

# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Cabinet Room, Pathfinder House, St Marys Street, Huntingdon PE29 3TN on Thursday, 26 June 2003

PRESENT: Councillor D P Holley - Chairman  
Councillors I C Bates, R L Clarke, Mrs K P Gregory, N J Guyatt, T V Rogers and L M Simpson

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor Mrs J Chandler.

### **26. MINUTES**

The Minutes of the Meeting of the Cabinet held on 5th June 2003 were approved as a correct record and signed by the Chairman.

### **27. SAFETY ADVISORY GROUP**

The Minutes of the Meeting of the Safety Advisory Group held on 4th June 2003 were received and noted.

### **28. RISK MANAGEMENT**

The Cabinet considered a report by the Head of Financial Services (a copy of which is appended in the Minute Book) regarding a proposal to establish a part-time post regarding of Risk Manager.

In so doing, Member's attention was drawn to a new statutory requirement under the Accounts and Audit regulations, 2003 for local authorities to address risk management as an integral part of management processes. Having been advised of the work undertaken so far to develop a risk register, the need to train staff and develop mitigation and in reviewing the provision made in the Medium Term Plan for future initiatives in this field, it was

RESOLVED

that the proposed rephrasing of the Medium Term Plan in the period 2003 – 2007 to accommodate the proposed establishment of a part-time post of Risk Manager and the acquisition of appropriate software and training as outlined in paragraph 2.6 of the report now submitted be approved.

### **29. TREASURY MANAGEMENT ANNUAL REPORT 2002/03**

Consideration was given to a report by the Head of Financial Services (a copy of which is appended in the Minute Book) reviewing the

outcomes of the Council's Treasury Management Strategy in 2002/03

RESOLVED

that the contents of the report be noted.

**30. OFFORD CLUNY CONSERVATION AREA CHARACTER STATEMENT**

With the aid of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet considered the content of a draft character statement for Offord Cluny Conservation Area.

RESOLVED

that the draft character statement for the Offord Cluny Conservation Area be approved for public consultation.

**31. DEVELOPING A COMMUNITY STRATEGY FOR HUNTINGDONSHIRE**

Consideration was given to a report by the Head of Policy (a copy of which is appended in the Minute Book) on progress with the development of a Community Strategy for Huntingdonshire.

Having considered the information contained in the report and in noting comments made by the Overview and Scrutiny Panels in relation to the work carried out to date by the Thematic Groups which would be reflected in the second stage of public consultation to be commissioned shortly, the Cabinet

RESOLVED

that the contents of the report now submitted be noted.

**32. BEST VALUE PERFORMANCE PLAN**

Following on from its submission to the Overview and Scrutiny Panels the Cabinet considered the latest draft of the Best Value Performance Plan for 2002/03 (a copy of which is appended in the Minute Book).

Having noted arrangements previously approved by full Council for approval of the Plan and its publication by 30th June 2003 prior to the delivery of a summary to all households in the District, it was

RESOLVED

that progress with regard to preparation of the District Council's Best Value Performance Plan for 2002/03 be noted.

**33. CUSTOMER SERVICE STRATEGY**

Following on from its submission to the Overview and Scrutiny Panels consideration was given to a report by the Corporate Director, Commerce and Technology (a copy of which is appended in the Minute Book) to which was attached a copy of a draft Customer

Service Strategy which contained proposals assigned to improve customer access to the District Council's services.

The draft Strategy outlined, inter alia, the overwhelming preference of customers in their choice of contact with the Council (70%) by telephone, followed by Internet/email (12%), face to face (8%) and correspondence (8%). With this in mind, the strategy proposed the establishment of a contact centre to deal with the majority of telephone enquiries, a customer service centre in Huntingdon and appropriate upgrading of the Council's website.

The Cabinet were acquainted with details of the three options for a contact centre service, namely –

- ◆ a centre specified, managed, procured, owned and staffed by the District Council;
- ◆ a centre owned, managed and staffed by the District Council, but utilizing the same hardware/software specified and procured by Cambridgeshire County Council in conjunction with its "Cambridgeshire Direct" contact centre facility; and
- ◆ procurement of the Cambridgeshire Direct service from the County Council.

In discussing these options, Members expressed general concern about the risks associated with centralisation of the telephone calls service and; on the assumption that one of the options for a call centre was adopted, asked that the issues associated with business continuity be addressed in future progress reports.

In considering the estimated capital and revenue costs for each of the three options and while acknowledging that appropriate provision would need to be made for management and support, Members requested that steps should be taken to ensure that the creation of further, additional posts should be kept to a level consistent with the delivery of a high quality service. In that context and while noting assurances from the Corporate Director, Commerce and Technology that the estimated costs would be subject to further detailed analysis as the project developed, it was agreed that all staffing costs initially should be contained within the provision made in the Medium Term Plan and further reports with the necessary justifications presented to Cabinet before committing to additional expenditure.

With regard to the provision of customer service centres, Members recognised the difficulties some customers experienced in accessing Council facilities and concluded that it might be productive to examine other options, including the use of mobile offices and for the employment of peripatetic staff. At the same time, attention was drawn to the impact of electronic government and the potential for change in the future years as other access methods were used by customers who currently preferred face-to-face contact.

Having commended the content of the draft strategy and in recording their unanimous support for an approach which would secure significant investment to deliver a step-change improvement in public access to Council Services, the Cabinet

RESOLVED

- (a) that the centralisation of telephone call handling in a District Council contact centre be approved;
- (b) that the implementation of a contact centre owned, managed and staffed by the District Council using the technology/infrastructure procured by the County Council in conjunction with its "Cambridgeshire Direct" facilities, be approved;
- (c) that the establishment of a customer service centre in Huntingdon, bringing together the services currently provided via separate reception areas in Pathfinder House and the cash office in Castle Hill House be approved;
- (d) that the Huntingdon customer service centre be located on the ground floor of a suitable building and that options for its exact location be evaluated once the future of accommodation for the District Council has been resolved;
- (e) that the establishment of additional customer service facilities elsewhere in the District be approved in principle and that further work be undertaken to determine what facilities are required and how they are to be delivered to best reflect customer needs and demand;
- (f) that the indicative nature of the costs contained in the report be noted; and
- (g) that the Corporate Director, Commerce and Technology be requested to submit quarterly progress reports to Cabinet on implementation of the strategy.

Chairman

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

**1 JULY 2003**

**10 JULY 2003**

**23 JULY 2003**

## **DRAFT HOUSING STRATEGY 2004/07 (Report by the Head of Housing Services)**

### **1 PURPOSE**

- 1.1** The purpose of this report is to consult members on and seek approval of the draft Housing Strategy 2004/07.

### **2 BACKGROUND**

- 2.1** Each year Government via *GO-East* invites local authorities to submit a Housing Strategy and also seeks other prescribed documents and statistical information. This information will be used by *GO-East* and the Office of the Deputy Prime Minister (ODPM) for several purposes: to inform about local, regional and national housing issues/statistics; to assess individual authority's performance against benchmarks, government initiatives and policy; and to invite authorities to bid for capital resources for the following financial year.
- 2.2** The Housing Strategy document is the Council's assessment of the housing needs of the District. It details the issues locally and the proposals for the future.
- 2.3** In the current round authorities are asked to submit four documents: a Housing Strategy; a statistical appendix (this is to be transmitted electronically on their internet based data collection system 'InterForm'); the seventh progress report for the Home Energy Conservation Act 1995; and a HRA Business Plan (this is not applicable to HDC as the Council has transferred its housing stock).
- 2.4** The documents form 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.
- 2.5** A new capital expenditure control system, based on a prudential code, is expected to be introduced from April 2004. This will allow authorities to borrow as long as they can demonstrate that they can meet the repayments. The importance of the HIP submission will, therefore, logically change to allocating capital grants and the **revenue** support that the Government will provide in relation to the Council's proposed capital spending. No proposals on how this revenue support will be allocated have yet been published.
- 2.6** The Government ended Local Authority Social Housing Grant (LASHG) support from the 1 April 2003. Transitional funding arrangements have been made for 2003/04. The result of bids for transitional funding for specific housing schemes has not yet been announced.

