

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 7 SEPTEMBER 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 20th July 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. FINANCIAL STRATEGY** (Pages 7 - 18)

To consider a report by the Head of Financial Services .

**S Couper
388103**
 - 4. GROWING SUCCESS - PERFORMANCE MONITORING**
(Pages 19 - 26)

To consider a report by the Head of Policy on progress of the review of the Corporate Plan.

**I Leatherbarrow
388005**
 - 5. THE SANCTUARY PROJECT** (Pages 27 - 28)

To receive a report by the Development and Community Manager seeking the Cabinet's approval to sign and seal the agreement for the Countywide Domestic Violence Sanctuary Project.

**S Hansen
388341**
 - 6. PAXTON PITS NATURE RESERVE** (Pages 29 - 32)

To consider a report by the Head of Legal and Estates and the Countryside Services Manager regarding a proposal to extend Paxton Pits Nature Reserve.

Plans showing the layout of the existing pits are attached to the agenda separately.

**K Phillips
388260**
 - 7. GAMBLING ACT 2005: STATEMENT OF LICENSING PRINCIPLES** (Pages 33 - 74)

By way of a report by the Head of Administration to consider a

R Reeves

- draft Gambling Act 2005 Statement of Licensing Principles and to approve it as a basis for further discussion and consultation. **388003**
- 8. PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY** (Pages 75 - 86)
- To consider a report by the Overview and Scrutiny Panel (Service Delivery) **A Roberts
388009**
- 9. GODMANCHESTER (POST STREET) CONSERVATION AREA MANAGEMENT PLAN** (Pages 87 - 88)
- To consider the draft Conservation Area Management Plan for Godmanchester (Post Street) and to approve it as a basis for further discussion and consultation. **R Probyn
388430**
- 10. KEYSTON CONSERVATION AREA MANAGEMENT PLAN** (Pages 89 - 90)
- By way of a report by the Planning Policy Manager to consider the Draft Conservation Area Management Plan for Keyston and to approve it as a basis for further discussion and consultation. **R Probyn
388430**
- 11. GODMANCHESTER (EARNING STREET) CONSERVATION AREA MANAGEMENT PLAN** (Pages 91 - 92)
- To consider the draft Conservation Area Management Plan for Godmanchester (Earning Street) and to approve it as a basis for further discussion and consultation. **R Probyn
388430**
- 12. STONELY CONSERVATION AREA MANAGEMENT PLAN** (Pages 93 - 94)
- To consider the Management Plan for Stonely and to approve it as a basis for further discussion and consultation. **R Probyn
388430**
- 13. URBAN DESIGN FRAMEWORK & MASTER PLAN: ST. MARY'S URBAN VILLAGE, ST. NEOTS** (Pages 95 - 108)
- To consider a report by the Planning Policy Manager on consultation responses received in respect of the draft Urban Design Framework for St. Mary's village and seeking approval for the adoption of a revised framework as Interim Planning Guidance. **R Probyn
388430**
- 14. NEW OPERATIONS CENTRE AND HEADQUARTERS - REPORT OF THE CUSTOMER FIRST & ACCOMMODATION ADVISORY GROU** (Pages 109 - 112)
- To consider the report of the meeting of the Customer First & Accommodation Advisory Group held on 26th July 2006. **C Deller
388007**

15. ST. NEOTS LEISURE CENTRE MANAGEMENT COMMITTEE - REPRESENTATION

To note the resignation of Councillor R W Eaton from St. Neots Leisure Centre Management Committee and consider the appointment of Councillor Mrs D E Collins to the vacancy following her nomination by the Liberal Democrat Group.

16. EXCLUSION OF PRESS AND PUBLIC

To resolve:

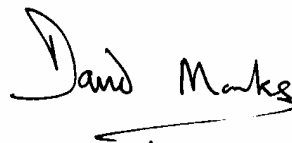
that the public be excluded from the meeting because the business to be transacted contains exempt information relating to terms proposed in the course of negotiations for the acquisition or disposal of property or the supply of goods or services.

17. NEW OPERATIONS CENTRE AND HEADQUARTERS - PROGRESS UPDATE (Pages 113 - 114)

To consider a report by the Head of Technical Services

**R Preston
388340**

Dated this 30th day of August 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 /e-mail: if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Cabinet.

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

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

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

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

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit 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, 20 July 2006.

PRESENT: Councillor I C Bates – Chairman.

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

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor P L E Bucknell.

37. MINUTES

The Minutes of the meeting of the Cabinet held on the 29th June 2006 were approved as a correct record and signed by the Chairman.

38. MEMBERS' INTERESTS

Councillor Bates declared a personal interest in Minute No. 46 by virtue of his membership of Cambridgeshire Horizons.

Councillor Rogers declared a personal interest in Minute No. 51 as the District Council's representative on the Huntingdonshire Citizens Advice Bureau.

39. REVENUE MONITORING:2005/06 REVENUE OUTTURN & 2006/07 BUDGET

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which contained details of the outturn of revenue expenditure for 2005/06 and the variations between the original and revised budget provision for that year.

Having noted the total net variations of £1.986m from the original budget and the action to be taken to enhance the budget monitoring process in the future, it was -

RESOLVED

- (a) that the spending variations for the revenue budget 2005/06 be noted;
- (b) that the preliminary view of additional savings required in 2006/07 be noted; and
- (c) that the action to be taken to improve financial monitoring as outlined in Annex D to the report be noted.

40. CAPITAL MONITORING 2005/06 OUTTURN AND 2006/07 BUDGET

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) detailing the outturn of capital expenditure during 2005/06, and the implications for 2006/07.

Having noted those projects which had been delayed in 2005/06 and information on the schemes which had incurred additional costs, it was

RESOLVED

- (a) that the capital schemes monitoring reproduced at Annex B to the report now submitted be noted;
- (b) that the spending variations reported in paragraphs 2.3 and 2.4 of the report and the receipt of additional disabled facilities grant be noted;
- (c) that the deferrals from 2005/06 and the forecast variations for the current year as set out in paragraph 4.1 be noted; and
- (d) that the revenue implications of the variations in 2006/07 and 2007/08 be noted.

41. BUDGET AND MTP PROCESS 2007/2012

Consideration was given to a report by the Head of Financial Services (a copy of which is appended in the Minute Book) regarding the preparation, consideration and review of the financial strategy, 2007/08 Budget and the 2008/12 Medium Term Plan.

Having been advised of the views expressed by the Overview and Scrutiny Panel (Corporate and Strategic Framework), the Cabinet

RESOLVED

- (a) that the timetable and stages for considering the financial strategy, budget and MTP be approved; and
- (b) that the proposed approach to identify savings be noted.

42. MEDIUM TERM PLAN: REQUEST FOR THE RELEASE OF FUNDS

With the assistance of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet

RESOLVED

that the relevant funding as outlined in the revised Annex A to the report now submitted be released from the Medium Term Plan (Scheme Ref: 615) in respect of the Social Housing Grant for Affordable Housing.

43. QUARTERLY SUMMARY OF DEBTS WRITTEN OFF

The Cabinet received and noted the report by the Head of Revenue Services (a copy of which is appended in the Minute Book) summarising debts which had been written off during April-June 2006 as irrecoverable.

44. HOUSING STRATEGY 2006-11

By way of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) Members were acquainted with the content of the Housing Strategy 2006-11, Empty Homes Strategy 2006-11 and Homeless Strategy 2006-08.

Having been advised that the documents would be submitted to Go-East, in September 2006, the Cabinet

RESOLVED

that the Council be recommended to approve the Housing Strategy 2006-11, Empty Homes Strategy 2006-11 and Homelessness Strategy 2006-08 for submission to Go-East.

45. THE DUTY TO PROMOTE RACE EQUALITY: UPDATE TO RACE EQUALITY SCHEME

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 copy of a Race Equality Scheme for the Council as required by the Race Relations Act.

Having noted the aims and objectives of the scheme and the associated action plan, the Cabinet

RESOLVED

that the contents of the Race Equality Scheme and associated Action Plan attached to the report now submitted be approved.

46. QUALITY OF LIFE STRATEGIES - ARTS CULTURE, MAJOR SPORTS FACILITIES, & GREEN INFRASTRUCTURE.

By way of a report by the Head of Planning Services, the Cabinet was invited to consider three Quality of Life Documents:

- ◆ Green Infrastructure Strategy for the Cambridge Sub-Region;
- ◆ A major sports facilities strategy for the Cambridge Sub-Region; and
- ◆ Cambridge Sub-Region Culture and Arts Strategy commissioned by Cambridgeshire Horizons to help shape and guide growth across the sub-region. Copies of the documents are appended in the Minute Book.

Whereupon, it was

RESOLVED

- (a) 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;
- (b) that projects in the Green Infrastructure Strategy for the Cambridge Sub-Region in Huntingdonshire be considered for incorporation in the forthcoming Planning Obligations Supplementary Planning Document; and
- (c) that the content of the Cambridge Sub-Region Culture and Arts Strategy and the Major Sports Facilities Strategy be noted and the outcomes of further discussion with Cambridgeshire Horizons and adjoining authorities on the provision and financing of strategic sports and culture and arts facilities awaited.

47. EAST OF ENGLAND PLAN: REPORT OF EXAMINATION IN PUBLIC

With the aid of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet was acquainted with a summary of the independent Panel's report of the Public Examination of the draft East of England Plan. Members were reminded that the plan outlined the strategic planning approach proposed for the East of England until 2021 and would set out the Strategic Planning Framework to guide future development.

In considering the terms of a suggested response, Members also endorsed references with regard to a limitation of four sub-regions in the Eastern Region and the need for appropriate steps to ensure the availability of adequate water resources.

RESOLVED

that the Head of Planning Services, after consultation with the Executive Councillor for Planning Strategy, be authorised to make representations to the East of England Regional Assembly based on the content of paragraph 3 of the report now submitted.

48. GREAT FEN PROJECT - MEMORANDUM OF AGREEMENT

Further to Minute No.02/32 and by way of report by the Director of Operational Services (a copy of which is appended in the Minute Book) Members were acquainted with progress on the project to restore over 3,000 hectares of wetland in and around the Woodwalton Fen and Holme Fen Nature Reserves by way of a partnership of organisations comprising the District Council, the Environment Agency, English Nature and the Wildlife Trust for Cambridgeshire.

