

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 20 JULY 2006** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

APOLOGIES

**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 29th June 2006.

**Mrs H Taylor
388008**

2. MEMBERS' INTERESTS

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

3. REVENUE MONITORING:2005/06 REVENUE OUTTURN & 2006/07 BUDGET (Pages 7 - 20)

To consider a report by the Head of Financial Services.

**S Couper
388103**

4. CAPITAL MONITORING 2005/06 OUTTURN AND 2006/07 BUDGET (Pages 21 - 34)

To consider a report by the Head of Financial Services.

**S Couper
388103**

5. BUDGET AND MTP PROCESS 2007/2012 (Pages 35 - 40)

To consider a report of the Overview and Scrutiny Panel (Corporate and Strategic Framework).

**A Roberts
388009**

6. MEDIUM TERM PLAN: REQUESTS FOR THE RELEASE OF FUNDS (Pages 41 - 46)

By way of a report by the Head of Financial Services to consider a request for the release of funding from the Medium Term Plan.

**S Couper
388103**

7. QUARTERLY SUMMARY OF DEBTS WRITTEN OFF (Pages 47 - 48)

To note a report by the Head of Revenue Services, summarising the debts written off during the quarter ending 30th June 2006.

**J Barber
388105**

8. HOUSING STRATEGY 2007-11 (Pages 49 - 50)

To consider a report by the Housing Strategy Manager seeking approval for the Council's Housing Strategy and supporting Empty

**J Barrett
388203**

Homes and Homelessness Strategies prior to their submission to Go-East.

9. THE DUTY TO PROMOTE RACE EQUALITY: UPDATE TO RACE EQUALITY SCHEME (Pages 51 - 62)

To consider a report by the Head of Policy.

**I Leatherbarrow
388005**

10. QUALITY OF LIFE STRATEGIES - ARTS CULTURE, MAJOR SPORTS FACILITIES, & GREEN INFRASTRUCTURE. (Pages 63 - 72)

To consider a report by the Planning Policy Manager regarding quality of life strategies for arts culture, major sports facilities and green infrastructure produced by Cambridgeshire Horizons.

**R Probyn
388430**

11. EAST OF ENGLAND PLAN: REPORT OF EXAMINATION IN PUBLIC PANEL (Pages 73 - 76)

To consider a report by the Planning Policy Manager.

**R Probyn
388430**

12. GREAT FEN PROJECT - MEMORANDUM OF AGREEMENT (Pages 77 - 90)

To consider a report by the Director of Operational Services regarding the development of a Memorandum of Agreement for the Great Fen Project.

**M Sharp
388301**

13. ST NEOTS CONSERVATION AREA: DRAFT BOUNDARY REVIEW, CHARACTER STATEMENT AND MANAGEMENT PLAN CONSULTATION DOCUMENTS (Pages 91 - 94)

To consider the Character Statement and Boundary Review for St Neots and to approve it as a basis for further discussion and consultation.

**R Probyn
388430**

14. CONFIDENTIALITY AGREEMENT (Pages 95 - 96)

To consider a report by the Head of Legal and Estates seeking authority to enter into a Confidentiality Agreement with Marshall of Cambridge Aerospace Ltd.

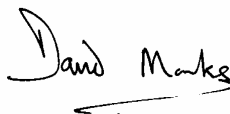
**C Meadowcroft
388021**

15. CITIZENS ADVICE BUREAU, HUNTINGDON (Pages 97 - 98)

To consider a report by the Head of Legal and Estates regarding a request that the District Council could act as a guarantor for a lease to the CAB's premises.

**K Phillips
388260**

Dated this 12th day of July 2006



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, a partner, relatives or close friends;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

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

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

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

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

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

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit 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 in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 29 June 2006.

PRESENT: Councillor I C Bates – Chairman.

Councillors P L E Bucknell, N J Guyatt,
A Hansard, Mrs D C Reynolds, T V Rogers
and L M Simpson.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors Mrs J Chandler and Mrs P J Longford.

23. MINUTES

The Minutes of the meeting of the Cabinet held on the 8th June 2006 were approved as a correct record and signed by the Chairman.

24. MEMBERS' INTERESTS

Councillor Bates declared a personal interest in Minute No 32 by virtue of his membership of the Cambridgeshire Police Authority.

25. CREATIVE ENTERPRISE

Consideration was given to a report by the Head of Policy (a copy of which is appended in the Minute Book) to which was attached a draft Creative Enterprise Strategy for Huntingdonshire aimed at increasing the sustainability, growth and productivity of creative industries in the District and maximising their potential to contribute towards broader social, economic and cultural regeneration.

In so doing, attention was drawn to proposals to develop a Creative Enterprise Centre on the campus of Longsands College in St Neots, in conjunction with the Department of Communities and Local Government and Longsands College, which would link opportunities for job and business creation and economic regeneration through the Cambridge sub region with the economic benefits from other regional centres. Having also considered a request for the release of funding from the Medium Term Plan for this development, the Cabinet

RESOLVED

- (a) that the Creative Enterprise Strategy for Huntingdonshire be approved for publication as a supplement to the Local Economy Strategy;
- (b) that the relevant funding as outlined in Appendix B be released from the Medium Term Plan (scheme ref 657) in respect of the development of a Creative Industries Enterprise Centre at Longsands College, St Neots; and

- (c) that the Director of Central Services be authorised, after consultation with the Executive Councillor for Resources and Policy, to enter into a lease of land for the Enterprise Centre at Longsands College and a funding agreement with the Department for Communities and Local Government.

26. MOBILE HOME SITE, EYNESBURY - CONTAMINATED LAND REMEDIATION STRATEGY

Further to Minute No.05/140 and by way of report by the Head of Housing Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the findings of additional soil sampling of contaminated land at the Council's Mobile Home Park at Eynesbury, St Neots and a recommended approach for the remediation of the land.

In considering the information contained in the report, Members' attention was drawn to a programme of work for the remediation of the land including the temporary rehousing of residents while the work was undertaken. In discussing financial and other issues associated with the work, Members were reminded that Government funding had been sought from the Contaminated Land Capital Projects Programme and received an assurance that the net cost to the Council for the whole of the project should not be significant. Whereupon, the Cabinet

RESOLVED

- (a) that the contents of the report now submitted be noted; and
- (b) that a supplementary capital estimate of £437,000 and a supplementary revenue estimate of £10,000 be approved to fund the works necessary to progress the next stage of the project to enable tenders to be sought.

27. AMENDMENTS TO THE HOUSING RENEWAL ASSISTANCE POLICY

Following consideration of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) outlining seven proposed amendments to the Council's Housing Renewal Assistance Policy, it was

RESOLVED

that, subject to the relevant Executive Councillor being consulted on grant approval levels for warm front top up grants and disabled facilities grant top up assistance (policy No. 3 refers) and references being made to Registered Social Landlords and arrears rather than money owed in policy No. 6, the proposed amendments to the Housing Renewal Assistance Policy as outlined in the annex to the report now submitted be approved.

28. ADDITIONAL FUNDING FROM REGIONAL HOUSING BOARD FOR DECENT HOMES IN THE PRIVATE SECTOR

By way of a report by the Heads of Housing Services, Technical Services and Environmental and Community Health Services (a copy of which is appended in the Minute Book) the Cabinet were advised that the Council had been awarded a capital grant of £327,925 from the Regional Housing Board to help improve "non-decent" homes in the private sector.

In discussing how the grant should be used, consideration was given to the criteria for meeting the Government's decent homes standard and Members were advised that the majority of dwellings that failed the standard in Huntingdonshire did so due to poor thermal efficiency. Having expressed concern over the Government's constraints for spending the grant given the Council's priority for affordable housing and homelessness and the need to introduce water efficiency measures in the Eastern Region, it was

RESOLVED

that a supplementary capital estimate of £327,925 be approved to provide thermal efficiency improvements to private sector homes occupied by vulnerable people, funded from the Regional Housing Board capital grant.

29. CAMBRIDGESHIRE SUB-REGION GYPSY/TRAVELLER NEEDS ASSESSMENT 2005

With the aid of a report by the Heads of Housing Services and of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the key findings of the Cambridge Sub Region Gypsy/Traveller Needs Assessment undertaken by Anglia Ruskin University and Buckinghamshire Chilterns University College.

Having noted that Officers would be drafting a Gypsy and Travellers Sites Development Plan Document to meet the identified needs up to 2021, the Cabinet

RESOLVED

that the key findings of the Cambridge Sub Region Gypsy/Traveller Needs Assessment be noted.

30. LOCAL DEVELOPMENT SCHEME REVISIONS - DRAFT SUPPLEMENTARY PLANNING GUIDANCE ON AFFORDABLE HOUSING

By way of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with proposed amendments to the Local Development Scheme for Huntingdonshire and the associated draft Supplementary Planning Document in relation to developer contributions towards affordable housing.

Whereupon, it was

RESOLVED

- (a) that the proposed amendments to the Local Development Scheme as outlined in the report now submitted be approved for submission to the Secretary of State;
- (b) that the draft Supplementary Planning Document on developer contributions towards affordable housing be approved for consultation and the Executive Councillor for Planning and Transport be authorised to approve its Sustainability Appraisal; and
- (c) that the Head of Planning Services, after consultation with the Executive Councillor for Planning and Transport be authorised to make changes to the draft Supplementary Planning Document to reflect inter alia specialist developments such as retirement homes.

31. HUNTINGDON TOWN CENTRE VISION

By way of report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were informed of the publication by the Civic Trust regeneration unit of a Centre Vision report on Huntingdon Town Centre. Having noted the main aims and objectives of the report, the Cabinet

RESOLVED

that subject to the approval by the Head of Planning Services after consultation with the Executive Councillor for Planning Strategy of any minor, detailed amendments, the Huntingdon Town Centre Vision be adopted as informal planning guidance.

32. POLICE COMMUNITY SUPPORT OFFICERS

In response to a recommendation contained in a report by the Overview and Scrutiny Panel (Service Support) (a copy of which is appended in the Minute Book) for the Council to review the Council's financial contribution for the employment of Police Community Support Officers in Huntingdonshire given the availability of new funding streams from the Government under the Neighbourhood Police Fund, the Cabinet

RESOLVED

- (a) that the District Council's funding for the employment of Police Community Support Officers in Huntingdonshire be withdrawn as soon as possible, commensurate with there being no reduction in the number of officers that were financed by the Council; and

- (b) that future copies of the quarterly Community Safety Partnership report on crime in Huntingdonshire be circulated to all Members of the Council.

33. LOCAL JUSTICE AREA BOUNDARIES CONSULTATION PAPER

By way of a report by the Head of Legal and Estates (a copy of which is appended in the Minute Book) the Cabinet were acquainted with a proposal to make a minor change to the boundaries of the Peterborough, Huntingdonshire and Cambridge local justice areas to realign their boundaries with the Cambridgeshire police force divisions, the relevant local authorities and crime and disorder reduction partnerships.

In considering the proposals, Executive Councillors raised concerns over transport issues in certain parts of the District when the public travelled to and from court. Whereupon, it was

RESOLVED

that the contents of the report be noted and the Head of Legal and Estates requested to convey to the Cambridgeshire Justices' Issues Group, the District Council's concern over the accessibility of courts for residents of parts of the District.

34. SAFETY ADVISORY GROUP

The report of the Safety Advisory Group held on 14th June 2006 was received and noted.

35. 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/disposal of land or property.

36. UNIT 10, GLEBE ROAD, ST PETERS INDUSTRIAL ESTATE, HUNTINGDON

The Cabinet considered a report by the Head of Legal and Estates (a copy of which is appended in the Annex to the Minute Book) regarding a request to purchase the freehold of 10 Glebe Road, St Peters Industrial Estate, Huntingdon. Whereupon it was

RESOLVED

that consideration of the matter be deferred pending the submission of further information to a future meeting.

Chairman

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CABINET

20 JULY 2006

REVENUE MONITORING 2005/06 OUTTURN AND 2006/07 BUDGET

(Report by the Head of Financial Services)

1 INTRODUCTION

- 1.1 The 2005/06 accounts have now been approved by the Corporate Governance Panel so that they can be audited. This report compares the outturn with the original budget and the forecast outturn reported to Cabinet in April and explains the savings that have been made.
- 1.2 It then considers the implications of the outturn, together with any other variations that have been identified, for the current year.
- 1.3 The final section informs Cabinet of the action being taken to increase the robustness of budget monitoring.

2 GENERAL FUND OUTTURN 2005/06

- 2.1 The original budget was based on a deficit of £2.2m (i.e. the sum that would need to be taken from revenue reserves to balance the budget). The forecast anticipated the deficit would fall to £1.6m but the outturn resulted in a further reduction of £1.4m to just £0.2m.
- 2.2 This improvement resulted from additional income of £1.1m (7%), reduced expenditure of £46k (0.1%) and increased recharges to capital of £0.5m. Adjustments required because of the net increase in R&R Funds and extra grant relating to adjustments from previous years totalled £0.3m. (See table below)

	Original Budget	Forecast Outturn	Actual	
			£000	Var'n from Original £000
	£000	£000	£000	£000
Income*	-15,314	-14,891	-16,380	-1,066
Expenditure*	33,341	32,357	33,295	-46
Recharge to Capital	-654	-742	-1,160	-506
Total Net Expenditure	17,373	16,724	15,755	-1,618
Adjustment due to net increase in R&R Funds	0	0	-251	-251
Total to be Funded	17,373	16,724	15,504	-1,869
Funding				
Council Tax	-5,656	-5,656	-5,656	0
Share of Collection Fund deficit	+4	+4	+4	0
Government Support	-9,508	-9,508	-9,625	-117
Deficit to be funded from Council Reserves	-2,213	-1,564	-227	+1,986
Total Funding	17,373	16,724	15,504	-1,869

* Net of reimbursed items e.g. Housing and CT benefits

2.3 The main reasons for these variations were:

- £0.7m lower net expenditure on the accounts that capture most of the staff and management costs together with other overheads such as the cost of offices before they are all apportioned to services as Central Charges.
- £0.5m of this lower amount being charged to capital and, finally,
- £1.1m of lower spending on service budgets of which £0.5m relates to additional interest on investments.
- £0.3m net adjustments to be set off against the lower spending due to contingencies, and adjustments relating to capital charges and R&R Funds.

2.4 The lower net expenditure on Management Units and Holding Accounts was primarily due to items brought forward from 2004/05, the identification of savings through the budget review exercise (contingency for total sum in the services budget), lower pay costs for a variety of reasons but specifically savings from turnover which are required to meet the turnover contingency in the services budget, additional recruitment costs for two Directors (contingency to cover normal recruitment levels in services budget), lower capital charges due to deferral of capital schemes, income from S106 schemes (transferred to a holding account and so do not impact on the final budget position) and additional income. The most significant items in relation to the current year are that recruitment costs are unlikely to be so high again thus making it more likely that the contingency for turnover (net of recruitment costs will be met) while an analysis of the income shows that virtually all the items were one-off. (Further detail is shown in Stage 1 Annex A).

2.5 A higher proportion of these costs being charged to Capital results in a corresponding reduction charged to services. Significant charges to capital related to the schemes for Pathfinder House replacement (£131k) and Customer First (£627k) because of the very significant involvement required from many managers throughout the Council. Often the priority of these projects will mean that other tasks must be deferred. Whilst this may continue to some extent during the currency of these schemes it will eventually cease. Part of the variation may be due to extra staff taken on specifically to support capital projects and this would in turn imply a larger saving on other salaries in relation to revenue work. This aspect will be investigated to identify any potential impacts in the current year. (See Stage 2 in Annex A)

2.6 Lower spending on Service Budgets includes extra investment interest (£482k), extra benefits admin subsidy (£186k), extra grants (£298k), lower transport costs (£165k), lower spending on professional services (£305K). There was also lower spending on Planning Services but much of this work was actually reflected in extra central charges, which means that the “true” saving on the salaries in Management Units may have been higher. There were also a number of increased costs but some of these were linked to extra grant income. (More details in Stage 3 of Annex A).

2.7 The overall position is also summarised at the end of Annex A and by Services in Annex B and results in Revenue Reserves being £2m higher than assumed in the original budget, standing at £18.2m at 31 March 2006.

- 2.8** All variations will be discussed by Director's with their Heads of Service in order to further clarify the impact in the current year.