- 2.7** From April 2004 there will be a 'single regional (financial) housing pot' for the East of England. The newly formed Regional Housing Board (East of England) is to submit its recommendations on strategic priorities for funding, informed by the Regional Housing Strategy for the East of England, to the Minister by the end of July 2003. The allocations to the region for 2004/5 and 2005/6 will be announced towards the end of the calendar year.
- 2.8** Much of the detail on the prioritising of bids for transitional funding, the size of the regional pot and how allocations will be made from the regional pot have yet to be decided. We are, therefore, unable to give guidance on the implications for future local affordable housing schemes at this time.
- 2.9** The allocation of funding for disabled facilities grants remains with *Go-East*, as normal.
- 2.10** The documentation submitted to *GO-East* will also be used by the specialist Housing Inspectorate, as part of any Best Value Review process. In addition, the strategy and *Go-East's* assessment of the quality of the strategy together with our performance will form part of the Comprehensive Performance Assessment of this Council.
- 2.11** Our Strategy document has been restricted, by the ODPM, to a 30 page submission. It has been difficult to contain the document to that length whilst satisfying the level of detail sought in their Guidance Notes. It should be borne in mind that any additional comments may need to be matched by a reduction in content elsewhere.
- 2.12** The Housing Strategy, with 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.
- 2.13** Last year the Government also introduced a new rating of 'Fit for Purpose'. This is a pass or fail test for housing strategies which will supersede the previous rating system. Once fit for purpose status has been achieved there is no requirement to submit a new strategy for 3 years.
- 2.14** We are one of only three Councils in the East of England (48 authorities) to achieve the 'Fit for Purpose' status. However, because of new information from the housing needs survey, and census data, it has been agreed with *GO-East* that we will revise our strategy in the current year. *GO-East* has advised us that they will not assess the revised strategy.
- 2.15** This year a new freedom, to agree a submission date for the strategy, was given by the ODPM. However, other documents still have to be submitted by their deadline of 31 July 2003. This freedom was not known at the time when dates for consultation and Council approvals were agreed. Therefore, it seems prudent to continue with the original proposal of submission by 31 July 2003.

**2.16** Because of the timescale, consultation is ongoing with a range of other partners 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.

### **3. CONCLUSIONS and RECOMMENDATION**

**3.1** Under the Council's new constitutional arrangements, the Housing Strategy and associated supporting strategies forms part of the policy framework, and requires approval by the Council.

**3.2** The timescale for submission of the Strategy is short and requires prompt consideration in order that the deadline may be achieved. Members are, therefore, invited to consider the consultation draft (which has been circulated by the Head of Housing Services) at Scrutiny Panel on 1 July 2003 and Cabinet on 10 July 2003, prior to its consideration at Council on 23 July 2003.

**3.3** Council is asked to **approve** the Housing Strategy, and to **authorise** that the Director of Operational Services, following consultation with the Executive Member for housing strategy, approve any necessary presentational changes, or textual changes to the Housing Strategy document resulting from ongoing consultation, and to submit the Strategy to *GO-East* by 31 July 2003.

#### **BACKGROUND INFORMATION:**

Housing Strategy Statement 2004/2007 and associated documentation

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**CABINET  
COUNCIL**

**10 JULY 2003  
23 JULY 2003**

**CAMBRIDGE SUB-REGION HOUSING STRATEGY 2003-2006  
(Report by the Head of Housing Services)**

**1. PURPOSE OF REPORT**

- 1.1 To note and seek endorsement of the Cambridge Sub-Region Housing Strategy.

**2. BACKGROUND INFORMATION**

- 2.1 Following the Cambridge Sub-regional Implementation Study, carried out by Roger Tyms and Partners, it was agreed that several county-wide working groups be formed. One of those groups was briefed to examine the issues in the delivery of affordable housing in the sub-region.
- 2.2 This group, whose membership includes chief housing officers, planners, and representatives of *GO-East*, the Housing Corporation, and the National Housing Federation, agreed that the way forward was to draft a sub-regional housing strategy.
- 2.3 During its development the Regional Housing Forum for the East of England also requested sub-regions to draft housing strategies to inform a housing strategy for the East of England.
- 2.4 From April 2004 there will be a new 'single housing investment pot' for the East of England. This 'pot' replaces direct funding to local authorities of LASHG. Details are still awaited on its operation.
- 2.5 The newly formed Regional Housing Board (East of England) submits its recommendations on strategic priorities for funding to the Minister. These recommendations are informed by the East of England Housing Strategy, which is now mandatory. This Strategy and sub-regional strategies are now vitally important as they inform investment and allocation decisions to and from Regional Housing Boards.
- 2.6 In response to this authorities in the East of England have formed themselves into various sized groupings to reflect local housing market areas.
- 2.7 For housing strategy purposes authorities straddling the boundaries of sub-regional areas were able to elect to belong to one or more sub-regional areas.
- 2.8 Whilst Huntingdonshire could be part of Greater Peterborough as well as the Cambridge sub-region it is considered that Huntingdonshire District Council's housing market has greater affinity to and affect from the Cambridge sub-region's housing market.

- 2.9 Peterborough City Council has not yet developed a Greater Peterborough sub-regional housing strategy. When it does this Council will make the appropriate contribution.
- 2.10 Eight local authorities have participated in the provision of information for the Strategy with the main co-ordination, editing and production carried out by Huntingdonshire District Council.
- 2.11 The Strategy is a collection of housing data from those authorities. From the data the sub-regional needs and priorities have been summarised.
- 2.12 Each sub-region was requested to submit to the Regional Housing Board (East of England) a short summary of their needs and priorities. The executive summary, accompanied by the full Strategy, was submitted. These summaries informed the drafting of the East of England Housing Strategy, launched on 12 June 2003.
- 2.13 It is anticipated that the ODPM will advise regions of their allocations for 2004 in October/November 2003.

### **3. IMPLICATIONS**

- 3.1 It is anticipated that future funding of sub-regions, by the newly created Regional Housing Board, will be based on sub-regional Housing Strategy submissions. The Cambridge sub-region is one of the first sub-regions to produce a housing strategy. Other sub-regions will need to develop their own strategies before this would become a reality. Nevertheless, the case for investment in the sub-region has been clearly made to the Board.
- 3.2 An action plan for delivery of the strategic priorities is in hand. Many of the actions are already built into individual authority's programmes. Cross boundary initiatives are being co-ordinated by established groups, on which HDC has representation.
- 3.3 Work is about to commence on refining and improving the content of our first sub-regional strategy.

### **4. RECOMMENDATION**

- 4.1 Council is asked to endorse the Cambridge Sub-Region Housing Strategy 2003-2006.

**Contact Officer: Mr S Plant, Head of Housing Services**  
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**OVERVIEW AND SCRUTINY PANEL  
(SERVICE DELIVERY AND RESOURCES)  
CABINET  
COUNCIL**

**1 JULY 2003**

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## **PRIVATE SECTOR HOUSING STRATEGY 2004/07 (Report by the Head of Housing Services)**

### **1 PURPOSE**

- 1.1 The purpose of this report is to consult members on and seek approval of the draft Private Sector Housing Strategy 2004/07.

### **2 BACKGROUND**

- 2.1 Government guidance states that Housing Strategies should be limited to a 30 page submission and be underpinned by a range of other strategies, to which the Housing Strategy should refer. The Private Sector Housing Strategy is one such strategy.

- 2.2 This strategy will be submitted to *GO-East* as an accompanying document to the Housing Strategy.

- 2.3 Under the Council's constitutional arrangements, the Housing Strategy and associated supporting strategies forms part of the policy framework, and requires approval by the Council.

- 2.4 Consultation is ongoing. This strategy, with covering letter, has been sent to all elected members of the District Council. It has been sent out in advance of the meeting 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. RECOMMENDATION**

- 3.1 Council is asked **to approve** the Private Sector Housing Strategy, and to **authorise** that the Director of Operational Services, following consultation with the Executive Member for housing strategy, approve any necessary presentational changes, or textual changes to the strategy document resulting from ongoing consultation, and to submit the Strategy to *GO-East* by 31 July 2003.

### **BACKGROUND INFORMATION:**

Housing Strategy Statement 2004/2007 and associated documentation.

**Contact Officer: Steve Plant, Head of Housing Services**  
**☎ (01480 388240)**

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**OVERVIEW AND SCRUTINY PANEL  
(SERVICE DELIVERY & RESOURCES)  
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**1 JULY 2003**

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**23 JULY 2003**

## **HOMELESSNESS REVIEW & STRATEGY 2004/07 (Report by the Head of Housing Services)**

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

- 1.1 To consult members on and seek approval for the adoption of the Homelessness Strategy.

### **2. INTRODUCTION**

- 2.1 The Homelessness Act 2002 introduced a statutory requirement on all local housing authorities to carry out a review of homelessness within their area and formulate and publish a homelessness strategy based on the results of that review. The strategy must be published by 31 July 2003.

### **3. BACKGROUND INFORMATION**

- 3.1 The legislation in relation to homelessness reviews, the development of a strategy, and the guidance received from the Office of the Deputy Prime Minister (ODPM) has been prescriptive. The homelessness review must consider:

- the levels and likely future levels of homelessness in the district
- the activities and services provided which help prevent homelessness and help to find accommodation for homeless and potentially homeless people
- the support services provided for homeless people, including support to prevent them from becoming homeless again
- the resources available to the authority and to social services, other public authorities, voluntary organisations and other agencies for providing these services.

The Homelessness Strategy must then include plans for:

- the prevention of homelessness
- ensuring that there is sufficient accommodation available for people who are or who may become homeless
- ensuring that there is satisfactory support for people who are or who may become homeless or who need support to prevent them from becoming homeless again.

- 3.2 A key objective of the Homelessness Strategy is to bring local agencies together, so that their work can be better co-ordinated and more effective in dealing with homelessness wherever it may arise. The Council already has a number of examples of co-ordinated multi-agency working to assist households threatened with homelessness. The homelessness review helped formalise these arrangements and highlighted gaps where other arrangements need to be negotiated.