Having considered the content of the draft Memorandum of Agreement designed to replace and strengthen the existing Memorandum of Understanding for the project, the Cabinet

RESOLVED

that the Director of Operational Services be authorised to sign a Memorandum of Agreement between the Wildlife Trust, English Nature, Environment Agency and the District Council in relation to the Great Fen Project.

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

Consideration was given to a report by the Head of Planning Services (a copy of which is appended in the Minute Book) to which was attached draft copies of a Boundary Review, Character Statement and Management Plan for the St Neots Conservation Area.

In noting the main aims and objectives of the documents, Members were advised that the boundary review proposed to amalgamate 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. Whereupon, it was

RESOLVED

that the Boundary Review, Character Statement and Management Plan for the St Neots Conservation Area be approved as a basis for public consultation.

50. CONFIDENTIALITY AGREEMENT

Members considered a report by the Head of Legal and Estates (a copy of which is appended in the Minute Book) regarding the possible relocation of Marshall of Cambridge Aerospace Limited and the availability of the Company's business plans in order to inform discussion among the local authorities and other organisations involved.

Having acknowledged the commercially sensitive nature of the business plan, the Cabinet

RESOLVED

that the Director of Central Services be authorised to enter into a Confidentiality Agreement with Marshall of Cambridge Aerospace Limited on behalf of the District Council and the Director of Operational Services appointed as the designated Officer under the Agreement.

51. CITIZENS ADVICE BUREAU, HUNTINGDON

Consideration was given to a report by the Head of Legal and Estates (a copy of which is appended in the Minute Book) outlining details of a

request from the Citizens Advice Bureau for the Council to act as a guarantor of a lease of new premises, in All Saints Passage, Huntingdon.

Whereupon, it was

RESOLVED

that the Executive Director of Central Services, be authorised to approve arrangements for the Council to act as guarantor for a lease of premises in All Saints Passage, Huntingdon to the Citizens Advice Bureau.

Chairman

CABINET

7 SEPTEMBER 2006

FINANCIAL STRATEGY (Report by the Head of Financial Services)

1 PURPOSE

- 1.1** This report updates the Financial Forecast so that any necessary changes to the Council's Financial Strategy and the approach to this year's review of the MTP can be assessed. It also seeks Member approval of a list of proposed savings.
- 1.2** This report will be considered by the Overview and Scrutiny Panel (Corporate and Strategic Framework) on 5 September and Cabinet will then have the opportunity to consider their comments on 7 September prior to making their own recommendations to Council (27 September).

2 BACKGROUND

- 2.1** The Council's existing financial strategy and Medium Term Plan (MTP) recognise the challenge facing the Council if it is to balance the increased costs of higher than RPI inflation and increasing public expectations for services (whether from local people or via the Government) with constraints on resources, due to Government Grants not rising proportionally and wishing to minimise Council Tax increases.
- 2.2** Previously, the Council planned to increase the Band D Council Tax by £12 per year but, as a result of being capped, limited future increases in Council Tax to the higher of 5% and that resulting from a 5% increase in Budget Requirement to minimise the risk of further capping and this has become a key element of the future strategy. It significantly reduces the options available despite the Council Tax level (£104.69) being very low. It is in the lowest 8% of the 238 English District Councils which range from £59 to £275 with an average of £145.
- 2.3** The table below summarises the plan agreed last year which was based on identifying significant savings over the coming years.

APPROVED PLAN	Budget	MTP			
	2006/07	2007/08	2008/09	2009/10	2010/11
Revenue Spending	£M	£M	£M	£M	£M
Net Spending before savings	19.3	20.7	22.6	25.0	26.9
Savings Target	-1.0	-1.6	-2.2	-2.8	-3.3
Net Spending	18.3	19.1	20.5	22.2	23.5
Funding	-16.8	-18.0	-18.9	-19.8	-20.8
DEFICIT – Met from Reserves	-1.5	-1.2	-1.6	-2.4	-2.7
Council Tax	£104.69	£109.91	£116.50	£123.60	£134.33
Increase %	5.0%	5.0%	6.0%	6.1%	8.7%
Capital Spending	£000	£000	£000	£000	£000
Met from Reserves	14.5	18.0	11.9	1.1	1.1
Borrowing	0	0	0.8	6.1	3.9
Total	14.5	18.0	12.7	7.2	5.0

- 2.4** The Council is debt-free and has high levels of revenue and capital reserves (£18M and £42M respectively at April 2006) which currently provide significant financial flexibility and provide the lead time to bring efficiency savings on line. Maximising efficiency savings will limit the need for reductions in services but inevitably there will need to be some in due course.
- 2.5** The Council has continued to spend carefully and this, together with a number of events outside of its control, has resulted in last year's outturn being £2m less than budgeted. This can be retained in Revenue Reserves to increase future flexibility. £145k of revenue spending and £3M of capital spending have been brought forward to the current year. Cabinet received a report on the outturn at its July meeting and approved a number of measures to improve the accuracy of budget monitoring.
- 2.6** Much of last year's lower than expected outturn was due to temporary circumstances but a thorough review is underway and opportunities to reduce budgets will be taken and added into the savings exercise in due course.
- 2.7** Although additional revenue reserves provide more flexibility the Council faces unavoidable significant increases in its costs over the coming years such as inflation in excess of RPI (particularly on fuel, pensions and pay) and the loss of substantial interest on reserves as they are used to fund capital expenditure (in the next few years) and revenue expenditure (more gradually). Thus the identification and delivery of savings remains an unavoidable element in the Council's financial strategy.

3. SAVINGS

- 3.1** Overview & Scrutiny and Cabinet received a report in June/July that stated that the aim should be for the Council to reach the position where the savings for the following year are identified by the preceding December. It was envisaged that this might not be achievable for the 2007/08 savings due to the time needed to deal with the 2006/7 target.
- 3.2** The Chief Officers' Management Team, following discussions with Executive Councillors, has identified a list of proposed savings for member consideration. The table below summarises the results which are shown in detail in Annex A.

		2006/07	2007/08	2008/09	2009/10	2010/11
		£000	£000	£000	£000	£000
Total of savings proposals	Min	-539	-1,149	-1,375	-1,375	-1,321
	Max	-539	-1,271	-1,525	-1,525	-1,471
Other net variations identified to date (temporary and permanent)		-42	+1	-184	-184	-184
Combined Position	Min	-581	-1,148	-1,559	-1,559	-1,505
	Max	-581	-1,270	-1,709	-1,709	-1,655
Savings Targeted for this exercise		-574	-1,123	-1,700	-1,800	-1,800
Savings Target Per 2006 Budget (net of savings previously identified)		-574	-1,123	-1,709	-2,346	-2,898

- 3.3 Given that the targets for 2006/07, 2007/08 and potentially 2008/09 can be achieved it has been assumed **for the purpose of this forecast** that savings targets are achievable. This will be reviewed in the next cycle of meetings, to take account of Member decisions on the specific items, and each year when the forecast is revised.

4. PLANNING ASSUMPTIONS

- 4.1 The following items need to be considered in order to update the forecast:

- Inflation : General inflation, pay inflation and assumed increases in fees and charges
- Interest Rates
- 2005/06 outturn (revenue and capital)
- Growth in the Council Tax base
- Growth in Government Support
- Minimum level of revenue reserves
- Service Changes 2006 to March 2011
- Service Variations post April 2011
- Other significant items.

4.2 Inflation

General inflation continues to be based on 2.5%. Pay inflation has been retained at 3% (the 2006 award was 3%), additional allowance has been included for fuel prices which continue to escalate and pension costs are based on the actuary's requirements up to 2010/11. It will be important to regularly review these figures each year, as Huntingdonshire's position on the edge of the buoyant Cambridge sub-region and national shortages of staff in key professions result in additional upwards pressures on pay levels and contract prices.

4.3 Interest Rates

Forecasting future interest rates is problematic at the best of times. It has been assumed that we will earn 5% on our investments this year, 5.25% in 2007/08 and 5% thereafter. This will be reviewed at later stages of the budget process. An extra 0.25% would produce an extra £100k next year but as reserves fall in later years the impact becomes insignificant.

The Interest rate for borrowing has been assumed at 4.35% when required.

4.4 2005/06 outturn (revenue and capital)

Reserves have been adjusted for the actual position at April 2006 and allowance made for the revenue and capital spending brought forward from 2005/06.

4.5 Growth in the Council Tax base

Historically it has been assumed that new properties being built will result in a 1% increase in the Council Tax that would be collected each year. Recent experience is showing that this is too high because changes in society are resulting in an increased demand for smaller houses (with lower levels of Council Tax) and more houses are being

occupied by single people who are eligible for a 25% discount. The growth factor has therefore been reduced to 0.5% from 2007/08 onwards.

4.6 Growth in Government Support

Members will recall that the Government are still withholding £547k of grant that the Council is due to receive in order to provide safety nets to Councils who are due to have their grant reduced. The speed with which we will get this is problematical but the new 2 year grant announcement gives us some expectation that we will get a further £180k next year.

Historically it has been assumed that grant will rise by a little less than inflation but there is a reasonable logic to assuming there will be some growth due to population increases as this is the main driver for the distribution of grant to District Councils. However this was not previously allowed for because the Grant System used to assume that all Councils levied their Council Tax at a standard rate which was higher than our low level, thus removing much of the benefit. Therefore whilst this assumption has apparently disappeared in the new grant system it would be sensible to be rather cautious in any allowance we make for any growth. The 2.25% annual increase has therefore been increased to 2.75%.

4.7 Minimum level of Revenue Reserves

The Forecast is currently based on allowing Revenue Reserves to fall to £2m and then to be retained at that level. The Council must have sufficient reserves to meet any unexpected difficulties without having to temporarily cut services until it can increase the following year's Council Tax or make alternative service cuts. The actual level is a matter for detailed analysis as they fall towards that level. In the meantime it should be noted that £2M will represent less than 4.5% of gross revenue expenditure by that time.

4.8 Service Variations 2006 to March 2011.

The approved MTP contains many service developments both revenue and capital. The capital schemes amount to £66M gross, £57M net of grants and contributions from other bodies.