3. REVENUE MONITORING 2006/07

- 3.1** It should be noted that the requirement to bring forward the date for completing final accounts to the end of June has, of necessity, been the key task for the Accountants in May and June. This first budget monitoring report for 2006/07 is, therefore, less detailed than future reports and the identified improvements referred to in section 4 below have not yet had a chance to feed through into the process. Some of the variations identified in 2005/06 may include opportunities for ongoing savings in the current and future years. The outturn results will be reviewed by Directors as part of the savings process so that opportunities can be maximised.

- 3.2** Some specific items that will result in extra costs have been identified which amount to £412k. These include delayed rent due to delays in completion of the Oak Tree Centre, reduced land charges income, increased fuel costs and additional NNDR on the Council's own properties.

- 3.3** A combination of temporary and permanent savings amounting to £1,136k have been identified:

- £452k (included in the budget)
- £322k resulting from capital deferrals and adjustments
- £187k other interest adjustments
- £75k (minimum) on PCSOs
- £100k potential for savings on staff turnover.

- 3.4** Whilst this exceeds the target of £1,026k a further £302k of savings are still required to meet the approved budget due to the additional costs referred to in para. 3.2 above. It should be possible to find these extra savings from the review process that is underway and progress on this will be reported to Cabinet in September.

- 3.5** Revenue expenditure of £138k relating to various projects has been carried forward from last year under the provisions of the Code of Financial Management (details at the end of Annex A). These are a first call on the extra reserves of £1,986k resulting from last year's outturn. The balance of £1,848k is more than adequate to cover any part of the remaining £302k of savings that it might not be possible to achieve.

- 3.6** Annex C provides the monitoring statement.

4. MONITORING

- 4.1** The April Report to the Cabinet, which did not identify £1.3m of the eventual variation, was clearly not sufficiently accurate. Considerable thought has been given to the reasons for this and the main ones are:

- A reluctance by service managers to predict that under or over spending is likely.

- Certain processes not being sufficiently robust within the accountancy section.
- 4.2 The actions shown in Annex D will therefore be taken to increase the robustness of financial monitoring.

5. CONCLUSION

- 5.1 The Council has a history of underspending but Cabinet are only now being made aware of the scale this year due to the April report significantly underestimating the figure.
- 5.2 It is natural for managers to seek to protect their budgets but the combination of the scale of the variance and the savings that the Council needs to identify mean that action must be taken immediately to make the process more accurate. This report identifies the action being taken.
- 5.3 The underspending last year will mean that revenue balances are £1,848k higher than expected (after allowing for items brought forward) providing added flexibility over the coming years but there is only a permanent impact if the underspending itself is permanent. Where this turns out to be the case budgets will be reduced thus minimising the need for service reductions. However professional judgements will need to be made to ensure that there remains adequate budget to allow officers to carry out their jobs effectively.
- 5.4 A preliminary view on the 2006/07 budget shows that some additional costs amounting to £412k have emerged. Thus although a mixture of temporary and permanent savings of £1,136k have been identified, which exceed the target of £1,026k, further savings of £302k are still required to meet the approved budget.
- 5.5 It should be possible to find these extra savings from the review process that is underway and progress on this will be reported to Cabinet in September. The additional reserves resulting from last year's outturn are obviously more than sufficient to cover any element of the remaining savings that it does not prove possible to achieve.

5. RECOMMENDATION

- 5.1 The Cabinet is requested to:
- note the variations summarised in this report relating to 2005/06
 - note the preliminary view of additional savings required in 2006/07
 - note the action that will be taken to enhance the budget monitoring process.

BACKGROUND INFORMATION

- 1 2005/06 Budget File
2 2005/06 Closedown Files

Contact Officers:

Steve Couper, Head of Financial Services, ☎ (01480) 388103
Eleanor Smith, Accountancy Manager, ☎ (01480) 388157

SUMMARY OF VARIATIONS

Budget reports have in the past been simplified but, hand in hand with the need to be more robust, is the need to clarify certain elements of the process. Local Government Accounting rules require all overheads to be recharged to services and so most of the Council's staff are first budgeted for in Management Units (e.g. Accountancy or Printing). There are holding accounts which budget for certain corporate costs like Pathfinder House. Each of these accounts has a budget and a service manager responsible for it.

During the year these "Central Charges" are regularly made to Services (e.g. Leisure Centres) based on the time people have spent supporting that service or some other appropriate basis. They are also charged to outside organisations for work carried out and, more significantly, to Capital Schemes where our staff are designing, implementing or project managing them. Thus it is generally impossible to say which service a saving on one of these budgets will impact on.

In order to monitor and report our spending there are therefore three stages:

1. Identify any variations in the net spending on the Management Units and Holding Accounts
2. Identify whether the amount to be charged to the Council's revenue account has changed
3. Identify variations in spending that do not relate to Central Charges

Stage 1: Variations in spending on Management Units and Holding Accounts			
	ACTUAL £000	BUDGET £000	VARIATION £000
Management Units and Holding Accounts (Net Spending)	17,228	17,930	-702
Items brought forward from 2004/05			112
Base Review Savings identified			-268
Pay, NI, Pensions			-237
Recruitment costs (including Directors)			162
Training			-50
Employees and Personal Indemnity Insurance			64
Office maintenance and running costs			-39
Vehicle Insurance			-74
Printing and Postage			74
Capital Charges			-138
S106 Contributions			-140
Other Income			-130
Other items			-38
			-702

Stage 2: Proportion of Central Charges recharged to Revenue			
	ACTUAL £000	BUDGET £000	VARIATION £000
Revenue Services			
- as overheads	15,094	16,264	-1,170
- included as direct expenditure (e.g. printing)	984	936	48
- balance not recharged	10	-1	11
Capital	1,160	654	506
Other accounts and bodies	-20	77	-97
Total Central Charges	17,228	17,930	-702

Stage 3: Variations in spending that do not relate to Central Charges.		VARIATION £000
Employees	Pay, NI, Pensions (Direct Service Staff)	222
	Other	57
Buildings	Building works and maintenance	233
	Fuel, rates and water	107
	Rent and Service Charges	66
	Other	38
Transport		-165
Supplies and Services	Printing and Stationery	230
	Equipment and materials	-37
	Waste and Recycling services	-61
	Planning services	-199
	Other Professional Services	-305
	Other	-14
Benefits and Transfers	Benefits (net)	188
	VAT on Partial Exemption	-94
	Other	-46
R&R	Contributions to R&R Funds	-36
Income	Rents	-131
	Recycling/Refuse	-107
	Land Charges	178
	County Elections	-98
	Other	-164
	Interest	Net of brokers fees
Grants	Extra Benefits Admin subsidy	-186
	Other Grants including recycling performance grant (51)	-298
Other Items	Base Budget Savings achieved	-81
	Items Brought Forward from 2004/05	161
	Rounding	-28
		-1,052

OVERALL POSITION			
	ACTUAL £000	BUDGET £000	VARIATION £000
Central Charges (From Stage 2)	15,104	16,263	-1,159
as overheads	15,094	16,264	-1,170
balance not recharged	10	-1	11
Net Service Spending (Variations in Stage 3)	1,752	2,804	-1,052
Contingencies and Technical Items.	-1,352	-1,694	342
Base Budget Savings Target		-402	402
General Contingency not used		132	-132
Turnover and recruitment contingencies (net)		-187	187
Reversal of capital charges relating to central charges	-777	-915	138
Commutation adjustment	-323	-323	0
R&R Funding Adjustment	-251	0	-251
Rounding	-1	1	-2
TOTAL SPENDING	15,504	17,373	-1,869
FUNDED FROM			
Council Tax	-5,656	-5,656	0
Collection Fund Adjustment	4	4	0
Government Support	-9,625	-9,508	-117
DEFICIT - Funded from Reserves	-227	-2,213	1,986

In line with the requirements of the Code of Financial Management £138k of revenue expenditure has been approved for carry forward to 2006/07. This relates to situations where money had been earmarked by a service manager for a specific purpose which could have been achieved during 2005/06 but subsequently, circumstances beyond their control prevented it happening. The table below lists these items.

Items Carried Forward to 2006/07		£000
F M S	Training	1.0
Equality	Training	2.6
Hinchingbrooke Park	Siteworks	2.7
I T Network	Training	2.7
Performance Management	Software	6.0
Transportation Developments	Consultants	6.3
Environmental Management	Printing	13.0
Elections - Periodic Review	Consultants	15.1
Mobile Home Park Remediation	Consultants	17.8
Huntingdon Bus Station	Consultation And Surveys	26.0
Benefits	Hired Staff	45.0
		138.2

Service Spending 2005/06	
	Actual
	£'000
Refuse Collection	3,416
Recycling	798
Street Cleansing & Litter	1,248
Drainage & Sewers	500
Public Conveniences	301
Environmental Health	1,602
Environmental Services	7,864
Development Control	1,122
Building Control	245
Planning Policy & Conservation	1,164
Markets	-24
Economic Development	317
Planning Delivery Grant	-155
Planning	2,669
Corporate Events	131
Countryside	536
Tourism	455
Community Initiatives	695
Parks	1,414
Leisure Policy	370
Leisure Centres	2,955
Community Services	6,556
Community Safety	1,146
Housing Services	638
Private Housing Support	1,913
Homelessness	526
Housing Benefits	622
Housing Services	3,699
Transportation Strategy	357
Public Transport	367
Highways Services	88
Car Parks	-180
Environmental Improvements	522
Highways & Transportation	1,154
Local Taxation & Benefits	933
Corporate Management	2,142
Democratic Representation	1,062
Democratic Services	140
Corporate Services	4,276
Contingency	-11
Financing Adjustments and Other Expenditure	-8,164
Investment Interest	-3,434
Other Expenditure	-11,609
Council Total	15,755

Financial Monitoring 2006/07	
	£000
Approved Budget February 2006 before Savings	19,331
Variations	
One-off	
Sapley Square lost rent due to delayed completion	126
Probably Longer Term	
Reduced Land Charges income	170
Increased fuel costs	70
Increased NNDR costs for HDC properties	46
Savings Identified	
Identified in budget (permanent)	-452
Identified in Capital Monitoring Report (temporary)	
Revenue staff charged to capital	-219
Interest impact of deferred schemes	-103
Other interest adjustments (temporary) - note 2	-187
PCSOs reduced contribution (permanent) - note 3	-75
Potential saving from increased turnover (temporary) – note 4	-100
	18,607
Targeted Savings to meet budget	-302
Approved budget net of savings target	18,305
Plus Revenue items deferred from 2005/06	138
Total to be Funded	18,442
FUNDING	
Government Support	-10,892
Collection Fund Deficit	74
Council Tax	-5,961
DEFICIT – From Reserves	-1,665
Total Funding	18,442

NOTES

- 1 The budget target for 2006/07 included in the budget was £1,026,000 of which £452,000 was identified last year and included in the budget. Members are aware of the process underway to identify savings for this and future years. Both permanent and temporary savings are relevant but for those that are temporary it is recognised that they will need to be replaced by a continued succession of temporary savings until permanent savings have been confirmed.
- 2 This saving results from two elements – the fact that revenue reserves at March 2006 were £2M more than expected, due to last years outturn position, and assumptions that the spending on the Operations Centre construction is likely to be in the second half of the year. No change in interest rate has been assumed at this stage.
- 3 This reduction may increase once further discussions with the Police have taken place.

- 4 There is potential for turnover savings (net of recruitment costs) to exceed the contingency provision for this in the current year partly due to the holding of the Head of Community Services post vacant for the time being.
- 5 The budget includes a contingency for unexpected items (£140k). This may not all be required but it is too early in the year to consider reducing it.
- 6 No assessment of any additional recharges of staff time to capital has been made in this report.

ACTIONS BEING TAKEN TO IMPROVE FINANCIAL MONITORING

- 1 COMT have stressed to Chief Officers and Heads of Service their accountability for financial management as stated in the Code of Financial Management.
- 2 Directors will have regular review meetings with each of their Heads of Service to discuss the potential for under and over spending on both revenue and capital spending. These meetings will be at least quarterly, more frequently for more complex services (e.g. leisure, operations, IMD), and will also be attended by a senior financial manager.
- 3 Accountancy will introduce more robust systems to keep detailed track on:
 - recharges from revenue to capital.
 - forecast interest earnings
 - achievement of turnover assumptions
 - aggregate variations (i.e. items that are not significant on individual budgets that may aggregate to a significant item when considered over the whole Council).
- 4 Accountancy will also introduce the following items already planned as part of the Use of Resources response:
 - A risk assessment to ensure all significant items are adequately covered
 - Bringing forward, later this year, the production of monitoring statements to within ten working days of the end of the month.
 - Introducing new reports for COMT and developing reporting to Cabinet members.

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In line with the requirements of the Code of Financial Management £145k of revenue expenditure has been approved for carry forward to 2006/07. This relates to situations where money had been earmarked by a service manager for a specific purpose which could have been achieved during 2005/06 but subsequently, circumstances beyond their control prevented it happening. The table below lists these items.

Items Carried Forward to 2006/07		£000
F M S	Training	1.0
Equality	Training	2.6
Hinchingbrooke Park	Siteworks	2.7
I T Network	Training	2.7
Performance Management	Software	6.0
Transportation Developments	Consultants	6.3
Environmental Management	Printing	13.0
Elections - Periodic Review	Consultants	15.1
Mobile Home Park Remediation	Consultants	17.8
Huntingdon Bus Station	Consultation And Surveys	26.0
Benefits	Hired Staff	45.0
<i>Risk Management</i>	<i>Training and IT System</i>	<i>6.5</i>
		144.7

Changes from original highlighted in grey

REPLACEMENT PAGE 13

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CABINET

20 JULY 2006

CAPITAL MONITORING 2005/06 OUTTURN and 2006/07 BUDGET (Report by the Head of Financial Services)

1. PURPOSE

- 1.1 This report highlights the out-turn position for 2005/06, seeks approval to various adjustments and consequently revises the approved Capital Programme for 2006/07 onwards.
- 1.2 More detailed information on specific schemes can be obtained from the relevant Head of Service.

2. OUT-TURN 2005/06

- 2.1 The table below shows the variations between the outturn and the Budget approved in February 2006:-

		2005/06 Capital Expenditure		
		Gross Budget £000	External Contributions £000	Net Budget £000
Approved (February 2006)		21,475	2,938	18,537
Outturn		18,766	2,898	15,868
Variation		-2,709	-40	-2,669
Reasons for variation				
Net Deferral to 2006/07	Para 2.2	-3,110	-40	-3,070
Transfers from Revenue to Capital	Para 2.3	378	0	378
Other variations	Para 2.4	23	0	23
Total		-2,709	-40	-2,669

- 2.2 Annex A shows for each service the variations from the approved budget which includes deferrals, revenue to capital transfers and other variations. Some of these have been included in earlier reports and the paragraphs below highlight the changes this time.

2.3 Net Deferrals

Expenditure deferred to 2006/07	£000
Previously reported	1,766
Identified this time	1,304
TOTAL	3,070

- 2.4 The most significant deferrals are the Health Centre at Sapley Square (£920k), Sawtry Leisure Centre extension (£331k), Customer First (£282), Heart of Oxmoor (£256k) and Leisure Centre Maintenance (£210k).

2.5 Transfers from Revenue to Capital

Additional staff time has been identified which relates to support for corporate projects which was not included in the calculation of the original scheme cost. There is also an item of equipment that was previously leased. In both cases there will be revenue savings. The details are shown below:

	Capital	Revenue Impact	
	2005/06 £000	2005/06 £000	2006/07 £000
Items previously reported	+216	-216	
New items			
St Ivo Leisure Centre – Grounds Maintenance Equipment	+16	-2	-4
Equipment previously leased gives £4k revenue reduction in full year.			
Additional staff time	+146	-146	
Total Capital	+378	+9	+19
Total Revenue		-355	+15

2.6 Other Variations

The following variations in cost have been identified:

	£000
AJC – Small Scale Environmental Improvements – budget not all required	-50
Disabled Facilities Grant – budget not all required	-70
Oxmoor, Kent Road Improvements – a saving declared at outturn in 2004/05 (£29k) was in error and late payments of £17k were subsequently required to complete this contract valued in total at over £1million.	46
Waste Collection and Recycling – grant declared as a saving in 2004/05 was subsequently needed to cover late payments not identified at that time.	40
VAT Adjustment – Provisional adjustment due to some VAT not being recoverable on Sapley Community Centre due to it being let to a charity.	55
Other Minor Variations	2
TOTAL	23

2.7 Annex B shows, for each scheme, any variation in the planned completion date or the scheme cost. The final page of the Annex defines the content of each column.