These gaps and the proposed improvements in multi-agency working form the basis of the strategy's action plan.

- 3.3 The homelessness review was completed in parallel with a County Council led Best Value Review of Social Inclusion. This Best Value Review focussed on families with dependent children placed in temporary accommodation in Huntingdonshire. As the objectives of the Best Value Review and homelessness review were very similar and the agencies involved in both were the same, it was agreed that we would combine both pieces of work, as far as was possible. This proved invaluable in engaging with all the agencies involved with homeless households. It also allowed member involvement, as both District and County Council members were represented on the Best Value Review Group.
- 3.4 The review highlighted a lack of co-ordination in the needs analysis of the different client groups that may be faced with homelessness. The strategy, therefore, aims to introduce more robust systems between all agencies to quantify levels of need, so that this may inform the future development of services. This will then allow a detailed analysis of gaps in service provision compared to levels of identified need.
- 3.5 Evidence collected on the levels of homelessness, or support services needed to prevent homelessness, particularly within different household types, will inform the future development of this strategy as well as other strategies such as the Council's own Housing Strategy and the County's Supporting People Strategy. As evidence emerges from the systems that the Homelessness Strategy will introduce, it will be important to continually review its objectives to ensure that services are developed to meet the needs of local people.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 Whilst the Homelessness Strategy in itself is not anticipated to result in any increased direct revenue costs to this Council, the volume of homeless applicants, should it increase further, might. The underlying trend of increased homelessness presentations has resulted in an approved MTP bid for an additional Housing Advice and Homelessness Officer, should the need arise. Additionally, however, this Council along with partner agencies may bid for improved services via the county-wide Supporting People strategy.
- 4.2 With regard to capital expenditure there are no imminent proposals for the funding of supported schemes. However, the requirement to determine need for additional supported housing schemes, for particular client groups, forms part of the Strategy's Action Plan. Supported schemes cannot be progressed unless revenue funding, through Supporting People, has also been made available.

#### **5. CONCLUSIONS & RECOMMENDATIONS**

- 5.1 The Homelessness Strategy is a supporting strategy to the Housing Strategy and forms part of the policy framework. Under the Council's constitutional arrangements, the Homelessness Strategy requires approval by the Council.

- 5.2 The Homelessness Strategy must be published by 31 July 2003 and requires prompt consideration in order that the deadline may be achieved. Members are, therefore, invited to consider the Strategy at Scrutiny Panel on 1 July 2003 and Cabinet on 10 July 2003, prior to its consideration at Council on 23 July 2003.
- 5.3 Council is asked **to approve** the Homelessness Strategy 2004/07.

## **BACKGROUND INFORMATION**

**Housing Act 1996 (as amended by the Homelessness Act 2002)  
Homelessness Strategies – A Good Practice Handbook (ODPM, Feb 2002)**

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**Mr S Plant, Head of Housing Services  
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**OVERVIEW AND SCRUTINY PANEL  
(SERVICE DELIVERY AND RESOURCES)  
CABINET  
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**1 JULY 2003**

**10 JULY 2003**

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## **BME HOUSING STRATEGY 2003/04 (Report by the Head of Housing Services)**

### **1 PURPOSE**

- 1.1** The purpose of this report is to consult members on and seek approval of the draft Black and Minority Ethnic (BME) Housing Strategy 2003/04.

### **2 BACKGROUND**

- 2.1** Government guidance states that Housing Strategies should be limited to a 30 page submission and be underpinned by a range of other strategies, to which the Housing Strategy should refer. The BME Housing Strategy is one such strategy.
- 2.2** This BME Housing Strategy is in its infancy and will be reviewed next year when the information gathering and monitoring information, required as actions from this first strategy, are to hand.
- 2.3** This strategy will be submitted to *GO-East* as an accompanying document to the Housing Strategy.
- 2.4** Under the Council's constitutional arrangements, the Housing Strategy and associated supporting strategies forms part of the policy framework, and requires approval by the Council.
- 2.5** Consultation is ongoing. This strategy, with covering letter, has been sent to all elected members of the District Council. It has been sent out in advance of the meeting 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. RECOMMENDATION**

- 3.1** Council is asked to **approve** the Black and Minority Ethnic Housing Strategy, and to **authorise** that the Director of Operational Services, following consultation with the Executive Member for housing strategy, approve any necessary presentational changes, or textual changes to the strategy document resulting from ongoing consultation, and to submit the Strategy to *GO-East* by 31 July 2003.

### **BACKGROUND INFORMATION:**

Housing Strategy Statement 2004/2007 and associated documentation.

**Contact Officer: Steve Plant, Head of Housing Services**  
**☎ (01480 388240)**

**CABINET**

**10<sup>TH</sup> JULY 2003**

## **LOCAL TRANSPORT PLAN – ANNUAL PROGRESS REPORT (Report by Director of Operational Services)**

### **1. INTRODUCTION**

- 1.1 The Department of Transport, Local Government and the Regions (DTLR) require Cambridgeshire County Council to submit a joint Annual Progress Report (APR) by 31<sup>st</sup> July 2003 on the delivery of the Cambridgeshire Local Transport Plan (LTP). The APR informs the financial settlement, usually around December, provided to deliver the transport agenda for Cambridgeshire.
- 1.2 Officers of both the County and District Council's have been formulating the APR and a copy of the current draft is attached to the agenda separately.
- 1.3 This Authority, together with all the other principal local authorities within Cambridgeshire, are required to submit a statement specific to their area outlining the commitment of the Council to the APR and also reporting on local delivery. A copy of the draft statement will be available for Members consideration at the meeting.
- 1.4 This report invites Cabinet to comment on both the current APR draft and the Huntingdonshire statement.

### **2. BACKGROUND INFORMATION**

- 2.1 As in previous year's, this APR sets out the work both across the County and in Huntingdonshire during the past financial year and outlines our current objectives and programme to be considered as part of this year's settlement.
- 2.2 Members will be aware that the LTP is currently being reviewed for the period 2004-2011. However, next year's APR will still be largely based on work taking place this year under the terms of the current LTP with funding based the new LTP coming into effect in subsequent years.
- 2.3 The APR is the mechanism by which Government allocates capital funds for transport on a year-by-year basis. Last year's submission secured a settlement of £15.487M, of which £8.05M was granted for Integrated Transport projects and £7.437M for Road and Bridge maintenance. The settlement also confirmed funding for the Fordham and Papworth by-passes plus a further £2M for traffic calming within villages alongside the A14 that were identified in the CHUMMS study.
- 2.4 This year's APR is being presented in a way that is much more user friendly with clear identification of performance against targets with good use of case studies to outline achievements over the past 12 months. Particular key issues are as follows;

- 8 out of 12 Headline Indicators are 'on-track' for delivery. 1 Indicator is 'not on-track'
- 2002/03 saw the lowest number ever of people killed or seriously injured on Cambridgeshire roads. There has also been a drop in slight injury cases
- Bus patronage has increased by over 5% countywide compared to 2001/02. This has met the Government target for the Indicator under this heading

2.5 Performance against the Indicators relating to road condition has also seen good progress indicating a general improvement in the condition of the network.

2.6 This APR also contains a supplementary bid for the second half of the traffic calming bid for villages alongside the A14 totalling £3M.

### 3. DISTRICT COUNCIL STATEMENT

3.1 The main areas that the Statement reports on this year are;

- to outline progress with jointly-funded LTP schemes developed with the County Council and other partners, particularly relating to schemes as part of the St. Neots Transport Strategy
- to acknowledge the development of the Huntingdon and Godmanchester Transport Strategy and, in particular, the integration of future transport and development related objectives
- to outline the emerging issues of the Car Parking and Taxi strategy reviews; and
- to outline the future direction that the District Council will take on transport related matters with respect to its Medium Term Plan

### 4. CONCLUSION

4.1 As for previous year's, a decision on the APR is expected during December 2003 to cover the financial year 2004/05

4.2 The views of Cabinet are requested on the current APR draft and the proposed Huntingdonshire statement to be included therein.

### 5. RECOMMENDATION(S)

5.1 **It is recommended that Cabinet;**

- (i) **approve the current APR draft and Huntingdonshire statement; and**
- (ii) **to authorise the Director of Operational Services, after consultation with the Executive Councillor for Planning Strategy, to approve any minor amendments to both the APR draft and the Huntingdonshire statement**

### BACKGROUND INFORMATION

Cambridgeshire Local Transport Plan 2001-2006  
 Draft Cambridgeshire Local Transport Plan 2004-2011  
 CCC LTP and APR Cabinet report – 17<sup>th</sup> June 2003

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## **ANNEX A**

### **ANNUAL PROGRESS REPORT 2002-2003**

#### **HUNTINGDONSHIRE DISTRICT COUNCIL STATEMENT**

##### **Introduction**

This is our fourth statement provided as a partner to the LTP and once again we are able to report good progress with both strategy and delivery work over the past 12 months.

Transport and access continues to remain a key priority for this Council and in the wider context of this Council's key aims and objectives, reference should be made to our statement contained in the new LTP covering the period 2004-2011.