4.9 Service Variations post March 2011

It is necessary to consider what general provision for service variations should be made beyond the level to March 2011 agreed in the MTP. It has been assumed that, given the financial position the Council will be facing in the coming years, there should be no additional provision for revenue developments but £3.7M per year for capital investment (at current prices). This would be sufficient **for example** to fund:

	£000
Social Housing Grant	1,000
Leisure Centre Maintenance (300) and regular replacement of fitness equipment (200)	500
Disabled Facilities Grants	900
Vehicle Replacements	600
Other items	700
	3,700

No allowance has been made for unavoidable additional costs other than the Contingency Reserve (£132k). It has been assumed that any additional items that do not meet the criteria for the reserve would need to be funded from savings.

4.10 Other significant items

Various items have emerged from last year's outturn and/or the current years monitoring that are significant enough to be included in the forecast at this time. They include:

- £1.5M of capital spending will be delayed from 2006/07 to 2007/08
- £170k permanent reduction in land charges income.
- A forecast additional cost of concessionary fares of £155k in 2006/07 and £185k in 2007/08. The Council should receive extra grant in 2008/09 to fund the new Government scheme from April 2008.
- Additional salary costs being properly rechargeable to capital.
- Extra interest on investments.

4.11 Items not taken account of

There are also some items that it is not possible to take account of at this stage but which may need to be brought into the MTP before it is approved next February if additional information becomes available in time. These include:

- The VAT position on off-street car parking which is the subject of continuing judgements and appeals. If it is finally resolved in favour of local authorities there will be a benefit of £150k per year.
- Increases in pension contributions post 2010/11 as the Government is consulting on changes to the benefits from the scheme and the level of contributions from employees. Any changes that emerge are likely to have some financial impact by 2012/13.
- The Government's planned White Paper on Local Government and the Lyon's Report on Local Government Funding.

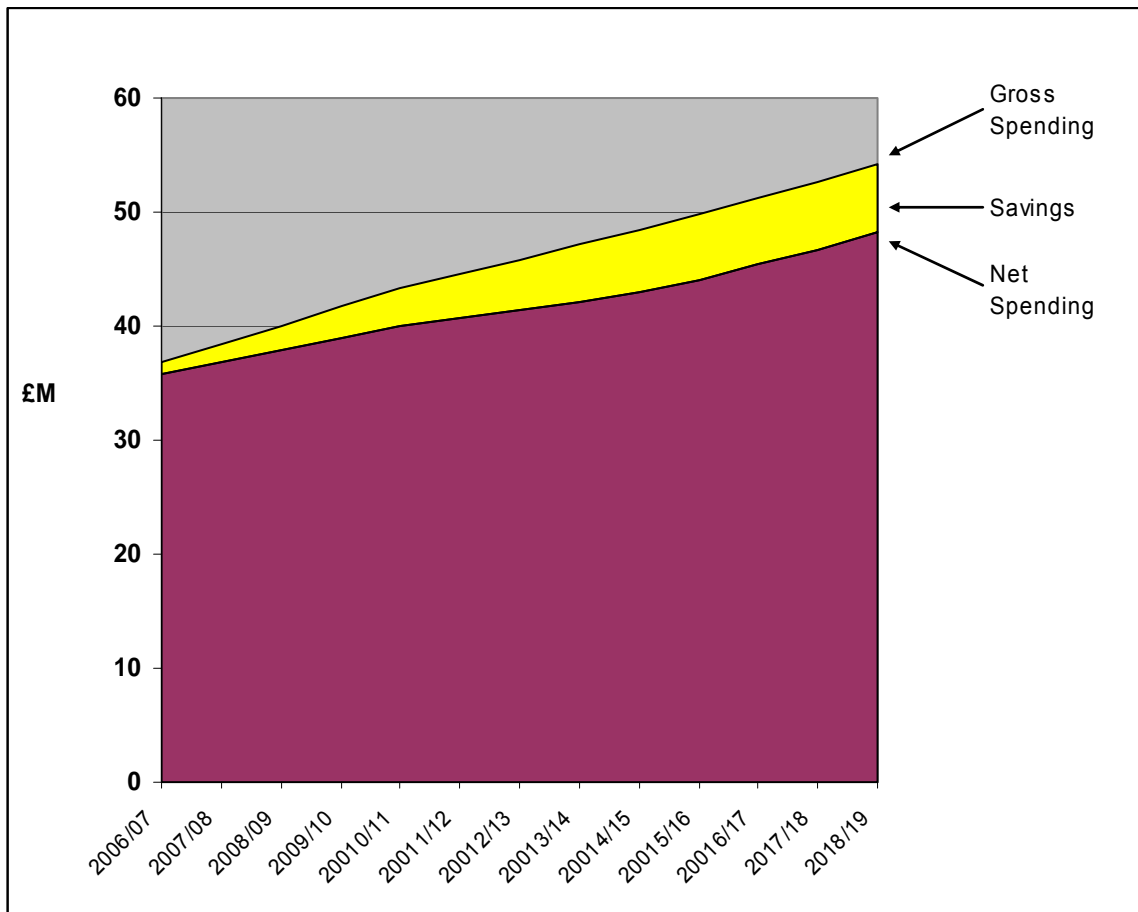
4.12 Sensitivity

The Financial Forecast takes a longer-term view and, within that time frame, many of its assumptions will turn out to be inaccurate and for this reason section 6 below considers how sensitive it is to variations in the main assumptions. Local government exists in a dynamic environment of political change, both local and national, and increasing customer expectations. Because of these uncertainties the existence of a strategy becomes more important as, each time there is a significant change, the impact on the Council's plan can be identified and addressed

5. THE UPDATED FORECAST

- 5.1** The result of the updating described above is quite neutral in its affect. The overall total of the savings required has risen from £5.8M by 2016/17 (as reported to February Council) to £6.0M in 2017/18 before then falling slightly to £5.9M in 2018/19. In future reviews the profile can be fine-tuned to smooth this but, in the meantime, only minor variations to the use of reserves or to the Council Tax increases in particular years allows the planned programme of savings to be retained thus continuing

the strategy agreed by the Council last year. The chart below illustrates this and the actual figures are shown in Annex B.



5.2 However the savings identified for consideration in Annex A are only the starting point of the process and so officers will be reviewing the current approved MTP schemes and any other unavoidable adjustments to the budget during September ready for the next phase of the Budget/MTP process which will be the subject of reports to Overview and Scrutiny and Cabinet during November. Whilst revenue schemes make the most immediate contribution to savings there is also an impact from capital expenditure. In the short term each £1m of capital that can be saved reduces revenue spending by the interest that can be earned on that money, say £50k per year, but this eventually means less borrowing is needed which would save a further £40k per year in loan repayments.

6. SENSITIVITY AND RISKS

6.1 The figures in the Forecast have been adjusted for changes in some factors, to see if they have a significant impact. The table below shows the factor that has been adjusted and the resulting change in the level of savings that would be required:

	Variation in annual permanent savings required by 2018/19
Interest rates investment 0.25% variation from 2007/08	Negligible due to drop in investments already assumed
Interest Rates Borrowing 0.25% variation from 2007/08	£0.1M
General Inflation 0.25% variation from 2007/08	Negligible as long as fees and charges follow same trend
Pay Inflation 0.25% variation from 2007/08	£0.9M
Government Grant 0.25% variation from 2007/08	£0.4M Logically some chance that if pay inflation rises there is less chance of grant decreases
Capital Spend Extra £1M per year from 2011/12	£0.7M

- 6.2** The above table specifically considers the long term impact. For example a 0.25% reduction in investment rate would cost the Council around £100k next year and if nothing could be done to counteract this extra cost then revenue reserves would need to be used more quickly resulting in the targeted savings needing to be found sooner than planned. It would not have a permanent impact though as the forecast is already based on reserves falling to just £2m by 2017/18.
- 6.3** This Forecast is based on the Government maintaining the dual element to its capping regime that it has to date. This has a reasonable likelihood of continuing because the legislation requires capping to be primarily based on increases in a Council's Budget Requirement (i.e. net spending reduced by any funding from revenue reserves). At the same time every Government has been keen to headline capping in terms of the increase in Council Tax. Therefore capping criteria have been based on an Authority failing two tests i.e. the Council Tax increase has exceeded the Government's target **AND** the budget requirement has exceeded the Government's target. These two targets do not have to be the same percentage but the forecast is based on the Council being safe from capping as long as the Council Tax increase does not exceed 5% **AND** the budget requirement does not exceed 5%.
- 6.4** Government pronouncements will have to be reviewed each year before the Council Tax is formally set but it should be appreciated that, even then, the risk cannot be removed because the Government refuses to actually announce the capping level in advance of Council Tax levels being set.
- 6.5** Fortunately, the Council's reserves still allow flexibility if the Council were to be capped again.

7. CONCLUSIONS

- 7.1** Opportunities to increase funding from fees and charges are limited in some services due to statutory or commercial limitations. Council Tax increases are restricted due to potential capping by the Government.

- 7.2 Capital reserves will be used by 2008/09 and revenue reserves will be gradually reduced to leave a minimum level of £2M.
- 7.3 Borrowing will be used to fund capital spending once reserves have been used. This will be more expensive than simply losing interest on reserves.
- 7.4 Therefore continued savings must be found to achieve a balanced plan.
- 7.5 Annex A lists the savings for member consideration. If approved, these exceed the target for 2006/07 and 2007/08 and thus highlight that, at least for the time being, the updated Forecast, highlighted in the chart in paragraph 5.1 and detailed in Annex B, is realistic.
- 7.6 The changes to the forecast have been quite neutral allowing the previously agreed savings profile to be maintained with just an extra £100k being needed by 2018/19.
- 7.7 Significant savings are still required in later years and so the budget and MTP schemes, both revenue and capital, will be reviewed ready for the Budget/MTP report in November.
- 7.8 Cabinet will have the comments from the Overview & Scrutiny Committee available when they consider this report.

