Environment Agency) or consultants are employed. The budget for Planning Services makes allowance for anticipated consultancy costs, as well as for the other costs involved in plan production (such as consultation and holding examinations).
- 8.3 The Implementation Section in Planning Services offers professional advice in relation to urban design, conservation, landscape architecture, arboriculture and graphic design. Officers from that section will lead the preparation of any SPDs concerning these matters.
- 8.4 The Annual Monitoring Report (AMR) will provide a regular review of progress in preparing and implementing the documents proposed in this Local Development Scheme. It will relate to each financial year, with the first AMR (for 2004-05) to be published by the end of 2005. Document production will be assessed against the milestones set out in Part C of the LDS, while information on the implementation of policies will relate to key targets and contextual indicators. In the light of this review the AMR will indicate whether any revisions to the Local Development Scheme are necessary.

**PART C DOCUMENT PROFILES**

## CORE STRATEGY DPD

<b>Overview</b>	
Is this a Development Plan Document?	Yes
What is it for?	Sets out the spatial vision, objectives and policies for managing development in the area.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with national planning guidance and in general conformity with the Regional Spatial Strategy.
Is SEA required?	Yes

<b>Proposed timetable</b>	
Preparation work commences	April 2003
Public participation on Preferred Options	June-July 2005
Submission to Secretary of State	April 2006
Pre-examination meeting	July 2006
Independent examination	October-November 2006
Receipt of Inspector's report	February 2007
Modify submitted plan & adoption	March-April 2007

<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council.
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with statutory requirements.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## STATEMENT OF COMMUNITY INVOLVEMENT

<b>Overview</b>	
Is this a Development Plan Document?	No
What is it for?	Sets out the Council's approach to involving the community in preparing DPDs and SPDs, and in determining significant planning applications.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with statutory requirements for public involvement in planning processes.
Is SEA required?	No

<b>Proposed timetable</b>	
Preparation work commences	January 2005
Public participation on draft SCI	October-November 2005
Submission to Secretary of State	April 2006
Pre-examination meeting	Unlikely to be required
Independent examination	July 2006
Receipt of Inspector's report	October 2006
Modify submitted SCI & adoption	November 2006

<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council (with inputs from the Policy Division).
Who will approve it?	The Council's Cabinet, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with statutory requirements.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## PLANNING PROPOSALS DPD

<b>Overview</b>	
Is this a Development Plan Document?	Yes
What is it for?	Contains site-specific proposals for different forms of development up to 2021, plus policies relating to the overall scale and timing of growth.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with spatial framework set out in the Core Strategy.
Is SEA required?	Yes

<b>Proposed timetable</b>	
Preparation work commences	April 2003
Public participation on Preferred Options	February-March 2007
Submission to Secretary of State	September 2007
Pre-examination meeting	December 2007
Independent examination	March-April 2008
Receipt of Inspector's report	July 2008
Modify submitted plan & adoption	August-September 2008

<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council.
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with the Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	



## GYPHY & TRAVELLER SITES DPD

<b>Overview</b>	
Is this a Development Plan Document?	Yes
What is it for?	Contains site-specific proposals for gypsy and traveller sites to meet identified needs up to 2021, plus policies relating to the overall scale of provision.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with spatial framework set out in the Core Strategy.
Is SEA required?	Yes

<b>Proposed timetable</b>	
Preparation work commences	January 2005
Public participation on Preferred Options	September-October 2006
Submission to Secretary of State	February 2007
Pre-examination meeting	May 2007
Independent examination	July 2007
Receipt of Inspector's report	November 2007
Modify submitted plan & adoption	December 2007

<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council.
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with the Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## PLANNING CONTRIBUTIONS DPD (local)

<b>Overview</b>	
Is this a Development Plan Document?	Yes
What is it for?	Details the district-specific standards for social and physical infrastructure that may be required in association with new development, including affordable housing and open space.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with policies in the Core Strategy.
Is SEA required?	Yes

<b>Proposed timetable</b>	
Preparation work commences	January 2004
Public participation on Preferred Options	April-May 2006
Submission to Secretary of State	November 2006
Pre-examination meeting	January 2007
Commencement of examination	March 2007
Receipt of Inspector's report	June 2007
Modify submitted plan & adoption	July 2007

<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council.
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with statutory requirements.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## PLANNING CONTRIBUTIONS DPD (strategic)

<b>Overview</b>	
Is this a Development Plan Document?	Yes
What is it for?	Details the standards for strategic infrastructure that may be required in association with new development, including strategic transport improvements, education contributions and strategic open space.
What area will it cover?	All of Huntingdonshire (and rest of Cambridgeshire)
What documents will it conform with?	Consistent with policies in the Core Strategy.
Is SEA required?	Yes

<b>Proposed timetable</b>	
Preparation work commences	January 2004
Public participation on Preferred Options	April-May 2006
Submission to Secretary of State	November 2006
Pre-examination meeting	January 2007
Commencement of examination	March 2007
Receipt of Inspector's report	June 2007
Modify submitted plan & adoption	July 2007

<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	Cambridgeshire Horizons (the Infrastructure Partnership, with inputs from member authorities)
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with statutory requirements.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## WIND POWER SPD

<b>Overview</b>	
Is this a Development Plan Document?	No
What is it for?	Provides guidance on the visual sensitivity and capacity of Huntingdonshire's landscapes in relation to wind turbine development.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with saved policies in the Cambridgeshire & Peterborough Structure Plan (and, in due course, with the Core Strategy).
Is SEA required?	Yes

<b>Proposed timetable</b>	
Preparation work commences	August 2004
Public participation on draft SPD	June-July 2005
Adoption	October 2005

<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council (technical content produced by consultants).
Who will approve it?	The Council's Cabinet.
How will the community be involved?	Opportunities to comment on the draft SPD, in accordance with statutory requirements.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## DESIGN GUIDE SPD

<b>Overview</b>	
Is this a Development Plan Document?	No
What is it for?	Provides guidance on the design process and key design principles for different forms of development.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with policies in the Core Strategy.
Is SEA required?	Yes
<b>Proposed timetable</b>	
Preparation work commences	May 2006
Public participation on draft SPD	November-December 2006
Adoption	May 2007
<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Implementation Section of the Council's Planning Services Division.
Who will approve it?	The Council's Cabinet.
How will the community be involved?	Opportunities to comment on the draft SPD, in accordance with the Statement of Community Involvement.
<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## LANDSCAPE & TOWNSCAPE SPD

<b>Overview</b>	
Is this a Development Plan Document?	No
What is it for?	Provides guidance on the distinctive qualities of Huntingdonshire's landscape character areas and market towns.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with policies in the Core Strategy.
Is SEA required?	Yes

<b>Proposed timetable</b>	
Preparation work commences	May 2006
Public participation on draft SPD	November-December 2006
Adoption	May 2007

<b>How will it be produced?</b>	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Implementation Section of the Council's Planning Services Division.
Who will approve it?	The Council's Cabinet.
How will the community be involved?	Opportunities to comment on the draft SPD, in accordance with the Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## APPENDIX 1 TERMINOLOGY

Within each definition links to other terms are shown in italics.

<b>Action Area Plan</b>	A <i>Development Plan Document</i> setting out detailed policies and proposals for a small area.
<b>Adoption</b>	The point at which the final agreed version of a document comes into use.
<b>Annual Monitoring Report (AMR)</b>	Document produced each year to report on progress in producing the <i>Local Development Framework</i> and implementing its policies.
<b>Core Strategy</b>	The <i>Development Plan Document</i> which contains the overall vision, objectives and policies for managing development in Huntingdonshire.
<b>Development Plan</b>	The documents which together provide the main point of reference when considering planning proposals. Under the new system the Development Plan includes the <i>Regional Spatial Strategy</i> and <i>Development Plan Documents</i> .
<b>Development Plan Document (DPD)</b>	A document containing local planning policies or proposals which forms part of the <i>Development Plan</i> , and which has been subject to independent <i>examination</i> .
<b>Examination</b>	Independent inquiry into the soundness of a draft <i>Development Plan Document</i> (or draft <i>Statement of Community Involvement</i> ), chaired by an Inspector appointed by the Secretary of State.
<b>Interim Planning Guidance</b>	Informal guidance for sites or areas where development is proposed, but no allocation exists in a <i>Development Plan Document</i> .
<b>Local Development Document (LDD)</b>	The collective term for <i>Development Plan Documents</i> , <i>Supplementary Planning Documents</i> and the <i>Statement of Community Involvement</i> .
<b>Local Development Framework (LDF)</b>	The collection of documents to be produced by Huntingdonshire District Council that will provide the new planning policy framework for the district.

<b>Local Development Scheme (LDS)</b>	Sets out the Council's programme for preparing and reviewing statutory planning documents.
<b>Local Plan</b>	The existing document containing local planning policies and proposals for Huntingdonshire. Under the new system it will be phased out and replaced by <i>Development Plan Documents</i> .
<b>Material Considerations</b>	Factors that may be taken into account when making planning decisions.
<b>Preferred Options</b>	Public consultation on the intended content of a <i>Development Plan Document</i> , prior to the DPD itself being drafted.
<b>Proposals Map</b>	Shows the spatial extent of <i>adopted</i> planning policies and proposals affecting Huntingdonshire.
<b>Regional Spatial Strategy (RSS)</b>	Plan covering the East of England as a whole, and setting out strategic policies and proposals for managing land-use change.
<b>Saved policies</b>	Policies contained within the adopted <i>Structure Plan</i> or <i>Local Plan</i> which remain in force pending their replacement by the <i>Regional Spatial Strategy</i> or a <i>Development Plan Document</i> .
<b>Scoping Report</b>	Report produced as the first stage of <i>Sustainability Appraisal</i> . It examines existing environmental, social and economic conditions in the district, and identifies appropriate objectives to appraise policies against.
<b>Statement of Community Involvement (SCI)</b>	Document setting out the Council's approach to involving the community in preparing planning documents and making significant development control decisions.
<b>Strategic Environmental Assessment (SEA)</b>	Process undertaken during plan production, to assess the potential environmental effects of emerging policies and proposals. It is incorporated within <i>Sustainability Appraisal</i> .
<b>Structure Plan</b>	The existing document containing strategic planning policies and proposals for the county. Under the new system it will be phased out and replaced by policies in the <i>Regional Spatial Strategy</i> and <i>Development Plan Documents</i> .



<b>Submission</b>	Point at which a draft <i>Development Plan Document</i> (or the draft <i>Statement of Community Involvement</i> ) is published for consultation. At the same time it is submitted to the Secretary of State in advance of its <i>examination</i> .
<b>Supplementary Planning Guidance (SPG)</b>	Provides additional guidance on the interpretation or application of policies and proposals in the <i>Local Plan</i> or <i>Structure Plan</i> . Under the new system this will be phased out and replaced by <i>Supplementary Planning Documents</i> .
<b>Supplementary Planning Document (SPD)</b>	Provides additional guidance on the interpretation or application of policies and proposals in a <i>Development Plan Document</i> .
<b>Sustainability Appraisal</b>	Process undertaken during plan production, to assess the extent to which emerging policies and proposals will help to achieve environmental, social and economic objectives. It incorporates <i>Strategic Environmental Assessment</i> .

## APPENDIX 2 REPLACEMENT OF 'SAVED' POLICIES

This table shows how the issues addressed by existing Local Plan policies will be considered in preparing Development Plan Documents. For each existing policy (or group of policies) it indicates which DPD is likely to deal with the general subject matter. This does not mean that the existing policy approach will necessarily be continued, as circumstances may have changed since the original Local Plan policies were prepared.

Some policies are listed as 'not included', meaning that their subject matter is unlikely to be addressed by one of the new DPDs. This is because the issues are either not relevant to Huntingdonshire, are covered by other policy areas or are dealt with more appropriately in other plans or strategies.

Most policies in the Cambridgeshire and Peterborough Structure Plan will be superseded by those in the Regional Spatial Strategy. However, the draft RSS lists some Structure Plan policies that it will not replace, as they deal with relatively local issues. The table shows how these 'saved' Structure Plan policies will be considered.

Policy area	Where will it be dealt with in LDF?	Policy area	Where will it be dealt with in LDF?	Policy area	Where will it be dealt with in LDF?
Huntingdonshire Local Plan 1995		Huntingdonshire Local Plan (continued)		Huntingdonshire Local Plan Alteration	
LPS3	Not included	R3	Contributions (local)	STR1-STR6	Core Strategy
H11-H12	Core Strategy	R4-R5	Not included	HL1-HL3	Allocations
H17	Core Strategy	R6	Allocations	HL4-HL10	Core Strategy
H21	Not included	R7-R8	Contributions (local)	AH1-AH2	Core Strategy
H22-H35	Core Strategy	R9-R10	Allocations	AH3	Allocations
H36	Not included	R11	Not included	AH4	Contributions (local)
H37-H38	Core Strategy	R12	Contributions (local)	AH5	Core Strategy
H39-H42	Not included	R13	Core Strategy	OB1	Core Strategy
H43	Core Strategy	R14	Not included	OB2	Contributions (local)
H44	Gypsies/Travellers	R15-R18	Core Strategy		
E1	Core Strategy	En1-En9	Core Strategy	<b>Cambs &amp; Peterborough Structure Plan</b>	
E2-E3	Allocations	En10	Not included	P1/3	Core Strategy
E4	Not included	En11-En25	Core Strategy	P2/3	Allocations
E5	Allocations	En26	Not included	P2/4 (part)	Contributions (local)
E6-E13	Core Strategy	En27-En28	Core Strategy	P4/4	Core Strategy
E14	Not included	En29	Not included	P5/2	Core Strategy
E15	Core Strategy	En30	Core Strategy	P7/3	Core Strategy
S1-S4	Core Strategy	En31	Not included	P7/10	Not included
S5	Not included	En32	Core Strategy	P8/2	Core Strategy
S6	Allocations	To1-To3	Core Strategy	P8/3	Contributions (strategic)
S7	Core Strategy	To4-To5	Not included	P8/6 (part)	Not included
S8	Not included	To6-To11	Core Strategy	P8/7	Not included
S9-S10	Core Strategy	CS1	Not included	P8/9	Core Strategy
S11	Not included	CS2	Allocations	P8/10	Core Strategy/Allocations
S12-S17	Core Strategy	CS3-CS4	Not included	P9/1	Contributions (local)
T1-T7	Not included	CS5-CS6	Core Strategy	P9/2a-P9/3	Not included
T9-T17	Not included	CS7	Not included	P9/4	Core Strategy/Allocations
T18-T20	Core Strategy	CS8-CS9	Core Strategy	P9/5	Not included
T21-T23	Not included	CS10	Not included	P9/9	Core Strategy
T24	Allocations	Note: policies in the Huntingdonshire Local Plan 1995 that were superseded by the Local Plan Alteration are not listed.		P9/10	Not included
T25-T27	Not included			P10/3	Core Strategy/Allocations
T28	Core Strategy			P10/5	Not included
R1-R2	Core Strategy			P10/7	Core Strategy

### APPENDIX 3 SUPPLEMENTARY PLANNING GUIDANCE

This table lists adopted Supplementary Planning Guidance (SPG), which will remain a material consideration in planning decisions until the Local Plan and Structure Plan are replaced. The table also shows what will happen to the SPGs once the new Core Strategy is adopted.

Title	Date	How will it be dealt with in the LDF?
Conservation Area Character Statements	Various	Will be retained and continue to carry weight by virtue of the legislation governing conservation areas <sup>1</sup>
Cambridgeshire Landscape Guidelines	1990	Will be updated and re-issued as SPD. It will be produced jointly with other Cambridgeshire authorities, and a timetable will appear in the next edition of this Local Development Scheme
External Artificial Lighting	1998	Likely to be updated and reissued as an advice note
Trees and Development	1998	Likely to be updated and reissued as an advice note
Shopfronts	1999	Likely to be incorporated within Design Guide SPD
Hilton Village Design Statement	2000	Status and any future revision to be discussed with the Parish Council <sup>2</sup>
Land to the East of St Neots	2000	Not required (development likely to commence before September 2007)
Retention of Shops, Post Offices and Public Houses in Villages	2001	Approach incorporated within Core Strategy DPD
Holywell-cum-Needlingworth Village Design Statement	2003	Status and any future revision to be discussed with the Parish Council <sup>2</sup>
Re-use and Redevelopment of Farm Buildings and Outbuildings	2003	Some parts incorporated within Core Strategy DPD; design elements likely to be included in Design Guide SPD
Market Housing Mix	2004	Approach incorporated within Core Strategy DPD
Huntingdonshire Design Guide	2004	Will be updated and re-issued as SPD once the Core Strategy is adopted
Huntingdonshire Landscape and Townscape Assessment	2004	Will be updated and re-issued as SPD once the Core Strategy is adopted

#### Notes

<sup>1</sup> The Council does not intend to re-publish existing conservation area character statements as Supplementary Planning Documents, as they are produced to accord with the requirements of separate legislation. The Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty upon local planning authorities to formulate proposals for preserving and enhancing conservation areas.