As usual we wish to demonstrate what we are doing and what we have achieved over the past 12 months. A number of issues continue to be of key importance for the Council including the emerging Cambridge to Huntingdon Rapid Transit scheme (CHRT) as well as continuing good progress with Market Town strategies and Community Transport schemes.

##### **Annual Progress Report**

We continue to endorse the aims and objectives of the APR and welcome the format in which the report is being presented this year. This provides a good overview of what is being done locally outlining clear and concise progress relating to Government Targets and good use of Case Studies to outline successfully delivered schemes. We support the production of the new LTP as outlined in the APR and detailed in our supporting statement.

We raised concerns last year relating to the provision of accessible transport that provides services between rural areas and market towns as well as the need to develop 'core' bus routes and a network of quality routes across Huntingdonshire. Much has taken place over the past 12 months relating to the expansion of community transport schemes within the District, covered elsewhere in this statement, and we welcome the key elements of the new LTP relating to the provision of high quality services on main corridors with feeder services linking to those corridors. The challenge now is to ensure delivery of these key elements of work.

One area of work on which we wish to see progress is on certain key elements of the Cambridgeshire Bus Information strategy. While the strategy itself is wide ranging, the Council welcomes the Stage 1 element that will deliver improved information on the ground within 24 months of the adoption of the strategy. This is particularly pertinent to many of our rural areas where there are currently no bus stops or timetable or travel information provided on the ground. The Council will press for progress on this important area of work, which is vital to promoting public transport for many of our communities.

##### **Cambridge to Huntingdon Rapid Transit (CHRT)**

Our Policy on this key area of work is contained in our new LTP statement. However it is important to reinforce our commitment to the principle of this scheme here to ensure that it delivers the benefits claimed for the people of Huntingdonshire.

We are working closely with the County Council and are represented at all levels in terms of the scheme details currently being developed that will lead to the submission of a Transport & Works Act application around November 2003.

### **Market Town Transport strategies**

These remain a key area of where we can demonstrate highly successful delivery of schemes on the ground and reference to the main APR document outlines the details of specific schemes. We continue to provide staff resources through the Council's Project team to undertake design, contract and supervision work on a number of these schemes which this year included the Eaton Socon cycleway as detailed in Case Study in the APR and the programme of bus stop flag and timetable replacement across St. Neots.

Our Capital programme continues to provide partnership funding for this work and for 2002/03 has contributed £70K across St. Neots. The final Section of this Statement outlines future financial commitments for the other market towns as part of our capital programme.

### **Cycling and Walking**

The past year has continued to see excellent progress with our agreed programme through the market town transport strategies as well as the completion of the route between Huntingdon and Brampton, this latter scheme at a cost of £100k from our Capital programme. Work on improvements to the town bridge in St. Neots, as reported last year, have been delayed to this year pending the completion of other schemes across the town.

Huntingdon has seen the successful delivery of a joint Safe, Secure Cycle Rack scheme in partnership with Huntingdon Town Council and a successful bid to the DTLR Cycling Projects Fund. Racks have been provided at six new key locations across the town centre providing a total of 72 additional spaces for bikes. Cost breakdown is as follows;

- Huntingdonshire District Council – £21K
- Huntingdon Town Council – £2.5K
- DTLR Cycling Project Fund - £17k

Schemes are due to be developed for Ramsey during 2003/04 and will be reported next year.

### **Community Transport**

Building on the detail contained in last year's Statement, we can again report our continuing support, both financial and in staff resources, for schemes on the Peterborough/Sawtry/Huntingdon corridor operated by Peterborough Dial-a-Ride and the on-going development of dial-a-ride schemes across 28 parishes in West Huntingdonshire with Thrapston Area Community Transport (TACT). This latter scheme included the launch of a twice-weekly service centred on providing access to the Doctor's surgery at Kimbolton as well as access to the village centre and onward trips to the nearest market town at St. Neots.

A particular success story this year has been the launch of Ouse Valley Community Transport scheme as outlined in Case Study ? of the APR. This is

proving to be of major significance to the area served by the scheme and is leading to a real step-change in the provision of improved access across the community.

The Council's Team Leader for Transportation currently chairs the Steering Group that oversees this project on behalf of all the partners and as well as this commitment, the Council will continue to provide financial support through our Capital programme.

The total financial support for both Rural and Community Transport schemes given by the Council over the past year, excluding staff resources, totals £37K

### **Public Transport**

While supporting much of the work that the County Council are currently undertaking across Huntingdonshire, including the development of the key corridor between St. Neots/Cambourne/Cambridge, we have supported this work with the implementation of a new advertising bus shelter contract. 35 new shelters have now been erected across Huntingdonshire to support the public transport network in Brampton, Huntingdon, Godmanchester, Yaxley, St. Ives, St. Neots, Sawtry and Ramsey Forty Foot. All include lighting, seating and integral transport/timetable information panels and allow real time information systems to be added at a later date.

We also have a further 10 shelters to be erected as part of this contract over the next two years as well as delivering additional shelters as part of our Capital programme over the next four years. Details will follow in future APR statements.

### **Parking Strategy**

Our Statement within the new LTP outlines the work we have been undertaking through appointed Consultants who have reviewed our Parking Strategy. While details are currently being reported to Members, key issues that are likely to emerge will be around;

- Managing our car parking stock in relation to future supply and demand and balancing this against the aims and objectives of the LTP and Market Town strategies
- On-street parking issues
- Car park charging structure and issues relating to short and long-stay provision, particularly within the market towns
- Residents parking
- Rural areas
- Decriminalisation; and
- Local Plan parking standards reflecting new Government guidance issued through PPG 13

### **Taxi Strategy**

As with our Parking strategy, Consultants have also been undertaking a review of our Taxi strategy. Again, details are being reported to Members but key issues are likely to emerge around a range of short, medium and long-term actions including;



- **Short-Term (immediately)** – additional Hackney Carriage vehicles following Demand Study, wheelchair accessible vehicles, new taxi rank provision in St. Ives and Huntingdon and fare level review
- **Medium-Term (2003-2005)** – linking to Actions in rural West Hunts initiatives and District Council Rural Subsidy Study, taxi shelter provision at ranks as part of bus shelter Capital programme, Specialist driver training, further Hackney Carriage demand study in 2005, development of a shared usage scheme, improved publicity and signage, shared use of bus lanes and implementation of good practice in taxi/bus/rail interchange design as part of emerging market town transport strategies
- **Long-Term (beyond 2005)** – further taxi/bus/rail interchange issues and implementation prior to completion of CHRT

### **Concessionary Fares – Improving Rural Access - Subsidy Study**

As outlined in our LTP Statement, this work is currently on-going and the results of this work will be reported in greater detail in next year's Statement

### **Safer Routes to School**

Commencing this year is the Council's financial commitment of £50K per annum to maximise the benefit of SRTS across Huntingdonshire. Full details of the work we undertake in partnership with the County Council will appear in next year's statement.

### **Environmental Improvement schemes**

St. Ives Phase 1 completed during the second half of 2002 including the provision of rising bollard technology to reintroduce public transport through the town centre. It is currently planned to tie the introduction of services to Phase 2 of the scheme, which will commence design works during 2003/04. Huntingdon Town Centre Phase 2 design works also commence during 2003/04.

### **Other Issues**

The Council continues to support a range of other initiatives and schemes including Speed Management (£20K Capital contribution to CCC), transport feasibility studies including £30K contribution to CCC Huntingdon PARAMICS study as part of Huntingdon & Godmanchester Transport Strategy, on-going bus station maintenance, Small Scale Environmental Improvements and Area Joint Committee Small Scale schemes.

### **Future Capital Programme profile through the Medium Term Plan**

A crucial element of the success of the Council in being able to support the aims and objectives of the LTP is to forward plan our spending commitments and bid for appropriate funding in yearly spending reviews. The following table outlines the current profile through our Medium Term Plan to 2007. Details of these elements of work will be reported in future APR Statements as schemes emerge in their respective financial year's.

<b>SCHEME</b>	<b>2004/05 £000</b>	<b>2005/06 £000</b>	<b>2006/07 £000</b>	<b>2007/08 £000</b>
Cambridge Road Car Park, St.			75	

Neots				
Community Transport	10	10	10	10
Improving Rural Access	20	20	20	20
New Pedestrian/Cyclist bridge – St. Neots	250	250		
Safer Routes to School	50	50	50	50
St. Neots Transport strategy	70			
Huntingdon & Godmanchester Transport strategy	70	70	70	
St. Ives Transport strategy	70	70	70	
Ramsey Transport strategy	40	40	40	
St. Neots Environmental Improvements				50
Environmental Improvements – Village residential areas				50
Accessibility Improvements	30	30	30	50
Local Transport Plan – eligible schemes	85	85	100	100
Safe Cycle Routes	105	105	105	110
Safe Cycle Racks	15	15	15	
AJC Small Scale schemes	40	40	40	50
Small Scale Environmental schemes	80	80	80	80
Additional Bus Shelters	33	33	33	
Speed Management in Hunts	20			
Environmental Improvement Ph.2 – Huntingdon Town Centre	140	820		
Environmental Improvement – Ph.2 – Ramsey Great Whyte	20	150		
Environmental Improvement – Ramsey Little Whyte	20	100		
Environmental Improvement – Ph.2 – St. Ives Town Centre	140	760	380	
<b>YEARLY TOTALS</b>	<b>1,308</b>	<b>2,728</b>	<b>1,118</b>	<b>570</b>

## Conclusion

The Council continues to demonstrate its commitment to the aims and objectives of the LTP by the work we are undertaking as outlined in this Statement and in the financial profile to the year 2007/08. We will continue to work with our partners to ensure that we achieve the maximum benefit for the people of Huntingdonshire in terms of transport and access and we will continue to expand our financial commitment to the year 2008/09 during this Summer.