8. RECOMMENDATIONS

8.1 Cabinet is recommended to recommend to Council:

- **That the strategy of a steady profile of savings as shown in the chart in Paragraph 5.1 and detailed in Annex B be retained.**
- **The savings items in Annex A that they support.**
- **That they note that Officers will review all budgets and MTP schemes (revenue and capital) to identify any further opportunities for savings.**

ACCESS TO INFORMATION ACT 1985

Source Documents:

1. Working papers in Financial Services
2. 2005/06 Outturn, 2006/07 Revenue Budget and the 2007/2011 MTP

Contact Officer:

Steve Couper, Head of Financial Services

☎ 01480 388103

ANNEX A

Proposed Saving	Expected Revenue Saving					Comments	Risk
	2006/07 £000	2007/08 £000	2008/09 £000	2009/10 £000	2010/11 £000		
Increase Court fees	45	45	45	45	45	Higher costs being recovered from debtors.	Already implemented.
Revenues and Benefits Finance	12	12	12	12	12	Minor reductions	Little
ICT Infrastructure	23	23	23	23	23	Minor reductions	Little
Call Centre	40	40	40	40	40	No expansion in Cams direct & CCN contracts for call centre.	
Recruit fewer Call Centre Advisors	17	17	17	17	17	Minor reductions	Little
	38	38	38	38	38	Recruit only 4 not 6 new advisors. The reduced capacity to transfer services will mean that for those services that are not transferred there will be no corresponding improvement in customer service.	We may obtain a lower level of cost reduction in back office functions.
Change District elections to all out every 4 years starting in 20010/11					-54	Subsequent savings of £87k per year in non-election years	
Reduce Cabinet membership by one	3	7	7	7	7		
Review Conference attendances for Members and Officers	0	10	10	10	10		
Delete Admin support post	20	20	20	20	20		
Savings from share of Community Services admin costs relating to Leisure	0	10	10	10	10		
Reduction in Leisure Centre Trainees (2)	10	20	20	20	20		
Increase income from direct debit swimming lessons	30	30	30	30	30		
Replace St Ivo Shooting Range with extended Fitness Suite or similar	0	25	75	75	75	Net of lost interest on £500k capital investment required	
Increase Leisure Centre income through increase to Advantage prices for all member categories	0	25	25	25	25		adverse public reaction – possible loss of custom

Proposed Saving		Expected Revenue Saving					Comments	Risk
		2006/07	2007/08	2008/09	2009/10	2010/11		
Increase other leisure activity prices above general rate of inflation	RR	£000 0	£000 20	£000 20	£000 20	£000 20		
Reduce business support publications: transfer to District Wide, enhanced Web-service	IL	10	10	10	10	10	Further consideration to be given also to reducing volume of other publications by way of more intensive use of "District Wide".	
More advertising in "District Wide"	IL	10	10	10	10	10		
Cease employing Modern Apprentices	PD	10	40	40	40	40		
Delete Offices Renewals Fund annual contribution	RP	57	57	57	57	57		None
Cover vacant Architectural Technician Post with modern apprentice.	RP	4	7	7	7	7	A less experienced Officer in post. Some loss of capacity.	Dependant on results of consultants report
Rescheduling of Refuse/Recycling collection arrangements	RW	0	78	100	100	100	Efficiency Improvement	
Reduced refuse tipping costs	RW	0	200	250	250	250		None
PCSO contribution	SL	46	46	46	46	46	Already Agreed	None
Reduce Emergency Planning training	SL	110	325	325	325	325	Transfer of costs to Police.	Nil
Delete contribution to PCT for Director of Public Health	SL	5	10	10	10	10	May be funded by County	
Reduction in Grants – Community Initiatives	SL	0	9	9	9	9	PCT restructuring, HDC not committed to contributing to new Countywide DPH)	
Review of Car Parking Strategy	SI	0	50	50	50	50	Loss of service to charitable groups. No new grants above existing commitments.	
Reduction in Planning Conservation Grants	SI	Nil	50	200	200	200	Anticipated extra income following Strategy Review	This would require charging for some long stay.
Efficiency improvements in planning	SI	35	35	35	35	35	Less grant aid to buildings at risk and a reduction in the pro-active conservation work undertaken.	None
Consultancy costs in Planning	SI	10	30	30	30	30	Efficiencies resulting in cost savings.	Increases in applications could require further spending
	SI	0	18	18	18	18	Certain costs have already been committed for this year.	Changing circumstances could generate new consultancy demands.

SEPTEMBER 2006 FORECAST	BUDGET										MTP										FORECAST									
	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	2017/18 £000	2018/19 £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	2017/18 £000	2018/19 £000				
2006/7 BUDGET/MTP before savings	19,331	20,706	22,610	24,999	26,858	27,820	28,999	30,160	31,324	32,539	33,727	35,085	36,446																	
Interest and Borrowing Variations	-325	-393	-237	-211	-146	-135	-100	-86	-71	-57	-40	-32	-36																	
Inflation Variations	112	125	164	208	78	59	85	155	141	174	256	89	52																	
Other Variations	178	131	-54	-54	-54	146	146	146	146	146	146	146	146																	
Forecast Total before savings	19,296	20,569	22,483	24,942	26,736	27,890	29,130	30,375	31,540	32,802	34,089	35,288	36,608																	
2006/07 Total Savings Required	-1,026	-1,573	-2,157	-2,792	-3,342	-3,892	-4,442	-4,992	-5,492	-5,776	-5,826	-5,764	-5,696																	
Extra Savings Now Required	0	0	0	0	0	0	0	0	0	0	0	0	0																	
Revised Savings Total	-1,026	-1,573	-2,157	-2,792	-3,342	-3,892	-4,442	-4,992	-5,492	-5,776	-5,826	-5,989	-5,925																	
NEW FORECAST	18,270	18,996	20,326	22,150	23,394	23,998	24,688	25,383	26,048	27,026	28,263	29,299	30,683																	
% increase	17.8%	4.0%	7.0%	9.0%	5.6%	2.6%	2.9%	2.8%	2.6%	3.8%	4.6%	3.7%	4.7%																	
Deficit Funded from Revenue reserves	1,491	1,057	1,489	2,372	2,627	2,193	1,792	1,343	805	521	433	77	0																	
Budget Requirement	16,779	17,939	18,837	19,778	20,767	21,805	22,896	24,040	25,243	26,505	27,830	29,222	30,683																	
% increase	9.8%	6.9%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%																	
FUNDING																														
Government Support	-10,892	-11,650	-12,162	-12,684	-13,033	-13,391	-13,759	-14,138	-14,526	-14,926	-15,336	-15,758	-16,192																	
Collection Fund Deficit	74	0	0	0	0	0	0	0	0	0	0	0	0																	
Council Tax	-5,961	-6,289	-6,674	-7,095	-7,734	-8,414	-9,136	-9,903	-10,717	-11,579	-12,494	-13,463	-14,491																	
COUNCIL TAX LEVEL	£104.69	£109.91	£116.05	£122.75	£133.15	£144.13	£155.73	£167.95	£180.85	£194.43	£208.75	£223.83	£239.72																	
% increase	5.0%	5.0%	5.6%	5.8%	8.5%	8.2%	8.0%	7.8%	7.7%	7.5%	7.4%	7.2%	7.1%																	
Remaining revenue reserves EOY	16,709	15,652	14,163	11,791	9,164	6,971	5,179	3,836	3,031	2,510	2,077	2,000	2,000																	
Remaining capital reserves EOY	28,688	11,591	0	0	0	0	0	0	0	0	0	0	0																	
Interest included in net budget	-3,110	-2,433	-1,483	-968	-851	-732	-632	-553	-499	-468	-449	-441	-446																	

“GROWING SUCCESS” — PERFORMANCE MONITORING (Report by the Head of Policy)

1. INTRODUCTION

- 1.1 The purpose of this report is to present to Members performance data for the period April to June 2006.

2. BACKGROUND INFORMATION

- 2.1 The Council have adopted a corporate plan – “Growing Success” – which includes a series of measures or local performance indicators to help judge levels of success in achieving priorities. “Growing Success” provides the context for the Council’s comprehensive performance management framework. This framework provides for quarterly reporting of progress against targets so that any necessary remedial action can be taken. The framework also provides for an end-of-year review of the plan, results and targets so that the Council are focused on achieving their priorities.
- 2.2 As part of the early stages of the annual review, it became apparent that the objectives which support the Council’s priorities and outcomes needed to be more specific and understandable. Training undertaken with Executive Councillors suggested that the Council’s objectives could be updated and presented in a format which linked them with significant activities or projects, along with the underlying “day-to-day” activities set out in service plans. In addition, Executive Councillors felt that members of the Overview & Scrutiny Panels should have a close involvement in the review of the objectives prior to presentation to Cabinet and Council.
- 2.3 The review of Growing Success is being undertaken by a Working Group of members appointed by the Overview and Scrutiny Panels and an interim report is due to be considered by the Corporate and Strategic Framework Panel on 5th September. In the meantime performance monitoring is continuing on the basis of the existing plan.

3. PERFORMANCE DATA

- 3.1 The following performance data is appended for consideration:
- Appendix A shows the results for the Council’s local measures or performance indicators as set out in the Corporate Plan – “Growing Success”.
 - Appendix B provides a summary of achievement for the action plans which comprise the Council’s Improvement Plan.
- 3.2 The schedules have been colour coded as follows:-
- green – achieving target or above;
 - amber – between target and an “intervention level (the level at which performance is considered to be unacceptable and action is required);

- red – the intervention level or below; and
- grey – data is currently unavailable.

4. RECOMMENDATIONS

4.1 The Cabinet is invited to consider progress against targets





Background Papers



"Growing Success" – Corporate Plan

Contact Officer: Howard Thackray, Policy & Research Manager
☎ (01480) 388035


Growing Success - April 2006 to June 2006

Community benefits we deliver:

Outcome	Lag or end of year Measure	Target for 2005/06	Actual 2005/06	Lead or interim Measure	Target 2005/06	Actual April to June 06	Comments
Good reputation	Comprehensive Performance Assessment (CPA) rating	Excellent	Excellent	% of CPA improvement plan outcomes on track.	80%		See Annex B
Good value for money	% satisfied with level of Council Tax for services provided (Taken from annual survey March 2006)	60%	 53.8%	% projected average annual council tax increase for the next 5 years	5%	5%	
Good quality of life	% satisfied with Huntingdonshire as a good place to live	88%	 91.4%	% of residents who have a clear understanding of council tax paid for services provided by the council.	70%		Will not be measured until 2007
Safe and Active Communities	% who feel safe	85%	 90%	% of lead targets for the six priority areas forecast to be met	80%	73%	117 measures 85 green = 73%
Healthy Population	Average life expectancy Males female	77.5 yrs males 81.6 yrs females	77.9 81.6	% of targets for Safe & Active Communities forecast to be met	80%	50%	16 measures – 8 green =50% 2 red 5 grey
Clean, Green and Attractive Environment	% satisfied that Huntingdonshire is a clean, green and attractive place	75%	 83.2%	% of targets for Healthy Population forecast to be met	80%	53%	17 measures 9 green = 53% 5 red 2 amber 1 grey
Housing that meets Local Needs	% of housing needs targets achieved	80%	83%	% of targets for Clean, Green and Attractive Environment forecast to be met	80%	79%	33 measures 26 green = 79%
				% of targets for Housing that meets Local Needs forecast to be met	80%	86%	22 measures – 19 green = 86%