2.8 The overall impact on the Council's reserves of these changes was to increase the budgeted total on the capital reserve from £39M to £42M at 31 March 2006 and to reduce revenue spending and hence increase the revenue reserve by £0.4M.

3 MONITORING OF THE 2006/07 PROGRAMME

- 3.1 The approved 2006/07 Capital Programme can now be adjusted for last years deferrals and the items listed below that have already been identified. Please note that the Forecast Variations are based on the best information available and therefore the spending on these items could easily vary during the course of the year:

	2006/07 Capital Expenditure		
	Gross Budget £000	External Contributions £000	Net Budget £000
Approved (February 2006)	20,389	5,924	14,465
Deferrals from 2005/06	+3,110	+40	+3,070
	23,499	5,964	17,535
Definite Variations			
Additional Disabled Facilities Grant	0	+189	-189
Forecast Variations			
Additional revenue staff time recharged to capital	+219	0	+219
Disabled Facilities Grant not all required	-120	0	-120
Private Sector Housing Grants not all required	-33	0	-33
Social Housing Grant part deferred to 2007/08	-1,257	0	-1,257
Creative Industries Centre, St Neots major part deferred to 2007/08	-890	-600	-290
Total Variations	-2,081	-411	-1,670
Forecast	21,418	5,553	15,865

- 3.2 The forecast spending can be split between Cabinet portfolios as follows and a detailed list of schemes is included in Annex B:

Portfolio	Revised Total 2006/07 £000
Finance	403
Planning Strategy	788
Environment and Transport	907
Leisure	1,849
Resources and Policy	1,310
Housing and Public Health	3,217
Headquarters and IT	8,613
Operations	448
	17,535

- 3.3 Capital schemes and their phasing will continue to be regularly monitored and the impact on the current year regularly assessed. This process will be enhanced as described in the revenue report elsewhere on the Cabinet's Agenda. All schemes will also be thoroughly reviewed during the MTP process that will be undertaken this Autumn and the future year implications built into the Plan.

4 REVENUE IMPLICATIONS 2006/07

- 4.1 The impact of the deferrals and the other variations described above is to reduce net revenue expenditure by £322k in 2006/07 and £28k in 2007/08.

	Para	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000
Deferrals	2.3	-77			
Revenue transferred to capital	2.5	+15	+15	+15	+15
Other 2005/06 variations	2.6	+2	+2	+2	+2
Additional Disabled Facilities Grant	3.1	-5	-9	-9	-9
Forecast 2006/07 variations	3.1	-257	-36	+3	+3
TOTAL FORECAST VARIATION		-322	-28	+11	+11

5 RECOMMENDATIONS

- 5.1 It is **RECOMMENDED** that Cabinet:

- i) Note the monitoring statement at Annex B.
- ii) Approve the variations reported in paragraphs 2.3 and 2.4 and the extra Disabled Facilities Grant receivable.
- iii) Note the deferrals from 2005/06 and the forecast variations in the current year.
- iv) Note the forecast revenue variation.

BACKGROUND PAPERS

Capital programme and monitoring working papers.
Previous Cabinet and Committee reports on capital expenditure.

Contact Officer – Steve Couper ☎ 01480 388103

ANNEX A

	VARIATIONS				ACTUAL £'000
	APPROVED BUDGET	DEFERRALS	REVENUE TO CAPITAL	OTHER	
	£'000	£'000	£'000	£'000	
ENVIRONMENTAL SERVICES					
Recycling	264	26		40	330
Drainage and Sewers	43	-43			0
Public Conveniences	17	13			30
PLANNING AND DEVELOPMENT					
Economic Development	6,863	-987			5,876
COMMUNITY SERVICES					
Leisure Events and Facilities	148	-93			55
Joint Leisure Centres	1,622	-602	16		1,036
Leisure Policy and Development	10	-10			0
Community Initiatives	10		11		21
Parks and Open Spaces	371	-140	1		232
HOUSING					
Private Housing Support	971			-70	901
Homelessness	686	-56			630
COMMUNITY SAFETY					
Community Safety	122				122
HIGHWAYS AND TRANSPORTATION					
Transportation	258	-9			249
Public Transport	120	-10			110
Car Parks	80	-22			58
Environmental Improvements	3,322	-450	2	-4	2,870
CENTRAL SERVICES					
Technical	450			55	505
Operations Division	1,241				1,241
Offices	429	-100	73		402
IT related	1,472	-561	275		1,186
Other	38	-26		2	14
TOTAL	18,537	-3,070	378	23	15,868

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2006/07

	COMPLETION		Variation (weeks)	NET EXPENDITURE £000's			COMMENTS
	Approved /Actual	Forecast		Approved for year	Year End Forecast	Projected Variance	

PORTFOLIO: Environment & Transport**Car Parks**

02/166/B	Cambridge Street Car Park, St Neots - Ph 2		0	0	0	0	
480	Car Parking Strategy Implementation	31-Mar-07	0	380	402	22	Riverside Car Park - in for planning July 06.
480	Riverside Car Park, St Neots - Barriers	30-Jan-07	0	30	27	-3	

Environmental Health

02/235/A Herne Rd, Ramsey St Marys - STW Replacem

		28-Feb-07	0	30	30	0	Ownership of the works being resolved. Monies may need to be transferred to Woodwalton STW
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Environmental Improvements

03/431.03 Area Joint Committee Small Scale Imps (05/06)

03/431.04 Area Joint Committee Small Scale Imps (06/07)

02/050/A Great Whyte, Ramsey - Env Imp Ph 2

		31-Mar-06	0 ****	0	30	30	
		30-Mar-07	0	112	112	0	Schemes being designed by County
		30-Sep-05	43	0	144	144	design continuing with start on site in October 06

02/241/B Heart of Oxmoor

01/049/A Huntingdon Town Centre - Phase 2

		28-Jan-07	0	-2161	-1887	274	Work commenced on St Benedicts Court 18 April 06 - completion August 2006
		31-Jul-06	-6	485	484	-1	Streetlighting complete

02/051/A Little Whyte, Ramsey - Env Imps

01/157.04 Small Scale Imps - District Wide (06/07)

		30-Sep-06	52	0	20	20	Holme and Catworth works in progress.
		31-Mar-07	0	72	66	-6	Ramsey and St Ives TC have withdrawn their applications.

Public Conveniences

03/302/A New Public Conveniences

		31-Dec-06	0	447	434	-13	APC's in villages being removed Cabinet approved scheme and design is starting on the work
--	--	-----------	---	-----	-----	-----	--

Public Transport Support

03/400.03 Bus Shelters - Extra Provision (06/07)

		30-Mar-07	0	36	40	4	Discussion being held with parish Councils and County regarding new locations
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Transportation

00/003.04 Accessibility Improvements/Signs (06/07)

03/366/A Cycle Route - Views Common, Huntingdon

03/361.01 Huntingdon Market Town Transport Strategy

03/361.02 Huntingdon Market Town Transport Strategy

		28-Feb-07	0	31	29	-2	Complete.
		30-Oct-03	122 ****	29	1	-28	Complete.
		31-Mar-05	30 ****	0	0	0	
		30-Mar-06	0 ****	0	0	0	Complete

MTP - CAPITAL SCHEMES MONITORING REPORT

07 July 2006

Active Schemes 2006/07

Active Schemes	COMPLETION	Approved	Forecast /Actual	Variation (weeks)	Approved for year	NET EXPENDITURE £000's		COMMENTS	
						Year End Forecast	Projected Variance		
03/361.03	Huntingdon Market Town Transport Strategy	30-Mar-07	30-Mar-07	0	146	146	0		
01/095.03	Local Transport Plan (05/06)	30-Mar-06	30-Mar-06	0 ****	0	17	17		
01/095.04	Local Transport Plan (06/07)	30-Mar-07	30-Mar-07	0	87	87	0		
02/132/A	Railway Stations - Improvements (04/05)	28-Feb-05	28-Sep-06	82	5	15	10	Work planned to start in July 2006 subject to obtaining Network Rail agreement	
02/132.01	Railway Stations - Improvements (05/06)	30-Mar-06	30-Sep-06	13	15	15	0	Work planned to start in Sep 2006 subject to obtaining Network Rail agreement	
02/132.02	Railway Stations - Improvements (06/07)	30-Mar-06	30-Dec-06	0	16	16	0	Work planned to start in Sep 2006 subject to obtaining Network Rail agreement	
03/363.02	Ramsey Market Town Transport Strategy (05/06)	30-Mar-07	30-Mar-07	0	0	0	0	Strategy not being carried out yet - delay by County	
01/152.04	Safe Cycle Routes (06/07)	30-Mar-07	30-Mar-07	0	205	225	20	Schemes being designed by County.	
03/362.01	St Ives Market Town Transport Strategy (06/07)	30-Mar-07	30-Mar-07	0	76	71	-5		
03/351/A	St Neots Pedestrian Bridges	30-Mar-08	30-Mar-08	0	262	262	0	Scheme being designed by County - monies are contribution to scheme	
02/250.02	St Neots Transport Strategy (04/05)	31-Mar-05	30-Dec-06	52	83	81	-2	Island Common cycleway - delay due to legal and Surface water disposal issues	
Watercourses									
	Henbrook, St Neots - Retaining Wall	30-Mar-04	30-Mar-07	104	0	43	43	Dependant on claim from insurance companies which has been received but refuted. Now passed to our insurers	
PORTFOLIO: Finance					Total for Portfolio	386	910	524	
Administration									
03/999.04	Commutation Adjustment (2006/07)			0	280	280	0		
	VAT Exempt Capital (06/07)			0	123	123	0		
Housing Benefits									
626	Housing Benefits - Wireless Working	31-Mar-06	30-Sep-06	26	0	6	6		
Total for Portfolio					403	409	6		

MTP - CAPITAL SCHEMES MONITORING REPORT

07 July 2006

Active Schemes 2006/07

**PORTFOLIO: Headquarters & Information Technology
Information Technology**

	COMPLETION		Variation (weeks)	NET EXPENDITURE £000's			COMMENTS
	Approved	Forecast /Actual		Approved for year	Year End Forecast	Projected Variance	
495 Corporate Electronic Document Management	31-Mar-08	31-Mar-08	0	307	500	193	Deferred due to Call Centre implementation. Orders placed for software/services. Housing, Licencing and Planning are main service areas in 2006- awaiting approval of new profile by Council. Changes reflect the changed priority due to the implementation of a Customer Service Centre in the new HQ
03/301.00 Customer First - Programme Wide	31-Mar-07	31-Jan-09	96	20	186	166	Changes reflect the changed priority due to the implementation of a Customer Service Centre in the new HQ
03/301.20 Customer First - People and Facilities	31-Mar-07	31-Jan-09	96	93	105	12	Changes reflect the changed priority due to the implementation of a Customer Service Centre in the new HQ building. Total expenditure for 05/06 on Call Centre expenditure as planned. £10k rolled over into 06/07 and additional funds available relating to customer service centre and access points. Substantial completion linked to the timeframes for the delivery of the permanent customer service centre.
03/301.30 Customer First - Technical Infrastructure	31-Mar-07	31-Mar-08	52	461	579	118	Changes reflect the changed priority due to the implementation of a Customer Service Centre in the new HQ building. A range of supporting projects are planned for 2006-07
03/301.10 Customer First - Transaction Delivery	31-Mar-07	30-Jan-09	95	163	168	5	Key date 2 = release 2 into call centre Key date 3 = release 3 into the call centre Changes reflect the changed priority due to the implementation of a Customer Service Centre in the new HQ building. 2006/7 projects underway to deliver new services to the Call Centre
03/301.15 Cyclical Review of Business Systems (06/07)			0	150	150	0	Purchase order was placed with Gladstone for Interface (£4k). Internal development work is underway (A James) - completion planned for Sept. Online bookings project will be managed by Joe Bedingfield, awaiting approval for start up but priority for completion in 06/07. This bid consisted of several projects and substantial competition has taken place.
03/301.11 Leisure System Development	31-Mar-05	31-Dec-06	52	0	15	15	

MTP - CAPITAL SCHEMES MONITORING REPORT

07 July 2006

Active Schemes 2006/07

	COMPLETION		Variation (weeks)	NET EXPENDITURE £000's			COMMENTS
	Approved /Actual	Forecast		Approved for year	Year End Forecast	Projected Variance	
Operations Business System	31-Mar-05	30-Sep-06	52	0	86	86	CAPS response received. Project Board to meet on 3/7 to decide if procurement proceeds
03/301.08 Personnel/Payroll System	31-Oct-05	31-Dec-06	60	0	22	22	Awaiting Northgate to resolve outstanding problems before progress on self-service etc.
03/301.04 Planning Application Review	31-Mar-04	31-Mar-06	104	0	25	25	Awaiting software enhancements to Uniform for listed buildings and
494 Voice and Data Infrastructure	31-Mar-07	31-Mar-07	0	51	72	21	Delayed pending specification of requirements for new HQ building

Office Accommodation

03/300/A Pathfinder House Imps and One Stop Shop	31-Mar-06	31-Mar-08	104	6707	6881	174	Council decided in December 2005 to carry on negotiations with lowest tenderer.
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Total for Portfolio 837

PORTFOLIO: Housing & Public Health

CCTV

00/020.03 CCTV - Camera Replacements (06/07)	30-Mar-07	30-Mar-07	0	13	13	0	
03/312/A CCTV - Digital Services	28-Feb-07	28-Feb-07	0	52	52	0	

Crime Reduction

00/036.04 Crime and Disorder - Lighting Improvements	31-Mar-07	31-Mar-07	0	23	23	0	
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Housing Support

03/309.00 Disabled Facilities Grants (06/07)	31-Mar-07	31-Mar-07	0	995	676	-319	
03/381.00 HRAs and RENs (06/07)	31-Mar-07	31-Mar-07	0	233	200	-33	
Social Housing Grant (Contingency) (06/07)			0	1846	645	-1201	

Total for Portfolio 3162

1609 -1553

PORTFOLIO: Leisure

Leisure Events and Facilities

02/058/A Grafton Water Centre Partnership Contribution	31-Mar-05	31-Mar-06	0	10	20	10	
00/999.03 Local Leisure Project Grants (05/06)	31-Mar-06	31-Mar-06	0	0	93	93	
00/999.04 Local Leisure Project Grants (06/07)	31-Mar-07	31-Mar-07	0	114	114	0	

Active Schemes 2006/07

Active Schemes	COMPLETION	NET EXPENDITURE £000's			COMMENTS	
		Approved	Approved for year	Year End Forecast		
Leisure Policy and Development						
00/001/B St Neots Tennis Initiative Partnership	01-Mar-02 30-Aug-06	212	30	30	0	NOF bid accepted
Parks and Open Spaces						
446 Football Improvements	31-Mar-07 31-Mar-07	52	205	195	-10	Contractors on site
						Two schemes (St Neots & St Ives) St Neots - Priority Park
						Agreed in principle with Local Football Partnership, application for funding being prepared. Architect gained Planning Permission.
						St Ivo - Outdoor Centre
						On hold pending Planning Applications by Developers. Submissions to Football Foundation in March 06
01/121/A Pilot Linear Park Development	30-Nov-03 30-Apr-06	121 ****	0	33	33	
03/369.03 Play Equipment (05/06)	31-Mar-06 31-Oct-06	0	0	44	44	Schemes being designed
03/369.04 Play Equipment (06/07)	31-Mar-07 31-Mar-07	0	54	54	0	
01/107/A Various Parks - Signs	30-Dec-03 31-Jul-06	82	0	9	9	Order placed. Fabrication completed and galvanised, awaiting painting.
02/004.03 Young People's Activity Parks (05/06)	31-Mar-06 31-Mar-07	0	0	34	34	Schemes dependant on Partnership Funding.
02/004.04 Young People's Activity Parks (06/07)	31-Mar-07 31-Mar-07	0	50	50	0	
Recreation Centres						
00/022/A CCTV - Improvements at Leisure Centres	31-Jul-05 30-Jun-06	39	0	45	45	Expenditure on Sawtry - completion due July 06. Remainder allocated for improvements at St Neots when final scheme is approved.
03/336/A Huntingdon Leisure Centre - Impressions	31-Mar-06 30-Sep-06	8	256	256	0	Internal expansion plans being drawn up. Feasibility study complete. New equipment installed w/c 10/05/06. Remainder of capital to be invested later this year/early 07/08
01/135.01 Leisure Centres - Disabled Facilities (03/04)	31-Mar-04 30-Sep-06	78	0	6	6	£19k carried forward pending return of Disabled provision reports on all Centres. Any unused funds to be carried forward.