<sup>2</sup> Although adopted by the District Council as SPG, Village Design Statements are produced by the town or parish council concerned.

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**CABINET**

**17<sup>TH</sup> MARCH 2005**

**ST IVES WEST  
URBAN DESIGN FRAMEWORK AND MASTERPLAN  
(Report by Head of Planning Services)**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to advise the Cabinet of the responses to the draft St Ives West Urban Design Framework and to consider the Council's response. A revised document is recommended for adoption as Interim Planning Guidance (IPG).

**2. BACKGROUND**

- 2.1 The three sites in question were allocated within the Huntingdonshire Local Plan Alteration of June 2002, taking account of the Inspector's specific recommendations regarding the extent of site boundaries and potential housing yields. The Inspector also recommended the production of a comprehensive development brief for the area to protect the important landscape gap between St Ives and Houghton and to provide a framework for the residential development of these sites. This Urban Design Framework presents the planning policy context for the development of these sites and important design parameters that should lead forthcoming proposals.
- 2.2 The document was released for a period of consultation by Cabinet on 4<sup>th</sup> November 2004. This period expired on 14<sup>th</sup> February 2005. During this time, public exhibitions have been held in Houghton and St Ives, in addition to consultation with statutory organisations. Public notices were posted in St Ives and Houghton, and nearby properties were leafleted.
- 2.3 The adoption of the Framework and Masterplan as Interim Planning Guidance is an important step towards achieving the most appropriate form of re-development for these important edge-of-town sites and it will ensure that forthcoming schemes will be of a high architectural and urban design quality.

**3. THE CONSULTATION RESPONSE**

- 3.1 45 written responses have been received from statutory agencies, local organisations and members of the public, containing 218 separate comments for consideration. A summary of the respondents and their comments is contained within Annex 1. Concerns requiring a more lengthy response are expanded in Annex 2. If the proposed responses and amendments contained within Annex 1 and 2 are acceptable to Cabinet, they will then be incorporated into the revised, adopted document.

- 3.2 Most responses, where justified, have led to minor text or graphic changes. The most significant concerns are as follows: the principle of development; the infilling of the landscape gap between St Ives and Houghton; highway congestion; the loss of greenery and drainage/flooding. The Council's response to these issues is presented below.
- 3.3 The principle of housing development on these three sites is already established by the allocation in the Local Plan Alteration 2002. The Council cannot therefore resist the principle. It is the intention of the Urban Design Framework, however, to ensure that developments coming forward are of the highest standard and respond to the character of the wider area, not least the remaining open land between St Ives and Houghton.
- 3.4 The Inspector at the Local Plan inquiry, in allocating the three sites, noted the importance of protecting what remains of the landscape gap between St Ives and Houghton. Given that these sites are now allocated and will now come forward for housing development, it is the Framework's intention to set parameters in layout and design that will ensure sympathetic forms of development. These include protection for vegetation and the appropriate positioning, density and height of built form to achieve suitable development on this edge of the town.
- 3.5 Highway congestion has been raised as a concern in four principal respects: firstly, the overall contribution of the developments to increased congestion on the A1123; secondly, the likelihood of the developments compounding existing rat-run problems through the High Leys/Green Leys area; thirdly, increased access and egress to properties along Houghton Road; fourthly, the further impact on egress from Houghton village onto the A1123. In allocating these sites, the Secretary of State has already been satisfied that the existing highway infrastructure has the capacity to accommodate the additional traffic generated by these allocations. Looking forward, the Highway Authority is in the process of detailing improvement to the highway to provide suitable access to the sites. At the same time, it is also seeking to promote public transport in the form of an additional bus lane, as well as cycling and walking in the form of improved tracks and crossing points. These are intended to reduce car use. Of the other issues raised relating to the A14, a northern bypass and rat-running, these will not influence the validity of the existing allocations and some will be considered as part of the forthcoming Market Town Transport Strategy (MTTS) for St Ives. The MTTS looks strategically at the transport system in the town and will then prioritise funding for further improvements. These developments will be directly funding such improvements.
- 3.6 Any loss of greenery in the area has the potential to dramatically alter local character. The Framework acknowledges the risk of vegetation removal associated with the formation of accesses and the widening of roads and seeks to minimise loss in the first instance. However, improvements to the road system are required to service these allocated sites and some impact on hedgerows and trees will be unavoidable. Where this is the case, the Framework makes it clear that suitable re-planting will be required in all instances.

- 3.7 Surface water drainage and the threat of flooding is a concern of those residents along Houghton Road but also those further afield who feel that they may be affected by run-off from the developments. This is an existing, known problem and discussions with the relevant authorities continue to ensure that current problems will not be compounded. The most likely outcome will comprise improvement to the drains on either side of Houghton Road as part of the roadworks, and suitable attenuation of surface water on the development sites.
- 3.8 It should be noted that some of the principal objections raised can only be properly resolved at a more detailed stage. For example, although it is proper to raise concerns over drainage, the exact detail of drainage provision cannot be presented so early in the development process as much depends on the development form and layout.
- 3.9 On 21<sup>st</sup> February 2005, the Development Control Panel supported the provisions of the Draft St Ives West Urban Design Framework.

#### **4. RECOMMENDATION**

- 4.1 That the Cabinet considers the responses to comments presented in Annex 1 and 2 and agrees to adopt the revised Urban Design Framework, incorporating the specified changes, as Interim Planning Guidance.
- 4.2 That the Cabinet authorizes the Head of Planning Services to make any minor consequential amendments to the text and illustrations necessary as a result of these changes, after consultation with the Executive Member for Planning Strategy.

#### **BACKGROUND INFORMATION**

Draft St Ives West Urban Design Framework and Masterplan  
Report to Cabinet 4<sup>th</sup> November 2004  
Huntingdonshire Local Plan Alteration 2002 Sites 15-17

**Contact Officer: Chris Surfleet**  
**Urban Design Officer**  
**☎ 01480 388476**

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**ANNEX 1 ST IVES WEST URBAN DESIGN FRAMEWORK RESPONSES**

- 1 – action taken
- 2 – not within the remit of this document
- 3 – no action taken

Respondent	Resp no.	Address	Comm No.	Comment	Response	Action
Martin Page	1	Barford + Co, 17 Church Street, St Neots	1	Para 1.1 refers to technical information on the landscape gap and landscape assessments in support of the Peripheral sites study. Request copy.	Copy of relevant material supplied	3
Michael Utley	2	no details	2	Insufficient publicity	Extent of publicity detailed in attached report. A high level of consultation has taken place.	3
Cllr C. Stephens	3	HDC	3	Insufficient consideration of ecological issues	Text added. See annex 2.	1
C. Butterworth	4	Rose Cottage, Thicket Road, Houghton	4	Development will swallow up Houghton & Wyton.	Given the existing allocation of these three sites, the intention of this document is to avoid this occurrence.	3
			5	Impact on landscape and land use – reduction of perceived value of area.	The UDF intends to secure development with minimum impact on the area's value.	3
			6	Environmental laws, policies and objectives being overridden	Not accepted. The sites have been allocated through the Local Plan process and future applications will be assessed against all relevant statutory criteria.	3
			7	Safety of people and property ignored, with reference to existing and increased public usage of the Thicket	Not accepted. The usage of the Thicket is likely to increase but this will increase natural surveillance of the area	3
			8	Highway issues are a nonsense	The views of the Highway Authority have informed the proposals to ensure suitable and safe solutions	3
Development	5	Planning Services	9	1.1 change 'three allocated sites' to 'three	Text amended	1

Control Manager				residential development sites'				
			10	1.1 change 'wider level' to 'strategic level'			Text amended	1
			11	1.1 change 'at a specific level' to 'more specific'			Text amended	1
			12	1.1 change 'interlinked with' to 'supported by'			Text amended	1
			13	1.1 add 'nature and quality of the' to 'landscape gap'			Text amended	1
			14	1.3 add 'previous' to 'proposals'			Text amended	1
			15	1.3 add 'for the council' to Landscape Design Associates.			Text amended	1
			16	2.1 change 'produced' to 'proposed'			Text amended	1
			17	5.0 change to 'preserve a significant gap'			Text amended	1
			18	5.0 change 'adequate' to 'appropriate'			Text amended	1
			19	5.1 change to 'more clearly define'			Text amended	1
			20	5.2 change 'gap can perform its function' to 'landscape setting of the sites is effectively enhanced.'			Text amended	1
Mr and Mrs Middleditch	10	2 Bury Close	21	Loss of trees and hedgerows in Houghton Road unacceptable.			The UDF seeks to promote the importance of the greenery and secure its maximum retention. Where tree loss is unavoidable, replacement planting will be secured	3
			22	Increased volumes of traffic			The Highways Authority is satisfied that the additional volumes of traffic will not exceed the capacity of the road system in this area	3
			23	By-pass and improvements to A14 required			The Highways Authority is satisfied that the additional volumes of traffic generated by these developments will not exceed the capacity of the road system in this area. Improvements to the A14 are not within the remit of this study	3
Steven Bird	9	1 Farm Close, Houghton	24	Increased traffic on A1123 – particularly east to west movements			The Highways Authority is satisfied that the additional volumes of traffic will not	3

						exceed the capacity of the road system in this area	
			25		Access from Houghton will be even harder	The Highways Authority do not consider that additional measures are required as part of these proposals	3
			26		Landscape gap will not be preserved by placing 3 developments in it.	Not agreed. The purpose of the Framework is to ensure that the three sites can be developed within the context of the landscape gap.	3
			27		Further in-filling will be likely. Clear declaration against further such development should be made.	It is the clear intention of this document to protect the landscape gap that remains once these allocated sites have been developed.	3
Joe Slade	8	13 Victoria Crescent, Houghton	28		Access onto A1123 from Houghton is dangerous and requires ungrading	The Highways Authority do not consider that additional measures are required as part of these proposals	3
			29		Improvement needed to Thicket Path	Improvements are proposed in the document	3
J. Armstrong	7	4 Farm Close, Houghton	30		Increased traffic on A1123	The Highways Authority is satisfied that the additional volumes of traffic will not exceed the capacity of the road system in this area	3
			31		Effect of water run-off	The details of water management and associated works will be scrutinised alongside future, detailed proposals.	1
			32		Risk of ribbon development between St Ives and Houghton	The UDF promotes the open character of this area to resist future in-filling	3
			33		Increased risk of accidents at Sawtry Way junction	There is a proposal to deal with this issue – it will be funded as part of the transport improvements resulting from these developments .	3
			34		Suggest obligatory 50mph limit down Houghton Hill to reduce noise and improve road safety	The Highways Authority do not consider that additional measures are required as part of these proposals. However, this issue has been passed to CCC for their	3

Mr S Hampton	6	16 Victoria Crescent, Houghton	35	Landscape gap will be ruined by encroachment of this and future infill development	consideration The UDF promotes the open character of this area to resist future in-filling	3
			36	Bus lanes would scar landscape	The provision of the bus lane will incur additional land-take but it is planned to be provided by the County Council as Highway Authority. The UDF seeks to reduce the negative effects of the bus lane and ensure that mitigation is provided	3
D. R Huntingford	11	Hedgefield, Splash Lane	37	Pedestrian crossings needed at other points along A1123.	The Highways Authority do not consider that additional measures are required	3
Martin Page	12	Barford + Co, 17 Church Street, St Neots	38	References to technical information on the landscape gap should be omitted as the material has not been the subject of any form of public consultation or scrutiny.	Reference omitted	1
			39	Para 1.2 The study area includes the three allocated sites, evidently not the landscape gap itself?	Noted. Figure 1.2 will be amended to include wider landscape gap as part of the study area.	1
			40	Para 1.3 reference to Peripheral Sites Study. If this has had a bearing on the preparation of the UDF then the relevant references should be included in the document	The peripheral sites study is technical work undertaken in support of the future LDF. There are no specific references to this document in the UDF. The general reference is provided only as information on other work being undertaken.	3
			41	Para 2.1 refers to net housing area. The document should explain how this area has been calculated.	The 'net' housing area was determined by the Inspector at the local planning inquiry and reflects the area for structural landscaping. As such, reference should be made to the Inspector's decision and the Plan Alteration.	3
			42	Para 2.1 refers to density on Houghton Grange site at 20 dw/ha. Is this reasonable	The density stipulation was determined by the Inspector at the local planning	3

					inquiry. The figure of 20 dwellings/ha was determined by the character of the site. Any deviation from this figure would be considered in the same context.	
		43		given the Council's housing mix policy? Para 2.2 reference to Area of Best Landscape should be omitted as it no longer exists in the Structure Plan and is contrary to advice in PPS7.	Agreed. Omit references	1
		44		Para 2.2 refers to County Wildlife site. Can we assume that the proposals for public access through the site has been considered by the County Wildlife Trust?	The graphic in figure 4.4 is indicative only. Nevertheless, the footpath link heading westwards adjoining the Thicket has been re-located to link directly with the existing footpath.	1
		45		Para 2.3 – typo, amend 'affecting' to 'affecting'	Correct error	1
		46		Para 3.2 – How will the proposals to provide a speed limit and a gateway calming feature up to Sawtry Way be secured?	The provision of the speed limit and gateway feature are for the consideration of the Highway Authority	3
		47		Para 3.2 – provision of bus lane will undoubtedly impact on character of Houghton Road. The intention to protect the 'green corridor' needs to be reviewed	Not agreed. It is acknowledged in 3.2 that some vegetation will be lost but it remains a principle of the UDF to protect the green corridor as much as possible.	3
		48		Para 3.2 – bus service. If this can be justified, the document should provide the justification and explain how it is to be secured.	Omit reference to improved bus service	1
		49		Para 4.1 amend 'ordinance' to 'ordinance'	Error corrected	1
		50		Para 4.1, 4.2 and 8.1 – the area of wetland referred to has no particular merit as a habitat.	Omit reference to wetland	1
		51		Para 4.5 and figure 4.3 – question the alignment of the proposed footpath from Houghton Road to Thicket Path. This will need to zig-zag to accommodate gradient.	The graphic is indicative showing an intended principle, not an exact route	3
		52		Path could cross the County Wildlife Site.	The route of the path shown in figure 4.4	3

					is indicative. The path could run through the wildlife site if agreement was reached.	
		53		Clarify that alignment of links in Figure 4.4 are illustrative only	Agreed. Text added: 'alignment of links is indicative only'	1
		54		Para 5.2 – query the necessity to reinforce perimeter screening. Para 8.1 contradicts this.	Agreed. There may be some requirement to reinforce screening along the north edge if affected by footway-cycleway alignment and along the new access road area. There may also be a requirement to replace any dead, dying or dangerous trees elsewhere. Text altered to clarify. See annex 2	1
		55		Para 5.2 – restriction of development to the north of the Grange is unreasonable. Development to the east and west should also be permitted. The Director's House could be refurbished	Not agreed. The text does not preclude development to the east and west, as long as it does not project south of the Grange itself.	3
		56		Para 8.1 and 8.2 – contradictory statements regarding replacement of side wings of Grange.	Agreed. Text amended. See annex 2	1
		57		Para 8.4 – the land to the south of the Grange should be retained as private area for occupants of the house, either as single or multiple occupancy. It should not be public open space.	Agreed, but no text changes needed	3
		58		Figure 8.4 – this requires more explanation	Not agreed. The graphics relate to the text bullet points – no key needed.	3
				Para 8.3 – repeated reference to wetland area and screen planting	Omit reference to wetland	1
		59		Para 8.5 and figure 8.5 – northern part of site is more suited to higher densities. Increasing density around the avenue and the Grange is at odds with the need to protect spaciousness in these areas	Not agreed. High density can be achieved in a number of ways without reducing 'spaciousness'. As the illustrative plan in Figure 8.6 shows, larger blocks can achieve the density	3