Outcome	Lag or end of year Measure	Target for 2005/06	Actual 2005/06	Lead or interim Measure	Target 2005/06	Actual April to June 06	Comments
Strong & Diverse Economy	The number of local jobs	75,000	 73,000	% of targets for Strong and Diverse Economy forecast to be met	80%	77%	9 measures 7 green = 77%
Accessible Services and Transport Choices	% who feel they have good access to services	60%	 58%	% of targets for Accessible Services & Transport Choices forecast to be met	80%	80%	20 measures 16 green =80%

Internal process we must excel at:

Outcome	Lag or end of year Measure	Target for 2005/06	Actual 2005/06	Lead or interim Measure	Target 2005/06	Actual April to June 06	Comments
Effective community leadership	% who believe we have clear direction and priorities	70%	 54%	% of employees who believe we have clear direction and priorities (Staff survey July 05)	90%	50.6%	Lead measure will be changed as it less frequent than end of year measure
High quality service delivery	% of customers rating service quality as good or better	65%	71%	% of service delivery targets achieved	65%		Not all data available in this period
Effective partnerships	% of partnership targets achieved	80%		% of partnerships which comply with the council's framework	90%		Development of framework. Data available 2nd Ort 2006/07
Effective management	Revenue expenditure as a percentage of budget	95%	95%	Forecast outturn	90%	99%	
	Capital expenditure as a percentage of budget	95% +/- 5%	44%	Forecast outturn	95% +/- 5%,	98%	

Outcome	Lag or end of year Measure	Target for 2005/06	Actual 2005/06	Lead or interim Measure	Target 2005/06	Actual April to June 06	Comments
	% of effective management outcomes in resource strategies achieved	85%		% of effective management actions on track	85%		Development of framework underway. Data available following appraisals (2006)
Managing Expectations	% of people with an accurate understanding of our service standards	80%	67.6%	% of services for which we have defined and communicated service standards	100%		

What do our people think and do they have the right skills:

Outcome	Lag Measure	Target 2005/06	Actual 2005/06	Lead Measure	Interim/Lead Target	Actual April to June 06	Comments
Employees and Members with the right skills	% of employees with appropriate skills	80%		% of training & development plans completed	80%	50% (estimate)	PD Plans developed following 2006 appraisals
	% of Members who have attended appropriate courses	80%	48.8%	% of Members for whom training requirements has been identified	100%	75%	Changed measure (Survey in June 06)
Innovation and improvement	% of staff who feel we have a culture of innovation	60%	34.8% (05/06)	No. of suggestions made per quarter	20	20	
				No. of innovation awards made per quarter	2	2	

Outcome	Lag Measure	Target 2005/06	Actual 2005/06	Lead Measure	Interim/Lead Target	Actual April to June 06	Comments
Key behaviours demonstrated and valued	% of staff who feel that key behaviours are valued	70%		% of employees demonstrating key behaviours	80%		Organisational values adopted. Data available following appraisals (2007).
Share & Use Knowledge	% of staff who feel we are a learning organisation	80%	70%	% of completed projects for which post-project appraisals have been completed and published	90%		Development of project appraisal methodology underway.
				No. of examples of knowledge sharing per month	20		System for recording knowledge sharing being developed.

ANNEX B

CPA IMPROVEMENT PLAN – PROGRESS REPORT UP TO 30th
June 2006

Subject	Proposed Action	
Access and Accommodation	<ul style="list-style-type: none"> • Complete accommodation review • Complete DDA compliance survey and works • Deliver Customer First programme 	
Benefits	<ul style="list-style-type: none"> • Processes for developing and changing local procedures. • Management checks of benefit assessments. • Improvements in processing time. • Revising documentation. • Vetting arrangements for new staff • Fraud investigation and • recovery of over-payments 	
Capacity	<ul style="list-style-type: none"> • Review spending and resource allocation plans to ensure delivery of priorities. • Delivery of People Strategy 	
Children and Young People	<ul style="list-style-type: none"> • Adopt “Here by Right” standard. • Develop corporate protection policies 	
Corporate Governance	<ul style="list-style-type: none"> • Achievement of Corporate Governance framework. 	
Diversity and user focus	<ul style="list-style-type: none"> • Revise equality and inclusion strategy. • Complete “Mapping Diversity” project. • Use research and consultation data to plan and improve services. • Complete race assessments and implementation of actions. • Promote compliance with Disability Discrimination Act. 	
Financial Management	<ul style="list-style-type: none"> • Completion of programmed improvements. 	
Housing	<ul style="list-style-type: none"> • Implementation of BVR – Balancing Housing Need – which incorporates improvements identified during the CPA • BME survey • Traveller Needs Survey • Conduct stock condition survey 	
Learning & Knowledge	<ul style="list-style-type: none"> • Adopt systematic approaches to learning and sharing knowledge. • Mapping Diversity Project, Traveller Needs Survey, Housing Survey. “Here by Right” programme. 	
Overview & Scrutiny	<ul style="list-style-type: none"> • Implement overview and scrutiny development plan. • Integrate corporate performance management framework with scrutiny process 	
Partnership Working	<ul style="list-style-type: none"> • Develop Partnership framework • Monitoring and evaluation of partnership success • Implement “Next Steps” and performance management system for Huntingdonshire Strategic Partnership. • Contribute to the development and achievement of Local Public Service Agreements 	
Performance Management	<ul style="list-style-type: none"> • Complete project plan to implement comprehensive performance management framework, including 	

	publication of service standards	
Priorities and Vision	<ul style="list-style-type: none"> • Facilitate strategic choices. • Initiate review programme, including external challenge, based on priorities and informed by CPMF. • Prepare and implement communications plans. 	
Procurement	<ul style="list-style-type: none"> • Review procurement strategy in relation to Gershon report, national procurement strategy and principles of sustainability 	
Risk Management	<ul style="list-style-type: none"> • Complete risk registers • Link to new service planning framework. • Complete business continuity plans 	

CABINET

7TH SEPTEMBER 2006

SANCTUARY PROJECT
(Report by Head of Environment and Community Health Development services)

1. PURPOSE

- 1.1 To obtain Cabinet's approval to sign and seal the agreement for the countywide Domestic Violence Sanctuary Project.

2. BACKGROUND

- 2.1 A sanctuary scheme provides home security measures to allow victims of domestic violence (and their children) to remain in their own home, where they chose to do so, in the knowledge that they have a safe retreat from the perpetrator. Sanctuary schemes are a recommended requirement for all local authorities under Best Value Performance Indicator 225.
- 2.2 There are considerable benefits of enabling domestic violence victims to remain in their own home: the social benefits and lack of disruption to education, employment and family networks and the cost can be considerably less than the provision of emergency accommodation.

3. THE SANCTUARY PROJECT

- 3.1 The Sanctuary Project for Huntingdonshire was developed through the Huntingdonshire Domestic Violence Forum. As other districts were also developing similar projects it was agreed to procure the services countywide to ensure efficiency and consistency of approach. The funding request was considered and approved by the Huntingdonshire Community Safety Partnership (HCSP) Executive on 28th July 2005. The funding came from the Home Office's Safer and Stronger Communities Fund which is managed by the HCSP Executive.
- 3.2 In 2006/07 £3000 has been allocated by the HCSP Executive for Sanctuary Project capital works in Huntingdonshire. The funds for the Sanctuary Project are held on behalf of the project by Huntingdonshire District Council and the spending is monitored by the Housing Department. If there is extra demand for the services and further funds are required, the Domestic Violence Forum will bid to the HCSP for funding from the pooled partnership funds or to the Huntingdonshire District Council Housing department for Homelessness grant funding.
- 3.3 East Cambridgeshire District Council led on the procurement of the Sanctuary Project services. The contract was awarded to the Luminus Group. The agreement which requires signing is the joint contract between Luminus and the three local authorities who Luminus will be working on behalf of: Huntingdonshire District Council, East Cambridgeshire District Council and Cambridge City Council.

3.4 It has been necessary to appoint a contractor due to two of the local authorities involved no longer owning housing stock and therefore not having access to in-house workmen.

4. RECOMMENDATION

4.0 Cabinet are recommended to

- (a) Consider this report and approve the signing of the contract.

BACKGROUND INFORMATION:

Sanctuary Project Agreement Document

**Contact Officer: Sonia Hansen, Development and Community
Manager
☎ 01480 388341**

**PAXTON PITS NATURE RESERVE
(Joint Report by the Head of Legal & Estates
and the Countryside Services Manager)**

1. INTRODUCTION

- 1.1 This report seeks approval to the extension of Little Paxton Nature Reserve by way of acceptance by the District Council of leases of land adjacent to the Reserve following the termination of gravel extraction operations.

2. BACKGROUND

- 2.1 The Little Paxton Nature Reserve currently consists of 240 acres (edged with a thick black line on plan A appended hereto). Further gravel extraction proposals nearby provide the opportunity to increase this to over 700 acres making it one of the largest nature reserves in Cambridgeshire. The existing Nature Reserve and the additional land comprise the area within the black line on plan B, also appended. The other areas, such as North and South Lakes, will remain in private ownership, but will be available for other potential leisure uses operated by the private sector.

- 2.2 The additional land is jointly owned by Oxford University Chest and Thornhill Settled Estate. Aggregate Industries UK is currently seeking planning consent for the extraction of gravel and the associated restoration. A Section 106 Agreement is being prepared which will incorporate the following key elements:

- £180,000 to cover staffing costs up to 2021
- provision and maintenance of a vehicle for use around the reserve up to 2021.
- £20,000 worth of materials for construction of additional facilities such as a car park
- retention of redundant quarry buildings to develop as volunteer/education facilities
- 29 kilometres of footpaths, bridle paths and cycle ways
- an environmental management plan under which habitats of reed bed, wet woodland and wet meadow will be created

- 2.3 On completion of the restoration it is proposed that several leases will be granted to the District Council on the following terms:

- (i) the leases to be for a minimum period of 80 years with options to extend;
- (ii) the rent to be a peppercorn; and
- (iii) other terms to be agreed

3. IMPLICATIONS

3.1 Financial

3.1.1 The cost of leases of the additional land to the District Council will be covered by the provision to be made in the Section 106 Agreement and from income generated from activities on the site.