MTP - CAPITAL SCHEMES MONITORING REPORT

07 July 2006

Active Schemes 2006/07

Active Schemes	COMPLETION	NET EXPENDITURE £000's			COMMENTS	
		Approved	Approved for year	Year End Forecast		
	Forecast /Actual	Variation (weeks)	Forecast	Projected Variance		
02/134.02 Leisure Centres - Future Maintenance (05/06)	31-Mar-06 30-Mar-06	0 ****	0	210	210	Delivery of year 3 programme (05/06) to be between Centre Management, Internal HDC teams, and external providers. Full implementation of scheme delayed till all invoices received from year 2. Any residue to be carried fwd to 06/07 Estimated of 211k - essential spend required at St Neots
02/134.03 Leisure Centres - Future Maintenance (06/07)	31-Mar-07 31-Mar-07	0	251	251	0	Condition Survey procured and undertaken.
02/262/B Sawtry - Fitness Studio	01-Apr-05 16-Jul-06	56	64	395	331	Tenders complete. Commenced 12th Sept 05. 40 week contract. Starts with replacement hard play area, then moves to building works. Still issues on car/coach park with no progress on College grant application. Completion on 07/07/06
PORTFOLIO: Operations		Total for Portfolio	1034	1839	805	
Operations Services						
462 Godmanchester Nursery	31-Mar-05 31-Mar-06	52 ****	0	0	0	
02/192.04 Vehicles Fleet Replacement (06/07)	31-Mar-07 31-Mar-07	0	362	362	0	
Waste Management						
602 Optional Wheeled Bins for Dry Recyclables	31-Mar-06 31-Mar-06	0 ****	112	114	2	
PORTFOLIO: Planning Strategy		Total for Portfolio	474	476	2	
Planning Policy and Conservation						
01/077/A Hunt Town Cent Dev - Planning Dev Issues	30-Mar-07 30-Mar-07	0	547	570	23	
03/358.01 Rural Renewal NE Hunts - Pump Priming (05/06)	30-Mar-06 30-Mar-06	0	0	24	24	
03/358.02 Rural Renewal NE Hunts - Pump Priming (06/07)	30-Mar-07 30-Mar-07	0	25	25	0	
02/224/A Town Centre Developments	28-Mar-07 30-Mar-07	4	149	169	20	
PORTFOLIO: Planning Strategy		Total for Portfolio	721	788	67	

MTP - CAPITAL SCHEMES MONITORING REPORT

07 July 2006

Active Schemes 2006/07

PORTFOLIO: Resources & Policy

Economic Development

657	Creative Industries Centre, St Neots	30-Mar-08	30-Mar-08	0	300	9	-291	
03/365/A	Huntingdon Boatyard Improvements	28-Feb-04	28-Jan-07	130	33	66	33	looking at small schemes in the park for localised improvements
643	Oak Tree Health Centre Oxmoor Huntingdon	30-Mar-06	07-Jul-06	8	0	920	920	

Information Technology

03/301.04	Land Charges Application Review (03/04)	31-Mar-04	30-Jun-06	117	0	23	23	Revised bid approved by DoCT
450	Photocopiers Replacement	31-Mar-06	31-Mar-06	0	0	27	27	
01/124/A	Replacement of Printing Equipment/Systems	31-Mar-03	30-Nov-03	34 ****	0	0	0	
Total for Portfolio					333	1045	712	
Total all Portfolio					14465	15865	1400	

ANNEX: MTP - CAPITAL SCHEMES MONITORING REPORT - DEFINITIONS

Active Schemes 2005/06 All schemes with approved funding (gross or net) in the year to which the report relates or which have a predicted 'current' or 'actual' completion date within the year.

PORTFOLIO:	ENVIRONMENT	COMPLETION				NET EXPENDITURE £000'S			COMMENTS
		Approved Date	Deferral (weeks)	Slippage (weeks)	Approved 2005/06	Approved Total	Projected Variance		
CCTV									
019	CCTV - Alarm Actuated Camera Position	31-Dec-02	0	0	40	40	0		
Project appraisal reference	Name of scheme	The date given for the completion of the project in the original project appraisal or in a subsequently approved revised project appraisal.	The currently predicted or actual (for completed schemes) time in weeks by which completion will vary from the approved date.	The currently predicted or actual time in weeks by which completion will vary from the approved date or extend beyond the period for which a 'deferral' has been authorised.	Net amount included in MTP for the current year together any approved slippage from the previous year.	The overall net cost of the scheme based on historic actuals and future approved.	The projected difference between the approved total net cost of the scheme and the actual net expenditure to deliver the scheme.	Brief narrative describing any deferral, slippage or financial variance.	
Projects are allocated to portfolio holders and then grouped by function.		For appraisals that relate to an annually recurring sum the approved date is assumed as the end of March for the year being reported on.	To qualify as a 'deferral' the delay/acceleration must have been approved in advance by a project board (which includes a Chief Officer).	Schemes where deferral/slippage is based on an 'actual' completion date are distinguished in the report by **.		For annually recurring sums this is the current year funding only. These are indicated in the report by #.			

BUDGET AND MTP PROCESS 2007-2012 (Report by Head of Administration)

1. INTRODUCTION

- 1.1 This report should be read in conjunction with the report by the Head of Financial Services (Items 3 & 4 on the Agenda).

2. SUPPORTING INFORMATION

- 2.1 At the meeting of the Overview and Scrutiny Panel (Corporate and Strategic Framework) held on 6th June 2006, consideration was given to the report on the Budget and MTP 2007-2012.

- 2.2 In discussing the process referred to in the report, Members queried the format of the report to be submitted to their meeting in September and were informed that it would contain overall forecasts of the Council's position. Concerns were expressed regarding the length of time the review would take under the proposed timetable and Members were advised of the key components of the review, together with how these related to the proposed timescale. Furthermore, the Panel was informed of the reasons why the review process could not be completed in advance of the timetable.

- 2.3 In response to a question on Members' roles in the process to identify savings, the Panel was informed that they would be presented with prioritised potential savings from which they would be expected to consider and comment on at their meeting in November 2006.

- 2.4 At the conclusion of the discussion on the report the Panel endorsed the recommendations at paragraph 5. However, the Panel emphasised the need for the timetable to be adhered to enable the identification of prioritised potential savings.

3. CONCLUSION

- 3.1 The Cabinet is recommended to:

- (a) approve the timetable and stages for considering the Financial Strategy, Budget and MTP; and
- (b) note the approach to the identification of savings.

BACKGROUND INFORMATION

Minutes of the meeting of the Overview and Scrutiny Panel (Corporate and Strategic Framework) held on 6th June 2006.

Budget and MTP Process 2007-2012 - report by the Head of Financial Services – 6th June 2006.

Contact Officer: Tony Roberts, Democratic Services Officer-388009

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BUDGET AND MTP PROCESS 2007-2012**(Report by the Head of Financial Services)****1 PURPOSE**

- 1.1** The purpose of this report is to propose the stages and timing for the review and approval of the financial strategy, the 2007/08 budget and the 2008/12 Medium Term Plan. It also explains the action being taken to identify the savings necessary to meet the targets included in the approved Medium Term Plan.

2 PROCESS AND TIMETABLE

- 2.1** The first stage of the process is to review the Council's longer term financial strategy. This will adjust the figures approved by the Council in February for inflation, interest rates, the 2005/06 outturn and any other unavoidable significant issues. It will thus enable the Council to confirm or revise the existing savings targets and set any criteria for the review of existing MTP schemes and the inclusion of additional ones.

Scrutiny (Corporate & Strategic Framework)	Cabinet	Council
5 September	7 September	27 September

- 2.2** The second stage will be the production of a draft budget and Medium Term Plan which will be a more important phase this year due to the need to review spending plans in the light of the targets set by Council. It will also take account of the provisional grant settlement, latest views on interest rates and inflation, adjustment of the MTP for timing changes, proposals for adding new items and proposals for deleting MTP schemes and elements of the base budget.

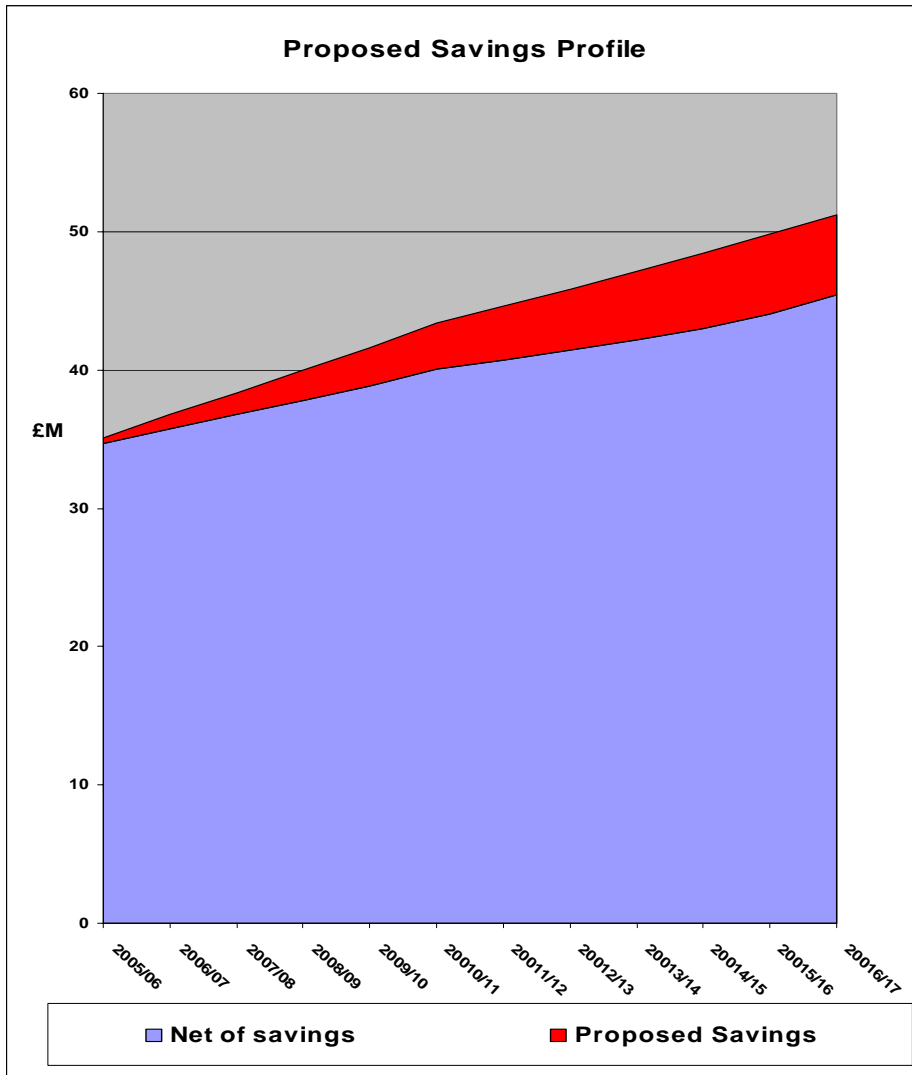
Scrutiny (Corporate & Strategic Framework)	Cabinet	Council
14 November	30 November	6 December

- 2.3** The final stage will take account of the final grant settlement figures and any other significant changes that have emerged. It will also formally adopt the budget and the level of Council Tax for 2007/08.

Scrutiny (Corporate & Strategic Framework)	Cabinet	Council
30 January	1 February	21 February

3. SAVINGS

3.1 The Council faces a significant challenge to achieve the following savings over the forecast period:



This graph is based on gross expenditure (excluding benefits) to give a reasonable indication of the relative proportions of savings to spending.

	2005/ 06 £000	2006/ 07 £000	2007/ 08 £000	2008/ 09 £000	2009/ 10 £000	2010/ 11 £000	2011/ 12 £000	2012/ 13 £000	2013/ 14 £000	2014/ 15 £000	2015/ 16 £000	2016/ 17 £000
Planned net spending before savings	17,230	19,331	20,706	22,610	24,999	26,858	27,820	28,999	30,160	31,324	32,539	33,727
Savings Required	-402	-1,026	-1,573	-2,157	-2,792	-3,342	-3,892	-4,442	-4,992	-5,492	-5,776	-5,826
Already Identified	-350	-452	-450	-448	-446	-444	-459	-459	-459	-459	-459	-459
Not yet identified	-72	-574	-1,023	-1,709	-2,346	-2,898	-3,433	-3,983	-4,533	-5,033	-5,317	-5,367

- 3.2 Given the scale of the spending review that is planned over this period and the benefits to local taxpayers of maximising the amount that can be found by efficiency improvements it is important that the process to be used is robust and effective. Significant thought and preparation therefore needs to go into this initial stage and the Council's reserves can be used, as necessary, to smooth out any changes in phasing between the above targets and what is actually achieved each year.
- 3.3 The Council should aim to reach the point where it identifies all of the savings to be introduced in a particular financial year by the previous December. It may not be possible to fully achieve this for 2007/08 by this December.
- 3.4 COMT will be responsible for proposing a menu of options for consideration ensuring that, those that are formally approved, are delivered. This process has already commenced and all Heads of Service have been asked to identify a list of savings in priority order for each of their services. Each item will need to be explicit and state if there is any impact on service delivery.
- 3.5 This will enable COMT to assess an overall priority order. In some areas it will be physically or statutorily impossible to achieve a significant saving but the aim is to identify sufficient options, whether step changes or minor modifications, to ensure that there will be opportunities already identified to develop for savings in future years.
- 3.6 There are four main strands that Heads of Service will be considering in carrying out this task:
1. Identifying areas where budget provision is more than adequate in the light of current circumstances.
 2. Identifying and evaluating efficiency savings
 3. Deleting or reducing MTP schemes that will not have a significant impact in achieving the Council's priorities.
 4. Reducing existing service levels in the least cost effective areas. (This will have most affect on those services that contribute least to the Council's priorities but there will be occasions where a lower cost initiative on a lower priority area may be better value than a higher cost initiative in a higher priority area).
- 3.7 Whilst progress and preparation on all the strands needs to run in parallel it is recognised that the savings from Strands 1 and 2 should be maximised in order to protect services to the public. Therefore decisions on Strands 3 and, particularly, Strand 4 will need to be taken in the light of the actual and anticipated progress on Strands 1 and 2.
- 3.8 Some savings will require initial investment to achieve them and it is therefore intended to fund them from future net savings as long as these can be demonstrated to the satisfaction of the Head of Financial Services (such rephrasing is permitted by the Code of Financial Management).

4. CONCLUSIONS

- 4.1 The budget/MTP process will be more challenging this year because a significant value of savings must be identified. This report therefore outlines a proposed timetable of meetings when different aspects will be considered.
- 4.2 Work has commenced on identifying the best way to achieve these savings and an update on progress can be included in the Forecast report in September.

5. RECOMMENDATION

The Cabinet is recommended to:

- **approve the timetable and stages for considering the financial strategy, budget and MTP**
- **note the approach to the identification of savings.**

ACCESS TO INFORMATION ACT 1985

2006/07 Revenue Budget and the 2007/011 MTP

Contact Officer:

Steve Couper, Head of Financial Services ☎ 01480 388103

CABINET

20 JULY 2006

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 allow Cabinet to decide whether to release funds for the MTP schemes detailed in the attached annexes.

2 BACKGROUND

- 2.1 The Council agreed in December 2005 *that, having regard to the implications for future spending and Council Tax levels, Directors review with appropriate Executive Councillors the need for schemes/projects included in the MTP but not yet started and that specific prior approval be sought and obtained from the Cabinet before such schemes/projects are implemented.*
- 2.2 Officers have identified the schemes that they wish Cabinet to consider releasing funding for and have discussed them with the relevant Executive Councillor.
- 2.3 Annex A summarises and the following Annexes detail these requests.