Martin Page	13	Barford + Co, 17 Church Street, St Neots	60	How will 40mph limit and gated calming feature near Sawtry Way be secured?	without affecting overall spaciousness. The provision of the speed limit and gateway feature are for the consideration of the Highway Authority	3
			61	Improvements to Sunday bus services have not featured in S106 negotiations	Omit references to bus service	1
Richard Allen	14	36 Tenterleas	62	Affordable housing provision should be increased to 50% to meet Structure Plan requirements	Not agreed. HDC policy requires 29%	3
			63	Not clear where affordable provision will be located	Agreed. Text on this issue will be clarified. See annex2	1
			64	Replace 'pepper-potted' with 'distributed throughout'.	Agreed. Text amended.	1
			65	Para 6.6 and others – omit suggestion that only those in affordable housing should walk, cycle, bus.	Agreed. Text omitted.	1
			66	Reference should be made to market mix policy	Agreed. Reference added	1
			67	Childrens' play facilities should meet National Playing Fields Association Standards	Agreed but specific reference not required here	3
			68	Reference to removal of hedges to provide bus lane is premature. Land could be taken on north side.	Not agreed. Land-take on the north side would also affect hedgerows and trees, and there could be less opportunity to provide replacement planting due to limited front garden depths.	3
Mrs P. Mules	15	53 Elm Drive	69	Object to new houses	The three sites are already allocated for housing in Local Plan Alteration.	3
			70	Increased traffic on 1123 and A14.	There will be additional traffic on these roads as a result of development. However, the Highway Authority is advising on what changes to the layout of the roads will be required to cater for these additional vehicles.	3
			71	Housing better at top of Hill Rise	The three sites are already allocated for housing.	3

			72	Housing should only be built on existing built up areas	The three sites are already allocated for housing.	3
			73	Increased flooding problems	Any additional demands on surface water drainage will be incorporated into the assessment of detailed proposals	3
			74	Improve footway up Houghton Road to encourage walking and cycling	This is already an intention of the document, as shown in figure 4.4	3
Mr P. Hill	16	5 High Leys	75	Affordable housing should be distributed and not lumped near High Leys	This is already the intention, but the location of affordable housing will be more clearly explained, in response to comment 63	1
			76	Traffic will divert through High Leys	Traffic will disperse according to its destination, not all eastwards. The re-design of the High Leys/Houghton Road junction is intended to encourage vehicles to use Houghton Road. The existing rat-running problem in High Leys will be considered as part of the forthcoming Market Town Transport Strategy for St Ives.	3
			77	Vehicles should not join roundabout near school	Agreed. Figure 6.3 amended to remove vehicle link to roundabout and replace with pedestrian link.	1
			78	Only way to preserve views is not to build at all	The three sites are already allocated for housing.	3
			79	Cycle track stops too soon at Sawtry Way junction	Cycleway extended to Sawtry Way junction in figure 4.4.	1
			80	Build on chicken factory site instead	This is not within the remit of this document. These three sites are already allocated for housing.	3
Mr and Mrs J. Ralph	17	31 Whitecross	81	Sewerage, surface water and road systems will all struggle to cope with extra development	Provision will be made as part of detailed design work to ensure that the existing services/highways are not compromised by the developments.	3
Mr and Mrs	18	48 Houghton	82	Sewers already back up with heavy rain. Will	It is a prerequisite that any development	3



Mason	Road		it be upgraded?	will not compound existing problems. Adequate provision for dealing with sewerage will therefore need to be made, to the satisfaction of the relevant authority	
		83	Surface water drainage is inadequate	Provision will be made to ensure that surface water is adequately controlled. Text added to clarify this issue. See annex 2 comment reference 31.	1
		84	A1123 is gridlocked in the morning and afternoon. Improvements to infrastructure needed.	The principle of development was considered acceptable in capacity terms at the time of the original allocation. Highway improvements to accommodate additional vehicles are being made as part of the UDF and further improvements will be funded as a result of these developments through the Market Town Strategy	3
Mrs L. Webb	82 Pettis Road	85	Increased volumes of traffic will cause danger to schoolchildren.	Improvements to the infrastructure to accommodate additional vehicles and improve footways and crossings are being made as part of the UDF. The situation will be improved as a result.	3
P & J Searle T & J Wright	Green Leys, St Ives	86	Development will compound rat-run problems through High Leys	Not agreed. The junction onto Houghton Road is being improved to avoid this situation. Existing rat-run problems will be addressed as part of the Market Town Strategy, to which these developments will contribute.	3
		87	Surface water drainage cannot accommodate more development	Provision will be made to ensure that surface water is adequately controlled. Text added to clarify this issue. See annex 2 reference 31	1
Mr P Law	Mandera, Houghton Road	88	Objects to demolition of trees and removal of hedgerow	The three housing sites are allocated already. They require improvements to	3

					infrastructure that may incur vegetation removal. The extent of vegetation loss is not known at present but the UDF seeks to minimise removal and, where unavoidable, ensure suitable re-planting in that event	
			89		Recommends removal of bus lane from proposals	The County Council wishes to include a bus lane to promote the use of public transport. This will provide an alternative to the motor car. The additional lane is therefore a requirement as part of a longer term sustainable transport strategy for the town
			90		Value of green approach to St Ives not given sufficient weight within traffic proposals	Not agreed. Frequent references are made to the need to protect the character of the area and to minimise vegetation loss.
			91		Increased danger when egressing properties along Houghton Road	The implications for safety of the additional bus-lane will influence the CCC's detailed proposals for this area.
			92		UDF does not show proposed footway on north side of Houghton Road	Add additional graphic to figure 4.4
			93		Latest advice of Environment Agency is not included within document.	EA have been consulted on the document and discussions with them continue. They have not objected to the outline applications
			94		Remaining golf course land is insufficient for purpose and will therefore come forward for further development	The remaining golf course land is not allocated for housing and the UDF seeks to protect the remaining open areas
			95		HDC should present its vision for the remainder of the golf course land in this document	The vision is presented in the document, in that it forms part of the important landscape gap
A Fausset	22	51 Houghton Road	96		None of the residents directly affected by the proposals have been approached directly by	Consultation and public notices formed part of the original local plan inquiry at

				HDC or were aware of any previous publicity	the time of allocation. Outline applications for the area have also been advertised according to statutory provisions. Subsequent adverts, notices and direct leafleting have preceded the publication of the draft UDF.	
		97		What engineering measures to ensure suitable drainage will be imposed on developers?	The detail of the engineering works is not finalised. It will be a requirement, however, that adequate drainage and balancing provision is provided on site to ensure control of surface water	3
		98		Requires details of traffic survey results and reports which resulted in road/junction proposals	The details of the highway works have not been finalised. Information of this nature is the responsibility of CCC. The UDF seeks to agree general principles, not the detail of highway alterations.	2
		99		Requires details of how development will impact upon local services eg doctors, dentists and education	The detail of contributions to be negotiated through the S106 agreement is not finalised. Financial contributions will be sought to provide for these local facilities, as advised by the relevant authorities.	3
Mr and Mrs Bridgwater	23	24 Audley Close	100	Concerned that flats or townhouses may be located to rear of property. Limit height and ensure privacy.	Proper regard will be taken to neighbour amenity and privacy as detailed proposals evolve.	3
			101	Require assurance that existing hedgerow at rear of property will not be disturbed	Landscape concept figure 7.4 will be amended to show hedge on east boundary	1
Anon	24		102	Traffic issues on A14 must be resolved before any further development	Not within the remit of this document	2
			103	Congestion on A1096 in both directions will be made worse by development	See response to comment 84	3
			104	Long queues of traffic to and from Huntingdon on A1123 at various times of the day will be made worse by development	See response to comment 84	3

			105	Build up of traffic at Ramsey Road traffic lights will be made worse by development	The highway authority is advising what improvements will be needed to accommodate additional vehicles. These will not include changes to the Ramsey Road junction as part of these developments.	3
Mr B. H. Misson	25	Orchard House, Houghton Road	106	Para 7.2 refers to 'response to Orchard House'. Recommend additional wording to ensure amelioration of the loss of amenity to the rear gardens of Orchard House in relation to any new development.'	Agreed. Text amended to read 'Orchard House, the westernmost property on Houghton Road, and its rear garden area.'	1
			107	What provision will be made to protect/replant hedging/landscaping along Houghton Rd boundary of North of Houghton Road site.	Bullet 3 under para 7.4 explains that a planted belt will be provided if/where the existing hedgerow is lost.	3
			108	Serious concern over functionality of ditches and drainage of field when affected by new development	Provision for suitable surface water drainage will be a requirement of future detailed applications	3
			109	Impact of road widening on ditches.	Where affected, suitable alternative provision will be made. This is likely to improve the existing situation	3
D. Hetherington	26	20 Audley Close, St Ives	110	Housing mix – appears to be a bias towards expensive housing at Houghton Grange with affordable, densely-packed layout at North of Houghton Road. This is not a proper mix and will create a ghetto.	Not agreed. The layouts are illustrative. The Houghton Grange proposal shows a response to the more complex character and constraints of the site. As such, there will be more open space, but affordable provision will be supplied on the three sites.	3
			111	Drainage – ditch running south towards Houghton Road overflows in heavy rain. Development needs to be resolve this known problem.	Provision for suitable surface water drainage will be a requirement of future detailed applications	3
M & D. Soldan	27	Swanbourne, Meadow Lane, Houghton	112	Plans suggest that there will be no gap between Houghton and St Ives	This is not the case. It is the intention of this document to protect the non-allocated areas as a landscape gap	3

				113	A1123 is very congested especially when A14 blocked.	See response to comment 84.	3
				114	Widening Houghton Road will only benefit a bus lane	Not agreed. The widening also allows for improvement of the High Lays/Houghton Road junction and the Houghton Road/Hill Rise junction	3
				115	Figure 3.3 is inaccurate. The 35 mph speed limit is not defined nor obeyed. There is no speed limit on Houghton Hill yet there is on B1090.	Agreed. Additional text added to 'advisory' 35mph	1
				116	A1123 carries excessive traffic now and alternative route should be found, such as diverting traffic along B1090 to A141 with calming measures along A1123.	This is outside the remit of this study. See response to comment 84.	3
Policy and Enabling Officer	28	HDC Housing		117	Pepper potting affordable housing is preferred method depending on how funding is achieved. If not possible then must be in at least 2 different locations on each site.	Noted. See annex 2 response 63	1
Urban Design Officer	29	HDC Planning		118	Figure 1.1 – distinguish between colours more clearly.	Agreed. Colours varied	1
				119	Section 4.2 – improve landscape gap diagram.	Agreed. Diagram improved	1
				120	Figure 4.3 – mark on development sites in red. Remove erroneous purple arrow	Agreed.	1
				121	Figure 4.4 – mark on development sites in red. Amend caption to read 'proposed new footpath links'	Agreed	1
				122	Figure 6.1 – adjust 'green edge' caption to better relate to hedgerow/trees.	Graphic amended	1
				123	Figure 6.3 – remove vehicle access joining school roundabout and create as pedestrian route only and omit corresponding text in 4.4. Also remove pedestrian link in centre as it leads nowhere.	Graphic amended and text omitted	1
				124	Figure 6.4 – add pedestrian link to Hill Rise	Graphic amended	1

				junction				
			125				Figure 6.6 – add pedestrian link to Hill Rise	Graphic amended
			126				Figure 7.6 – show Orchard House and garden at SW corner.	Graphic amended
			127				Figure 8.6 – show vehicle access point onto A1123.	Graphic amended
Hewitsons Solicitors	29	Shakespeare House, 42 Newmarket Road, Cambridge	128				Proposed development and new access points do not take account of access difficulties onto the Houghton Road from B1090.	Not agreed. See response to comment 33.
			129				Traffic lights will incur additional tailbacks – suggest roundabout as alternative.	The highway authority is advising on the most suitable junction design according to the road conditions. Roundabouts tend to compromise pedestrian and cycle crossing.
			130				Hill Rise will become a rat-run to avoid traffic.	Not agreed. Hill Rise is already a main road serving a considerable number of dwellings at the north of the town.
Mr M. Utley	30	5 Farm Close, Houghton	131				Blockages on A14 cause heavy traffic along A1123. No more development should be permitted until A14 is improved.	See response to comment 84. Improvements to the A14 are not within the remit of this study.
			132				Sewage services are poor and back up risk is high when the river level rises	Detailed proposals for sewage disposal will be made alongside future applications. Suitable provision will be made to the satisfaction of the relevant authority and will not compound existing problems.
			133				Electricity supply in this area is unstable	Detailed issues relating to the electricity supply are not within the remit of this document. It falls within the remit of the relevant authority.
			134				The future of Alconbury and Wyton airfields remains uncertain	The three sites in this UDF are already allocated for housing. The future of Alconbury and Wyton is not within the remit of this document

			135	Hard to see how such extensive developments will improve the quality of life in this area.			3	In the context that these sites are already allocated for housing, this document seeks to protect the character of the area and promote the best quality development.
Mr I Lane	31	36 Westbury Road, St Ives	136	Details about the infrastructure of the proposals are missing			3	The UDF is a planning tool intended to promote high quality development. Detailed aspects of infrastructure are not within the remit of the study.
			137	Sewage: is there sufficient capacity for 300 plus houses?			3	The Council will be advised by the relevant authority
			138	Schools: can the schools absorb additional children and will there be additional burden for the council-tax payer?			3	The Council will be advised by the relevant authority. Financial contributions to secure additional provision will be made within a legal agreement
			139	Flooding: additional run-off will run towards the school, Burgess hall and leisure centre.			3	The Council will be advised by the relevant authority. Detailed solutions are not within the remit of this document
			140	Additional bus lane will cause more problems for gardens adjoining Hill Rise			3	The junction design and construction will allow for suitable drainage
			141	Additional traffic will lead to more rat-running through High Leas/Green Leas/Paragon Road.			3	Measures to alleviate this problem will be funded from these developments through the Market Town Strategy
			142	Additional traffic will worsen the problems associated with the A14 and will lead to proposals for a northern bypass.			3	See response to comment 84.
Cllr I Bates	32		143	A 40mph speed limit should be applied from the new development to the Hartford roundabout			3	Wider proposals for improvements to the highway infrastructure will follow from the forthcoming Market Town Strategy. This issue has been passed to the CCC for their consideration.

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Houghton & Wyton Parish Council	33	144	Section 5 refers to opportunity to define urban edge. St Ives already had a defined urban edge on west side and proposals will worsen the definition.	Text altered to remove ambiguity, as follows: 'to achieve a suitable urban edge and a definitive limit of development to the west of St Ives.'	1
		145	Section 5 refers to preservation of landscape gap. Proposals do precisely the opposite. Proposals would result in ribbon of development.	The three sites are allocated for housing. The UDF seeks to protect the landscape gap that remains and ensure that the development acknowledges the area's character as much as possible.	3
		146	Section 9.1 – questionable whether proposals are sustainable, particularly with impact on highway infrastructure.	The principle of development, and its associated highway impact was considered acceptable at the Local Plan Inquiry, leading to the allocation. The provision of the bus lane and additional bus stops to serve the development will assist in promoting non-car options.	3
		147	Request traffic figures for with and without development scenarios, and with and without single carriageway	These figures are the responsibility of the Highway Authority. The highway authority has been asked to supply these figures.	3
		148	Are there comparative accident forecasts available?	These figures are the responsibility of the Highway Authority. The highway authority has been asked to supply these figures.	3
		149	Any development on the Grange site must be supported by a comprehensive ecological assessment.	The council is aware of the wildlife interests on the site and will consider the imposition of an appropriate condition to the outline applications. See comment in Annex 2 reference 3	1
		150	Rumour of contamination on site	Proposals will have to meet the requirements of PPS23 with regard to contamination	3
		151	Pleased that footpath to rear of Grange is parallel to CC wildlife site, not diagonal	noted	3
		152	Recommend 35 advisory limit is replaced by obligatory 40mph limit from Sawtry Way to Hartford roundabout.	Noted. Suggestion passed to CCC although this does not fall within the remit of the document	3

English Nature	34	153	Houghton Meadows SSSI is not included in Figure 2.1. County Wildlife site to south of Houghton Meadows should also be included	Agreed. Information added to figure 2.1	1
		154	Support provision of greenspaces advocated by Accessible Natural Green Space Standards	noted	3
		155	Development may impact on County Wildlife site. Guidance for protection is included in PPG9.	noted	3
		156	EN does not have comprehensive list of legally protected species in this area. Recommend contact be made with Cambridgeshire Wildlife Trust for more information.	Contact made as advised. Findings to be incorporated into new ecology section under para 4.1 where relevant. See comment 3 in annex 2.	1
Mr Broadbank	35	157	Lack of good quality detached bungalows for down-sizing occupants. Recommend provision of such units on one or all of the new sites.	Bungalows are not promoted on the basis of density and urban form.	3
Cllr J. Davies	36	158	Supports principle to protect green corridor but concerned about loss of trees. All trees should be replaced plus new planting.	noted	3
		159	Supports principles of maintaining green separation between St Ives and Houghton	noted	3
		160	Safe and efficient access must be achieved in sympathy with the landscape, including safe access to schools across A1123 and to Wyton-on-the-hill.	As part of the Market Town Strategy, improvements to this junction will provide for safe access and crossing in this location.	3
		161	A1123 has become a very busy road. It is essential that CCC take this into account when designing highway layout	Agreed	3
		162	Possible increase in rat-running through Green leas should be addressed at an early stage of development	Noted. This issue will be considered as part of the Market Town Transport Strategy for St Ives, funded by these developments.	3