**CABINET**

**10<sup>th</sup> JULY 2003**

## **LOCAL TRANSPORT PLAN (Report by Director of Operational Services)**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to inform Members of the progress being made in developing a new Local Transport Plan for Cambridgeshire (LTP), to consider the emerging transport programme, the District Council supporting statement and to seek Member approval to the current LTP draft.

### **2. BACKGROUND INFORMATION**

- 2.1 Members will be aware that the County Council decided as part of last year's Annual Progress Report, that a new LTP would be prepared for submission to Government this year to cover the period 2004 to 2011.

- 2.2 The need for a new LTP revolves around a number of factors that have developed since the current plan was produced. These are:

- the revised draft Structure Plan, including a new spatial distribution and much greater emphasis on sustainability;
- the development and acceptance of the CHUMMS study by Government; and
- consideration of emerging Regional Planning Guidance (RPG 14) and the Regional Transport Strategy that will form part of it.

- 2.3 As a result of these factors, the new LTP will have some fundamental differences to the current plan. In particular, it will:

- provide a close link between land use and transport in terms of both the infrastructure to be provided and the delivery timescale;
- bid for significantly higher levels of funding to complement the challenges presented by planned development through the Structure Plan;
- identify potential mechanisms to successfully deliver a much enlarged programme;
- provide greater focus on issues such as accessibility and promoting social inclusion; and
- include additional policy areas such as on Rights of Way and Air Quality to reflect new Government guidance

- 2.4 Members will be aware that public consultation has taken place during May and June on the new LTP, which has included:

- Distribution of 300,000 consultations leaflets with over 5,000 responses received

- Held 18 staffed roadshows across the County, including 4 in Huntingdonshire utilising District Council staff, as well as unstaffed static displays
  - Held over 30 stakeholder/interest group workshops
  - District meetings including Member briefings
- 2.5 A Member briefing was held at Pathfinder House on 29<sup>th</sup> May, to which all members were invited, when the County Council presented an overview of the draft and shape that the LTP will be taking and the key issues contained within it.
- 2.6 In terms of the consultation responses, 63% of respondents supported the overall aims of the plan and a further 25% partially supported the aims. 1.5% did not support the aims with the remainder having no view or not responding on particular elements.

### **3. THE EMERGING LOCAL TRANSPORT PLAN**

- 3.1 The key aims of the new plan are to:
- make travel safer
  - develop integrated transport
  - promote sustainable forms of transport such as public transport, walking and cycling
  - maintain and operate effective transport networks
  - create a transport system that is accessible to all
  - provide a transport system that meets the needs of the economy; and
  - protect and enhance the built and natural environment
- 3.2 The main thrust of the new LTP has been to refine the existing approach and to formulate a detailed programme of capital investment so that investment is made in a coordinated fashion to secure maximum benefit and that packages can correspond with the programme set down in the Structure Plan. A central theme of this work is to enhance accessibility by all modes of travel whilst recognising that different solutions are needed in different areas.
- 3.3 To deliver these elements, it is proposed that a package of transport schemes will be developed based on a series of key corridors and rural areas across the County. The purpose of this approach is to ensure that investment is focused on areas of need and that overall objectives can be met and that links with the development strategy can be achieved.
- 3.4 Key policy directions for the new LTP are therefore as follows;
- Public Transport – better services right across the County including the enhancement and integration of rail services. For buses, work will focus on a range of services most appropriate to the following broad areas:
    - High Quality Public Transport Corridors
    - Cambridge and its hinterland
    - Market Towns
    - Rural areas

- Cycling and Walking – increasing cycling and walking as a means of promoting unnecessary car use and promoting healthy lifestyles. Key aims will be to improve facilities in Cambridge and the market towns, on key corridors and improving links between Cambridge, surrounding villages and market towns
- Roads and Cars – recognition that the car remains a vital mode of transport for single and multiple-occupancy journeys and where a realistic alternative cannot be provided. The Plan therefore looks to balance the needs of the car user against the other LTP objectives
- Travel Awareness – this is seen as being at the heart of a successful strategy. Work will focus on campaigns synchronised with infrastructure developments, integration with other activities such as public transport service changes and health programmes and the further development of (green) travel plans
- Capital Programme – this is seen as needing to be much more ambitious than the current LTP due to the greater scale of planned development. While the programme is extensive and will need to include all areas of the new LTP, key elements include:
  - clearer linkages between capital and revenue funding and the management of the overall transport system to maximise benefits
  - the development of the Cambridge to Huntingdon Rapid Transit system (CHRT). The £75M bid has already been made and work is progressing on the Transport & Works Act Application for November 2003 to secure powers to implement the scheme in 2007
  - a new rail station at Chesterton, which also complements CHRT. Total estimated cost £18M
  - a new Ely southern by-pass emerging from the market town strategy
  - improvements to the A605 at Kings Dyke, Whittlesey linking to the Stanground by-pass scheme being undertaken by Peterborough
  - delivery of real time bus information across high quality public transport routes and the wider network over the plan period. The majority of work will be completed in the first two years starting with the Cambridge to St. Neots corridor
  - new Park & Ride sites connecting the market towns to Cambridge and linked to the high quality public transport routes
  - package schemes along key corridors combining bus, pedestrian and cycling improvements together with safety and tackling congestion measures
  - A10 – Foxton Level Crossing
  - East Cambridge Rapid Transit

3.5 The current draft of the new LTP is attached to the agenda for this meeting. It contains the following 10 Chapters:

- Chapter 1 – Introduction

- Chapter 2 – Policy and Legislation
- Chapter 3 – Problems and Opportunities
- Chapter 4 – Headline Objectives
- Chapter 5 – The LTP Strategy
- Chapter 6 – Putting our Policies into Practice
- Chapter 7 – Integrating Transport
- Chapter 8 – Past achievements
- Chapter 9 – Programme
- Chapter 10 - Conclusion

#### **4. THE NEXT STEPS**

- 4.1 The County Council is currently formulating the final draft for the new LTP and is seeking the formal approval of the four District Council's and Cambridge City Council to the new plan prior to its submission to Government at the end of July 2003.
- 4.2 As part of the new LTP, these partner authorities are requested to submit a District Statement for inclusion within the Plan demonstrating their commitment to its overall aims and objectives and to outline how each authority will integrate these into its own work. The draft statement is reproduced at Annex A.

#### **5. RECOMMENDATION(S)**

##### **5.1 It is recommended that Cabinet:**

- (i) **note the draft LTP and District Statement;**
- (ii) **authorise the Director of Operational Services, after consultation with the Executive Councillor for Planning Strategy, to approve any minor amendment to both the draft LTP and District Statement prior to its consideration by Council; and**
- (iii) **recommend Council at their meeting on 23 July 2003 to approve the draft Cambridgeshire Local Transport Plan 2004 – 2011 and the draft Huntingdonshire District statement for inclusion in the Plan.**

#### **BACKGROUND INFORMATION**

Cambridgeshire Local Transport Plan 2001-2006  
 Draft Cambridgeshire Local Transport Plan 2004-2011  
 CCC Transport and Waste Service Development Group Report – 2<sup>nd</sup> May 2003

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## **ANNEX A: LOCAL TRANSPORT PLAN 2004-2011**

### **HUNTINGDONSHIRE DISTRICT COUNCIL STATEMENT**

#### **Introduction**

This is the second Cambridgeshire Local Transport Plan in which this Council has participated with both the County Council and the other local authorities of Cambridgeshire. During the 4 years of the first plan, the Council has been an active partner in both the formulation of the Annual Progress Report to Government but also, importantly, in terms of the delivery of the policies and action plans on the ground across Huntingdonshire.

This work has specifically led to the development of this Council's Medium Term Plan in respect of transport related projects. As a result of the headline aims and objectives of the LTP, our Capital Programme, based on a rolling 5-year programme, has been specifically developed to maximise scheme delivery on the ground, working with a range of partners. Over the life of the first LTP, the Council remained on course to deliver £5M of transport related expenditure for the benefit of Huntingdonshire and as part of this new LTP, we will look to deliver a similar programme in accordance with the aims and objectives of the plan.

#### **Overview**

Transport is a key driver of this Council and, in providing travel choice and in the consideration of issues around social exclusion, the environment and local economy, we continue to work with a range of partners to deliver our joint aims and objectives for the benefit of Huntingdonshire.