3. RECOMMENDATION

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

ACCESS TO INFORMATION ACT 1985

None

Contact Officer:

Steve Couper

Head of Financial Services ☎ 01480 388103

	Net Revenue Impact (£'000)					Net Capital (£'000)						
	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011
SUMMARY												
Annex B												
615 – Affordable Housing Social Housing Grant	46	0	133	174	174	174	1,846	0	1,627	0	0	0
Total amount for which release now requested	46	0	94	96	96	96	1,846	0	81	0	0	0

615 – Affordable Housing Social Housing Grant

Steve Plant

Financial Impact	Net Revenue Impact						Net Capital							
	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000
Approved Budget		46	133	174	174	174	174		1,846	1,627				
Already released		0	0	0	0	0	0		0	0				
Amount for which release now requested		46	94	96	96	96	96		1,846	81				

Justification for Release

Rising house prices have led to an increase in the need for affordable housing. There are currently 2,400 households on the Council's housing register and the recent housing needs survey identifies a need to develop 585 social rented homes per year for households in need who cannot access the market plus an additional 470 intermediate tenure for households who can afford private rented housing but cannot access owner occupation. (Fordham Survey Update, 2006)

The development of new affordable housing is a priority for this Council. Following the abolition of Local Authority Social Housing Grant, the Council decided to continue funding new affordable housing. This money will be used to fund sites that are not funded by the Housing Corporation, ODPM or other sources; or where joint funding is required to address the tenure balance to better meet the housing needs of the district. This will address two objectives – to help to increase overall supply; and to address tenure balances in favour of social rented housing which forms the Council's highest need.

A total of £1,846k is requested for release, as stated in the approved MTP. This will be used to fund schemes which have not been funded by the Housing Corporation but which will start on site, and therefore require grant to be committed in 2006/07. To enable the developments to be delivered, a small tranche (£81k) from the budget in 2007/8 also needs to be committed and therefore this too needs to be released.

Committal of the budget to individual schemes will be done in consultation with the Executive Councillors for Finance and Housing .

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615 – Affordable Housing Social Housing Grant

Steve Plant

Financial Impact	Net Revenue Impact						Net Capital						
	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000	2011/ 2012 £000	2010/ 2011 £000	2009/ 2010 £000	2008/ 2009 £000	2007/ 2008 £000	2006/ 2007 £000	2005/ 2006 £000
Approved Budget		46	133	174	174	174	174	174	174	1,627	1,846		
Already released		0	0	0	0	0	0	0	0	0	0		
Amount for which release now requested		15	63	96	96	96	96	96	96	1,338	589		

Justification for Release

Rising house prices have led to an increase in the need for affordable housing. There are currently 2,400 households on the Council's housing register and the recent housing needs survey identifies a need to develop 585 social rented homes per year for households in need who cannot access the market plus an additional 470 intermediate tenure for households who can afford private rented housing but cannot access owner occupation. (Fordham Survey Update, 2006)

45

The development of new affordable housing is a priority for this Council. Following the abolition of Local Authority Social Housing Grant, the Council decided to continue funding new affordable housing. This money will be used to fund sites that are not funded by the Housing Corporation, ODPM or other sources; or where joint funding is required to address the tenure balance to better meet the housing needs of the district. This will address two objectives – to help to increase overall supply; and to address tenure balances in favour of social rented housing which forms the Council's highest need.

A total of £1,846k is requested for release, as stated in the approved MTP. This will be used to fund schemes which have not been funded by the Housing Corporation but which will start on site, and therefore require grant to be committed in 2006/07. To enable the developments to be delivered, a small tranche (£81k) from the budget in 2007/8 also needs to be committed and therefore this too needs to be released.

Committal of the budget to individual schemes will be done in consultation with the Executive Councillors for Finance and Housing .

Adjusted phasing to reflect that shown in Agenda item 4

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AGENDA ITEM NO

COMT
CABINET

11 July 2005
20 July 2006

QUARTERLY SUMMARY OF DEBTS WRITTEN-OFF (Report by the Head of Revenue Services)

1. INTRODUCTION

- 1.1 The Head of Revenue Services, or in her absence the Head of Financial Services is authorised to write-off debts with an individual value of up to £4,000, or of a greater amount after consultation with the Executive Councillor, having taken appropriate steps to satisfy herself that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. A summary, detailing debts written-off, shall be submitted to the cabinet quarterly.
- 1.2 The summary of debts written-off during the quarter ended 30 June 2006 and during the 2006/07 financial year, is shown below with the comparative amount for the previous financial year shown in brackets.
- 1.3 Whilst these amounts have been written-off in this period of the 2006/07 financial year, much of the original debt would have been raised in previous financial years as the table at 4 demonstrates.

2. WRITE-OFFS UP TO £4,000

Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
Council Tax	309	82,669.26	309	82,669.26	(34,530.96)
NNDR	25	21,090.37	25	21,090.37	(8,544.25)
Sundry Debtors	47	14,047.63	47	14,047.63	(7,429.57)
Excess Charges	67	2,590.00	67	2,590.00	(2,360.00)

3. WRITE-OFFS OVER £4,000
 Agreed by the Executive Councillor
 Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
NNDR	3	135,309.88	3	135,309.88	(26,803.21)
Sundry Debtors	0	0.00	0	0.00	(15,303.82)

3.1 In this quarter all three NNDR cases, valued at over £4,000, were written off following receipt of the final dividend payment from their administrators.

4. DATE ANALYSIS

Year of Debt	Council Tax (£)	NNDR (£)	Sundry Debtors (£)	Excess Charges (£)
Pre 98/99	556.90	216.35	2,021.56	0.00
1998/99	499.82	0.63	0.00	0.00
1999/00	344.43	0.21	1,835.44	0.00
2000/01	3,591.42	331.43	45.00	0.00
2001/02	6,721.96	435.04	716.00	0.00
2002/03	12,145.71	0.00	1,190.51	0.00
2003/04	18,688.03	87,077.49	3,914.61	0.00
2004/05	22,305.07	48,638.61	2,530.47	0.00
2005/06	17,784.62	19,476.90	1,794.03	2,590.00
2006/07	31.30	223.59	0.01	0.00
Totals	82,669.26	156,400.25	14,047.63	2,590.00

5. CONCLUSIONS

5.1 Cabinet members are asked to note the content of this report

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

Agenda Item 8

OVERVIEW AND SCRUTINY (SERVICE DELIVERY AND RESOURCES)

4 JULY 2006

CABINET

20 JULY 2006

COUNCIL

27 SEPTEMBER 2006

HOUSING STRATEGY 2006-11 (Report by the Head of Housing Services)

1. PURPOSE OF REPORT

- 1.1 To consider the Housing Strategy 2006-11 and supporting Empty Homes Strategy 2006-11 and Homelessness Strategy 2006-08 before they are submitted to Government Office for the Eastern Region (GO-East).

2. BACKGROUND INFORMATION

- 2.1 Local authorities have a statutory duty to produce a Housing Strategy. This should be a forward looking document which takes account of the housing conditions in the district and sets out a plan of action for how the local authority and its partners will intervene to balance need and supply and improve people's housing and community facilities.

- 2.2 The Government has set a 'fit for purpose' standard which the Strategy will be judged against by GO-East. As the Strategy for 2003-7 reached the 'fit for purpose' standard, the Council has not been required to produce an annual Strategy. The Council now has to revise the Strategy every three to five years, the agreed date for submission being end of September 2006.

- 2.3 Along with the main Housing Strategy 2006 - 11, there are a range of supporting Strategies. Together, these make up the Council's submission:

- Reading the Housing Market 2006
- BME Housing Strategy 2006-11
- Homelessness Strategy 2006-08
- Homelessness Review 2003
- Empty Homes Strategy 2006-11
- Older People's Housing Health and Social Care Strategy, 2006-11
- Young Persons Housing Strategy 2005-2010

- 2.4 The Housing Strategy 2006-11, Empty Homes Strategy 2006-11 and Homelessness Strategy 2006-08 were the subject of consultation during May 2006. Comments were invited from partners, Councillors, Parish Councils and the Strategy was posted on the web site and in public places for the public to consider. Only 24 responses were received. Of these, 100% agreed that the priorities in the Strategies were correct for Huntingdonshire. These documents have been amended to take account of feedback, where appropriate.

3. CONCLUSIONS

- 3.1 The Housing Strategy 2006-11, Empty Homes Strategy 2006-11 and Homelessness Strategy 2006-08 need to be considered by Overview and Scrutiny and approved by Cabinet and Council before being submitted to GO-East.

4. RECOMMENDATION

That the Housing Strategy 2006-11, Empty Homes Strategy 2006-11 and Homelessness Strategy 2006-08 be approved for submission to GO-East in September 2006.

5. BACKGROUND DOCUMENTS

- ODPM, Housing Strategies: Guidance and Fit For Purpose Criteria
- Huntingdonshire Housing Strategy 2003-07
- Responses to External Consultation

**Contact Officer: Jo Barrett, Housing Strategy Manager
Steve Plant, Head of Housing Services
☎ (01480) 388203 ☎ (01480) 388242**

THE DUTY TO PROMOTE RACE EQUALITY Updated Race Equality Scheme (Report by the Head of Policy)

1. INTRODUCTION

- 1.1 The Race Relations Act was amended in 2001 to give the council and other public authorities a new statutory duty to promote race equality with the aim of promoting fair and accessible services and to improve equal opportunities in employment.

2. THE GENERAL DUTY

- 2.1 The aim of the duty is to make the promotion of racial equality central to the work of public authorities, who are expected to take the lead in promoting equality of opportunity and good race relations and preventing unlawful discrimination. In practice, regard must be given to racial equality in the day-to-day work of policy-making, service delivery, employment practice and other functions of the Council.

3. SPECIFIC DUTIES

- 3.1 The Council is required to prepare and publish a race equality scheme (RES) which will explain how we will meet both the general and specific duties. The councils RES was first published in 2002 and has recently been reviewed and updated in line with current good practice.
- 3.2 The RES sets out how the council will —
- assess whether functions and policies are relevant to race equality;
 - monitor policies to see how they affect race equality;
 - assess and consult on policies we are proposing to introduce;
 - publish the result of the consultations, monitoring and assessments;
 - ensure that the public have access to the information and services we provide; and
 - train our staff on the new duties.
- 3.3 As an employer of more than 150 employees, the Council must also —
- monitor by ethnic group existing staff and applicants for jobs, promotion and training, grievances, disciplinary action, performance appraisals, and dismissals

4. **Progress so far**

- The recent review of the RES was carried out as part of an informal assessment of the council's progress towards achieving the Equality Standard for Local Government. It found that our RES lacked some depth compared with contemporary schemes which achieve best practice. Particularly it was identified that the scheme lacked an action plan and timetable to show how and when the proposed work under the scheme will be completed. The attached updated scheme meets the council's legal requirements and good practice and specifically the Action Plan identifies the links between the RES and the Equality Standard for Local Government.

5. **Recommendation**

- That the Cabinet adopts the updated RES and associated Action Plan.

Huntingdonshire District Council

Race Equality Scheme

Introduction

To meet our priorities of providing high quality services and effective community leadership the council is committed to achieving equality of opportunity both as an employer and provider of services.

In 2001 the Race Relations Act (RRA) was amended to give councils a new statutory duty to promote race equality. This places important requirements on the council, the first of these is a general duty to:

- Eliminate unlawful racial discrimination
- Promote equal opportunities, and
- Promote good relations between people from different racial groups.

The second is a specific duty to publish a Race Equality Scheme (RES), describing how we intend to fulfil this positive commitment and to meet our duty. In this scheme we state which of our functions and policies are relevant to the general duty and describe our arrangements for:

- Assessing, consulting and monitoring our functions and policies for likely impact on the promotion of race equality
- Publishing the results of this assessment, consultation and monitoring
- Making sure the public have access to our services, and
- Training and developing employees so that they can respond positively to these legal requirements
- Collection and analysis of employment statistics

Our commitment

A commitment to equality and inclusion underpins the councils' approach to promoting race equality. 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.

About Huntingdonshire

Huntingdonshire is a large rural district, which covers an area of approximately 910 square kilometres. Nearly 161,700 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. However there was an increase in BME residents between the 1991 and 2001 Census (3,402 to 4,467 respectively) the largest groups were Indian and Pakistani. The Office of National Statistics (ONS) experimental statistics estimate that this figure could have risen to 6,300 by mid 2003*.

In addition to this there has been a recent growth in the numbers of people from Eastern Europe working and settling in the district. This growth indicates a need for renewed focus on race equality issues. Huntingdonshire is a growth area and the increase in population is likely to create a more diverse mix of people in the area; recent data suggests there is a growing number of Polish and Portuguese people in the district.

More information about Huntingdonshire is available from the Policy Division.

* Source ONS Crown © 2006

Huntingdonshire's constitution

Huntingdonshire operates a Leader and Cabinet model of decision making. The Cabinet consists of 9 Members; each Cabinet member is responsible for a number of council services and they have delegated authority to make decisions. The Cabinet meetings are held in public, the Agenda, Reports and Minutes are publicly available. Appendix 4 shows each of these panel meetings in more detail.

Council Organisation and Structure

The Council is currently organised into 3 Directorates each of which is headed by a Director, these are:

- Central Services (e.g. administration, legal & estates, personnel & payroll and Policy)
- Operational Services (e.g. environment & community health, technical services, operations division, housing services and planning services)
- Commerce and Technology (e.g. Information management, financial services, revenue services)

Strategic Aims for Equality & Inclusion

Some of the strategic initiatives set out below are specific to race equality; others reflect the broader diversity agenda. Our policy framework is set out in our corporate plan *Growing Success* (see appendix 3) it has been developed to provide the context for our strategies, policies and plans.

Growing Success – the council's overall plan

The vision in our plan is to ensure that:-

Huntingdonshire is a place where –

- We can make the most of the opportunities that come from growth
- Local people can realise their potential
- We balance our social, economic and environmental needs; and
- We have a good quality of life

To be successful in this vision and to achieve sustainable development the council acknowledges 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 must consider all communities, even those with fewer needs.

To ensure that these points are taken into account in the things that we do, the council is committed to achieving the Equality Standard for Local Government; this is a framework that sets up a way of working which will ensure that equality in employment and the way services are provided is an important part of the council's work.

To achieve our vision, we have selected six priorities that are important parts of the quality of life experienced by our residents, these are:

- a clean, green and attractive environment
- housing that meets local needs
- safe and active communities
- a healthy population
- accessible services and transport choices, and
- a strong and diverse local economy.

For each of these priorities we have a series of objectives which set out what we plan to do.

Equality & Inclusion Strategy

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 the way we -

- plan and deliver services
- monitor and evaluate
- consult and engage
- develop & support employees
- support our communities

To contribute towards meeting these priorities our Equality & Inclusion Strategy has identified two outcomes that we need to achieve

- That our services are provided in ways that meet diverse local needs
- That the council is recognised for promoting equality and inclusion in communities

The two measures that will tell us how successful we are:

- % of local people who believe that council services meet their needs
- % of local people who believe that the council promotes equality and inclusion in their community

How did we develop our Race Equality Scheme?

We have established a Corporate Equality Steering Group, comprising senior officers who have assisted the Chief Officers Management Team in developing the RES, Action Plan and Assessment timetable.

We recognise the requirement to consult, we have consulted with our stakeholders, including the Primary Care Trust and Police and where possible groups representing BME residents. Our RES was also sent to Peterborough Race Equality Council and Cambridge Ethnic Community Forum for consultation

Responsibility for the Race Equality Scheme

Councillors

Councillors will support this RES and work towards the promotion of equality and inclusion in all council and community activities.

Chief Executive

The Chief Executive has overall responsibility for the implementation of the RES for the council as a whole.

Directors

Directors have a duty to promote the RES throughout their directorates. They also have responsibility for implementing relevant review, monitoring and performance procedures.

Services

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

Employees

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

Head of Policy

The Head of Policy will ensure that the RES is reviewed and maintained on a 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 they will be expected to conform to relevant equality legislation and practice

Corporate Equality Steering Group

This group will lead on the implementation of the RES, help co-ordinate different activities, including:

- producing guidance and information
- co-ordination of impact assessments
- production of annual report on progress

Membership of this group comprises one representative from within each directorate, an employee representative, a representative from Personnel along with Policy Division support. The group will report the results from the RES action plan and annual report on progress to Chief Officers and Cabinet. The group will deal with issues relating to race, gender and disability through the achievement of the Equality Standard for Local Government.

Review of race equality scheme

The Corporate Equality Steering Group will prepare a report of progress made towards achieving the objectives in the RES and in complying with its obligations under the amended RRA (appendix 2). This will be reviewed by the group annually; it will be submitted to COMT and the Cabinet and will also be published on our website.