			163	Supports principle of affordable housing	Noted	3
			164	Drainage must be carefully designed on each site independently and should not rely on existing inadequate drainage systems.	Noted	3
County Archaeologist	37	Box ELH 1108 Castle Court	165	Sites are located within an area of high archaeological potential. Planning applications should be accompanied by the results of an archaeological field assessment.	Noted	3
Mr J. M. Page	38	Claytiles, Houghton Road, St Ives	166	Three housing sites will result in increased traffic volumes, failure of utilities and environment degradation, including noise and atmospheric pollution.	The three sites are allocated for housing. It is important that this document and subsequent negotiations ensure that negative impacts are minimised and services are adequately provided.	3
			167	West bound traffic will be slowed by additional traffic lights	This may not be the case if the lights are properly sequenced.	3
			168	Exit from drives on north side of Houghton Road will be virtually impossible	Access from the driveways will be considered as part of a safety audit on any future detailed highway schemes. The concern has been passed to the LHA	3
			169	Tailbacks will worsen, especially with additional volumes from A14.	See response to comment 84.	3
			170	Emergency vehicles will not be able to make their way through traffic jams.	Not agreed.	3
			171	Junction into High Leys is extraordinary and will be chaotic at peak school times.	The junction is proposed for improvement to allow for improved pedestrian crossing and safer vehicle manoeuvres. Improvements to the wider cycle and footway network are intended to encourage reduced car usage at peak school times.	3
			172	Guided bus project is flawed, by reason of design, cost and limited benefit.	Not within remit of document. The bus lane is proposed to promote public transport use, whether or not the guided bus proceeds.	3
			173	Drainage infrastructure will not be able to	The detail of drainage provision will be	3

				cope with additional development	presented at a later stage. This will be provided to the satisfaction of the relevant authority	
		174		Footpath/cycleway infrastructure is inadequate. This should be improved before development starts.	Improvements are proposed as part of the benefits negotiated with development.	3
		178		St Ives by-pass is needed before development commences	These sites have been allocated on the basis of the existing infrastructure	3
		179		Lack of collective thinking in terms of resolving issues eg drainage, traffic	Not agreed. The Council will take the advice of appropriate authorities at the appropriate time and will ensure that suitable provision is made for infrastructure, on the basis that these sites have already been allocated.	3
		180		Proposed housing is not in keeping with the existing residential nature of the area.	Not agreed. The UDF proposes development that respects the character of the existing area.	3
		181		Reply to letter of 2002 has not been received.	Noted. Matter passed to Development Plans Manager for response	3
		182		Plans show Houghton and St Ives virtually joined up. This contradicts the principles to retain rural identity.	Not agreed. In the event that these sites are already allocated for housing, the UDF proposes to ensure that the remaining unallocated land is promoted as an important landscape gap.	3
St Ives Town Council	39	183		Supports principle to protect green corridor but concerned about loss of trees. All trees should be replaced plus new indigenous planting.	agreed	3
		184		Strongly supports principles of maintaining green separation between St Ives and Houghton	noted	3
		185		Safe and efficient access must be achieved in sympathy with the landscape, including safe access to schools across A1123 and to Wyton-on-the-hill.	See response to comment 160.	3
		186		A1123 has become a very busy road. It is	noted	3

				essential that CCC take this into account when designing highway layout					
		187		The resulting increase in traffic may strengthen the case for provision of a northern bypass				Noted but not within remit of this document	2
		188		Possible increase in rat-running through Green Leas. Proposals for traffic calming should be included in Framework.				Noted, but this will be addressed through negotiations with site owners over contributions towards community benefits, secured as part of development.	2
		189		Supports principle of affordable housing				noted	3
		190		Secure long-term management plan should be put in place for wetland area to south of Houghton Grange				Assuming that this comment relates to the area to the south of the Thicket, this falls outside the study area.	3
		191		Drainage must be carefully designed on each site independently and should not rely on existing inadequate drainage systems.				agreed	3
		192		Case for additional bus lane has not been proven				Noted. It is the highway authority's intention to provide a bus lane to promote public transport use.	3
Countryside Agency	40	193		Refer to CA current strategy and planning policy statement.				noted	3
Roger Sargent	41	194	RPS Group	Why is access to Golf course site from a side road whereas other two sites meet Houghton road at a roundabout?				This has been done to protect the planted, green edge to the golf course and to avoid urbanising this area. Roundabouts are not shown at the other junctions: the key explains them as 'signalised junctions'. A roundabout does not allow for easy pedestrian and cycle crossing	3
		195		Logical solution to golf course access would be to form a signalised cross-roads with High Leys.				Not agreed, as comment 194.	3
		196		New access to golf course site from High Leys is likely to cause more traffic problems, particularly at peak school				Improvement to footway, cycleway and crossing provision is intended to reduce car use at peak times.	3

			times.						
			Proposed access from High Leys would cause additional rat-running through Green Leas and Paragon Road	197				The High Leys/Houghton Road junction is to be improved to reduce this likelihood. Also, rat running will be addressed with contributions secured to the Market Town Transport Strategy.	3
			Additional rat-running through Green Leys area where there is already insufficient off-street parking would cause a highway danger.	198				Rat-running will be considered as part of the Market Town Transport Strategy.	3
			Creation of signalled crossroads opposite Hill Rise would remove only small, non specimen trees.	199				This may be the case, but it would also add a large area of hard surface, be too close to the High Leys junction and generally result in further 'urbanisation' of this area	3
			Additional prohibitive measures in High Leys/Green Leas would include a 20mph speed limit and other speed restraint measures (ramps, pinch-points etc) to deter through traffic.	200				Noted. Detailed proposals will be considered as part of the Market Town Strategy.	3
Mrs L. Barnes		42	Traffic problems along A1123 will worsen as a result of developments, access and speed limit proposals.	201				The sites were allocated on the basis that additional capacity exists.	3
			What measures are proposed to prevent the use of the A1123 when the A14 is closed?	202				This does not fall within the remit of this document but the issue will be considered as part of the Market Town Transport Strategy. The sites were allocated on the basis that additional capacity exists.	3
			Additional pressure on the A1123 will cause greater danger to residents.	203				Improvements to junctions, footways and crossings are proposed to assist residents and other users. The implications for safety will influence the detailed design of highway improvements.	3
			Additional numbers of secondary children cannot be provided for at St Ivo. Is there consultation with LEA? What are the	204				Consultation is taking place with the LEA and will continue to take place when detailed applications are received. The LEA	3

					proposals for coping with these numbers?	will advise the council of requirements and financial contributions.	
				205	What plans are in place with the EA for drainage and flood prevention? How will the plans affect lower parts of St Ives?	Consultation is taking place with EA and will continue to take place when detailed applications are received. EA will advise the council of requirements and will negotiate adequate provision with the developers	3
				206	Green edge along Golf course appears to have a road proposed along it	This is a misunderstanding of the legend. Only footpaths or improvements to footpaths are proposed within the green edge area.	3
Huw Nicholas	43	CCC		207	UDF contains surprising amount of detail which may be prejudicial to eventual delivery of developments	The information provided is appropriate to the advanced stage of outline applications. It is not considered that this will compromise future adjustments or more detailed assessments.	3
				208	Supports area-wide development principles for each site	Noted	3
				209	Supports movement frameworks for each site	Noted	3
Jenny Carlile	44	English Heritage		210	The site analysis and proposed framework for development adequately reflect the historic asset	Noted	3
Cambridge Water	45	41 Rustat Road, Cambridge		211	Welcomes new development within its area of supply	Noted	3
				212	St Ives Booster station (located immediately to the east of Houghton Grange site) will require upgrading	Noted	3
Huntingdonshire Primary Care Trust	46	The Priory, Priory Road, St Ives		213	Importance of S106 agreements to ensure delivery of health services	S106 agreements are already being negotiated to ensure that this requirement will be met in the future	3
				214	Document proposes developments of good layout and open space, with access to walking and other leisure activities	noted	3
				215	Preservation of footway and cycleways	noted	3

				encourages physical activity Bus links will be needed to avoid isolation, especially for young families and old people	Bus stops are planned as part of the developments	3
	216			Guided bus may reduce safety and green leisure areas	The implications for safety will be a principal consideration of the bus lane's detailed design. Any additional land-take to provide the bus lane will not be permitted to reduce the depth of the green areas around the housing developments.	3
	217			Support provision of 'peppered' affordable housing at 29% for development of a community	noted	3
	218					



**Comment No. 3** Add new paragraph after 4.1 headed 'Ecology':

'There is known evidence of important habitats adjoining or affecting the Houghton Grange site, including Great Crested Newts and potential for bat roosting. For this reason, and to assess any further wildlife impacts, an ecological survey will be a condition attached to future applications for planning permission.

In addition, development must not cause physical detriment to the adjoining Houghton Meadows SSSI or County Wildlife Site, either by direct disturbance or as a consequence of surface water drainage or pollutants.'

**Comment No. 31, 83 & 87** Add new paragraph within 4.1:

'There are particular drainage problems along the section of Houghton Road north of the Golf Course and at the Houghton Road/Hill Rise junction. These may be improved as part of the highway works associated with the developments. In order not to compound the existing situation, proposals should be accompanied by detailed schemes for the satisfactory attenuation of surface water drainage within the individual sites.

**Comment No. 45** Omit 'This involves reinforcing the perimeter screening to the north, east and west.' Text amended as follows:

'This may involve some reinforcement of the perimeter screening, especially to replace any dead, dying or dangerous trees. Furthermore, new screen planting will be required alongside the new access from the A1123 and may also be needed along the north boundary if affected by the road widening'.

**Comment No. 56** Text amended in 8.2 as follows:

'This will involve the removal of the extensions on either side of the house and their replacement with buildings that help to reinforce the Grange's focal position at the end of the avenue.'

**Comment No. 63, 66 & 75** Omit 6.6 and combine within a new 9.5 headed 'Housing types', as follows:

'Proposals for each site will need to consider the Council's Market Housing Mix SPG to provide for a range of housing sizes. Requirements to meet this guidance will be subject to site-specific considerations and design.

29% of affordable housing should be provided on each site. This housing should be located in at least two different locations within each site, or ideally distributed throughout. It should not be grouped together.'

**CABINET**

**17<sup>TH</sup> MARCH 2005**

**ANGLIAN HOUSE, HUNTINGDON  
URBAN DESIGN FRAMEWORK AND MASTERPLAN  
(Report by Head of Planning Services)**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to advise the Cabinet of the responses to the draft Urban Design Framework for Anglian House, Huntingdon and to consider the Council's response. A revised document is recommended for adoption as Interim Planning Guidance (IPG).

**2. BACKGROUND**

- 2.1 The site to which the Framework applies includes the offices currently occupied by the Anglian Water Group and associated land mainly used for car parking. For the purposes of considering this site in context, the Framework also includes an area to the rear of High Street, the small St Germain Street car park and the courtyard area in front of the County Council's Probation Service. The Framework looks closely at the advantages that re-development would allow and makes recommendations for proposed uses, ensuring that proposals enhance the vitality and viability of the town centre.

- 2.2 The adoption of the Framework and Masterplan as Interim Planning Guidance is an important step towards achieving the most appropriate form of re-development for this important town centre site and it will ensure that forthcoming schemes will be of a high architectural and urban design quality.

- 2.1 The draft document was approved for a period of public consultation on 16<sup>th</sup> December 2004. As part of the consultation exercise, a public exhibition was held over a 2-day period in the Commemoration Hall in January 2005. Residents and businesses in the immediate area were informed of the proposals by a leaflet delivered to each premises. In addition, formal consultation with the statutory agencies and the Town Council was undertaken.

**3. THE CONSULTATION RESPONSE**

- 3.1 7 written responses have been received from statutory agencies, local organisations and members of the public, raising 60 separate issues. A summary of the respondents and their comments is contained within Annex 1. A number of comments have expressed positive interest in the benefits of developing the land but a number of concerns have also been raised. The majority of concerns have resulted in minor re-wording, text or graphic changes. The Council's response to comments is noted in Annex 1 and continued in Annex 2.

- 3.2 The most significant concerns relate to issues of building height, tree loss and traffic impact. Both these and the other concerns expressed have been fully considered and addressed either in the form of amendments to the document or, where amendments are not considered appropriate, in the form of a reasoned response.
- 3.3 If the proposed responses and amendments contained within Annex 1 and 2 are acceptable to Cabinet, they will then be incorporated into the revised, adopted document.

#### **4. RECOMMENDATION**

- 4.1 That the Cabinet considers the responses to comments presented in Annex 1 and 2 and agrees to adopt the revised Urban Design Framework, incorporating the specified changes, as Interim Planning Guidance.
- 4.2 That the Cabinet authorizes the Head of Planning Services to make any minor consequential amendments to the text and illustrations necessary as a result of these changes, after consultation with the Executive Member for Planning Strategy.

#### **BACKGROUND INFORMATION**

Draft Anglian House, Huntingdon Urban Design Framework and Masterplan  
Report to Cabinet 16<sup>th</sup> December 2004  
Civic Trust Regeneration Unit 'Huntingdon Town Centre: A Vision and Strategy for Growth and Quality' 2000

**Contact Officer: Chris Surfleet**  
**Urban Design Officer**  
**☎ 01480 388476**

**ANNEX 1 ANGLIAN HOUSE, HUNTINGDON URBAN DESIGN FRAMEWORK RESPONSES**

- 1 – action taken
- 2 – not within the remit of this document
- 3 – no action taken

Respondent	Resp no.	Address	Comm No.	Comment	Response	Action
Anon	1		1	Access down passageway between 101 and 103 High Street to Cromwell Mews and Lloyds Bank car park is very poor. Please improve situation by requiring better management of Lloyds Bank car park.	This issue is noted but does not fall within the remit of this document.	2
			2	Retain footpath behind Cromwell Mews	This is not a public right of way but it is intended to create a footway link from Grammar School Walk into the site.	3
Mr & Mrs E. Power	2		3	2 storey development will have less impact on our property than 2/3 storey proposed.	Document already reflects need to respond to adjoining property in terms of scale	3
			4	Ambury Road South: congested due to reduced width by car parking hindering 2 way traffic on blind corner	Any development and access proposals will need to assess highway usage in this area and make off-site improvements where necessary.	3
			5	Ambury Road South: Delivery vehicles take up most of road when turning into High Street premises	Any development and access proposals will need to assess highway	3

					usage in this area and make off-site improvements where necessary.	
			6	Ambury Road South: supermarket delivery vehicles mistake this road for St Germain Street and then have to reverse back onto the ring-road	This issue will be passed to the Local Highway Authority for their consideration	1
			7	Ambury Road South: congested due to continuous flow of traffic serving several premises	Any development and access proposals will need to assess highway usage in this area and make off-site improvements where necessary.	3
			8	Ambury Road South: vehicles using Nat West bank car park as short-cut into High Street	This issue will be passed to the Local Highway Authority for their consideration	1
			9	Ambury Road South: blind corner needs clearer road-markings to avoid accidents	This issue will be passed to the Local Highway Authority for their consideration	1
			10	Ambury Road South: Pedestrians and cyclists have no provision along south wall of Anglian House, or street lighting	Improvement of this situation may be considered as part of the planning obligations for the development of this site	3
			11			
Ben Wrighton, Donaldsons	3	48 Warwick Street, London	12	Figure 1 – plan should provide road names and identifies three different parts of the Framework area.	Details added	1
			13	Para 1.2 – whilst acknowledging the comprehensive approach, a statement should be	Text added as follows: 'although the Framework	1

					made which does not preclude individual proposals from proceeding within the Framework area.	promotes a comprehensive approach to the development of this area, it does not preclude individual proposals that conform with the principles from proceeding.'	
				14	Para 1.2 – AWG office has a gross area of 57000ft	Text amended	1
				15	Para 2.1 – reference to financial contributions should read 'planning obligations' at this stage and should be placed in para 6.5	Agreed. Text relocated	1
				16	Para 2.3 – the implications of the TPO on the adjoining land should be explained.	Text added: 'the location of built form must respond accordingly to ensure that the tree is not affected by the re-development.'	1
				17	Reference to trees could be combined for clarity. Also, reference to BS 5837 is needed.	Agreed. Reference added.	1
				18	Figure 15 has no key for the green-circled dots.	Diagram re-drafted and key added.	1
				19	Para 3.1 refers to the area behind Ambury House as 'particularly important' although this does not feed into later proposals. What is the implication of the importance?	Amend text to 'particularly interesting'	1
				20	Para 3.2 - Figure ground. The site does not only relate to the rear of High Street properties but also to larger sites to the north. A wider context plan would assist in explaining this.	Figure ground plan extended to help clarify this issue	1
				21	Figure 10 suggests that historic plots should be carried into the new development. This is not the most effective way of achieving a suitable relationship	This is not the intention of the graphic. However, to avoid confusion, the diagram will be amended	1