Huntingdonshire, by its location as part of the Cambridge Sub-Region, remains at the forefront of an area that is experiencing major growth in the local economy. While that brings significant opportunities and potential for growth, including better jobs, homes and transport infrastructure, these in themselves bring about the challenge for this to be achieved and delivered in a truly sustainable fashion.

We remain committed to working with an extensive range of partner organisations to deliver the local agenda and acknowledge with our work to date and in the future, that even greater involvement across the community will be increasingly vital to the success we enjoy locally.

As a result we welcome the delivery of a new Cambridgeshire Local Transport Plan that;

- recognises the issues emerging from the revised draft Structure Plan placing a much greater emphasis on sustainability
- the development and acceptance by Government of the CHUMMS study; and
- issues emerging from both Regional Planning Guidance (RPG 14) and the Regional Transport Strategy.

#### **Key Issues**

In terms of the work that we are undertaking to jointly deliver the LTP, reference should be made to our Huntingdonshire statement contained within the Annual Progress Reports.

However a number of major issues covering the period 2004-2011 are of direct relevance to our aim in delivering the LTP locally working in partnership and it is important to highlight these as follows;

### **CHRT – Cambridge to Huntingdon Rapid Transit**

The District Council's Policy:-

- the Council supports the principle of a rapid transit system (RTS) from Huntingdon to Cambridge provided that it will deliver the benefits claimed for it in CHUMMS, and that it can be delivered in an economic and cost effective manner.
- in order of descending cost heavy rail would be the most expensive option, light rail would be cheaper, but still significantly more expensive than guided bus.
- if a satisfactory case cannot be made for guided bus it follows, therefore, that neither the light or heavy rail option could be supported.

What is the District Council doing?

- we have employed consultants with substantial experience of RTS schemes to give us an independent technical and financial evaluation of the County Council's proposals — the County Council are cooperating with our consultants
- notwithstanding that we have reserved our position on the overall scheme, we are working with the County Council to ensure that their proposals will provide the greatest benefit to Huntingdonshire residents and businesses — for example, the link to Huntingdon Railway Station and Hinchingsbrooke Hospital have been added after pressure from the District Council, as well as the open nature of the system whereby multiple operators will be able to access the system subject to quality thresholds being met
- Our Cabinet will begin taking an initial view on the County Council's proposals from June 2003 onwards.

### **Local Plan Review**

This is currently underway in Huntingdonshire and a central theme is to address the relationship between land-use and transport to improve access and modal choice for all. This is of particular importance as we develop the Cambridge Sub-Regional Implementation study. Annual reporting of progress on the Local Plan review will take place via our yearly statement through the APR

### **Cambridge Sub-Regional Implementation Study**

We are working closely with the County Council and the other local authorities that are part of the Cambridge Sub-Region in developing this work. A number of sub-groups, including one for Transport, have been set up to examine future development needs based on forecast growth and development across the region. Work within the transport group is currently focussed on a range of issues including the identification of the required transport programme to



support the study, the relationship between these schemes and the development strategy and the mechanisms required for simplifying and speeding up the implementation process.

### **Market Town Transport Strategies & Civic Trust Vision Projects**

The District Council has given its full support to the aims and objectives of this work over the life of the current LTP and will continue to do so over the life of the new Plan. It has been a pro-active partner in the formulation of the strategies in St. Neots and Huntingdon & Godmanchester, including financial contributions to transport modelling work, and looks forward to developing these further for St. Ives and the Ramsey area.

In terms of delivery of action plans that support the strategies, the Council has developed its Capital programme such that we contribute financially to those strategies currently approved and have provided a forward commitment to contribute to St. Ives and Ramsey as these come on line. Additionally the Council's Projects team have been engaged to undertake the design and contract work on a number of schemes emerging from the St. Neots Action Plan and the Council will continue to provide that staffing commitment, subject to available resources, to all the strategies.

The Council also has on-going engagement with the Civic Trust to develop Vision projects for all the Huntingdonshire market towns. To date, the project for Huntingdon has been completed and has been used in a number of key areas to inform the transport strategy and, in particular, the integration of land-use and transport issues.

A Vision for St. Ives was published in March 2003 and this will be used to inform the future transport strategy for the town, particularly with regard to future development opportunities and the integration of CHRT through the town.

The Civic Trust are now undertaking work in Ramsey with St. Neots following on during 2004.

### **CHUMMS Outcomes**

The Council supports the principle of the CHRT covered elsewhere in this statement and welcomes the Government announcement earlier in 2003 relating to the road-based outcomes of the scheme. This scheme remains crucial to Huntingdonshire as well as the wider region and the rest of the country given its strategic nature in national and European terms. We therefore keenly await details of this scheme to emerge to which we will provide input in relation to balancing local need against the strategic nature of the route leading to the completion of the scheme around 2010.

### **Other Key Strategies**

**Car Parking** – During the first half of 2003, the Council appointed Consultants to undertake a review of our Car Parking strategy in order to provide further guidance following the last review in 1995. The primary reason for carrying out this work is to enable the Council to review its strategy to reflect national guidance issued by Government and in order to reflect local transport policies such as the LTP as well as the Council's current Medium Term Objectives.

The Council is in the process of reporting the results of this strategy review to Members and emerging issues and actions will be reported in the yearly APR statement.

**Taxi Study** – As with Car Parking above, the same Consultants have been appointed to undertake a dual study into our Taxi strategy as well as a Hackney Carriage Demand study. Again the primary reasons for carrying out this work is for the Council to assess whether there are any areas of unmet demand relating to Hackney Carriage provision as well reviewing our strategy to reflect both national and local policies such as the LTP and the Council's own Medium Term Objectives.

The review work is recommending a series of Short, Medium and Long-Term Actions to be considered by the Council and we are currently in the process of reporting the results of this strategy review to Members and emerging issues and actions will be reported in the yearly APR statement.

### **Local Strategic Partnerships**

Under the Local Government Act 2000 Local Authorities and partner agencies have a duty to establish Local Strategic Partnerships and draw up a Community Plan to improve the economic, environmental and social well being of the local area.

In Huntingdonshire a Strategic Partnership has been established and the Community Plan is due to be published in Autumn 2003. Consultation with the public highlighted transport and access as a key concern. The Strategic Partnership established a sub- group to lead on this area and write a chapter for the Community Plan.

The Transport and Access chapter has been written with input from community groups and partner agencies and draws on the extensive public consultation. The 4 key objectives are:

- Comprehensive, affordable, safe public transport services
- Improved road safety
- Reduced congestion
- Improved access

The actions set out in the transport and access chapter are complementary to the countywide LTP and gives the added value of having a local Huntingdonshire perspective on this key public concern.

### **Concessionary Fares – Improving Rural Access**

In accordance with the Council's Medium Term Objectives around reducing economic deprivation and supporting rural communities, the Council will shortly be undertaking a study to review the options available to the Council for supporting the use of public transport, including taxis, to enable people who are disadvantaged by location etc. to gain access to employment, leisure and other essential services. The purpose of the study is to give the Council access to a properly researched series of options that will allow it to consider where it should provide additional support and to allow the development of a financial bid in its Medium Term Plan to fund such subsidies.

### **Conclusion**

As this Statement demonstrates, Huntingdonshire remains committed to supporting the transport and access agenda across the District and is active in both the strategic policy arena that sets the future agenda as well as delivery of initiatives on the ground, particularly through financial contributions via our Medium Term Plan.

In addition to those Key Issues outlined above and as our yearly statement within the LTP Annual Progress Report outlines in greater detail, the Council are financially supporting the transport and access agenda locally in the sum of £5.75M to the year 2007/08. We will continue to build on such commitment through the further development of our Medium Term Plan this Summer for the year 2008/09 and beyond.

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**CABINET MEETING**

**10th July 2003**

## **ASSET MANAGEMENT PLAN (Report by Estates & Property Manager)**

### **1. PURPOSE**

To report on last year's Asset Management Plan (AMP) and seek approval to the submission for 2003.

### **2. BACKGROUND**

2.1 The AMP was submitted to Go East in July 2002 along with the Context Sheet and Capital Strategy. A good assessment was achieved for both the AMP and Capital Strategy and therefore the requirement to submit these documents to Government Office for assessment has been relaxed.

2.2 A good assessment for the AMP compares favourably both nationally and regionally.

	All Authorities	Districts in the East
Good	35%	23%
Satisfactory	46%	55%
Poor	19%	22%

2.3. Feedback on the 2002 AMP acknowledged that the primary criteria relating to corporate asset management arrangements, data management, performance management and programming and planned development/implementation had been well covered. Most of the secondary criteria had also been satisfied although a number of points were highlighted for further consideration. These included dealing with the property implications in Best Value and other reviews, improvements to data management, evidence that monitoring takes into account consultation and customer satisfaction surveys, the development of local performance indicators for surplus property and space utilisation and investigating any gaps between current and future property requirements.