The council will conduct a comprehensive review of the Race Equality Scheme every three years (next in 2009). This will include an assessment of how the council has complied with its obligations under the amended RRA and compliance with the general and specific duties. The process of assessing policies and functions for relevance, degree of relevance and prioritisation will be repeated every 3 years.

Assessment of relevant functions and policies to the promotion of race equality

'Functions' means the full range of the council's duties, powers and services.

'Policies' means the full range of formal and informal decisions, procedures, plans, strategies, and objectives about how we carry out our duties and use our powers.

'Relevant' means 'having implications for (or affecting) race equality.

We have identified our functions and policies to determine their relevance to the general duty and given them a priority depending on their relevance to race equality. The priority given determines our 3 year assessment plan, e.g. those functions and policies that have been given a higher priority will be addressed in year one of the 3 year assessment plan. A table showing the prioritisation of functions and policies can be found in appendix 1

Assessing the impact of functions and proposed policies on the promotion of race equality

The list of functions and policies determined to be relevant to the general duty will be subject to equality impact assessments during April 2006 – April 2009, the Corporate Equality Steering Group will develop a template to assist services to conduct Equality Impact Assessments. We may combine some functions/policies within one impact assessment in order to make best use of resources. The equality impact assessment will be an integral part of achieving Level 2 of the Equality Standard and will also feature in our comprehensive management process.

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.

Monitoring and evaluation

Without ethnic monitoring data there is no way of knowing whether discrimination is taking place. We will establish and improve systems to monitor the impact of functions/policies on BME communities; however we will need to take into account - resource implications, sensitivity of information and willingness of people to supply it.

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 a range of information to help us monitor and evaluate, for example the 2001 Census and other data provided by the Office of National Statistics.

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 this information to determine future priorities, for example if evidence suggests an adverse impact we will take remedial action. We will report the findings of any monitoring and evaluation to Chief Officers and Councillors

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. We will work with Huntingdonshire Diversity Forum to remove barriers to consultation with black & minority ethnic groups and to try to establish effective mechanisms for effective consultation.

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.

Access to information and 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
- translate information where reasonable and ensure interpreters are available when needed and consider other methods for ensuring information is accessible.

Employment

The council is a large employer, with over 1,200 employees. To meet the specific employment duty in the amended RRA, the council will monitor diversity as set out below and will publish the results of its monitoring annually. Reports on monitoring will be prepared for the Corporate Equality Steering Group, senior management and Councillors.

- staff in post
- applicants for employment, training and promotion
- those who receive training
- those who benefit or suffer detriment as a result of performance assessment procedures
- those involved in grievance procedures
- those who are the subject of disciplinary procedures
- those who leave the council's employment

We will report these findings to Chief Officers and Employment Panel. Any future revision of our RES will include the results of employment monitoring.

Training

In order to deliver our responsibilities under the amended RRA, we will ensure that all employees and councillors are aware of relevant legislation and how this impacts upon their work. 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.

Where appropriate detailed training plans for achieving the Equality Standard for Local Government for each directorate/division will be prepared to ensure that appropriate information and training is provided which takes account of individual's responsibilities.

Senior management, Councillors and employees who will be directly responsible for the RES will receive additional specific training.

Publication of the Race Equality Scheme and publishing results

The RES or summary will be made available to all employees and to all relevant community and voluntary groups, organisations and businesses via the Internet, Intranet or in hard copy. A summary of the scheme will be made available in alternative formats upon request.

A copy of the report compiled after each assessment will be available in full on our website (www.huntingdonshire.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

The council has an established and robust complaints procedure, which we will keep under review to ensure that we are meeting our duties and to ensure complaints about race equality are dealt with.

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**Huntingdonshire District Council
Race Equality Scheme
Action Plan 2006 – 2009**

Action	Target	Who is responsible	progress
Year 1 May 2006 – April 2007			
Initial listing and assessment of functions/policies for relevance to general duty		Steering group	
Consultation of RES	August/September 2006	Policy to lead	
Process of impact assessments to begin	By April 2007	Steering Group to lead	
Development of guidance for assessment of proposed policies for impact on race and other equality areas	Prior to commencement of staff training – October 2007	Policy to produce Steering group to approve	
Development of guidance for monitoring & assessment of existing policies	Prior to commencement of staff training – October 2007	Policy to produce Steering group to approve	
Development of guidance for consulting on proposed policies	Prior to commencement of staff training – October 2007	Policy to produce Steering group to approve	
Review of systems and procedures in relation to ethnic monitoring	By April 2007	Steering group to lead	
Report on RES to Cabinet	Annually	Corporate Equality Steering Group	
Publication of RES	Annually	Policy Division	
Establish departmental equality working groups	By April 2007	Steering group to lead on their development	
Evaluate equality training to date	Prior to commencement of staff training – October 2006	Corporate Equality Steering Group & Personnel	
Development of training plan for employees (linked into equality standard	Commence training by October/November 2006	Corporate Equality Steering Group &	Steering group training May 2006 commenced

Action	Target	Who is responsible	progress
<p>Year 1 May 2006 – April 2007 training) e.g. for For equality steering group For managers/general staff Members</p>		Personnel	
<p>Publication of results of equality impact assessments</p>		Policy Division	
<p>Examination of previous years employment (equality monitoring) data</p>	Annually	Personnel	
<p>publication of employment monitoring information</p>	Annually	Personnel	
<p>Annual report on progress to date in achieving RES targets</p>	A year from the date the RES adopted	Corporate Equality Steering Group & Personnel	
<p>Publication of Annual report on website</p>		Policy	
<p>Review of procurement strategy in relation to race</p>	Commence process by April 2007	Steering group & Financial services	
<p>Review of complaints procedure in relation to race, gender & disability</p>	Commence process by April 2007	Policy & Administration	

CABINET

20TH JULY 2006

QUALITY OF LIFE DOCUMENTS

(Report by Head of Planning Services)

1. INTRODUCTION

1.1 This report gives an overview of 3 Quality of Life documents which were commissioned by Cambridgeshire Horizons to help shape and guide growth across the sub-region. It seeks to clarify the status that these documents should carry within the District Council.

1.2 Each document is summarised in the appendices. They are:

- **Green Infrastructure Strategy for the Cambridge Sub-Region**
- **A Major Sports Facilities Strategy for the Cambridge Sub-Region**
- **Cambridge Sub-Region Culture and Arts Strategy**

2. SUPPORTING/BACKGROUND INFORMATION

2.1 Cambridgeshire Horizons is a non-profit making company set up by the Cambridgeshire Local Authorities to drive forward the development of new communities and infrastructure in the Cambridge Sub-region, in accordance with the approved Structure Plan.

2.2 Its job, working with this Council and partners, is not only to make growth happen, but to make it happen in a way that gives us the best urban environments, improved recreation opportunities, enhances the countryside, provides balanced communities with good schools, community and cultural facilities, delivers transport and utilities infrastructure, and provides homes that people can afford to rent or buy.

2.3 The green infrastructure is closely aligned to the policies in the recently submitted core strategy and therefore there should be no concern about adopting its findings.

2.4 Officers believe further work is needed to ensure we fully understand the implications to the Council in relation to the Major Sports Facilities Strategy and Culture and Arts Strategy before their status is confirmed. This relates to the need to clarify the relative importance which the Council gives to these 2 elements of growth (as opposed to all the other elements) which in turn will need to determine the amount of resources which the Council is prepared to allocate to help deliver the strategies.

3. THE DOCUMENTS AND CONCLUSION

- 3.1 The green infrastructure strategy is a robust and thorough document which is consistent with and supportive of the Council's policy and priorities.
- 3.2 The major sports facilities strategy is a relatively robust and thorough document. There is broad agreement between partners on the proposed range of new sub regional facilities. The district level analysis is relevant and will inform future decision-making.
- 3.3 However the report makes inadequate consideration of the revenue requirements and, therefore, there are potentially financial sustainability issues. Instead, too great a focus has been put on sustainability via sports development and maximisation of use.
- 3.4 The County Sport Partnership is an emerging agency and there is concern that a premature degree of emphasis is placed upon it. Formal consultation has not yet taken place and the CSP does not currently have a resource or remit to take on the role of delivering the Strategy. This issue will need to be addressed by Sport England and Cambridgeshire Horizons. Links to Cambridgeshire Horizons' other Quality of Life publications need to be developed, particularly around co-location of facilities.
- 3.5 However, there is an important issue concerning how the Council sees the relative importance of arts and culture compared with all the other factors which will help to make growth in the Cambridge Sub-region sustainable. The relative importance will need to dictate the resources (in terms of staff time and money) which the Council is prepared to commit to help deliver the strategy.
- 3.6 Therefore, officers are recommending that the status of these 2 latter strategies should be agreed at a later date when the issues and financial implications have been clarified.

4. RECOMMENDATION(S)

- 4.1 That the Green Infrastructure Strategy for the Cambridge Sub-Region be adopted as Technical Guidance to guide the preparation of any Open Space/Recreation/Leisure strategies and as a material consideration in the determination of planning applications and appeals.
- 4.2 That projects in the Green Infrastructure Strategy for the Cambridge Sub Region in Huntingdonshire be considered for incorporation in the forthcoming Planning Obligations SPD.
- 4.3 Await further discussion with Cambridgeshire Horizons and adjoining Authorities on the provision and financing of strategic sports and culture and arts facilities.

BACKGROUND INFORMATION

The Quality of Life Documents

Contact Officer: Richard Probyn
 01480 388430

Appendix A

Green Infrastructure Strategy for the Cambridge Sub-Region

Background

- A.1 The provision of Green Infrastructure has been identified as a key priority for the successful implementation of the growth agenda. The Cambridgeshire and Peterborough Structure Plans include policies for creating new Green Infrastructure and enhancing the existing landscape. In line with these, Cambridgeshire County Council carried out, through consultants, an audit of the Strategic Open Space (SOS, a major component of Green Infrastructure which focuses on public access and recreation) in the County. This proposed a standard of 5.1 hectares per 1,000 population (based on existing level of provision) for new SOS. This study stopped short of developing a strategy for future provision.
- A.2 Following on from this, in July 2005 Cambridgeshire Horizons commissioned the Landscape Partnership to produce a Green Infrastructure Strategy for the Cambridge Sub Region. This was guided by a Steering Group which included representatives from the Cambridgeshire Local Authorities, English Nature, National Trust, The Forestry Commission, Countryside Agency, and Cambridge Preservation Society. This was completed in February 2006. The Green Infrastructure Forum (of which the Steering Group was a subgroup) has been reconvened to consider implementation of the Strategy. A Green Infrastructure Development Officer is currently being appointed.
- A.3 The objective of the study is to provide a bold and imaginative strategy for the provision of large-scale Green Infrastructure for the Cambridge Sub-Region over the next 20 years to complement and support the planned growth. It promotes a range of new creative initiatives and proposals currently being promoted by a variety of agencies across the Sub-Region. It identifies the lead organisation, mechanism for delivery and long term responsibility for each project.

Key Elements

- A.4 The 20 Year Vision is:

To create a comprehensive and sustainable network of green corridors and sites that:

- Enhance the diversity of landscape character
- Connect and enrich biodiversity habitats and
- Extend access and recreation opportunities for the benefit of the environment as well as current and future communities in the Cambridge Sub-Region.

- A.5 The Strategy makes 14 recommendations, which are grouped as follows:

R1-R5 are focused on the enhancement of the existing habitats of biodiversity interest, as reflected in the 50 Year Wildlife Vision

R6-R7 are concerned with the creation of new corridors of biodiversity to tackle the fragmented pattern

R8-R9 focus on providing major greenspaces to serve existing and new populations arising from growth in the Sub-Region

R10-R13 concentrates on the enhancement of the recreational access network

R14 underlines the importance of providing Landmark Projects as a catalyst for the delivery and public awareness of the Strategy through a variety of exciting projects

A6 The Spatial Strategy comprises of three aspects:

- Corridors – Green Grid Network.
- Sites – Major Green Infrastructure Sites
- Wider Area Initiatives.

A.7 A full list of indicatives and projects has been produced made up of:

- 40 corridors which develop a robust green grid and access network,
- over 20 major green infrastructure sites, which are either new facilities or build on existing sites, and
- wider area initiatives designed to enhance local landscape character and biodiversity interest.

A.8 The key projects in Huntingdonshire are:

- the Great Fen Project
- Grafham Water ancient and semi natural woodland linkage
- Great Ouse waterway and wetland project
- Needingworth Wet Fen
- Ouse valley wet woodlands and wet meadows
- St Neots town centre initiative – green corridor project

Appendix B

A Major Sports Facilities Strategy for the Cambridge Sub-Region

Background

- B.1 PMP Consultants were commissioned by Cambridgeshire Horizons in August 2005 to develop a strategy for the provision of major sports facilities in the Cambridge Sub-Region over the next twenty years to 2026. PMP evaluated existing facility provision within the region and identified the increase in demand anticipated through the significant population growth planned over the next twenty years.

Key Elements

- B.2 The vision for the Strategy is:

To create a network of high quality community and specialist sports facilities within the Cambridge Sub-Region that will enhance the quality of life of existing and new communities

- B.3 The Strategy identifies both major sub regional sports facilities requirements and specialist sports facility provision required by National Governing Bodies in the run up to 2012. In short, these are:

Major sub regional requirements:

- Community Football Stadium (Cambridge East)
- Ice Rink (Cambridge urban fringe)
- Multi Lane Rowing Facility (to be decided)
- 50m Swimming Pool (Cambridge University)

Specialist provision linked to National Governing Body (NGB) and 2012 requirements:

- 8 court sports halls
- Indoor bowls (to serve Northstowe)
- Indoor cricket (to serve Huntingdon)
- Martial arts
- Gymnastics
- Indoor tennis (not in Cambridge)
- Equestrian Centre
- Water sports (develop Grafham Water)

- B4 The Strategy seeks agreement from all partner agencies to the following:

- For all agencies to agree to the priorities above and provide a united front for funding bodies.
- Resources to be targeted to increase capacity of the County Sport Partnership (CSP) to drive forward the strategy.
- For clear leadership to be demonstrated by the CSP to drive the key infrastructure priorities forward
- To seek to develop a funding pool through a tariff system to enable the CSP to pro-actively deliver the sub-regional infrastructure requirements

- The development of working groups to lead the development of particular initiatives
- The need to agree priorities between partners so energies and resources can be targeted effectively
- For agencies to commit individual funding to a central post to help pump-prime developments.

B.5 In addition the Strategy does consider current and future needs at a district and community level. It recommends that we review our approach to sports facilities and events in fringe developments in terms of management and revenue issues and that District and City Councils agree to:

- A strategic review with the aim of rationalisation at a local level
- Work in partnership to address cross-boundary impacts of growth area initiatives
- A structured commitment to use the growth area agenda to work together and provide local coordination to deliver local needs.

B.6 The Strategy highlights a number of possible delivery options for sports facilities:

- S106 Agreements
- Co-location of facilities
- Tariff systems
- Planning Gain supplement
- Private sector
- Land disposal
- Sport & Leisure Fund
- Procurement competition
- Joint venture

Appendix C

Cambridge Sub-Region Culture and Arts Strategy

Background

- C.1 Partners believed that it was important to produce a Culture and Arts strategy that not only built on the area's existing cultural offer, but also placed culture and the arts firmly at the heart of the new planned community growth. David Powell Associates were commissioned by Cambridgeshire Horizons to produce the strategy.
- C.2 The Strategy includes a review of current provision and of the regional context, an analysis of gaps and opportunities, including opportunities for the encouragement of creative businesses, an assessment of partnership and leadership issues, and proposals for funding mechanisms to respond to growth. It sets out the challenges for the sub-region as a whole, and proposes viable future steps to ensure that culture and the arts make valuable contributions to all of its communities, now and in years to come.

Key Elements

- C.3 The key elements of the strategy are:
- Long-term planning decisions affecting culture and the arts should take account of demographic, environmental, social and technological change factors. Arts partners should jointly commission a programme of support activities to enable cultural and arts bodies in Cambridgeshire to plan for the long-term.
 - More accurate data is required to accurately map the current and future arts provision in the Cambridge sub-region.
 - In the two biggest developments in Cambridgeshire – Northstowe and East Cambridge – a cultural partnership is required to ensure culture and the arts are at the heart of all new built infrastructure.
 - Cambridgeshire Horizons and partners should work to develop a coherent, sub-regional approach to capacity building, which will involve strengthening local authority public art policies and working with local and regional arts practitioners and specialists agencies. When building capacity, key partners should also ensure that young people's voices are taken on board through youth consultancy projects.
 - The Cox Review's planned "centre of creativity and innovation" will be a key instrument in meeting plans for sub-regional future growth.
 - To maximise the response to the growth agenda, a sub-regional Cultural Partnership can provide high profile leadership and advocacy for culture and the arts. Funding for other than local projects should be pooled into a Cultural Fund for the Cambridge sub region, encompassing a range of partners.