						and the key clarified	
				22	Para 3.5 – the figure reference should be 8, not 6.	Text corrected	1
				23	Para 3.5 – colour rendition between public buildings and offices is not clear.	Diagram amended	1
				24	Second stanza of para 3.6 should clarify that the AWG lies outside the Env Agency flood zone.	Text added: 'The land included within the Framework area lies outside the Environment Agency flood zone.'	1
				25	Para 4.3 – 'car parking should be considered'. Parking rationalisation is not necessary as part of a comprehensive development of the site.	Text added: 'considered in the long term as part of future enhancement of the town centre'	1
				26	Figure 12 – location of proposed spaces seems to rely on existing AWG landscaping. This should not necessarily determine appropriate built form.	Not agreed. Mature landscaping is a fundamental contributor to the character of this part of the town. It should therefore be a starting point for layout proposals where trees are of merit and healthy, and do not restrict otherwise more positive built form.	3
				27	Figure 12 – further justification of these spaces should be provided.	Text added to explain rationale for each proposed space – see annex 2	1
				28	Figure 12 – extent of central space appears excessive and may have implications for site coverage and viability. This requires clarification.	These are indicative areas. However, diagram has been altered to reduce central space	1
				29	Figure 18 – zone E suggests that the space runs from the north to the south boundaries. Too large.	Agreed. Diagram altered to more clearly identify	1



						courtyard space	
			30	Figure 12 – suggest that focus of public space is provided alongside St Germain Walk instead of centrally.		Not agreed. There are two opportunities here, both of which should be considered as detailed proposals evolve	3
			31	Figure 14 – question necessity of 'positive frontage' along Ambury Road lane. This section of red line should be removed or re-labelled.		Agreed. Text amended to 'positive edge treatment'	1
			32	Para 4.8 – B1 office and live-work accommodation may not be viable in this location, based on demand.		It is not certain that this is the case, therefore the land use proposal stands	3
			33	Para 4.8 – identify potential for small scale A3 or possibly retail A1 close to the southern corner of the site. These uses would animate frontages and draw people towards the park.		Agreed. Reference to A3 or A1 added	1
			34	Para 5 – potentially unhelpful to provide design options in a UDF as they may restrict solutions. If these are to remain then their status as illustrative should be clarified.		Graphics which encapsulate the foregoing principles are helpful to all parties in the consultation process. They do not restrict alternative approaches. Text added to clarify indicative status. See annex 2.	1
			35	Para 7 – recommend reference to potential for developing all or parts of the site in line with the comprehensive approach, and that any proposals should be commercially and financially viable.		Agreed. Text added. See annex 2.	1
Environment and Transport Division	4	HDC	36	St Germain Street car park is included in figure 1 but not thereafter. It should be shown throughout		Agreed. Car park included more positively in figures	1
			37	Should figure 1 include the Probation Service building itself?		No. This is not within the remit of the Framework	2

			Figure 2 – is the wall to the car park listed?		No but the wall along the north side of Ambury Road is listed. Graphic added	1
38			Figure 4 caption – correct spelling		corrected	1
39			Figure 4 caption – correct spelling		Text added: 'a flood risk assessment will be required with any future applications for planning permission.'	1
40			Para 3.6 flood risk assessment required		amended	1
41			Figure 5 – amend caption from Figure 7		added	1
42			Figure 6 – add car park use		Links added	1
43			Figure 10 – include links to ring road/Ambury Road (north)/High Street (north west)		Text added as stated	1
44			1.1 add text 'development should seek to improve pedestrian links between the town centre, town park and residential and commercial/educational/recreational areas of Huntingdon to meet broader transport aspirations in the Market Town Transport Strategy (MTTS)'		Text added as stated	1
41			2.1 amend wording to read 'it is highly likely that a contribution towards the Market Town Strategy will be required; whilst traffic impact is of course a material consideration and mitigation will always be expected in this context, the development should contribute in terms of delivering sustainable infrastructure in general and reduce the need to travel by car.'		Text added as stated	1
42			3.3 add text 'perceptual barrier between town centre, park and residential areas on the north side of the ring road.'		Text added as stated	1
43			3.3 Grammar School Walk has no legal designation as a cycleway and must be upgraded if it is to be used as such		Noted	2
44			MTTP proposals to improve Ambury Road South		Noted	2

					for cycle use.						
			45		3.4 the adequacy of the existing movement framework to cater for a different forms of development will have to be tested in the form of a Multi Modal Transport Assessment and scoped by CCC.				Reference to MMTA included in 4.4		1
			46		3.4 parts of Ambury Road South close to High Street are too narrow for cycle use				Point made in 3.4		3
			47		3.4 add text 'new development should contribute to and enhance the existing road/pedestrian and cycle networks'.				Text added		1
			48		4.3 too early to speculate on the form and location of accesses into the site. This should be informed by eventual built form and highway studies.				Text added – see annex 2		1
			49		Is there any potential access into the site from St Germain Street?				Not appropriate due to conflict with pedestrians		3
			50		4.4 Ambury Road South should be examined for positive walking and cycling links				Noted		2
			51		6.3 – add 'the form/adequacy of the highway layout should reflect the findings of the MMTA'				Text added		1
			52		6.5 change Market Town Strategy to Market Town Transport Strategy'				Text amended		1
			53		6.6– clarify that 'a multi-modal transport assessment to CCC guidelines and scoped with CCC officers' will be required				Text added as stated		1
			54		6.6 – green travel plan requirement should be combined with the MMTA bullet point.				Text relocated		1
Emma Thornton	5	Huntingdon Town Centre Manager	55		Support for design framework				noted		3
			56		Important that this project improves visual and physical links between this area and the town and to ensure new build is in sympathy with the town park.				noted		3
Mr. P. Benstead	6	9 Priory Gardens, Huntingdon	57		Mature trees must be retained to enhance local area				agreed		3

			58	Ensure that replacement buildings complement the historic nature and character of the town	agreed	3
County Archaeologist	7	Box ELH1108 Shirehall	59	Site is located within an area of high archaeological potential	noted	3
			60	Planning applications should be accompanied by the results of an archaeological fields assessment	Text added	1

**Comment No. 27**

Text added as follows:

‘Four potential spaces are identified within figure 12, as follows:

- 1) a civic square, as envisaged by the Civic Trust in their Vision document.
- 2) a longitudinal space along Grammar School Walk, focussed on the existing mature trees.
- 3) a central courtyard linked to the park, to ensure a break in the built form along the park edge, allowing sunlight to permeate. The courtyard will also create a focal space within the development as a whole.
- 4) a longitudinal space maintaining a soft edge to the park and ensuring the health of park trees along this boundary.’

**Comment No. 34**

Text added as follows:

‘These diagrams are indicative only; they do not prescribe a Council requirement and are without prejudice to the guidance contained within the Framework document and the determination of any planning application.’

**Comment No. 35**

Text added as follows:

‘Although the Framework promotes a comprehensive strategy for the area, it does not preclude individual developments that conform with the general principles from proceeding and the Council acknowledges that future proposals must be both commercially and financially viable.’

**Comment No. 48**

Text added as follows in place of first stanza at 4.3:

‘The existing AWG office is served by a one-way system with access from Ambury Road South and exit into the lane behind High Street. Although these locations may be available for future access into the site, decisions on the form and location of access should be informed by a Multi-Modal Transport Assessment, as well as proposals for creating positive built form.’

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CABINET

17<sup>th</sup> March 2005

**Cambridgeshire and Peterborough  
Biological Records Centre  
(Report by Head of Planning Services)**

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek Cabinet approval for the Director of Operational Services to sign a Memorandum of Understanding setting out the management arrangements for the Cambridgeshire and Peterborough Biological Records Centre.

**2. BACKGROUND**

- 2.1 The Cambridgeshire and Peterborough Biodiversity Steering Group came into being in 1997. The steering group comprises a partnership of key stakeholder organisations and HDC is an active member. The local Biodiversity Action Plans (BAP) were subsequently produced and launched in 2000 to focus attention on local habitats and species requiring particular actions to ensure their conservation and further enhancement. This represented the local delivery of a national commitment to biodiversity, stemming from the Earth Summit in Rio in 1992.
- 2.2 Huntingdonshire District Council has been an active partner in the BAP process since its inception. The BAPs exist to safeguard and promote the county's wildlife, and to encourage local people to become involved in the process.
- 2.3 The Steering Group identified the establishment of an effective and independent Biological Records Centre (BRC) as an essential requirement of the BAP process. There is a need to know where wildlife is, if it can be protected or enhanced, and how people can fully appreciate the biodiversity that surrounds them.
- 2.4 Many counties have had BRCs since the 1970s. Cambridgeshire is currently a serious gap in the network. The National Biodiversity Network (NBN) is a major initiative promoted by a consortium of organisations including English Nature, the Environment Agency and the Natural Environment Research Council, with funding from DEFRA. The NBN seeks to establish a comprehensive network of Local Record Centres across the UK.
- 2.5 A number of benefits will arise from setting up the BRC, principally these are:
- Giving the natural environment a similar factual basis to the built environment.
  - Creation of a single reliable and independent source of the best and most up-to-date information for planning and conservation. The centre could be used to get information to help determine planning applications, for example.
  - Facilitating rapid, soundly based, sustainable decision making in relation to biodiversity, with a consensus on facts.
  - Improved access to the natural heritage and enhanced understanding of the district/county and its wildlife.
  - Creating a mechanism for the targeting of scarce resources

- 2.6 The major source of funding for the BRC will be a £224,000 grant which has been offered towards the initial three year project by the Heritage Lottery Fund. As part of the bid for this grant the Biodiversity Partnership produced a business plan which describes how the BRC will operate and deliver the following:
- The operational set-up of the Centre, which will necessitate the bringing together of a wide range of data on local wildlife.
  - The provision of a quick and efficient system for the collection of new information from volunteers and professional bodies alike.
  - The training of volunteers in biological recording and data capture.
  - The process of accessing information by user organisations and the public.
  - The interpretation of data for educational uses (thereby linking local schools and students to the biodiversity of Cambridgeshire).
  - The encouragement of wider participation in the recording of local wildlife.
- 2.7 Although the BRC will be an independent company, it is proposed to be run and be managed by a partnership of the Cambridgeshire Local Authorities, English Nature, the Environment Agency and a variety of voluntary organisations. The management arrangements are being established through a Memorandum of Understanding (attached as Appendix 1). The BRC is to be based in the Wildlife Trust offices in Cambourne.
- 2.8 The aim is that the BRC will maintain itself after an initial three year set-up period through the following means:
- a) Keeping annual running costs to a minimum.
  - b) Establishment of Service Level Agreements with the partners who will be the primary users of Information.
  - c) Income from pay-as-you-use services to developers, utilities and other commercial users.
  - d) Funding for specific surveys and projects (e.g. water vole survey, butterfly atlas, county flora).

### **3. FINANCIAL IMPLICATIONS**

- 3.1 A funding contribution for the capital set-up costs has been sought from all the Cambridgeshire and Peterborough Biodiversity Partners to provide match funding for the successful lottery bid.
- 3.2 Huntingdonshire District Council's initial capital contribution towards the BRC will be £14,480 for the set up period. This will comprise three annual grant contributions of: £5,604 (for 2004-5), £4,468 (05-06) and £4,408 (06-07). These sums are below the Council's de minimis level for capital expenditure and so can be funded from the revenue Planning Delivery Grant (therefore having no impact on the Council's budget).
- 3.3 The following table shows the financial contributions of the other Cambridgeshire Authorities (all of whom are already signed up to the BRC). Half of the contribution required from the local authorities is being met by the County Council and Peterborough City Council; the residual is being met by district council contributions, the level of which is related to the population of each authority.



		Year 1	Year 2	Year 3
	%	£	£	£
<b>Cambridge City Council</b>	10	3,996	3,186	3,144
<b>East Cambridgeshire DC</b>	6	2,374	1,893	1,868
<b>Fenland DC</b>	7	2,904	2,316	2,284
<b>Huntingdonshire DC</b>	14	5,604	4,468	4,408
<b>South Cambridgeshire DC</b>	12	4,621	3,684	3,635
<b>Peterborough City Council</b>	13	5,007	3,992	3,938
<b>Cambs. County Council</b>	37	14,493	11,555	11,400
<b>Total</b>	<b>100</b>	<b>39,000</b>	<b>31,095</b>	<b>30,678</b>

3.4 After the initial three year set up period it is anticipated that Huntingdonshire District Council will enter into a Service Level Agreement with the centre. The cost of this will be dependent on the level of service required and met from the existing planning budget. This will be considered further once the new centre is up and running.

#### **4. RECOMMENDATION**

4.1 Cabinet is recommended to:

- (a) Support the establishment of the Cambridgeshire and Peterborough Biological Records Centre and approve the use of funds from the Planning Delivery Grant as detailed in paragraph 3.2 of this report;
- (b) Authorise the Director of Operational Services to sign a Memorandum of Understanding setting out the management arrangements for the Records Centre.

#### **BACKGROUND PAPERS:**

Cambridgeshire and Peterborough Biological Records Centre Business Plan (2001)

**CONTACT OFFICER** - enquiries about this report to Julia Wilkinson, Planning Officer, on 01480 388432.

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**OVERVIEW & SCRUTINY PANEL  
(PLANNING & FINANCE)**

**8 MARCH 2005**

**17 MARCH 2005**

**CABINET**

**WASTE PFI UPDATE AND RECYCLING BUDGET  
(Report by Head of Environment & Transport)**

**1. INTRODUCTION**

- 1.1 This reports outlines the most recent developments in Cambridgeshire County Council's application for Private Finance Initiative (PFI) credits to support future waste disposal arrangements in the county.
- 1.2 The report on the Budget and Medium Term Plan 2005-2010 considered by the Cabinet at their meeting on 3 February 2005 included reference to a variation which had arisen because of changes in gate fees and recycling credits. Further details of the £120k shortfall is given in this report.

**2. WASTE PFI**

- 2.1 Cabinet will be aware from previous reports that CCC need to invest in alternative waste treatment facilities if they are to avoid significant financial penalties for depositing too much waste in landfill from 2010. Notwithstanding the substantial improvement this council and other waste collection authorities in the county have made in their recycling performance, and hence a reduction in waste for final disposal, the County Council will need to spend some £80+ millions on treatment facilities.
- 2.2 If the County Council do not make that investment the scale of the financial burden that will fall on Cambridgeshire Council Tax payers can be gauged by figures previously reported to Cabinet on 13 January 2005. These confirmed that the collection systems now in use will ensure that around 50% of the waste collected by the District Council will be recycled from 2005/06 onwards. Even so the waste for final disposal will still exceed the landfill targets in 2010 and the penalty would amount to £1.4 million per annum, equivalent to £21 for every household in Huntingdonshire, if alternative treatment facilities are not provided. This would be replicated across the county.
- 2.3 The County Council have now been advised by DEFRA that they have secured PFI credits amounting to £35 million. This has allowed them to initiate the procurement process for the waste treatment facilities. Key milestones in the procurement programme are as follows –
- February 2005 – advertise for bidders
  - June 2005 – agree list of bidders
  - December 2005 – bids returned
  - August 2006 – preferred bidder confirmed
  - December 2006 – final business case submitted to DEFRA
  - March 2007 – Treasury approval and contract signed.