2.4 Through membership of the Institute of Public Finance Asset Management Network, the Cambridgeshire Property Forum and East of England Local Authorities Benchmarking Club, it is now possible to compare the District Council's property performance indicators and also to benefit from best practice and exchange of ideas.

### **3. REQUIREMENTS FOR 2003**

3.1. Although a full AMP is not required, it is still necessary to submit the following to Government Office:

- ❖ Local Authorities Core Data (the old Context Sheet)
- ❖ Information on the five national property performance indicators

- 3.2 Core data. The information provided in the Context Sheet last year has now been updated and is attached as Appendix 1.
- 3.3 National Property Performance Indicators. There have been a number of changes to the indicators used last year.

PPI 1 Backlog of Maintenance. Backlog is now defined as "the cost to bring the building from its present state up to the state reasonably required by the Authority to deliver the service or to meet statutory or contract obligations".

The number of priority levels has been reduced from 4 to 3.

1. Urgent Works
2. Essential Works – within two years
3. Desirable Works – 3 – 5 years

PPI 2 Internal Rate of Return. It is no longer necessary to include ground leases where rent reviews are at intervals over 25 years subject to the Corporate Property Officer having in place a programme for reviewing and reporting to Members the performance of these properties and the justification for retaining. As there are only two properties which fall within this category, these have been included in the overall calculations.

PPI 3 Property Management Costs. The definition of this indicator has been clarified to stress that it relates only to strategic management of property including the preparation of AMP and Capital Strategy. It is no longer necessary to split the figure between operational and non-operational property.

PPI 4 Property Running Costs. There are no changes to this indicator which relate to operational property only (i.e. offices, leisure centres, toilets)

PPI 5 Capital Programme. This now includes schemes over £25,000 for Districts (in 2002 the minimum figure was £50,000).

The information for these indicators is set out in Appendix 2. These are based on cost figures received to date. There may be some adjustments as costs were updated but these are not expected to be significant.

#### **4. COMMENTARY**

- 4.1 For comparison purposes the National PPI Information 2002 is attached as Appendix 3. Comments on the variations are set out below:-
- 4.2 PPI 1. There has been a substantial increase in the total cost included for the backlog of maintenance for several reasons. New comprehensive surveys have been carried out for all leisure centres and Cabinet has now approved a programme for the implementation of the works over a 5 year period.

The figures also include the programme for the refurbishment of public conveniences, which has been approved by Cabinet.

Most of the other expenditure relates to continued refurbishment at Pathfinder House where the majority of the expenditure is earmarked for years 3-5.

Strictly speaking, the definition of "backlog" does not require all the refurbishment items to be included in the indicator. However, in order to present a complete picture, the total figure contains all planned improvements to the leisure centres and public conveniences over the next five years.

PPI 1 is not a particularly useful indicator for external comparison purposes as maintenance costs will vary according to the nature of the portfolio. However, planned maintenance is an area where many authorities are deficient and it will focus attention on the need to properly plan the maintenance of property and to reduce reactive repairs as a consequence. Its particular value will be in measuring performance against the planned maintenance/refurbishment programme and the year on year improvements in condition and reduction in reactive maintenance.

4.3 PPI 2. The figures for the internal rate of return for industrial and retail premises are similar to the previous year. These generally compare favourably with information obtained through benchmarking organisations.

4.4 PPI 3 Annual Maintenance Costs. Costs in 2002 were generally within the higher quartile for operational properties and the mid-point area for non-operational properties. However, in the regional context the former were below the average costs assessed under the benchmarking group.

Costs for 2003 show a reduction of about 20% from the previous year.

In order to improve the accuracy of the figures, a new coding system will be used for 2003.

4.5 PPI 4a. Costs in 2002 were generally in the middle range area compared to other authorities. The costs for 2003 have increased due to the additional expenditure at leisure centres.

PPI 4b. Energy and utility costs for 2002 were in the higher quartile compared to other authorities. In Cambridgeshire only, these costs were the highest. For 2003 the costs have fallen by about 10%.

PPI 4c. Water costs for 2002 were in the middle range compared to other authorities. In the Cambridgeshire area only, these costs were the lowest. Costs for 2003 remain at the same level.

PPI 4d. CO<sup>2</sup> emissions for 2002 were at the top end of the middle range for authorities. The emissions for 2003 show a reduction of about 15%.

- 4.6 PPI 5a & b. In 2002 there was only one project which met the criteria and this was satisfied on both cost predictability and time predictability. This compared favourably with other authorities. In the year ending 31<sup>st</sup> March 2003, two projects met the criteria and both fulfilled the requirements of the indicators.

## **5. ACTION PLAN**

- 5.1 The 2002 AMP contained an Action Plan for the forthcoming year. There has been good progress in all areas with particular reference to the following:-

- ❖ Consultation – specific areas relevant to Asset Management Planning are leisure centres and business tenants where consultations have provided useful information for incorporation into business reviews.
- ❖ Benchmarking - this has been established for both the national indicators and also regional and local indicators with other authorities.
- ❖ Data management – with the introduction of GIS the property terrier and asset management information will be incorporated into the new system during 2003. This will enable corporate access to relevant property data.

- 5.2 Local Performance Indicators have been developed for non-operational property such as the level of voids and rent arrears. This area is likely to be expanded following consultation with other authorities.

- 5.3 The Asset Management Sub Group (AMSG) will be reviewing all the Council's land holdings to identify any surplus land, which can then be brought forward for disposal. Where appropriate, outline planning permission will be obtained and the land sold in accordance with financial standing orders. A local performance indicator for surplus property will be developed.

## **6 CONCLUSION**

- 6.1 Asset management planning is an evolving process and it is essential that every effort is made to ensure that property assets are maintained in an appropriate condition for the effective delivery of services.

- 6.2 The AMSG will continue to monitor the National Performance Indicators and investigate those areas where costs are in the higher quartile. In addition, other property performance indicators will be developed such as space utilisation with a view to achieving continuing improvement both in property performance and the provision of services in general.

## **7. RECOMMENDATION**

- 7.1 It is recommended:-


- (a) that the contents of this Report be noted; and



- (b) Appendices 1 and 2 be approved for submission to Government Office.

**BACKGROUND INFORMATION:**

Legal & Estates – Asset Management Plan files

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## HUNTINGDONSHIRE DISTRICT COUNCIL

## CORE DATA

1.	Gross Expenditure	£43M
	Net	£12M
2.	Fixed Assets	

All assets held at current value were valued at 1<sup>st</sup> April 1999. Revaluations are made every five years with intermediate indexation. The valuations were externally and independently carried out.

	Balance	31.3.03
		£000
Operational Assets		
<i>Land &amp; Buildings</i>		9,903
<i>Vehicles, Plant &amp; Equipment</i>		2,232
Infrastructure		5,465
Community Assets		451
Non-Operational		<u>9,646</u>
<b>Total</b>		<b><u>27,697</u></b>

3.	Type	Number	GIA(m <sup>2</sup> )	Value (000's)
	<b><u>Operational</u></b>			
	Offices	7	7307	5071
	Bus Stations	2	156	477
	Public Toilets	8	441	391
	Sports Pavilions	3	352	362
	Depots	3	1727	437
	Leisure Centres	8	16248	-
	Car Parks	30	-	2256
	Country Park Centres	2	711	677
	Others	3	<u>50</u>	<u>232</u>
			26992	9903
	<b><u>Non-Operational</u></b>			
	Industrial	87	12184	4306
	Retail	22	2375	1417
	Others	29	1623	1485
	Surplus	18	<u>100</u>	<u>2438</u>
			16282	9646

## 4. Maintenance Backlog

	Up to 5 yrs (000's)
<b><u>Operational</u></b>	
Offices	816
Bus Station	60
Public Toilets	1,064
Sports Pavilion	18
Depots	100
Leisure Centres	2,751
Car Parks	<u>50</u>
	<b><u>4,859</u></b>
<b><u>Non-Operational</u></b>	<u>180</u>
<b>Total</b>	<b><u>5,039</u></b>

## 5. Capital Programme (2003- 2008)

	Gross £'000	Net £'000
2003/04 Medium Term Plan (MTP)	15,658	11,574
2004/05 MTP	15,629	11,707
2005/06 MTP	17,200	13,183
2006/07 MTP	7,327	3,313
2007/08 MTP	6,474	2,331

### Notes:

1. *The net costs are after deduction of grants and other contributions.*
2. *Funding is from capital receipts. The capital programme is not dependent on the disposal of assets. The sale of development land in the current year is expected to realise £2M.*

6. HDC will not need to take on any "unsupported borrowing" over the next 5 years.

7. HDC is the largest district in terms of size (91,000 hectares) and population (160,000) in Cambridgeshire. Situated to the north-west of Cambridge and south of Peterborough, it is predominantly rural in character but containing several market towns – the largest three St. Neots, Huntingdon and St. Ives all being located on the River Great Ouse.

With excellent road (A1/A14 crossroad) and rail links the district has a diverse economic base and a consistently low level of unemployment (1.4%). Over the past ten years the total number of people working in the district has increased by 26% which is one of the largest increases in the country.