- Cambridgeshire Horizons and its partners need to devise a segmented set of wide-ranging, long-term strategies, which bridge the gap between the Government's spending on cultural infrastructure and the investment needs of the planned growth within culture and the arts.
- The report notes the lack of a purpose-built concert hall in the sub-region and proposes the investigation of the feasibility of this as a major project.
- The report also notes that there may also be opportunities for either or both a commercial arena for large scale outdoor events and a conference and convention centre
- Cambridge has the potential to become a City of Museums although there are no specific direct implications for the City Council itself in this respect.
- The report explores the possibility of a levy for arts and cultural facilities from all new housing developments in the sub-region, which will form part of a Sub-Regional Planning Obligations Strategy.

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CABINET

20TH JULY 2006

EAST OF ENGLAND PLAN – REPORT OF THE PANEL

(Report by Head of Planning Services)

1. INTRODUCTION

- 1.1 The independent Panel's report of the Public Examination of the Draft East of England Plan was published on the 22nd June 2006.
- 1.2 The Panel's report comments upon the basis and soundness of the Draft East of England Plan which outlines the proposed strategic planning approach for the East of England until 2021. As the East of England Plan (the RSS) will set out the strategic Planning Framework that will guide future development, and its policies will have to be taken into account in all planning decisions (as a statutory part of the Development Plan), this is a fundamental planning issue for the future of Huntingdonshire.
- 1.3 At this stage it is for Cabinet to note the contents of this report and the informal responses that we have been asked to supply to EERA.

2. BACKGROUND INFORMATION

- 2.1 In brief summary the Panel concluded that in respect of the:-

The Proposed Spatial Strategy

- EERA's approach to basing future housing provision on urban concentration (in the main regional and sub regional cities and towns) is appropriate and can be supported.
- Cambridge and Peterborough are identified as key regional centres for development and change. None of Huntingdonshire's Market Towns are currently designated as such.

The Peterborough Sub Region

- There is broad consensus and agreement about the potential of Peterborough to accommodate additional economic and housing growth. Indeed additional regional growth at Peterborough (above these existing proposed levels) is an option to be considered as part of the first review of the RSS.
- Additional housing allocations proposed over and above the figures in the draft plan, amounts to 3,500 in Peterborough and 900 in Fenland. It is considered that effective delivery

arrangements will be needed in Peterborough to achieve this figure. Fenland must ensure that growth is matched by infrastructure and that it provides housing development that supports the local economy rather than extended commuting.

The Cambridge sub region

- There is clear support for making the market towns more self sustaining in terms of employment, rather than extending their historic dormitory roles.
- Whilst some additional housing growth is proposed for Cambridge City (4,300) (and within a small additional amount (900) for Fenland), no figure of additional growth over and above the previously allocated 11,200 is proposed for Huntingdonshire
- In the review of this RSS (to potentially take place in 2010/11 Huntingdon is identified as a possible candidate for future major expansion (with any such expansion to possibly include use of brownfield land at Alconbury Airfield and/or Wyton Airfield)
- The Panel considered and dismissed the Developers current proposals for development (residential and warehousing) at Alconbury. Instead the Panel stated that any solution for Alconbury needs to emerge from the first review of the RSS. The Developers current aspirations would now run counter to this decision to rein back the previous aggressive dispersal policy.

Employment

- Jobs growth to increase by 2100 in Cambridgeshire and Peterborough.
- Local development documents to identify readily serviceable regionally strategic employment sites in the Cambridge sub region in order to enable it to secure its full potential as a centre for world class research and development.

3. INITIAL REPSONSES TO THE PANEL REPORT

3.1 EERA has asked the Council to provide them with an initial response to the draft Panel Report. Whilst there will be opportunities for formalised responses to be submitted, it is considered that the Council should initially respond on the basis of the following responses to the specific questions set by EERA:

Q1. Are the Panel recommendations on housing growth for your District/Borough/Unitary area likely to be accepted?

- It is anticipated that Huntingdonshire District Council would be likely to accept the Panel's recommendation regarding the scale of planned housing growth for the District. It is considered that the suggested growth figure (11,200) accords with the previously anticipated levels of projected housing growth and that, having

regard to existing commitments and the environmental capacity of Huntingdonshire, that level of growth could potentially be accommodated, in a sustainable manner provided that the necessary related jobs, and the required associated transport and community infrastructure, were also forthcoming. It is also considered that this suggested policy approach appropriately accords with the defined strategy for managing future housing growth within the Cambridge Sub-Region. i.e. that is seeking to focus the majority of future housing growth within Cambridge itself or on appropriate sites close to Cambridge.

Q2. If not, could you indicate the main reasons why your authority is unlikely to support the recommendation?

- N/A.

Q3. Do the Panel's recommendations on housing in relation to adjoining Districts raise any cross-boundary issues?

- The Council could only support the proposed additional housing in Peterborough if that housing growth;

A) Could be appropriately accommodated within the established boundaries of PCC. The Council would be particularly concerned to ensure that any such development was planned so as to ensure/maintain an appropriate degree of buffering and greenspace separation between any proposed outward expansion areas and the adjacent villages within Huntingdonshire. This separation would be essential in order to safeguard the setting, to maintain the distinct characteristics, to manage traffic movements and to ensure the environmental wellbeing of those Huntingdonshire villages which are located in close/direct proximity to the boundaries with PCC.

B) The delivery of that housing growth was carefully managed to ensure that the essential required balance between the delivery of new homes and jobs could be established/maintained. It is considered that it would be inappropriate to promote further housing growth in Peterborough which resulted in unacceptable increases in unsustainable 'out-commuting'.

- The Council could only support the proposed additional housing growth in Fenland if the delivery of that housing growth was carefully managed in order to establish a balance between homes and jobs within that district. Historically Fenland has acted as a 'dormitory' for other parts of Cambridgeshire, with considerable amounts of out-commuting being a feature of daily life, and it is considered that it would be inappropriate to perpetuate such an unsustainable approach. It is considered that poorly managed growth, without the delivery of local jobs, would potentially result in unacceptable impacts caused by additional traffic upon the local road networks and the environment of adjacent villages in Huntingdonshire.

Q4. Do you have any other immediate comments/anxieties about the Panel's report which you wish to bring to EERA's attention?

- The Council notes the comment in Paragraph 5.69 regarding the potential for Huntingdon to be considered as a possible candidate future “key centre for growth” (within the CSR). The Council would want to be assured that this process would have regard to the environmental capacity of Huntingdon i.e. that is the ability of the town to accommodate any additional future growth in a sustainable manner. The Council would obviously wish to take part in the on-going debate regarding any such future designations in order that it could develop a clearer understanding of the potential implications of any such designation. Notwithstanding such a process the Council would want to be re-assured that the early, planned, provision of the necessary related infrastructure (for example the delivery of the new A14) would be an essential component underpinning any such designation.
- The Council also notes the Panel's comments regarding the future of the former RAF Alconbury as set out in Paragraph's 5.72 – 5.75. The Council welcomes the Panel's conclusions in this matter and strongly supports the view that any potential solution for Alconbury needs to emerge from a thorough examination of all of the relevant issues which can appropriately be reflected in the first review of the RSS.

4. CONCLUSION

- 4.1 It is anticipated that proposed changes to the East of England Plan (brought about by EERA formally considering their response to the Panel Report) will be published in November, after that there will be further consultations regarding any proposed changes and the final Regional Planning Strategy will be published in early 2007. Thereafter the relevant local Planning Authorities would have 3 years in which to ensure that their local Development Documents would in conformity with the RSS.

5. RECOMMENDATION(S)

- 5.1 That the Cabinet notes the report and the initial responses to EERAs set questions as set out in section 3 of this report.

BACKGROUND INFORMATION

East of England Plan 2004
Report of the Panel – June 2006

Contact Officer: Richard Probyn ☎ 01480 388430
Steve Ingram ☎ 01480 388400

CABINET

20TH JULY 2006

GREAT FEN – MEMORANDUM OF AGREEMENT (Report by Director of Operational Services)

1. INTRODUCTION

- 1.1 The District Council are partners in this project together with the Wildlife Trust, English Nature and the Environment Agency. The partnership has been guided to-date by a Memorandum of Understanding which was approved by Cabinet on 20th June 2002 (Minute Ref 02/32). The project has now reached a stage where that document needs to be strengthened into a Memorandum of Agreement, which is attached.

2. BACKGROUND

- 2.1 The Great Fen Project is an exciting 50 year project designed to safeguard important wildlife habitats and species by restoring over 3000 hectares of wetland around two important nature reserves in the fenland landscape of Huntingdonshire. It will also create major access, recreational and tourism opportunities that will stimulate diversification in the economy in and around the project area to the benefit of local communities and the District in general.

- 2.2 The aims of the project are as follows:

The Great Fen Project will:

- ❖ Safeguard two very important National Nature Reserves. These are legally protected sites, one of which is of international importance for its wetland habitats and species;
- ❖ Create over 3000 hectares (over 4200 football pitches) of new wildlife habitat, making a major contribution to local and national local targets as set out in the UK Biodiversity Action Plan;
- ❖ Contribute to diversification in the local economy, creating opportunities for new jobs and income streams;
- ❖ Sustainably maintain and enhance flood protection in the Middle Level drainage system;
- ❖ Create access for a wide range of users in an area largely devoid of public footpaths;
- ❖ Become a significant tourist destination;

- 2.3 The Great Fen area has been included as an area of Strategic Green Space Enhancement within the Council's Core Strategy, recently approved and deposited for formal consultation. These areas are of particular importance in the context of providing recreational and other opportunities to compliment the growth in housing and employment, as well as being important in their own right to encourage biodiversity.

- 2.4 The Memorandum does not create a legal partnership, rather it is meant to be an Agreement entered into in good faith and in the spirit of co-operation to achieve common aims. It sets out the duties of the partners and the project management arrangements. It does not bind the Council to any particular capital or revenue contributions. The

vast bulk of funding is, in any event, being sourced from grant making bodies and private donations. So far, the Council has made modest amounts available from existing budgets but has largely contributed in terms of in-house specialist expertise, particularly Planning, Economic Development and Countryside Management.

3. CONCLUSION

- 3.1 This project is rapidly gaining a national, even international, reputation as being at the forefront of habitat restoration. Its importance to the District is not just in this important ecological work but in the wider social and economic potential. In this regard its relationship to growth areas and to the Ramsey Partnership Area and rural renewal in providing economic potential is highly significant.

4. RECOMMENDATION

- 4.1 That the Director of Operational Services be authorised to sign the Memorandum of Agreement on behalf of the District Council

BACKGROUND PAPERS:

1. **The Great Fen Project Memorandum of Understanding**

Contact Officer: Malcolm Sharp, Director of Operational Services
☎ 01480 388301

Agreement for Project Partners concerning the partnership for the implementation of the Great Fen Project.

Nature of the Agreement

Nothing in this Agreement will be construed as creating a legal partnership or joint venture. The Partners enter into this Agreement in good faith and in the spirit of co-operation in order to achieve common aims.

The Agreement is between

1. ENVIRONMENT AGENCY whose administrative offices are at Rio House Waterside Drive Aztec West Almondsbury Bristol BS32 4UD;
2. ENGLISH NATURE whose administrative offices are at Northminster House Peterborough PE1 IUA;
3. WILDLIFE TRUST FOR BEDFORDSHIRE, CAMBRIDGESHIRE, NORTHAMPTONSHIRE AND PETERBOROUGH LTD whose administrative offices are at the Manor House, Broad Street, Great Cambourne, Cambridge CB3 6DH; and
4. HUNTINGDONSHIRE DISTRICT COUNCIL whose administrative offices are at Pathfinder House, St. Mary's Street, Huntingdon PE29 3TN

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A Definitions

“Agreement”	means this Agreement
“The Project”	means the Project described in the document entitled “Great Fen Project Strategy and Action Plan” of which a copy is attached as Annex 1 to this Agreement; and any modifications, deletions or expansions approved in writing by all parties
“The Partners”	means English Nature, Environment Agency, Huntingdonshire District Council, and the Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough
“Project Manager”	means the individual appointed to undertake the role of managing the project.
“The Project Steering Group”	means the group of individuals representing the partners with respect to the project. It may include third party individuals and organisations from time to time as agreed by the partners.

B Glossary

EN	English Nature
EA	Environment Agency
HDC	Huntingdonshire District Council
WT	The Wildlife Trust for Cambridgeshire
PSG	Project Steering Group

1 Project Outline

- 1.1. The project is described in the document entitled “Great Fen Project Strategy and Action Plan” of which a copy is attached as Annex 1 to this Agreement; and includes any modifications, deletions or expansions approved either in writing by all parties or in confirmed Project Steering Group minutes.

2 Duration of the Agreement

- 2.1. This Agreement shall take effect on [7th October 2005]. It shall remain in force until 6th October 2010 unless further extended in accordance with paragraph 5.4. This Agreement will be reviewed annually by the Project Steering Group.

3 Funding Arrangements

- 3.1. Each partner shall seek to provide resources for the benefit of the project. Each partner may seek opportunities for external funding. Information about partner contributions and external funding is presented and considered at each Steering Group meeting.
- 3.2. External funding can be applied for independently or in partnership, but always with the knowledge of the Project Steering Group.
- 3.3. External funding bids shall be agreed and co-ordinated through the PSG.
- 3.4. Summary financial information will be presented at every Project Steering Group meeting by the Project Manager. This will include funds raised, funds applied for and what funds have been used for.

4 Duties of the Partners

- 4.1. The objective of the Partners within this Project is to co-operate and foster the implementation of the Project. The Partners commit themselves to doing everything in their power to achieve the implementation and successful outcome of the Project.
- 4.2. Each Partner will implement the portion of the Project for which they are responsible.
- 4.3. The partners will co-operate to produce a single management plan for all land secured by the project within the project area (excluding the two declared National Nature Reserves). Each partner will confirm in writing their support of the plan and subsequent changes to it.
- 4.4. No Partner shall be responsible to any other Partner (whether for breach of contract, negligence or otherwise) in respect of loss of profit, loss of revenue, or loss of contracts or for indirect or consequential loss or damages.
- 4.5. Partners can pursue legal agreements with each other, singly or severally, to execute certain activities within the scope of the project.
- 4.6. The total liability of each Partner under or in connection with this Agreement (whether for breach of contract, negligence or otherwise) shall not exceed the total contribution of the Partner, as set out in Annex 2 to this agreement.
- 4.7. Nothing contained in 4.4 or 4.5 above shall operate to exclude the liability of any Partner for death or personal injury caused by its negligence.
- 4.8. Each Partner shall be responsible for the employment of all necessary personnel and the provision of all necessary accommodation, equipment and services.
- 4.9. Each Partner undertakes to notify the Great Fen Project Steering Group of any event that is liable to prejudice or delay the performance of the Project as soon as possible and assist the Project Steering Group in rapidly finding a workable solution.
- 4.10. Each Partner will appoint (a) representative(s) to the Project Steering Group. Each partner organisation will have one vote when a vote is required at Steering Group Meetings.
- 4.11. Each Partner shall ensure the accuracy of any information it provides to any other Partner(s) for the purposes of the implementation of the Project and to notify any errors in any such information as soon as is practicable to the Partner(s) concerned. The Partner supplying the information shall be under no further obligation in respect of such error and no warranty, condition or representation of any kind is made, given or to be implied in any case as to the sufficiency, accuracy and rights of Third Parties by the use of such information. The Partner receiving that information shall in any case be responsible for the use it puts that information.

- 4.12. Each Partner shall comply at its own expense with all relevant legislation pertinent to the implementation of the Project including without limitation all health and safety legislation, legislation under the Data Protection Act 1998 and the Freedom of Information Act 2005.
- 4.13. Each Partner shall be responsible for reporting any financial information as defined by the Project Steering Group in the format of standard accounting procedures (see para 7.1).
- 4.14. Each Partner shall be responsible for the disbursement of all monies and the use of all funds as described in the Great Fen Project Strategy and Action Plan.