- 2.4 Following the award of the contract the successful bidder will need to secure planning permissions, design, construct and commission the treatment facilities before they can be brought into use. It is anticipated that the programme allows the minimum time required to complete the procurement and implementation before the first nationally imposed targets come into force in 2010.
- 2.5 The outline business case, essentially the bidding document for the PFI credits, evaluated a range of treatment processes and concluded that energy from waste represented the front runner using DEFRA's evaluation model. However, bidders can advance their own preferred approaches and these will be evaluated through the procurement process. The preferred bidder's proposal will form the basis of the final business case submission to secure the release of the PFI credits.
- 2.6 In order to reduce contractual risk and associated costs the County Council are now keen to start the process of negotiating a 'partnering agreement' with each of the waste collection authorities which will detail the types and manner of delivery of waste to be processed by the treatment facilities. The District Council, for example, currently collects three waste streams (dry recyclable, garden waste and residual waste) and achieves a high level of recycling. In sizing the future treatment facilities the operator will want some certainty that this will continue and that existing levels of performance will be maintained, notwithstanding growth in the number of properties served.
- 2.7 The 'partnering agreement' will build on the Statement of Understanding previously signed by the councils. A key aspect of this agreement also will be the future treatment of recycling credits which currently provides financial support to the District Council's expenditure on recycling services. Negotiations already have begun between the waste collection authorities and the County Council on this matter, prompted by government proposals to review the current national arrangement.
- 2.8 Taking forward the 'partnering agreement' and contributing to the selection of the bidder for the PFI contract will require the following inputs from the District Council either directly or via our representation on the Cambridgeshire Councils Association's Waste Forum (CCAWF) –
- March 2005 – representation at bidders' conference
  - June 2005 – CCAWF confirm agreement to short list of bidders
  - July 2005 – Cabinet agree heads of terms for partnering agreement
  - February 2007 – Cabinet authorise signature of 'partnering agreement'
- 2.9 The joint authorities' service specific officer groups (i.e. technical, legal and financial) and the District Council's internal multi-disciplinary officer group will support the process. Appropriate update reports will be submitted to Members at key milestones in the process.
- 2.10 Under the government's new Waste Performance and Efficiency Grant the District Council will receive £52k in 2005/06. It is proposed that this revenue funding is used, as necessary, to support the negotiations and to retain independent advice to ensure that the District Council secures the most advantageous 'partnering agreement' for local Council Tax payers. This funding will replace the £50k of MTP capital funding provided for Joint

Waste Procurement (MTP 279/B) currently available in 2004/05, which it is now proposed be transferred to scheme MTP 602, to contribute to the cost of optional wheeled bins.

### **3. RECYCLING BUDGET**

- 3.1 Recycling services have undergone significant improvement since 2002/03. Individual changes have been reported to and authorised by Cabinet as appropriate and these have included –
- the harmonisation of dry recycling collections across the district;
  - expansion of dry recycling collections to all households;
  - introduction of fortnightly wheeled bin garden waste collection service; and
  - introduction of wheeled bins to replace green boxes at the householders discretion.
- 3.2 Concurrently with these service improvements we have had two externally imposed changes in the arrangements for the disposal of the collected materials. Peterborough City Council withdrew access to their materials recycling facility (MRF) requiring a temporary arrangement with Northampton Borough Council's MRF. This has now been replaced by a five-year contract with a Milton Keynes based commercial MRF following a competitive tendering exercise. This has resulted in a small reduction in gate fee compared with the fee charged by Peterborough in 2003/04.
- 3.3 The initial arrangement with Marshalls at Ellington for the windrow (open air) composting of garden waste was superseded by a new contract, tendered by the County Council, for an Animal By Products Regulation compliant in-vessel composting process. This has the advantage of allowing kitchen waste to be collected with garden waste, but resulted in the gate fee more than doubling. The County Council have increased the recycling credit to match the gate fee (so that there is a net zero cost to the District Council) but estimates prepared in 2003/04 based on the charges/credits at that time forecast a net income of around £15 per tonne.
- 3.5 A further consequence of the new refuse and recycling services has been a marked increase (a forecast increase of 50% from 2003/04 to 2005/06) in the weight of material passing through the District Council's mini-recycling centres. As a consequence Parish Councils and other voluntary sector organisations providing sites are forecast to receive £49k from the District Council in 2005/06, more than double the 2003/04 figure. In the circumstances Cabinet may wish to consider capping these payments, possibly to the 2003/04 levels.
- 3.6 It is only now that the relationship between the service changes and the external influences are stabilising that the full impact is becoming obvious. It is now clear that the estimated net surplus on this area of the recycling budget, originally estimated for 2005/06 at £359k, now is forecast to be only £240k. This gives rise to the £120k shortfall referred to in the report considered by Cabinet, at their meeting on 3 February 2005, on the Budget and Medium Term Plan 2005-2010.

### **3. RECOMMENDATIONS**

5.1 Cabinet are recommended to –

- (a) note the award of £35 million in PFI credits and the procurement programme contained in paragraph 2.3 of this report;
- (b) note that further reports will be submitted to Cabinet in accordance with the programme at paragraph 2.8;
- (c) approve the changes to the Medium Term Plan detailed in paragraph 2.10;
- (d) consider capping the payments (referred to in paragraph 3.5) to Parish Councils and voluntary organisations providing site for mini-recycling centres; and
- (e) note the further clarification of the previously approved variation to the MTP referred to at paragraph 3.6.

#### **Background papers**

The Strategy for Dealing with Municipal Solid waste 2002-2022 in Cambridgeshire and Peterborough – November 2002

Letter from DEFRA dated 9 December 2004 – Managing Waste Sustainably: DEFRA Announces Help for Councils

Outline Business Case: Integrated Waste Management Project Cambridgeshire and Peterborough Waste Partnership – December 2004

**Contact Officer: Richard Preston, Head of Environment & Transport**

** 01480 388340**

**CABINET**

**17 MARCH 2005**

## **CAR PARKING CHARGES (Report by the Head of Environment & Transport)**

### **1. PURPOSE**

- 1.1 At their meeting held on 14 October 2004, Cabinet approved the implementation of the Car Parking Strategy and the consequential amendments to car parking charges and changes in designations of car parks. New Orders under the Road Traffic Regulation Act 1984 now have been prepared and advertised in the local press. Copies of the Orders have been sent to the Town Councils of Huntingdon, St Neots, St Ives and Ramsey and other statutory bodies, as well as being displayed in the car parks.
- 1.2 Two Orders have been created to deal with the car parks. The first is for the paid and controlled car parks in the town centres, and the Order No 2 is for the free car parks in the town centres, parks, and leisure centres.
- 1.3 The Act allows a local authority to decide whether to convene a local inquiry before determining an Order. This report outlines the objections and requires the Cabinet to decide whether to determine the Orders without a local inquiry.

### **2. CAR PARKING STRATEGY**

- 2.1 The approved car parking strategy generally is demand-led and contains proposals for meeting the forecast demand for parking in the district's town centres which are funded in the approved MTP. However, the strategy also recognises the need to promote alternative modes to the car and includes the following objectives:-
  - The Council will assist in securing measures to promote integrated, sustainable and accessible transport and will direct surplus income derived from car parking charges to the furtherance of these objectives.
  - The Council will support the development of car parking provision serving villages on transport corridors where these will facilitate use of public transport and support the economy of villages.
- 2.2 When they approved the strategy in October 2004 the Cabinet acknowledged that in setting the level of charges for car parking the Council has the opportunity to raise further income and the strategy provides for this to be hypothecated to promote integrated, sustainable and accessible transport. Cabinet took the view that in setting the level of car parking charges they would seek to achieve a surplus of income over expenditure that makes a contribution to –

- (a) the Council's current commitments in respect of transportation projects; and/or
- (b) accessibility and transportation developments in future years.

### 3. PROPOSED NEW CHARGES

3.1 The proposed new charges approved by Cabinet in October 2004 are shown in the following table together with the existing level of charges –

	Current	Proposed
<b>Shoppers' Car Park</b>	(charges include VAT)	
0 to 60 minutes	£0.20	£0.30
1 to 2 hours	£0.50	£0.60
2 to 3 hours	£0.90	£1.50
3 to 4 hours	-----	£2.50
Maximum Stay	3 hours	4 hours
Excess / Penalty Charge	£20/£40	£30/£40
<b>Edge of Centre</b>	(charges include VAT)	
0 to 60 minutes	£0.70	£0.25
1 to 2 hours	£0.70	£0.50
2 to 3 hours	£0.70	£0.80
3 to 4 hours	£0.70	£1.00
over 4 hours	£0.70	£1.50
Pathfinder House/ Castle Hill House (Sats Only) (Barrier machine)	£0.70	£0.80
Maximum Stay	24 hours	23 hours
Excess /Penalty Charge	£20/£40	£30/£40
Season Ticket	£110	£175/£250
Residents' Permits	free	£40
<b>Out of Centre / Village / Leisure</b>		
Up to 23 Hours	No charge	No charge
Maximum Stay	24 hours	23 hours
Excess / Penalty Charge	£20/£40	£30/£40

3.2 Details of car park designation are included in Annex B.

3.3 The On Street Orders are being progressed by the County Council with an implementation of May / June for the existing areas and September for the new areas.

### 4. COMMENTS AND OBJECTIONS RECEIVED

4.1 As a result of the advertisement of the Orders, representations have been received on Order No 1(the charged town centre car parks) from:

Waitrose PLC  
 St Ives Chamber of Commerce  
 Huntingdon Town Council  
 Huntingdon Town centre Initiative  
 Tindalls Ltd  
 Residents of Huntingdon, Chatteris, St Ives and Lt Paxton



These are summarised on the attached Annex A together with Officers' comments on the points raised.

- 4.2 The main concerns raised are increase in costs of the all day long-term parking and the increase in costs for short term parking over 2 hours. The proposed level of charges reflects Cabinet's wish to provide funding to support the transportation policies and schemes that it is pursuing.
- 4.3 There has also been a request to allow residents parking permits to be valid in all other specific Edge of Centre car parks.
- 4.4 No objections have been received to Order No 2.

## **5. CONCLUSION**

- 5.1 The Act enables a local authority to decide whether to convene a local inquiry before determining an Order but, dependent upon any further representations received prior to the meeting, it is not considered that the scale and content of the objections to the first Order are sufficient to warrant this course of action. Order No. 2 received no objections.
- 5.2 The extension of the use of Resident Permits to other specific Edge of Centre car parks should be considered as this gives a better facility to our customers. The restrictions on the issuing of residents permits are as the previous Order. Resident Parking will now also be available in
- Huntingdon– Mill Common and St Germain Minor
  - St Ives – Cattle Market (EoC)
  - St Neots – Priory and TanYard

## **6. RECOMMENDATION**

- 6.1 Cabinet are recommended to
- (a) determine that a local inquiry to consider the objections received be not held; and
  - (b) confirm the Orders as advertised with the inclusion of the extra car parks for Resident Permits as para. 5.2

## **BACKGROUND INFORMATION:-**

1. 'Huntingdonshire Car Parking Study; Final Report' prepared by Transportation Planning (International) on behalf of the District Council
2. Consultation on priorities and budgets
3. Environment and Transport files.
4. The District of Huntingdonshire (Off-street Parking Places) Order 2005 and Order No 2.

**Contact Officer: R Preston, Head of Environment and Transport**  
**☎ 01480 388340**



## ANNEX A – OBJECTIONS RECEIVED:

### NATURE OF OBJECTION

### COMMENT

#### St Ives Chamber of Commerce

- |   |   |
|---|---|
| (1a) How can such a large increase from 70p to 150p be justified - £1-00 per day would be more acceptable. Alternative methods of travel must be encouraged, but no viable alternatives exist for most people | (1a) The cost increases were considered as part of the customer consultation and the Cabinet felt that in the context of its committed expenditure on transportation developments, it wished to secure the additional revenue income associated with the adoption of the parking charges. The additional income comes from the increased charges for staying over two hours and will not, therefore, impact on the shorter shopping trips that form the vast majority of the car park usage |
| (1b) If Ramsey has been made free this shows that trading is difficult in towns and it is unjustifiable to pass on increase at this time  | (1b) The Council recognises that trading in the towns is important and has given more flexibility for short term parking in areas which were only long stay.  |

#### Tindalls Ltd

- |   |                     |
|---|---------------------|
| (2a) Workers in the town will have to pay £1.50 per day, which is more than double the existing. How can this be justified? | (2a) See 1(a) above |
|---|---------------------|

#### Waitrose Plc

- |   |  |
|---|--|
| (3a) Do not consider there should be a differentiation in cost between Shoppers car parks and Edge Of Centre car parks as they can be close together. | (3a) The Car Parking Strategy has been based on the fact that customers have to pay a premium to park nearest to the town centre. Good signing will be provided to make the situation clear.   |
| (3b) They feel that the Edge of Centre car parks should have the proposed 3-4 hour banding change to 3-5 hours to help part time workers.             | (3b) The time bands have been set to allow short term parking in the Edge of Centre car parks at a reasonable cost, but it is considered that 4-5 hours then becomes long term and should be priced accordingly.   |
| (3c) Waitrose agree to keep Sunday parking free   | (3c) Charges are made on car parks from Monday to Saturday for all year except Christmas Day. In discussions with Waitrose, Sunday charging was discussed and they do not wish to see it imposed at this time. This is as the Strategy and is not proposed at this time. |

**NATURE OF OBJECTION****COMMENT****Resident of Lt Paxton**

(4a) Considers that the increase of the long stay charge from 70p to £1-50 is excessive, as it is more than double the cost of a days parking

(4a) See 1a above

**Resident of Huntingdon**

(5a) Requests that resident permits be available for use in all edge of Centre car parks

(5a) This had been discussed previously but was not included in the Order as advertised. It is considered that this is an appropriate request and that the Order be amended to reflect this. Resident Parking will also be available in

- Huntingdon– Mill Common and St Germain Minor
- St Ives – Cattle Market (EoC)
- St Neots – Priory and TanYard

**Resident of Chatteris**

(6a) Why have prices risen by over 100%.

(6a) See 1a above

**Resident of St Ives**

(7a) The increases in short term parking are considerable and long term is exorbitant. HDC already penalise businesses with considerable parking charges and too few parking spaces.

7(a) See 1(a) above.  
Also the Order now allows for short term parking in the previous long stay car parks at a rate similar to the existing. Our surveys show that at the present time there is sufficient capacity on the average day. Extra parking will be provided as part of the Guided Bus scheme.

(7b) People use St Ives to park and ride to Cambridge. The costs should not be increased until the County Council guided bus is in place.

7(b) See 7(a) above

(7c) Land on Meadow Lane should be provided as a free long term car park now as there is limited parking in the town.

7(c) See 7(a) above

**NATURE OF OBJECTION**  
**Huntingdon Town Centre Initiative**

**COMMENT**

- (8a) Long Stay – an change from 70p to £1.50 represents an increase of 115%. This is a substantial increase for those working in the town especially as Riverside is not sufficient to meet demands. £1.20 for all day would be more reasonable.
- 8(b) Short stay – an increase of 90p to £1.50 is proposed with 4 hours for £2-50. This is a substantial leap and risks alienating shoppers. It also brings the charges the same as Peterborough. £1.20 for 3 hours and £1.80 for 4 hours would be more reasonable.

- (8a) See 1(a) and 7(a) above. Extra parking is planned as part of the Chequers Court development.
- (b) The Order now allows for short term parking in the previous long stay car parks at a rate similar to the existing. The Car Parking Strategy has been based on the fact that customers have to pay a premium to park nearest to the town centre

**Huntingdon Town Council**

- (9a) This Council is deeply concerned that the market towns of Huntingdon, St Ives and St Neots will have to sustain increases in parking charges to subsidise the proposal to remove car parking charges in Ramsey.
- (9b) In noting the District Council's intention to introduce these charges to fund transportation schemes, members sought further clarification on what these projects are, where they are to be introduced and when we can expect these initiatives to be delivered.

- (9a) The car parking in Ramsey did not run at a surplus due to the costs of the machines and enforcement. The charges in the towns have not been increased since 1998.
- (9b) This Council contributes to the Market Towns Transport strategies in joint schemes with the County Council. These have included cycleways, community transport, new bridges, bus infrastructure and shelters, crossings etc.