3.1.2 The sources of Income could include:

- agricultural grants – it should be possible to obtain approximately £20k per annum and it may be possible to apply for grants for specific projects;
- selling franchises – for example for cycle hire;
- events; and/or
- fund raising – the Friends of Paxton Pits have indicated that they would be willing to increase fund raising activity.

3.1.3 Until 2021 the Section 106 monies will cover staff costs. The maintenance of the paths and cycle ways will be the responsibility of the County Council. Therefore the income that the site generates needs to cover any materials required on site, staff costs after 2021 and any costs relating to the buildings, if the buildings are in use then.

3.2 Economic Development

3.2.1 Currently about 120,000 people visit Paxton Pits each year from all over the country. This figure is expected to increase as the reputation of the Reserve and the facilities and opportunities it offers become more widely known.

4. CONCLUSIONS

4.1 The offer of further leases of land in this area represents an opportunity to extend considerably Paxton Pits Nature Reserve at no direct cost to the District Council. Not only will there be ecological benefits but it will also provide a major leisure attraction for the area.

4.2 Once completed, the Nature Reserve and the adjoining land in private ownership will provide a complex of lakes and public open spaces covering some 1,500 acres in total situated between the River Great Ouse and the A1 stretching from Little Paxton to Diddington. It will have a network of footpaths, bridle paths and cycle ways covering the whole area.

5. RECOMMENDATIONS

5.1 It is recommended that the Director of Central Services, after consultation with the Executive Councillor for Resources & Policy, be authorised to approve detailed terms for the leases.

BACKGROUND INFORMATION

County Council Planning application number: H/05007/03/CM

Contact Officers: Keith Phillips - Estates and Property Manager
☎ (01480) 388260

Pat Knight – Countryside Services Manager
☎ (01480) 388648

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**LICENSING COMMITTEE
CABINET**

**24TH AUGUST 2006
7TH SEPTEMBER 2006**

**GAMBLING ACT 2005
STATEMENT OF PRINCIPLES
(Report by Head of Administration)**

1. INTRODUCTION

- 1.1 The Gambling Act 2005 introduces a new regulatory regime for gambling in this country and establishes the Gambling Commission which has replaced the former Gaming Board.
- 1.2 The Act requires a person who wishes to provide gambling to obtain three forms of licence – operating, personal and premises licences. Operating and personal licences will be issued by the Commission and premises licences by district and unitary councils acting as licensing authorities in a similar format to the powers contained in the Licensing Act 2003.

2. STATEMENT OF PRINCIPLES

- 2.1 The Gambling Act requires all licensing authorities to publish a Statement of Principles on how they intend to approach their responsibilities under the Act. The authority is required to consult widely on a draft statement and the final statement must be approved by full Council.
- 2.2 The first appointed day for the statement to come into effect is 31st January 2007 and it must be published 28 days prior to that date, i.e. 3rd January 2007. The statement must be reviewed before the expiry of 3 years from its first publication but can be amended at any time during that period (subject to consultation before it is changed).
- 2.3 A draft statement of principles is attached. LACORS has produced a template for use by authorities in producing their statements and the attached draft has been modelled on that document.
- 2.4 Subject to approval by the Licensing Committee and the Cabinet, the draft will be advertised in the local press in the week commencing 11th September with a 10 weeks consultation period. Comments as a result of the consultation will be reported to meetings of the Committee and Cabinet on 27th and 30th November to formulate recommendations for submission to the Council meeting to be held on 6th December to enable the statement to be confirmed and adopted.

3. CONCLUSION AND RECOMMENDATION

- 3.1 The Gambling Act is the second major revision to the licensing legislation in as many years, following the implementation of the Licensing Act. It transfers new licensing responsibilities to the Council from the courts and updates all of the existing betting, gaming and lotteries licensing currently undertaken by the authority.


3.2 The Statement of Principles is the first stage of the process in implementing the new legislative requirements and it is

RECOMMENDED

that the attached draft Statement be approved for the purposes of public consultation.

BACKGROUND PAPERS

Gambling Commission Guidance to Local Authorities – April 2006
LACORS model statement of principles under the Gambling Act 2005

Contact Officer: Roy Reeves, Head of Administration
 01480 388003

Gambling Act 2005

Draft Statement of Principles

PREFACE

Under the Gambling Act 2005, a new regime for regulating gambling and betting will be introduced throughout the United Kingdom from 1st September 2007. Apart from the National Lottery and spread betting, all gambling and betting will be regulated by the Gambling Commission, whose duties include licensing the operators and individuals involved in providing gambling and betting facilities.

Huntingdonshire District Council, along with other licensing authorities, has a duty under the Act to licence premises where gambling and betting is taking place and to license certain other activities (for example the registration of small lotteries). This document explains how the District Council, as the licensing authority for Huntingdonshire, intends to approach its responsibilities under the Act.

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

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This Statement of Principles has been drafted at a time when a number of regulations, operating and personal licence conditions, codes of practice and guidance have yet to be published. Should these impact upon the content of this document after their publication, this statement may require amendment at a later stage, bearing in mind resource implications for the authority. All references to the Gambling Commission's Guidance to Licensing Authorities refers to the Guidance published in April 2006.

PART A
GENERAL

1. INTRODUCTION

- 1.1 This Statement of Licensing Principles was approved by the licensing authority at a meeting of the Council held on _____ in accordance with section 349 of the Gambling Act 2005 ('the Act'). Copies are available on request from the licensing authority at Pathfinder House, St Mary's Street, Huntingdon, Cambs. PE29 3TN, and can viewed at public libraries in Huntingdonshire and on the Council's website at www.huntingdonshire.gov.uk
- 1.2 This Statement of Principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence. Each will be considered on its merits and in accordance with the statutory requirements of the Act.

2. HUNTINGDONSHIRE

- 2.1 Huntingdonshire District Council is one of five district councils situated in the County of Cambridgeshire. Huntingdonshire has a population which is currently estimated at 161,700 and covers an area of 906 square kilometres. Huntingdonshire has grown rapidly in recent years but still remains predominately rural with a number of market towns, the largest of which are St. Neots, Huntingdon and St Ives. A map of the District is attached as Appendix A.
- 2.2 The District is prosperous economically with good communications links and lower than average unemployment levels, although relatively small pockets of deprivation exist in the market towns.
- 2.3 There are no areas within the District that are considered particularly suitable or unsuitable for the provision of facilities for gambling. Potential operators should refer to the Development Plan and the emerging Local Development Framework for details about the local planning authority's approach to planning permission for development where such activities may take place by contacting the Planning Division or visiting the authority's website at www.huntingdonshire.gov.uk.

3. GAMBLING COMMISSION

- 3.1 The Gambling Commission regulates gambling in the public interest. It does so by keeping crime out of gambling, by ensuring that gambling is conducted in a fair and open way and by protecting children and vulnerable people. The Commission provides independent advice to the government about the manner in which gambling is carried out, the effects of gambling and the regulation of gambling generally.
- 3.2 The Commission issued guidance to licensing authorities in April 2006 under

section 25 of the Act about the manner in which they should exercise their licensing functions under the Act and, in particular, the principles to be applied. Further guidance is to be issued in two further documents, one concentrating on licensing authorities' responsibilities in respect of society lotteries and the other on the compliance and enforcement responsibilities of authorities. Licensing authorities are required to take account of such guidance.

3.3 The Commission also will issue codes of practice under section 24 of the Act about the way in which facilities for gambling are provided and which may include provisions about how facilities for gambling are advertised or described.

3.4 The Gambling Commission can be contacted at -

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

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

4. LICENSABLE ACTIVITIES

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

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

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

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

4.2 Private gaming in a private dwelling and on a domestic occasion is exempt from licensing or registration providing that no charge is made for participating, only equal chance gaming takes place and it does not occur in a place to which the public have access. Domestic betting between inhabitants of the same premises or between employees of the same company is also exempt. Non-commercial gaming and betting (where no part of the proceeds is for private gain) may be subject to certain exemptions.

4.3 Further advice should be sought (where appropriate) from the licensing authority's licensing section at the above address or by telephoning 01480 387075.

5. THE LICENSING OBJECTIVES

- 5.1 In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the three licensing objectives defined in section 1 of the Act. These are -
- ◆ preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
 - ◆ ensuring that gambling is conducted in a fair and open way; and
 - ◆ protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 5.2 The Gambling Commission has stated that the requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling.
- 5.3 The licensing authority is aware that, in accordance with Section 153 of the Act and in making decisions about premises licences and temporary use notices, it should aim to permit the use of premises for gambling in so far as it thinks it -
- ◆ in accordance with any relevant code of practice issued by the Gambling Commission;
 - ◆ in accordance with any relevant guidance issued by the Gambling Commission;
 - ◆ reasonably consistent with the licensing objectives; and
 - ◆ in accordance with the authority's statement of licensing principles.

6. LICENSING AUTHORITY FUNCTIONS

- 6.1 Under the Act, the Gambling Commission is responsible for the issue of operating licences and personal licences.
- 6.2 The licensing authority will -
- ◆ be responsible for the licensing of premises where gambling activities are to take place by issuing premises licences;
 - ◆ issue provisional statements;
 - ◆ regulate members' clubs that wish to undertake certain gaming activities by issuing club gaming permits and/or club machine permits;
 - ◆ issue club machine permits to commercial clubs;
 - ◆ grant permits for the use of certain lower stake gaming machines at unlicensed family entertainment centres;
 - ◆ receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
 - ◆ issue licensed premises gaming machine permits for premises licensed to sell and supply alcohol for consumption on licensed premises, under the Licensing Act 2003, where there are more than two machines;
 - ◆ register small society lotteries below prescribed thresholds;
 - ◆ issue prize gaming permits;

- ◆ receive and endorse temporary use notices;
 - ◆ receive occasional use notices;
 - ◆ provide information to the Gambling Commission regarding details of licences issued (see section below on information exchange);
 - ◆ maintain registers of the permits and licences that are issued by the authority; and
 - ◆ exercise its powers of compliance and enforcement under the Act in association with the Gambling Commission and other relevant responsible authorities.
- 6.3 The licensing authority will not be involved in the licensing of remote gambling which is the responsibility of the Gambling Commission through the issue of operating licences.
- 6.4 A definitive list of licensable activities for inclusion in this statement of licensing principles has been requested from the Commission and, if supplied, will be incorporated into the statement once received.