5 Project Management

- 5.1. The Project will be overseen by a Project Steering Group consisting of representatives from the partner organisations listed in the Definitions above. Additional members eg specialists, may be co-opted to the Project Steering Group as necessary with the joint approval of all Partners. (Contractors may attend these meetings but it is not desirable that they should be present at all meetings or for all agenda items).
- 5.2. The Project Steering Group will meet approximately every six weeks for the purpose of reviewing the progress of the Project to date against set milestones or performance measures and to consider the future direction of the Project. All meetings will be formally minuted. The rules for conduct of business are attached as Annex 3 to this agreement.
- 5.3. A Project Manager will be employed to undertake various activities to enable the project partners to achieve the targets and objectives set out in the 'Great Fen Project Strategy', attached as Annex 1 to this Agreement. The roles and responsibilities of the Project Manager are set out in Annex 4 attached to this Agreement.
- 5.4. At the end of the duration of this agreement the Project Steering Group will consider whether the Project should continue. All partners must agree to any extension to the Agreement in writing.

6 Land Ownership

- 6.1. Land purchased for purposes of achieving the aims and objectives of the project will remain in the ownership of the purchasing partner. Partners are ultimately responsible for their own land and keeping it in good order. Section 4 above will apply.

7 Administration

- 7.1. Each Partner shall retain all and any documentation required for the implementation of the Project or any other use identified by the Project Steering Group for at least seven years. Partners shall also keep and maintain records in relation to the Project's funding arrangements as may be required by Internal or Statutory Auditors for a period of seven years. All

Partners shall reserve the right to request reasonable access to such documentation for the purposes of examining all records relating to the Project by appropriate staff.

- 7.2. Each Partner shall maintain an Inventory of any Capital item purchased for the purpose of implementing the Project and shall inform the Project Steering Group of any such purchase. All items so purchased shall remain the property of the purchasing Partner who will safeguard and maintain the item(s) in an appropriate manner.

8 Copyright and Freedom of Information

- 8.1. Ownership and copyright of any matter arising from this Project shall be deemed to be shared equally between all Partners to the Agreement in perpetuity. The use of such copyright material during the life of the Project by any Partner shall be agreed by the Project Steering Group. Access to any copyright material shall include rights of access to the Project on reasonable request.
- 8.2. Dissemination of information, publicity and any results, together with acknowledgements relating to the Project, shall be determined and agreed by the Project Steering Group taking into account the provisions of paragraph 8.3 below.
- 8.3. English Nature, the Environment Agency and Huntingdonshire District Council, are required to adhere to Freedom of Information legislation. There is therefore a presumption that information on any aspect of this project may be disclosed. The Project Steering Group has the responsibility for identifying any aspect of this Project which may not be disclosed. The basis for any such decision must be recorded. Individual Partners will advise the Steering Group of any requests for information identified for non-disclosure.

9 Intellectual copyright

- 9.1. All Intellectual Property Rights owned by Partners before the date of this Memorandum of Agreement shall remain the property of that partner.
- 9.2. All Partners will have free and unfettered use of any resulting data arising from this Project, except where the PSG agrees that confidentiality should be kept or where the Data Protection Act might be infringed. All partners will work together to jointly publish and disseminate data and results arising from this project.

10 Insurance

- 10.1. Each Partner is advised to make provision to insure themselves against all damages incurred by sub contractors and other third parties caused by the implementation of the Project and also of this Agreement.
- 10.2. Each Partner (being the organisations not the individual representatives) shall be responsible for the work to be rendered by that Partner (and any

sub contractors). Each Partner shall indemnify and hold harmless such other Partners against liabilities, damages and costs resulting from the non-compliance of their performance, duties and obligations as described in this Agreement and its annexes.

11 Working Language

11.1. The working language of this Agreement shall be English.

12 Governing Law

12.1. This Agreement will be governed under English Law.

13 Entire Agreement

13.1. The Partners agree that this Agreement constitutes the entire contract between them, except in cases described in paragraph 4.5, and may not be varied except by written agreement in the form of Addendum to be signed by all Partners.

14 Notices

14.1. Any notice to this Agreement shall be sent in writing and be sufficiently served on any Partner at the address given above, or any other address stipulated in writing by the Partner. Notices shall be served by recorded delivery in an envelope marked with the Project name. Any change in domicile shall be forwarded to the Project Manager within 15 days following the change of address, by registered mail.

15 Nullity

- 15.1. Should one of the provisions of the Agreement be declared null or void in the law governing this Agreement, this shall not render the remaining provisions null and void.
- 15.2. The fact that one of the Partners does not demand application of one of the provisions of the Agreement does not imply that this Partner waives such provision.

16 Lapse of Time

- 16.1. Legal proceedings concerning any issue from this Agreement may not be lodged before the courts more than three years after the facts giving rise to the claim or after the Partner making the claim first became aware of the facts giving rise to the claim. In the event of legal proceedings concerning a claim to refund funds, a period of three years following the last transfer shall be applied.

17 Force Majeure

- 17.1. No Partner shall be held liable for not complying with obligations ensuring from this Agreement should the non-compliance be caused by force majeure. All events or circumstances outside the reasonable control of the Partners and that impede the implementation of the Agreement shall be deemed to constitute force majeure.
- 17.2. If such a case arises, the Partner involved should notify Project Steering Group immediately in writing.

18 Legal Succession

- 18.1. In cases of legal succession the Partner is obliged to transfer all duties under this Agreement to the legal successor.

19 Procurement

- 19.1. Public sector Partners should adhere to their own procurement procedures that meet or exceed the requirements specified by EC Procurement Directives.
- 19.2. Partners may not tender for any aspect of the Project as they may have an unfair advantage from their position within the Project. Partners may undertake work for other Partners in connection with the implementation of the Project provided that they are reimbursed at cost only i.e. not for profit. Such costs may be subject to scrutiny by an auditor at the request of the Project Steering Group.

20 Assignment

- 20.1. No Partner shall assign or transfer any interest in this Agreement without prior written joint agreement by all other Partners.

21 Non fulfilment of obligations or delay

- 21.1. Should one of the Partners be in default of its obligations, the Partners may decide with two thirds majority of remaining members of the Project Steering Group to debar the defaulting partner from the Project.

22 Arbitration

- 22.1. Any dispute or difference arising from interpretation of the terms of this Agreement shall, at the option of any aggrieved Partner, be referred for arbitration by the Chartered Institute Of Arbitrators.

23 Termination

- 23.1. Any Partner to this Agreement may give three month's notice in writing of an intention to withdraw from the Agreement to the Chair of the Steering Group, giving a full explanation for the reasons for termination.
- 23.2. The remaining Partners will consider the impact of the withdrawal of the terminating Partner and decide upon appropriate action to maintain implementation of the Project.
- 23.3. The remaining Partners will not be required to take on the responsibility or financial liability of a withdrawing Partner. Should the remaining Partners choose to increase their contribution, financial or otherwise, then this will be reflected in an Addendum to the Agreement, signed by all remaining Partners.

24 Signatures to the Agreement

Signed _____
Name (please print) _____
Date _____
Organisation _____

Signed _____
Name (please print) _____
Date _____
Organisation _____

Signed _____
Name (please print) _____
Date _____
Organisation _____

Signed _____
Name (please print) _____
Date _____
Organisation _____

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**COMT
CABINET**

**4TH JULY 2006
20TH JULY 2006**

**ST NEOTS CONSERVATION AREA:
BOUNDARY REVIEW, CHARACTER STATEMENT AND MANAGEMENT
PLAN CONSULTATION DOCUMENTS**

(Report by Head of Planning Services)

1. INTRODUCTION

- 1.1 Cabinet is asked to consider the attached draft documents and approve them for consultation purposes. Once representations have been received and considered, it is intended to seek Cabinet's endorsement of the documents for use as material considerations in the context of planning proposals.
- 1.2 The Boundary Review proposes the amalgamation of the existing Conservation Areas in St Neots, Eynesbury and Eaton Socon in line with English Heritage's general guidance on the management of conservation areas. This recognises that many existing conservation area boundaries are too tightly drawn.
- 1.3 The conduct of the boundary review has followed the methodology contained in the Huntingdonshire Conservation Area Boundary review Guidance Document, which was approved by Cabinet in January 2003.
- 1.4 The Character Assessment is for the enlarged area and once approved (following consultation) this document will carry weight as a material consideration in planning decisions.
- 1.5 A Conservation Area Management Plan has been produced to clearly identify, co-ordinate and programme a series of specific projects for the enhancement of the Ramsey Conservation Area.

2. BACKGROUND

- 2.1 Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 imposes a duty on local planning authorities to designate as conservation areas any "areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance". Planning Policy Guidance 15 (4.2) makes it clear that it is the quality and interest of areas, rather than that of individual buildings, which should be the prime consideration in identifying conservation areas.

- 2.2 In addition to its statutory obligations under the Planning Act, Best Value Performance Indicators 219a, b and c also require local authorities to deliver and review their policy and documentation associated with Conservation Areas over a rolling five year period.
- 2.3 **St Neots Conservation Area Boundary Review:** Parts of St Neots, Eynesbury and Eaton Socon are already designated as conservation areas. St Neots was the first, on 30th November 1971, Eynesbury next on 16th February 1976 and Eaton Socon most recently on 20th May 1991. Under Section 69 local planning authorities also have a duty to review their areas from time to time. This review is part of the ongoing programme previously approved by Cabinet and has been conducted according to the Council's Review Policy adopted in January 2003.
- 2.3 **St Neots Conservation Area Character Assessment:** This document covers the area included within the new proposed conservation area boundaries. Section 71 of the 1990 Act places a duty on local planning authorities to formulate and publish proposals for the preservation and enhancement of its conservation areas. This document fulfils this requirement and links policy for St Neots to other existing Local Planning Guidance for Huntingdonshire, notably the Huntingdonshire Design Guide SPG (2004) and the Huntingdonshire Landscape and Townscape Assessment SPG (2004).
- 2.4 **ST Neots Conservation Area Management Plan:** This document takes the form of a strategy plan and a schedule of projects. The intention being to progress each project in more detail following the consultation period. The schedule of projects is divided into distinct areas of work. These will require the contribution of a range of officers and interest groups but they are all intended to respond to the deficiencies identified in the character statement. The intention of the plan is to coordinate projects being carried out and to avoid a piece meal outcome – thereby maximising benefit.

3. THE PROPOSALS

- 3.1 The Boundary Review document establishes the extent of the historic settlements of St Neots, Eynesbury and the Eatons prior to the building of the peripheral housing estates in the 20th century. It takes a pragmatic view of how far the settlements can be preserved and enhanced for the future and includes the setting where this is essential to the specialness of the whole.
- 3.2 The St Neots Conservation Area Character Assessment reflects the complexity of the area as an historic settlement. The document explores its essential elements and includes:-
- A Statement of Significance, outlining important historic and natural features;
 - A brief history of the town's development that shows the contribution of each phase to the overall historic nature of the settlement;
 - A breakdown of the town/villages into their neighbourhoods, which forms the basis of an assessment of its character;

- A design code to help and guide prospective developers and homeowners to make design decisions in keeping with the historic nature of the traditional built environment;
 - Opportunities within the boundaries of the conservation area open to future enhancement or development.
- 3.3 The format of the Character Assessment differs from previous character statements and reflects the special needs of St Neots and recent work undertaken by this Local Authority in the development of planning guidance.
- 3.4 The Management Plan presents the following areas of work as a strategy for the improvement of the Conservation Area:
- Urban Design Frameworks: creating a set of planning principles for the re-development or enhancement of a wide area.
 - Development Briefs: presenting a site analysis and concept ideas for the re-development of specific sites.
 - Enhancement Areas: an inventory of specific enhancement projects and/or improvements within a defined area.
 - Buildings at Risk: co-ordinating a strategy for the improvement of poorly-maintained listed buildings.
 - Negative or neutral areas: identifying locations where poor design detracts from the townscape.
- 3.5 The contents of the Management Plan are not exhaustive and present a series of proposals as a starting point for the enhancement of the Conservation Area over the next five years. The intention is for the Plan to be taken forward in conjunction with an Advisory Group comprising local people and interest groups.

4. CONCLUSION

- 4.1 Production of the Boundary Review, Character Assessment and Management Plan for St Neots contributes to the legal obligations of Huntingdonshire District Council as the local planning authority, and reflects the Authority's support of the local community.

5. RECOMMENDATION

- 5.1 That the Cabinet approves the three documents as a basis for further discussion and public consultation.

Background papers

1. Conservation Area Boundary Review Policy Document, Huntingdonshire District Council, January 2003.
2. Huntingdonshire Design Guide SPG 2004
3. Huntingdonshire Landscape and Townscape Assessment SPG 2004

CONTACT OFFICER - enquiries about this report to Chris Surfleet, Design & Implementation Team Leader ☎ 01480 388476.

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CABINET MEETING

20 JULY 2006

CONFIDENTIALITY AGREEMENT

(Report by the Head of Legal and Estates)

1 PURPOSE OF REPORT

To obtain authority to enter into a Confidentiality Agreement with Marshall of Cambridge Aerospace Limited (“Marshall”).

2 BACKGROUND

2.1 The Council is, together with a number of other local authorities and Cambridgeshire Horizons, in discussions with Marshall regarding its possible relocation.

2.2 To assist those discussions Marshall is prepared to provide relevant parties with a copy of their Business Plan. As the Business Plan is a commercially sensitive document, Marshall require any person to whom a copy is provided first to enter into a Confidentiality Agreement.

2.3 The Confidentiality Agreement requires the Council to designate an officer at Director level who will be responsible for the security of the document, maintaining a register of copies that are issued and ultimately ensuring all copies are destroyed. It is intended that the Confidentiality Agreement will remain in force for 3 years from either relocation by Marshall or a decision by Marshall not to relocate.

2.4 As the Agreement will be used primarily in a planning context, it is considered that the Director of Operational Services should be the Designated Officer responsible for control of the Business Plan under the Confidentiality Agreement.

3 RECOMMENDATIONS

3.1 It is recommended that Cabinet authorise the Director of Central Services to sign the Confidentiality Agreement on behalf of the Council and that the Director of Operational Services be appointed as the Designated Officer under the Agreement.

BACKGROUND INFORMATION

Confidentiality Agreement

Contact Officer :

Colin Meadowcroft, Head of Legal & Estates

☎ (01480) 388021

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CABINET MEETING

20th JULY 2006

**CITIZENS ADVICE BUREAU, HUNTINGDON
(Report by the Head of Legal and Estates)**

1. PURPOSE

The purpose of this report is to consider a request for the District Council to act as a guarantor of a lease to the Citizens Advice Bureau (CAB) of premises in All Saints Passage Huntingdon.

2. BACKGROUND

2.1 In 2002 the Huntingdon Branch of the CAB relocated from their premises in George Street Huntingdon to the current premises in All Saints Passage. A 10 year Lease at a rent of £10,000 per annum with a review in 2007 was signed by the then Chairman of the Management Committee and the Honorary Secretary on behalf of the CAB.

2.2 Until recently the CAB had operated as an unincorporated charitable association. These arrangements have now been dissolved and the assets and liabilities transferred to a company limited by guarantee. However the CAB still remains a registered charity.

3. CURRENT POSITION

3.1 In the light of their change in status the Landlord requires the lease to be assigned to the new limited company. In relation to the St Neots CAB, the District Council has acted as a guarantor for the lease of premises in New Street since 2001. Approval has recently been granted for the assignment of this Lease to the new company under which the District Council would continue to act as guarantor.

3.2 Currently the Chairman and Honorary Secretary are personally liable for the Huntingdon premises in the event of CAB defaulting under the terms of the lease. The Landlord has insisted on a guarantor and in the circumstances it is suggested that the District Council should act as the guarantor for the Huntingdon office lease.

4. IMPLICATIONS

4.1 The two CAB offices receive substantial grant funding from the District Council which is monitored through a service level agreement. Following a recent inspection by the CAB audit inspection team, temporary changes in service and operation procedures that impacted on the organisation's service level agreement with the District Council were agreed. As a consequence, there are no undue concerns about the quality of the service which will of course continue to be monitored as part of the service level agreement.

5. RECOMMENDATION

- 5.1 Cabinet are recommended to agree to the District Council acting as guarantor for the lease of the premises in All Saints Passage Huntingdon.

BACKGROUND INFORMATION

Correspondence on Estates file H/274/10

Contact Officer: Keith Phillips – Estates & Property Manager
☎ 01480 388260