**ANNEX B: DESIGNATION OF CAR PARKS 2005**

	<b>Shoppers' Car Park SH</b>	<b>Edge of Centre EC</b>	<b>Out of Centre OC</b>
<b>GODMANCHESTER</b>			Bridge Place
<b>HUNTINGDON</b>  (** Saturday Only)	Princes Street Sainsburys St Germain St (Disabled) Chequers Way (Disabled) Waitrose Trinity Place	Gt Northern St Mill Common St Germain Street Minor Pathfinder House ** Ingram Street	Riverside
<b>RAMSEY</b>			Mews Close New Road <i>(not charged)</i>
<b>ST IVES</b>	Cattle Market (part)	Cattle market (part) Darwoods Pond Globe Place	
<b>ST NEOTS</b>	Waitrose Brook Street Priory Lane	Priory Tan Yard Tebbutts Road	Cambridge St Riverside

**NAME OF PARKING PLACES INCLUDED IN ORDER NO 2:**

- (a) Church Street, Somersham**
- (b) High Street, Earith**
- (c) High Street, Warboys**
- (d) Mews Close, Ramsey**
- (e) New Road, Ramsey**
- (f) Bridge Place, Godmanchester**
- (g) Mill Yard, Post Street, Godmanchester**
- (h) Park Lane, Godmanchester**
- (i) Riverside Park, Huntingdon**
- (j) Church Lane, Hartford, Huntingdon**
- (k) Mayfield Road, Huntingdon**
- (l) Sapley Park, Stoney Close, Huntingdon**
- (m) Sapley park, Kings Ripton Rd, Huntingdon**
- (n) Priory Park, St Neots**
- (o) Riverside Park, St Neots**
- (p) Cambridge St, St Neots**
- (q) Coneygeare, St Neots**
- (r) Church Street, Fenstanton**
- (s) Little Paxton Nature Reserve**
- (t) Hinchingsbrooke Country Park**
- (u) Diddington Car Park**
- (v) Hill Rise Park, St Ives**
- (w) St Ivo Outdoor Leisure Centre, California Rd, St Ives**
- (x) St Ivo Indoor Leisure Centre, Westwood Rd, St Ives.**
- (y) Ramsey Leisure Centre, Hollow Lane, Ramsey**
- (z) Huntingdon Leisure Centre, St Peters Rd, Huntingdon**
- (aa) Huntingdon Swimming Pool, St Peters Rd, Huntingdon**

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**CABINET**

**17TH MARCH 2005**

**MEMBERS' ADVISORY GROUP FOR PUBLIC CONVENIENCES  
(Report of the Advisory Group)**

**1. INTRODUCTION**

- 1.1 The Advisory Group was re-constituted by the Cabinet at its meeting on 4th November 2004 to consider "the present position in relation to the Council's public conveniences, their future maintenance and the revised financial implications thereof" (Minute No. 82 refers).
- 1.2 A meeting of the Advisory Group took place on 2nd February 2005 and Councillors I C Bates, Mrs J Chandler, R L Clarke and N J Guyatt were present.
- 1.3 Councillor I C Bates was elected Chairman and Councillor Mrs J Chandler, Vice-Chairman of the Advisory Group for the remainder of the Municipal Year.

**2. BACKGROUND INFORMATION**

- 2.1 To assist their deliberations, the Advisory Group considered a report by the Head of Environment and Transport which had drawn together recent decisions and relevant issues in respect of the provision of public conveniences in the District. The Advisory Group also received a briefing note of existing Town Centre public conveniences and a further copy of the original report considered by the Cabinet on 4th November 2004.
- 2.2 Members also had visited the public conveniences throughout the District prior to the meeting.

**3. PRINCIPLES**

- 3.1 To progress their debate, the Advisory Group acknowledged that it was essential to establish whether the District Council as an authority was committed to the provision and retention of public conveniences in town centre locations given that there was no statutory duty to provide such a service.
- 3.2 Following discussion and having made reference to the contribution made by the service to the local economy and the wellbeing of local people and visitors, the need to provide best value for the council tax payer in terms of service standards and cost and the District Council's aspirations for encouraging increased tourism, the Advisory Group –

**RECOMMENDED**

**that the District Council's commitment to the provision of public conveniences in Town Centres be continued.**

*(In accordance with paragraph 14.5 of the Council Procedure Rules, Councillor R L Clarke requested that his decision to dissent from support of this principle be recorded in the report of the meeting).*

#### **4. EVALUATION OF PUBLIC CONVENIENCES IN THE TOWNS**

4.1 With the benefit of their recent visits, the Advisory Group considered standards of provision in each of the individual towns vis-à-vis the location of facilities and their general condition.

#### **4.2 Tebbutts Road, Riverside Park and South Street, St. Neots**

The Advisory Group were unanimously of the view that the facilities at South Street, St. Neots were in poor condition, lacked baby changing facilities, would require significant investment to upgrade to an acceptable standard and were now inappropriately located having regard to the improved character of South Street. As an alternative, the Advisory Group discussed the possibility of public use of the facilities at the Priory Centre in the short-term and alternative provision, perhaps as part of the redevelopment east of the railway line in the long term. In that light the Head of Environment and Transport was requested to –

- ◆ seek to dispose of the facilities at South Street at the earliest opportunity;
- ◆ open preliminary discussions with St. Neots Town Council to achieve agreement to public use of the Priory Centre facilities using in negotiations, if necessary, the funding currently available for maintenance and cleaning of the South Street facilities;
- ◆ seek to improve signposting to the remaining public conveniences in the town; and
- ◆ undertake a survey in the Market Square to ascertain customer requirements for public conveniences in St. Neots.

It was the view of the Advisory Group that the facilities at Tebbutts Road and the Riverside Park, St. Neots should be retained in their current form.

#### **4.3 New Street, Ramsey**

Regarding the public conveniences in New Street, Ramsey, it was the view of the Advisory Group that, given their recent refurbishment and the condition of the fabric of the building, the facilities should be retained until such time as their location may require further review as part of the future development of the town. Notwithstanding the possible requirement for the land upon which the facilities were currently located, the Advisory Group agreed that public conveniences should be retained in Ramsey especially in view of the occurrence of market days in the town. Attention having been drawn to some unfinished maintenance tasks, the Head of Environment and Transport undertook to ensure these would be completed.

#### **4.4 Bus Station and Riverside Park, Huntingdon**

The Advisory Group acknowledged that it would be premature to consider the future of facilities in the bus station in Huntingdon (and in the Cattle

Market, St. Ives) given the potential for redevelopment of both locations in the medium term. In terms of the Riverside Park, the Advisory Group were of the view that these facilities should be retained until such time as a private operator came forward with proposals for development of the Park.

#### 4.5 **Other Locations**

For completeness, the Advisory Group agreed to retain current facilities at School Hill, Godmanchester and West Street, St. Ives and were reminded that the District Council contributed to the upkeep of the public toilets at Waitrose supermarket in Huntingdon. The Advisory Group –

#### **RECOMMENDED**

**that the outcome of their review of provision in the towns be endorsed.**

#### 5. **SERVICE STANDARDS**

5.1 Having regard to a series of options for maintaining and enhancing service standards, the Advisory Group were of the view that public conveniences and their associated fittings should be maintained at the same standard and quality within existing buildings and configurations across the towns and provide for baby changing and disabled facilities in male and female toilets.

5.2 Attention was drawn to community safety issues associated with communal spaces at some locations but without further detail the Advisory Group were unable to comment specifically. It was

#### **RECOMMENDED**

**that the Head of Environment and Transport be requested to assess and report to a future meeting of the Cabinet on the financial implications of the decision to bring facilities up to an agreed standard within existing configurations but to maintain some flexibility by considering, should there be a particular problem to overcome, whether it would be cost-effective to vary the structural configuration in a specific location.**

#### 6. **MAINTENANCE AND CLEANING**

6.1 With regard to future maintenance and cleaning operations, the Advisory Group, in the interests of consistency of standards, indicated a preference for an arrangement whereby one provider could deliver the service to all District Council public conveniences.

6.2 Given that future provision in St. Neots was to be reviewed in discussion with St. Neots Town Council, the Advisory Group –

#### **RECOMMENDED**

**(a) that the current arrangements with St. Neots Town Council and Turner Industrial Cleaning System Limited for the cleansing and maintenance of public conveniences in St. Neots and other town centres respectively be retained**

**pending the outcome of further discussions on agency arrangements; and**

- (b) that, in light of the foregoing discussions, on the future arrangements for public conveniences in the District, the proposal, submitted to a meeting of the Cabinet to be held on 3rd February 2005, to consider agency arrangements with Huntingdon and St. Neots Town Councils be deferred.**

**[NB – The report by the Head of Environment & Transport, considered at their meeting on 3<sup>rd</sup> February 2005, was deferred.]**

Councillor I C Bates  
Chairman of the Advisory Group

**CABINET**

**17 MARCH 2005**

**MEDIUM TERM PLAN  
REQUESTS FOR RELEASE OF FUNDS**

**(Report by the Head of Financial Services)**

**1 PURPOSE**

- 1.1** The purpose of this report is to request Cabinet to release funds for the MTP schemes detailed in the attached annexes.

**2 BACKGROUND**

- 2.1** Council, at its meeting in December 2003, decided that specific prior approval be sought and obtained from the Cabinet before MTP schemes/projects are implemented.
- 2.2** Officers have identified which schemes that they wish Cabinet to consider releasing funding for at this meeting and have discussed them with the relevant Executive Councillor.
- 2.3** Annex A summarises and the succeeding Annexes detail, the schemes where release of funds is now requested.

**3. RECOMMENDATION**

- 3.1** The Cabinet is recommended to release the funding shown in Annex A.

**ACCESS TO INFORMATION ACT 1985**

Budget and MTP reports  
Previous requests for releases

**Contact Officer:**

**Steve Couper**

Head of Financial Services    ☎ **01480 388103**

Annex	Net Revenue Impact £000										Net Capital £000				
	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010			
<b>SUMMARY</b>															
B	1	3	1	1	1	1	21	103	63						
C	3	2	5	4	5	4	85	105	250						
D	2	3	4	4	4	4	62	70	62						
E	3	2	5	5	5	5	105	541	250						
F	2	2	3	3	3	3	21	33	21						
G	14	14	27	27	27	27	21	15	33						
H	2	6	3	3	3	3	21	30	21						
I	6	2	12	12	12	12	21	170	21						
J	2	6	3	3	3	3	33	124	33						
K	6	1	12	12	12	12	15		15						
L	1	2	1	1	1	1	30		30						
M	2	2	3	3	3	3									
N	1	1	1	1	1	1									
O	25	6	10	10	10	10									
P	6	5	7	7	7	7									
Q	6	5	7	7	7	7									
R	5	5	7	7	7	7									
	<b>81</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>1,943</b>								
	<b>Total amount for which release now requested</b>											<b>98</b>			

00/014 Car Parks – Environmental Improvements Ph 5

Chris Allen – Project and Assets Manager

**Financial Impact**

Approved Budget  
Already released

**Amount for which release  
now requested**

		Net Revenue Impact						Net Capital						
		2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
2	2	3	6	6	6	6	30	21	21					
2		3	5	5	5	5	20	31						
			1	1	1	1			21					

**Justification for Release**

Scheme is to improve the visual and safety aspect of car parks. The work includes paving, surfacing, signing, bins, notice boards and entrance improvements.

Approval is required so that the design can be started on the next phase of village car parks and contracts sought in the new financial year.

## 231/386/431 AJC Small Scale Schemes – District Wide

Chris Allen – Project and Assets Manager

Financial Impact	Net Revenue Impact										Net Capital									
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000						
Approved Budget	2	7	15	20	25	31	36	1	205	103	103	103	103	103						
Already released	2	7	12	12	12	12	12	1	205											
<b>Amount for which release now requested</b>			<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>			<b>103</b>										

**Justification for Release**

This scheme is made up of several different projects throughout the district. These are partnership schemes with County, Town or Parish Councils. A joint assessment of schemes has been made by the County and District Members and Officers and a report was submitted to the AJC meeting in February 2005 recommending schemes for completion in 2005 /06.

Early approval is sought as agreement for joint funding has been reached with the County, Town and Parish councils and these commitments need to be confirmed.



## 01/095/a and 389 Local Transport Plan - 2005/06

Chris Allen / Stuart Bell

**Financial Impact**

	Net Revenue Impact										Net Capital				
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	
Approved Budget Already released	4	8	13	18	23	28	33	47	123	85	100	100	100	0	
<b>Amount for which release now requested</b>			<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>			<b>85</b>					

**Justification for Release**

This scheme is made up of several different projects throughout the district. These are partnership schemes with County, Town or Parish Councils. Applications have been received from town and parish councils for schemes for next financial year (2005/06) for these joint funded schemes and a decision needs to be made shortly as to whether these can be accepted.

Therefore, early approval is sought as agreement for joint funding needs to be reached with the town and parish councils and commitments will be made to local users.

**152 / 390 / 474 Safe Cycle Routes – creation of new routes to schools**

**Chris Allen – Project and Assets Manager**

		Net Revenue Impact									Net Capital					
		2004/2005 £000	2005/2006 £000	2006/2007 £000	2007/2008 £000	2008/2009 £000	2009/2010 £000	2003/2004 £000	2004/2005 £000	2005/2006 £000	2006/2007 £000	2007/2008 £000	2008/2009 £000	2009/2010 £000		
Approved Budget	6	11	19	24	29	35	5	5	5	5	105	105	110	110		
Already released	6	11	16	16	16	16	5	5	5	5	105	105	110	110		
<b>Amount for which release now requested</b>			<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>105</b>					

**Justification for Release**

This scheme is a jointly funded scheme with the County Council and has been successful at producing safe cycle routes to schools. These have included Huntingdon to Hinchingsbrooke, Brampton to Hinchingsbrooke and Oxmoor to St Peters. In order that County can commit to this years programme, a decision is needed to spend this years money so that the design can be completed before the autumn. There is a priority list of schemes agreed with the County.

Early approval is sought as agreement for joint funding has been reached with the County Council and this commitment needs to be confirmed.

## 361 Huntingdon Transport Strategy

Chris Allen / Stuart Bell

Financial Impact	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget Already released	1	4	9	12	14	14	14	12	128	70	70	128	128	
<b>Amount for which release now requested</b>			<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>70</b>				

**Justification for Release**

This scheme is a jointly funded scheme with the County Council to enable the Huntingdon Transport Strategy schemes to be completed to the agreed programme. This programme has been widely publicised to the public and partners.

**49 Huntingdon Town Centre Environmental Improvements  
Phase 2**

**Chris Allen – Project and Assets Manager**

	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget Already released	4	4	19	44	55	55	55	4	65	541	450			
<b>Amount for which release now requested</b>			<b>14</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>			<b>541</b>				

**Justification for Release**

The first phase environmental improvement scheme in Huntingdon High Street is planned to commence on site in early summer 2005. Initial discussions have been held through the Huntingdon Advisory Group on the scheme to date. The monies requested are to cover the design and construction of the first phase of the works.

## 104 Oxmoor Environmental Schemes

Chris Allen / Richard Probyn

Financial Impact	Net Revenue Impact								Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000		
Approved Budget Already released	4 4	7 7	11 9	12 9	12 9	12 9	12 9	30 30	110 110	63						
Amount for which release now requested			2	3	3	3	3			63						

**Justification for Release**

Oxmoor environmental schemes provides minor improvements throughout Oxmoor to footways, providing parking areas, open spaces, etc.. Release of funding is requested to enable this work to continue including footway, cycleway and environmental improvements.

## 77 &amp; 401 Huntingdon Town Centre Development

Richard Probyn / Chris Allen

	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget	6	10	26	50	59	59	59	54	120	520	385			
Already released	6	10	10	10	10	10	10	54	120					
<b>Amount for which release now requested</b>			<b>6</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>			<b>250</b>				

**Justification for Release**

Major developments are progressing in Huntingdon with the Princes Street area, Chequers Court, Guided Bus and the Market Town Strategy. This scheme provides money for design work and accommodation works related to these developments.

Release of funds is requested to enable design work and appraisals to be carried out in 2005.

## 224 Town Centre Developments

Richard Probyn

Financial Impact	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget			6	11	13	13	13		62	103	103			
Already released	1	1	3	3	3	3	3		62					
<b>Amount for which release now requested</b>			<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>62</b>				

**Justification for Release**

This scheme provides funding for the appraisal and monitoring of developments in the Market Towns and for the build of strategies for these towns. Monies are used to fund design work for these developments.

Because of the many changes that are happening in the Market Towns, especially in St Ives, funds need to be released for 2005 for this work to continue. Release of funding is required to enable this work to continue in 2005, when it is required.

## 241/B Heart of Oxmoor

Richard Probyn / Chris Allen

## Financial Impact

	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget	-5	-2	4	-31	-27	-27	-27	-211	342	-121	141			
Already released	-5	-2	6	6	6	6	6	-211	342					
<b>Amount for which release now requested</b>			<b>6</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>			<b>250</b>				

## Justification for Release

There are multiple schemes happening on the Oxmoor, including Buttsgrove Way housing, Sapley Square development, Acorn Centre, Coneygeare open space, etc..

This scheme provides the funding for the appraisal work for these schemes and the capital monies for others. The developments are progressing rapidly and release of funding is required to ensure that these continue to programme. There are many partners involved in the works, who have committed monies and need their programmes met.



## 36, 387, 469 Crime and Disorder - Lighting Improvements

Sonia Hansen / Chris Allen

	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget	2	3	4	5	6	7	7	17	21	21	21	21	21	
Already released	2	3	3	3	3	3	3	17	21					
<b>Amount for which release now requested</b>			<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>			<b>21</b>				

**Justification for Release**

This provides for improved lighting in areas which have been identified as having a Crime and Disorder problem. Discussions have been already held with partners over these proposals and sites agreed.

Early release of funding is sought so that the lighting can be designed and ordered over the summer, and installed before next winter.