7. STATEMENT OF PRINCIPLES

- 7.1 Each licensing authority is required by the Act to publish a statement of the principles which it proposes to apply when exercising its functions. This statement must be published at least every three years, with this first statement coming into effect on 27th January 2007. The statement shall be reviewed and revised from time to time, subject to consultation on any parts thereof which are revised. The statement then will be re-published.
- 7.2 The licensing authority acknowledges that a wide variety of premises will require a licence or a permit, including casinos, tracks, betting shops, bingo halls, pubs, clubs and amusement arcades.
- 7.3 To meet the licensing objectives, the licensing authority will establish a close working relationship with the police, the Gambling Commission and, where appropriate, other responsible authorities. The authority will not seek to use the powers contained in the Act to deal with matters that can be more readily dealt with under other legislation.
- 7.4 Where children, young persons and other vulnerable people are allowed access to premises where gambling takes place, the licensing authority may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under-age gambling where it believes it is right to do so for the prevention of their physical, moral or psychological harm, especially where it receives representations to that effect.
- 7.5 Applicants seeking premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate. However the overriding principle is that all applications and the circumstances prevailing at each premises will be considered on their own individual merits. When applying these principles, the licensing authority will consider, in the light of relevant representations, whether exceptions should be made in any particular case.

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

Preventing gambling from being a source of crime and disorder

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

Ensuring gambling is conducted in a fair and open way

- 7.13 The Gambling Commission does not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be either a matter for the management of the gambling business or will relate to the suitability and actions of an individual. These issues will be addressed by the Commission through the operating and personal licensing regimes respectively.
- 7.14 Because track betting operators do not require an operating licence from the

Commission, the licensing authority may require conditions to be attached to the licence, in certain circumstances, relating to the suitability of the environment in which betting takes place.

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

- 7.15 With limited exceptions, the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are adult only environments.
- 7.16 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children.
- 7.17 When considering whether to grant a premises licence or permit, the licensing authority will consider whether any measures are necessary to protect children, such as the supervision of entrances, the segregation of gambling from areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises, such as pubs, clubs and betting tracks.
- 7.18 In seeking to protect vulnerable persons, the licensing authority will include people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to a mental impairment, alcohol or drugs.
- 7.19 Children (defined in the Act as under 16s) and young persons (16 and 17 year olds) may take part in private and non-commercial betting and gaming but the Act contains a number of restrictions on the circumstances in which they may participate in gambling or be on premises where gambling is taking place. An adult is defined as a person aged 18 or over. In summary -
- ◆ betting shops cannot admit children and young persons;
 - ◆ bingo clubs may admit children and young persons but must have policies to ensure that they do not gamble on the premises, except on category D machines;
 - ◆ adult entertainment centres cannot admit children and young persons;
 - ◆ family entertainment centres and premises with a premises licence under the Licensing Act 2003 that includes the sale of alcohol can admit children and young persons but they may not play category C machines which are restricted to adults;
 - ◆ clubs with a club premises certificate under the Licensing Act 2003 can admit children and young persons but they must have policies to ensure that they do not play machines other than category D machines; and
 - ◆ tracks will be required to have policies to ensure that children and young persons do not participate in gambling other than on category D

machines.

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

8. RESPONSIBLE AUTHORITIES

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

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

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

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

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

- 8.4 In accordance with the suggestion in the Gambling Commission's guidance for local authorities, the licensing authority designates the Office of Children and Young People's Services of Cambridgeshire County Council for this purpose.

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

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

such as -

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

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

9. INTERESTED PARTIES

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

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

- (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
- (b) has business interests that might be affected by the authorised activities;
or
- (c) represents persons who satisfy paragraph (a) or (b)”.

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

9.4 Each case will be decided upon its merits. The authority will have regard to the examples contained in the Gambling Commission’s guidance to licensing authorities (paragraphs 8.14 and 8.15), i.e.:

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

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

- ◆ the size of the premises;
- ◆ the nature of the premises;
- ◆ the distance of the premises from the location of the person making

- the representation;
- ◆ the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment); and
- ◆ the circumstances of the complainant. This is not the personal characteristics of the complainant, but the interests of the complainant which may be relevant to the distance from the premises. For example, it could be reasonable for an authority to conclude that 'sufficiently close to be likely to be affected' could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) a residential hostel for vulnerable adults.'

(b) Persons with business interests that could be affected

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

- ◆ the size of the premises;
- ◆ the 'catchment' area of the premises (i.e. how far people travel to visit); and
- ◆ whether the person making the representation has business interests in that catchment area that might be affected.

- 9.5 The licensing authority will also have regard to the Gambling Commission's guidance that 'has business interests' should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.
- 9.6 Interested parties can include trade associations and trade unions, and residents' and tenants' associations. The licensing authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Act, i.e. lives sufficiently close to the premises to be likely to be affected by the activities being applied for.
- 9.7 Interested parties can be persons who are democratically elected such as councillors and Members of Parliament. No specific evidence of being asked to represent an interested person will be required as long as the councillor or MP represents the ward or constituency likely to be affected. Likewise town and parish councils likely to be affected will be considered to be interested parties. Other than these, the licensing authority will generally require written evidence

that a person or body (e.g. an advocate/relative) represents someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities or has business interests that might be affected by the authorised activities. A letter from one of those persons requesting the representation will be sufficient.

- 9.8 If an interested party wishes to approach a councillor to ask him/her to represent their views then care should be taken that the councillor is not part of the Licensing Sub Committee dealing with the licence application. The licensing authority has adopted a Members' Licensing Code of Good Practice which forms part of its constitution which is available on the authority's website at www.huntingdonshire.gov.uk. If in doubt, an interested party may contact the licensing section for further information.
- 9.9 The licensing authority will not consider representations that are frivolous or vexatious or which relate to demand or need for gambling facilities. A decision on whether representations are frivolous or vexatious will be made objectively and if a representation is rejected, the interested party making the representation will be informed of the reason in writing. A vexatious representation is generally one that is repetitive, without foundation or made for some other reason such as malice. A frivolous representation is generally one that is lacking in seriousness or is unrelated to the licensing objectives, Gambling Commission guidance or this statement of licensing principles.
- 9.10 In the absence of regulations to the contrary, representations should in general -
- ◆ be made in writing (including by electronic communication);
 - ◆ indicate the name and address of the person or organisation making the representation;
 - ◆ indicate the premises to which the representation relates;
 - ◆ indicate the proximity of the premises to the person making the representation. A sketch map or plan would be helpful; and
 - ◆ clearly set out the reason(s) for making the representation.

10. EXCHANGE OF INFORMATION

- 10.1 The licensing authority is required to include in its statement the principles to be applied by the authority in exercising its functions under sections 29 and 30 of the Act with regard to the exchange of information between it and the Gambling Commission and its functions under section 350 of the Act with regard to the exchange of information between it and the other bodies listed in Schedule 6 to the Act.
- 10.2 The principle that the licensing authority will apply is that it will act in accordance with the provisions of the Act in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any guidance issued by the Gambling Commission to licensing authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the Act.

10.3 In the event of any protocols being established with regard to information exchange with other bodies then these will be made available by the licensing authority. (Discussions between the Gambling Commission and LACORS on information exchange between the Commission and licensing authorities are understood to be at an early stage.)

11. ENFORCEMENT

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

11.2 The licensing authority's principles are that it will be guided by the Gambling Commission's guidance to licensing authorities and will endeavour to be -

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

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

11.4 The licensing authority will adopt a risk-based inspection programme. (Whilst the Gambling Commission's guidance suggests that the criteria that a licensing authority will adopt in this respect are included in this statement, this has not been possible. At the time of the preparation of the statement, the Commission has not published its risk criteria, nor have regulations specifying mandatory or default conditions nor codes of practice been published. LACORS is working with the Gambling Commission to produce a risk model for premises licences and the authority will consider that model once it has been made available.)

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

11.6 The licensing authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of authorities.

11.7 Bearing in mind the principle of transparency, the licensing authority's

enforcement and prosecution policies are available upon request from the authority's licensing section. The risk based inspection methodology will also be available upon request after its adoption.

12. CONSULTATION

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

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

12.2 The consultation took place between 14th September and 23rd November 2006. A full list of comments made and their consideration by the authority is available on request to the licensing section on 01480 387075 and via the Council's website at www.huntingdonshire.gov.uk.

12.3 The policy was approved at a meeting of the Council held on _____ and was published via the authority's website on _____. Copies have been placed in public libraries in the District and are available at the authority's offices at Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN.

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

13. DECLARATION

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

PART B

PREMISES LICENCES

14. GENERAL PRINCIPLES

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

15. DEFINITION OF "PREMISES"

- 15.1 Premises are defined in the Act as "any place". Different premises licences cannot apply in respect of a single premises at different times. However it is possible for a single building to be subject to more than one premises licence, provided they relate to different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances. However the Gambling Commission does not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.
- 15.2 The licensing authority takes particular note of the Gambling Commission's guidance to authorities which states that -
- ◆ licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware that entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the

separation of different premises is not compromised and that people do not 'drift' into a gambling area; and

- ◆ licensing authorities should pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Clearly, there will be specific issues that authorities should consider before granting such applications, for example, whether children can gain access, compatibility of the two establishments, and the ability to comply with the requirements of the Act. In addition an overriding consideration should be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

Provisional Statements

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

15.4 A person therefore may make an application to the authority for a provisional statement in respect of premise that he/she expects to be constructed, expects to be altered or expects to acquire a right to occupy. It should be noted that, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage or they reflect a change in the applicant's circumstances. The authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters -

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

Location

15.5 The licensing authority is aware that the question of demand cannot be considered with regard to the location of premises but that location may be a consideration insofar as it relates to the licensing objectives. The authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon with regard to areas where gambling premises should not be located, this statement will be updated. It should be noted that this policy does not preclude any application from being made and each application will be decided on its merits, with the onus upon the

applicant to show how potential concerns can be overcome.

Duplication with other regulatory regimes

- 15.6 The licensing authority will seek to avoid any duplication with other statutory or regulatory systems where possible, including planning. The authority will not consider whether premises are likely to be granted planning permission or building regulations approval in its consideration of an application. It will however listen to and consider carefully any concerns about conditions which are not able to be met by licence holders due to planning restrictions, should such a situation arise.