As a debt free authority since March 2000 and with substantial resources, HDC is in a strong position to meet the challenges ahead identified in the Capital Strategy and supported by the asset management plan process.

July 2003

### Property Performance Indicators 2003

#### PPI 1 Backlog of Maintenance

1A. % of gross internal floor space in category A-D (31.3.03)

	Operational	Non-Operational
A. Good	3	20
B. Satisfactory.	63	79
C. Poor	29	-
D. Bad	5	1

1B. Backlog of maintenance by cost

- (i) Total value £4,989,000 (31.3.03)  
 (ii) Priority Levels 1-3

	Operational	Non-Operational
1. Urgent	27	1
2. Essential (2 years)	16	42
3. Desirable (3-5 years)	57	57
	<b>100</b>	<b>100</b>

Note: The total value includes all refurbishment costs for leisure centres and public toilets programmed over the next five years.

#### PPI 2 OVERALL AVERAGE INTERNAL RATE OF RETURN (June 2003)

- (a) Industrial 12.71%  
 (b) Retail 11.33%  
 (c) Agricultural -

#### PPI 3 ANNUAL MANAGEMENT COSTS PER SQ METRE

3. Operational and Non-Operational Property £4.43

#### PPI 4 ANNUAL PROPERTY COSTS

- 4A. Repair and maintenance cost per sq metre £24.85  
 4B. Energy costs per square metre £10.05  
 4C. Water costs per square metre £1.86  
 4D. CO<sup>2</sup> emissions in tonnes per square metre 0.085

## **PPI 5 CAPITAL SCHEMES**

5A. Percentage of projects where out-turn falls within +/- 5 of the estimated out-turn, expressed as a percentage of the total number of projects completed in the financial year (cost predictability).

2002-3            100%

5B. Percentage of projects falling within +5% of the estimated timescale, expressed as a percentage number of projects completed in the financial year (time predictability).

2002-3            100%

Note: 2 schemes met the criteria

## Property Performance Indicators 2002

### PPI 1 Backlog of Maintenance

1A. % of gross internal floor space in category A-D (31.3.02)

	Operational	Non-Operational
A. Good	3	20
B. Satisfactory.	63	79
C. Poor	29	-
D. Bad	5	1

1B. Backlog of maintenance by cost

- (i) Total value £2,655,000 (31.3.02)  
(ii) Priority Levels 1-4

	Operational	Non-Operational
1. Urgent	21	-
2. Essential (2 years)	27	8
3. Desirable (3-5 years)	24	2
4. Long Term (5 years +)	28	90
	<b>100</b>	<b>100</b>

### PPI 2 OVERALL AVERAGE INTERNAL RATE OF RETURN (May 2002)

- (a) Industrial 12.77%  
(b) Retail 11.78%  
(c) Agricultural -

### PPI 3 ANNUAL MANAGEMENT COSTS PER SQ METRE

- 3A. Operational Property £5.85  
3B. Non-Operational Property £3.95

### PPI 4 ANNUAL PROPERTY COSTS

- 4A. Repair and maintenance cost per sq metre £13.93  
4B. Energy costs per square metre £11.25  
4C. Water costs per square metre £1.80  
4D. CO<sup>2</sup> emissions in tonnes per square metre 0.10

## **PPI 5 CAPITAL SCHEMES**

5A. Percentage of projects where out-turn falls within +/- 5 % of the estimated out-turn, expressed as a percentage of the total number of projects completed in the financial year (cost predictability).

2001-2            100%

5B. Percentage of projects falling within +5% of the estimated timescale, expressed as a percentage number of projects completed in the financial year (time predictability).

2001-2            100%



AGENDA ITEM NO.

CABINET

10<sup>th</sup> JULY 2003

**CAMBRIDGESHIRE AND PETERBOROUGH WASTE LOCAL PLAN  
PROPOSED MODIFICATIONS  
(Report by Planning Policy Manager)**

**1. INTRODUCTION**

- 1.1 The aim of this report is to update Cabinet on the latest position regarding the Waste Local Plan produced jointly by the Waste Planning Authorities of Cambridgeshire County Council and Peterborough City Council for the period 1998 to 2011 inclusive.

**2. BACKGROUND**

- 2.1 The Deposit stage of this Local Plan took place in two phases. Phase One Public Consultation occurred in August/September 2000 and Huntingdonshire District Council submitted **objections** in respect of waste facilities at Alconbury Airfield and Meadow Lane, St Ives.
- 2.2 Following the first phase consultation that took place on the Deposit Local Plan the Meadow Lane site at St Ives was deleted as a preferred site for a major waste management facility under policy WLP17.
- 2.3 To prevent a consequent shortfall within the area a site on the western side of Station Farm, Buckden was included in the second phase in the revised Deposit Local Plan.
- 2.4 No modifications were made in respect of the proposals to allocate Alconbury Airfield as an area of search for a major waste management facility. Therefore Huntingdonshire District Council maintained its objection to this allocation and subsequently contracted RPS Consultants to submit written representations on behalf of HDC at the Public Inquiry held between 16 July 2002 and 18 November 2002.
- 2.5 The grounds for HDC's objections to the Alconbury airfield site are twofold. Firstly, the inclusion of the airfield as an area of search is inconsistent with, and inimical to, the exercise of strategic choice through the mainstream development plan process of the Structure Plan and District Local Plan.
- 2.6 Secondly it is considered that the inclusion of the Airfield in the area of search will be harmful in its own right due to a range of ecological, archaeological and other interests. It was argued that the nature of development to which this allocation would lead would be inherently more harmful to these interests than the high quality employment development which the District Council would favour through the structure and local plan process. Indeed the constraints of the site may lead to the developable area of the airfield being reduced such that a waste facility and a high quality development could not be

simultaneously accommodated. The relevant timescale of the plans may result in waste development going ahead before the District Local Plan has reached a stage where employment development can proceed, reducing the chances of such employment development going ahead at all.

### **3. INSPECTORS REPORT AND THE PROPOSED MODIFICATIONS**

- 3.1 The Inspectors report on the Inquiry into Objections to the Cambridgeshire and Peterborough Waste Local Plan was received in December 2002 and the proposed modifications were received in May 2003.
- 3.2 The Inspector concluded that the allocation of the Alconbury Airfield site would not have an inimical effect on strategic choice. In effect, an additional land use is being promoted where there are a limited number of suitable sites in the Huntingdon area. It is the role of the waste local plan to identify new sites sufficient to make adequate future provision for waste and this allocation is in accordance with those objectives. The Inspector considered that strategic considerations are not being prejudiced or undermined in any significant way through this allocation and recommended that no modifications be made to the waste local plan in this respect.
- 3.3 With regard to the site itself the Inspector concluded that whilst development at Alconbury Airfield would be affected by a variety of constraints, given that an area of search is proposed any unacceptable conflicts could be avoided. In any event, it would be necessary for any proposal for a major waste management facility to be considered in the light of specific environmental policies.
- 3.4 Protection of the surrounding uses both currently and through whatever development may take place at the airfield site would be considered under Policy WLP 9 (*Protecting Surrounding Uses*) of the Waste Local Plan. This would enable the quality of the business development to be safeguarded. In addition, any major waste management developments would be expected to accord with proposals for the layout and design of the airfield as a whole including land use allocations and traffic effects. Therefore in this respect the Inspector recommended that Policy WLP 9 be added as a policy issue in respect of the Alconbury Airfield (Area of Search) allocation.
- 3.5 The proposed modifications follow the recommendations of the Inspector with regard to the Alconbury Airfield Area of Search and as such it remains as an allocation within the Cambridgeshire and Peterborough Waste Local Plan. The only modification regarding the proposal is the inclusion of Policy WLP 9 – Protecting Surrounding Uses, as an issue for consideration.
- 3.6 There are no other proposed modifications to the second Deposit Plan that are considered to be of significant relevance to Huntingdonshire in addition to those noted above.

- 3.7 This stage of the plan process allows for a round of consultation on the proposed modifications to the plan only. As no significant modifications have been made in respect of the Alconbury Airfield allocation HDC is unable to make further comment on this issue. As there are no other modifications of significant consequence for Huntingdonshire it is not considered appropriate to make any further representations on the Peterborough and Cambridgeshire Waste Local Plan.

#### **4. RECOMMENDATION**

- 4.1 That the Cabinet note the comments of the Inspector with regard to the Council's outstanding objection and the Proposed Modifications to the Peterborough and Cambridgeshire Waste Local Plan.

#### **Background Papers:**

Cambridgeshire and Peterborough Waste Local Plan: Proposed Modifications  
May 2003

Cambridgeshire and Peterborough Waste Local Plan: Inquiry into Objections –  
Inspectors Report December 2002

Cambridgeshire and Peterborough Waste Local Plan: Revised Deposit.  
October 2001

Cambridgeshire and Peterborough Waste Local Plan: Deposit. August 2000  
Cabinet 1 November 2001 (Agenda Item )

Development Control Panel 18 September 2000 (Agenda Item 2)

Cabinet 28 September 2000 (Agenda Item 8)

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# Agenda Item 13

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# Agenda Item 15

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