## 400 Bus Shelters – extra provision

Sonia Hansen/ Chris Allen

Financial Impact	Net Revenue Impact										Net Capital				
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	
Approved Budget	3	7	13	18	23	27	28	1	65	33	33	33	33		
Already released	3	7	10	10	10	10	10	1	65						
<b>Amount for which release now requested</b>			<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>33</b>					

**Justification for Release**

The scheme is to provide new bus shelters as part of the Prime Site advertising bus shelter contract. This money will erect shelters in locations that could not be funded from the advertising fund but are needed due to their use. Discussions have already taken place with town and parish councils over possible locations. Cabinet recently approved the work for 2004/05 and this is to continue the programme with further sites. Release of funding is required to start this work which our partners have been consulted on.

**132 Railway Stations – Improvements – Partnership with Rail**

**Sonia Hansen/ Chris Allen**

**Financial Impact**

		Net Revenue Impact						Net Capital					
2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
		1	2	2	2	2		15	15	15	15		
Approved Budget Already released	1	1	1	1	1	1		15					
<b>Amount for which release now requested</b>			<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>15</b>					

**Justification for Release**

The first phase of the scheme is shortly to commence at Huntingdon Railway Station to provide improvements at the railway stations to give a better connection between the different transport modes. This will include the floorscape, access, signing and information. Significant progress has been made in discussions with the rail operators and it is felt that this must continue to get the best results.

Release of funding is required to so that the other parties see our commitment to continuing this scheme and to get further work started.

## 3/323/385/472 Accessibility Improvements / Signage

Financial Impact	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget	3	5	8	9	10	12	12	21	69	30	30	30	30	
Already released	3	5	7	7	7	7	7	21	69					
<b>Amount for which release now requested</b>			<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>			<b>30</b>				

**Justification for Release**

The scheme is to carry out works on the highway and car parks to improve access to and from public transport areas to public places, especially for the disabled. This includes surfacing, signage, dropped crossings etc.

Release of funding is required to start this work over the summer to get the greatest benefit.

607 Huntingdon Bus Station

Richard Preston

Financial Impact	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget Already released			15	45	45	45				226				
<b>Amount for which release now requested</b>			<b>25</b>											

**Justification for Release**

At the meeting of 3<sup>rd</sup> February 2005, Cabinet agreed that a study could be carried out on the cost of converting the bus station to a more modern appropriate design. It was agreed that the £226k capital sum would be converted to a revenue sum for this study. A further report and appraisal would be submitted at a later date on completion of the study. This request is to release the funds for the study to commence.

## 50 Ramsey Great Whyte - Env Imp - Phase 2

Chris Allen, Project and Assets Manager

Financial Impact	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget Already released	1	6	10	10	10	10	10	21	5	154				
<b>Amount for which release now requested</b>		<b>6</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>			<b>170</b>				

**Justification for Release**

The Advisory Group for the scheme has been meeting and the outline design is progressing well. Release of funds is needed so that the scheme can be progressed through to final design and out to tender with subsequent construction this summer.

## 51 Ramsey Little Whyte - Env Imp

## Chris Allen, Project and Assets Manager

Financial Impact	Net Revenue Impact						Net Capital							
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget Already released	2	5	7	7	7	7	7	21	103					
<b>Amount for which release now requested</b>		<b>5</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>			<b>124</b>					

**Justification for Release**

The Advisory Group for the scheme has been meeting and the outline design is progressing well. Release of funds is needed so that the scheme can be progressed through to final design and out to tender with subsequent construction this summer.

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## 04/495/A Corporate EDM System

Paul Woodruff

Financial Impact	Net Revenue Impact						Net Capital								
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2009/ 2010 £000	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Approved Budget Already released		18	29	40	43	43					100	350	100		
<b>Amount for which release now requested</b>		<b>18</b>	<b>29</b>	<b>40</b>	<b>42</b>	<b>43</b>				<b>100</b>	<b>350</b>	<b>100</b>			

**Justification for Release**

Implementation of the Corporate EDM project will enable:

- a reduction in the need for document storage space with immediate benefits and an overall reduction in the space required for document storage in any new offices;
- rapid & controlled access to documents held electronically;
- the sharing of electronic documents between work groups within the Council and with partner organisations;
- more efficient handling of documents including the automatic auditing of access;
- the setting up document workflow – the routing and management of electronic documents through the organisations;

The release is required now because:

- Call Centre agents will need to have access to scanned documents;
- Many other services have a growing need for EDM including, but not limited to, Planning and Housing.

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**602 OPTIONAL WHEELED BIN FOR DRY RECYCLABLES  
and 279 JOINT WASTE PROCUREMENT**

**Robert Ward, Head of Operations**

Financial Impact	Net Revenue Impact						Net Capital							
	2003 /	2004 /	2005 /	2006 /	2007 /	2008 /	2009 /	2003 /	2004 /	2005 /	2006 /	2007 /	2008 /	2009 /
Approved Budget (602)														
Approved Budget (279)														
Already released														
<b>Amount for which release now requested</b>			<b>9</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>				<b>376</b>			

**Justification for Release**

At the Cabinet of 3 February 2005, the further roll out of the dry bin recyclable scheme was approved. The purchase of the bins now needs to proceed, so the release of funds is now requested, together with the addition of the Joint Waste Procurement bid, which is explained in another report to this Meeting.

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<b>NEW BID</b>	<b>REF</b>
----------------	------------

<b>Bid Title</b>	<b>Optional Wheeled Bin for Dry Recyclables</b>
<b>Head of Service</b>	Richard Preston, Head of Environment & Transport
<b>Brief Description of Bid</b>	Capital funding for the purchase of 22,500 wheeled bins. To provide an optional wheeled bin for the collection of dry recyclables to households covered by phases 2 & 3 of the expansion of the Refuse & Recycling Service.
<b>PROPOSED START YEAR 2005/06</b>	Many households raised lack of capacity in the green boxes as an issue and 70% of households in garden waste trial area opted to have a bin in preference to a box. There are no extra revenue monies as the vehicles have the required equipment fitted and there are no extra staffing costs.

If the start year is not 2009/10 why is an earlier start necessary?	<b>To increase our recycling rate and achieve our BVPI targets for recycling</b>
Is the project unavoidable and why? Would a lower level of provision meet the requirement?	

Impact on Council's priorities		
Which outcome(s) in the Scorecard?	Which measure?	Impact on measure as a result of this project and in what timescale?
<b>Clean, green, attractive environment</b>	% satisfied that Huntingdonshire is a clean, green and attractive place	0.1% 2007

<b>Key Assumptions made</b> Including the practical life of assets, period for any non-permanent revenue bids, usage, charging policy, staffing etc.	
<b>Alternative Approaches</b> to achieve similar outcomes which have been considered and discounted as less effective.	Giving extra green boxes to householders requesting more space for dry recyclables has been tried but still does not offer as much storage space as a 240 litre wheeled bin

Risk Assessment	
What are the risks to the impact quoted above not being achieved within the time frame proposed?	

Sources of External funding	
<i>Conditional</i> Scheme can only go ahead if received	
<i>Possible</i>	
<i>Considered and discounted</i>	

Capital Resources £000									
	Pre 04/05	04/05	05/06	06/07	07/08	08/09	09/10	Post 9/10	Total
<b>Gross Cost</b>									
Non-staff related			378						<b>378</b>
Staff Related									
<b>Gross Total</b>			<b>378</b>						<b>378</b>
Conditional grants			52						<b>52</b>
<b>Net Total</b>			<b>326</b>						<b>326</b>
	Cash prices		Outturn 2005/06 prices						

Revenue Implications £000									
	Pre 04/05	04/05	05/06	06/07	07/08	08/09	09/10	10/11	
Gross Revenue Cost									
Income									
Savings									
<b>Net Revenue Cost</b>			<b>0</b>						
<b>Capital Charges</b>			<b>19</b>	<b>38</b>	<b>37</b>	<b>36</b>	<b>35</b>	<b>34</b>	
<b>Loss of Interest</b>			<b>8</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	
<b>NET REVENUE IMPACT</b>									
• With Capital Charges			<b>19</b>	<b>38</b>	<b>37</b>	<b>36</b>	<b>35</b>	<b>34</b>	
• With Lost Interest			<b>8</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	
	Cash prices		Outturn 2005/06 prices						

Remember:

- to include any accommodation costs if staff cannot be housed in the Council's existing accommodation.
- To identify any revenue staff time charged to capital projects as it will result in a compensating saving

**CABINET**

**17 MARCH 2005**

**CREDIT CARD PAYMENTS – COUNCIL TAX AND NON DOMESTIC RATES  
(Report by the Head of Revenue Services)**

**1. INTRODUCTION**

- 1.1 On 11 April 2002, Members agreed to accept payment by credit and debit cards for council debts. Minute 01/201 (c) specifically excluded payment by credit cards for Council Tax and National Non Domestic Rates.
- 1.2 Customers and staff would like the opportunity to pay these debts by credit card, especially with the planned expansion of telephone payments and introduction of Internet payments. Additionally, the Council's bailiffs already take payments in this way, and officers believe that offering this service could prevent some accounts being sent to the bailiffs and so incurring extra fees and charges.

**2. BACKGROUND**

- 2.1 Council Tax is collected by the District Council on behalf of the County, Fire, Police and parish councils. The average band D tax for 2005/06 is £1190.99. Of this, only £106.54 remains with Huntingdonshire DC (almost 9%).
- 2.2 Similarly, National Non Domestic Rates are collected by the District Council and sent to the Treasury for inclusion in the National Non Domestic Rates pool. Money from the pool is distributed to all councils using a formula based on the population of the area. Effectively, the Council acts as the agent for the government in the collection of Rates. Non Domestic Rates instalments are likely to be higher than Council Tax instalments. Any costs incurred fall to be paid by the District Council.
- 2.3 The average Council Tax instalment is around £120. The district council retains £10 of this. The fees for the credit card company and the secure Internet service provider are currently 3.5% of the whole instalment amount. Effectively, the Council would pay £4.50 in administration fees and keep only £5.50 of its own income. The precepting authorities would not contribute to the cost of collection.
- 2.4 As part of improving customer services and the Customer First programme, the Council is implementing an electronic payments facility. This will enable staff handling calls or members of the public to make payments over the phone or Internet. This facility is due to go live in April 2005 and will be introduced into the Call Centre when it goes live. The e-payments computer software enables a handling charge to be added to the payment amount. This would mean that Huntingdonshire DC could recoup the cost of handling credit card payments from the person or company making the payment.
- 2.5 There is no suggestion that handling charges be introduced for other payments at the present time.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The additional software to enable the addition of a handling fee on Council Tax and Non Domestic rates payments is £1500. This can be met from existing budgets.

### **4. RECOMMENDATION**

- 4.1 It is therefore

#### **RECOMMENDED**

That Cabinet approves the introduction of Credit Card payments for Council Tax and Non Domestic Rates, subject to the addition of a handling fee equivalent to that charged by the banking and Internet service providers.

#### **Backgrounds papers**

Cabinet minutes 11 April 2002. Minute 01/201 (c)

**Contact Officer:** Julia Barber, Head of Revenue Services ☎ [01480] 388105



CABINET

17<sup>TH</sup> MARCH 2005

## LEISURE CENTRE LINE UPGRADES (Report by David Ward – ICT Services Manager)

### 1. INTRODUCTION

- 1.1 The Council's IT Network includes connections to each of our Leisure Centres to enable them to communicate with other officers and members, as well as each other. There is a need to provide a new link to the improved Ramsey Community Information Centre (CIC).
- 1.2 Developments in the Leisure software and the move to an integrated system have put additional burdens on existing links, which are having a detrimental effect on response times for staff. This is likely to increase as further integration comes on line (e.g. Impressions Fitness Studios).
- 1.3 A mixture of Capital and Revenue Funding has been identified which will allow us to provide the new link to the CIC and improve the data communications links to Leisure Centres.

### 2. BACKGROUND

- 2.1 The cost of providing a dedicated link to the Ramsey CIC would be free installation with an ongoing annual rental of £6.9k.
- 2.2 The cost of upgrading the link to Ramsey Leisure Centre, with a connection speed 4 times current speed, and providing a new local link to the CIC is £7.2k more expensive to install, but the increase in rental is only £0.9k – an ongoing annual revenue saving of £6k compared with the 50% slower dedicated link.
- 2.3 The cost of providing high speed links to all Leisure Centre, including Ramsey, is £32.8k. The increased annual rentals can be met from the existing Network budget.

### 3. FUNDING

- 3.1 Discussions between Leisure Services, Community Initiatives and ICT Services have identified funds to carry out the upgrades from existing approved budgets as follows:-

Existing Budget	Revenue or Capital	£000s
Ramsey CIC Project	Capital	4.5
Leisure Centres R & R Fund	Revenue	10.0
Leisure System Development Project	Capital	9.0
Network Budget	Revenue	9.3
<b>Total</b>		<b>32.8</b>

3.2 The upgrades are classed as capital expenditure and so approval is requested to a supplementary capital estimate of £19,300, a reduction in the revenue budget of the same sum and the budget transfers between services.

3.3 The financial impact is as follows:

	<b>Revenue impact</b>	
	2005/06	2006/07 onwards
	£000	£000
Additional capital spending	0.5	1.0
Revenue budget given up	-19.3	
<b>Net Impact</b>	<b>-18.8</b>	<b>+1.0</b>

#### 4. RECOMMENDATION


Cabinet is requested to approve the variations and budget transfers outlined in section 3 above.

#### BACKGROUND INFORMATION

Quote from BT dated 19<sup>th</sup> January 2005

Quote from NTL dated 28<sup>th</sup> January 2005 – amended 10<sup>th</sup> February 2005

**Contact Officer: David Ward – ICT Services Manager**

 **01480-388117**

## REVIEW OF CONSTITUTION (Report by the Head of Administration)

### 1. INTRODUCTION

- 1.1 The requirements of the Local Government Act 2000 were implemented fully in the Constitution as from the Annual Meeting in May 2002. Since then the Standards Committee has undertaken an annual review of the Constitution in the light of the experience of individual Councillors, the Cabinet and all Panels and Chief Officers and Heads of Service over the preceding year.
- 1.2 Members may recall that the Corporate Governance Panel was established by the Council in July 2004 to deal principally with the non-executive issues of audit, governance and finance. Because of impending changes to the workload of the Standards Committee it was considered, at that time, that some of the duties within that Committee's terms of reference might more appropriately lay with the Corporate Governance Panel. This included responsibility for **'Oversight of the Council's Constitutional arrangements and advising the Council of any changes that may be desirable'**.
- 1.3 Accordingly it is for the Corporate Governance Panel to undertake the forthcoming review of the Constitution. Any changes recommended for adoption to the Council would take effect from the Annual Meeting to be held on 18<sup>th</sup> May 2005.
- 1.4 All Members of the Council have been supplied with a copy of the Constitution. This can also be found electronically on the Council's website and intranet. A paper copy is available in the Members Room.

### 2. REVIEW

- 2.1 The Council may amend their Constitution at any time, subject to regard being paid to formal guidance issued by the Secretary of State. Any change will require reference to the Secretary of State only if the Council proposed to change significantly the present form of Executive and Scrutiny arrangements.
- 2.2 In 2004, constitutional changes resulting from the review enabled an Independent Member to be elected to chair the Standards Committee and concluded other matters relating to the appointment of Independent Members.
- 2.3 With the Constitution operating satisfactory for almost three years now, it is arguable whether there is any requirement for significant change to its content. However, several minor amendments have been suggested during the course of the year and it is accepted that Members might also wish to propose some adjustments which could

improve the effectiveness and operation of the Constitution as it manages the Councils business. Of course, there will also still be occasions when changes will be necessary as a result of updates in legislation and practice.

2.4 The timetable for the review is as follows:-

- ◆ the Cabinet and all Panels will be provided with an opportunity to comment collectively on those aspects of the Constitution which affect their terms of reference during February;
- ◆ Members have been invited to submit comments individually by the end of January;
- ◆ comments raised, plus any forthcoming from Officers will be considered at the Corporate Governance Panel meeting to be held on 23<sup>rd</sup> March;
- ◆ Group Leaders will be invited to attend, if necessary, to present the views of their Group to the Corporate Governance Panel;
- ◆ revisions to the Constitution recommended by the Corporate Governance Panel will be considered by the Council at their meeting to be held on 13<sup>th</sup> April;
- ◆ revisions to the Constitution adopted by the Council will be implemented with effect from the Annual Meeting on 18<sup>th</sup> May 2005.

### **3 CONCLUSION**

3.1 The Cabinet are invited to submit any comments that they may wish to make on the present constitutional arrangements for consideration by the Corporate Governance Panel.

### **BACKGROUND PAPERS**

### **COUNCIL CONSTITUTION**

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