Licensing objectives

- 15.7 The grant of a premises licences must be reasonably consistent with the licensing objectives.

Conditions

- 15.8 Any conditions attached to a licence by the licensing authority will be proportionate and will be -
- ◆ relevant to the need to make the proposed building suitable as a gambling facility;
 - ◆ directly related to the premises and the type of licence applied for;
 - ◆ fairly and reasonably related to the scale and type of premises; and
 - ◆ reasonable in all other respects.
- 15.9 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures that the licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signs for adult only areas etc. Specific comments are made in this regard under some of the licence types referred to below. The authority will also expect an applicant for a licence to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.
- 15.10 The licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances, segregation of gambling from non-gambling areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.
- 15.11 The authority will ensure that where category C or above machines are provided in premises to which children are admitted -
- ◆ all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective in preventing access other than through a designated entrance;

- ◆ only adults are admitted to the area where these machines are located;
 - ◆ access to the area where the machines are located is supervised;
 - ◆ the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
 - ◆ at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 15.12 The licensing authority is aware that tracks may be subject to one or more premises licence, provided each licence relates to a specified area of the track. In accordance with the Gambling Commission's guidance, the authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas that they are not permitted to enter.
- 15.13 The authority acknowledges that there are conditions that cannot be attached to premises licences which are -
- ◆ any condition which makes it impossible to comply with an operating licence condition;
 - ◆ conditions relating to gaming machine categories, numbers, or method of operation;
 - ◆ conditions which provide that membership of a club or body be required which is specifically prevented by the Act; and
 - ◆ conditions in relation to stakes, fees, winning or prizes.

Door Supervisors

- 15.14 The Gambling Commission guidance provides for a licensing authority to consider whether there is a need for door supervisors in terms of the licensing objectives of protecting children and vulnerable persons from being harmed or exploited by gambling and of preventing premises becoming a source of crime. Door supervisors at casinos or bingo premises are not subject to the licensing regime of the Security Industry Authority (SIA). The licensing authority therefore may find it necessary to impose specific requirements for door supervisors working at casinos or bingo premises which are licensed in recognition of the nature of their work in terms of searching individuals, dealing with potentially aggressive persons, etc.
- 15.5 For premises other than casinos and bingo premises, operators and the licensing authority may decide that the supervision of entrances/machines is appropriate in particular cases. A decision will need to be taken as to whether supervisors in such circumstances will need to be SIA licensed as it will not be automatically assumed that they need to be.

Credit

- 15.6 Section 177 of the Act does not prevent the licensee from permitting the installation of cash dispensers (ATMs) on the premises. Such machines may accept credit and debit cards providing that the arrangement is subject to a

requirement that the licensee has no other commercial connection in relation to gambling (aside from the agreement to site the machines) with the service provider and does not profit from the arrangement nor make any payment in connection with the machines.

16. ADULT GAMING CENTRES

16.1 Adult gaming centres may provide category B, C and D machines. (The various categories of machine are defined in Appendix D attached.) The licensing authority will have specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

16.2 The licensing authority will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -

- ◆ proof of age schemes;
- ◆ CCTV;
- ◆ supervision of entrances/machine areas;
- ◆ physical separation of areas;
- ◆ location of entry;
- ◆ notices/signs;
- ◆ specific opening hours;
- ◆ self-barring schemes; and
- ◆ provision of information leaflets/helpline numbers for organisations such as GamCare.

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

17. LICENSED FAMILY ENTERTAINMENT CENTRES

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

17.2 The authority will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -

- ◆ CCTV;
- ◆ supervision of entrances/machine areas;
- ◆ physical separation of areas;
- ◆ location of entry;
- ◆ notices/signs;
- ◆ specific opening hours;
- ◆ self-barring schemes;

- ◆ provision of information leaflets/helpline numbers for organisations such as GamCare; and
- ◆ measures/training for staff on how to deal with suspected truant school children on the premises.

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

17.4 The authority will refer to the Gambling Commission's website to view any conditions that apply to operating licences covering the way in which the area containing category C machines should be delineated. The authority will also make itself aware of any mandatory or default conditions on premises licences when they have been published.

18. CASINOS

18.1 The licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005 but is aware that it has the power to do so. If the authority decides to pass such a resolution in the future, it will update this policy statement with details of that resolution.

18.2 The authority is aware that where a licensing authority area is enabled to grant a premises licence for a new style casino, there are likely to be a number of operators who will want to run the casino. In such circumstances, the authority comply with the provisions of Schedule 9 of the Gambling Act 2005 and any regulations made thereunder.

19. BINGO PREMISES

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

19.2 Prize bingo is subsumed within the allowances for prize gaming in adult entertainment centres, both licensed and unlicensed family entertainment centres and travelling fairs (or premises with a prize gaming permit). Commercial bingo halls will require a bingo premises licence from the licensing authority and amusement arcades providing bingo will require a prize gaming permit, also from the authority.

19.3 Where children are allowed to enter premises licensed for bingo, they are not permitted to take part in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted, the licensing authority will ensure that -

- ◆ all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to

- prevent access other than through a designated entrance;
- ◆ only adults are admitted to the area where the machines are located;
- ◆ access to the area where the machines are located is supervised;
- ◆ the area where the machines are located is arranged so that it can be observed by staff or the licensee; and
- ◆ at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

19.4 The Gambling Commission has indicated that it intends to issue further guidance about the particular issues that licensing authorities should take into account in relation to the suitability and layout of bingo premises. The guidance will be considered by the authority once it has been made available.

20. BETTING PREMISES

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

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

21. TRACKS

21.1 Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place. The restriction that only one premises licence can be issued for any particular premises at any one time does not apply to a track.

21.2 Track operators are not required to hold an operators licence issued by the Gambling Commission. Therefore a premises licence for a track that is issued by the licensing authority is likely to contain requirements on the premises licence holder about his responsibilities in relation to the proper conduct of betting. A track operator has an important role to play in ensuring that betting areas are properly administered and supervised.

21.3 Although primarily there will be a betting premises licence for a track, there may be a number of other licences, provided each licence relates to a specified area of the track. The authority will have particular regard to the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded

from gambling areas that they are not permitted to enter.

- 21.4 The authority will expect the applicant for a betting premises licence for a track to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. Although children and young persons will be permitted to enter track areas where facilities for betting are provided on days when horse and/or dog racing takes place, they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 21.5 The licensing authority therefore will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -
- ◆ proof of age schemes;
 - ◆ CCTV;
 - ◆ supervision of entrances/machine areas;
 - ◆ physical separation of areas;
 - ◆ location of entry;
 - ◆ notices/signs;
 - ◆ specific opening hours;
 - ◆ self-barring schemes; and
 - ◆ provision of information leaflets/helpline numbers for organisations such as GamCare.
- 21.6 This list is not mandatory, nor exhaustive, and is merely indicative of possible example of the measures that may be taken.

Gaming machines

- 21.7 A betting premises licence in respect of a track does not give any automatic entitlement to use gaming machines. Further guidance is awaited from the Gambling Commission with regard to where such machines may be located on tracks and any special considerations that should apply in relation to, for example, the supervision of the machines and the prevention of children from playing them. The authority therefore will consider the location of gaming machines at tracks. An applicant for a track premises licence also will need to demonstrate that, where he holds a pool betting operating licence issued by the Commission and intends to use his entitlement to four gaming machines, these machines are located in areas from which children are excluded, unless they are category D machines.

Betting machines

- 21.8 The licensing authority has the discretion to limit, by condition attached to a licence, the number of betting machines, their nature and the circumstances in which they are made available at a track. The potential space for such machines at a track may be considerable, bringing with it significant problems in relation to the proliferation of such machines, the ability of track staff to supervise them if they are scattered around the track and the ability of the track operator to comply with the requirement of the Act to prevent children from betting on such machines. In accordance with the Gambling Commission's

guidance, the authority therefore will take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number, nature and circumstances of the betting machines that a track operator wishes to offer. It will consider restricting the number and location of such machines in the light of the circumstances of each application for a betting premises licence for a track.

Condition on rules being displayed

- 21.9 It accordance with guidance from the Gambling Commission, the licensing authority is likely to attach a condition to track premises licences requiring the track operator to ensure that the rules that govern the betting are prominently displayed in or near the betting areas or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed on the race-card or made available in leaflet form from the track office.

Applications and plans

- 21.10 Further regulations are anticipated on any specific requirements that should be included in an application for a premises licence but in order to gain a proper understanding of what it is being asked to license, the licensing authority will require an applicant to submit detailed plans for the track itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”). In the case of dog tracks and horse racecourses, fixed and mobile pool betting facilities operated by the Tote or track operator should be shown, as well as any other proposed gambling facilities. Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.
- 21.11 This authority concurs with the Commission’s view that it would be preferable for all self-contained premises operated by off-course betting operators on a track to be the subject of separate premises licences to ensure that there is clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.

22. TRAVELLING FAIRS

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

authorities to ensure that land which crosses the District boundaries is monitored so that the statutory limits are not exceeded.

23. REVIEWS OF PREMISES LICENCES

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

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

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

PART C

PERMITS AND TEMPORARY & OCCASIONAL USE NOTICES

24. UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

- 24.1 If a premises does not hold a premises licence but wishes to provide category D gaming machines, application be made to the licensing authority for a gaming machine permit. However the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.
- 24.2 The Act states that a licensing authority may prepare a statement of principles that it proposes to consider in determining the suitability of an applicant for a permit. In preparing this statement and considering applications, the authority need not, but may, have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission.
- 24.3 An application for a permit may be granted only if the authority is satisfied that the premises will be used as an unlicensed family entertainment centre and the chief officer of police has been consulted on the application. As an unlicensed family entertainment centre will not require an operating licence or be subject to scrutiny by the Commission, the authority will wish to be satisfied as the applicant's suitability before granting a permit. In so doing, the authority will require an applicant to demonstrate -
- ◆ a full understanding of the maximum stakes and prizes of the gambling that is permissible in an unlicensed family entertainment centre;
 - ◆ that the applicant has no relevant convictions;
 - ◆ that staff are trained to have a full understanding of the maximum permissible stakes and prizes; and
 - ◆ that there are policies and procedures in place to protect children from harm.
- 24.4 Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will be considered on their merits but they may include appropriate measures and training for staff with regard to suspected truant school children on the premises, and how they would deal with unsupervised very young children being on the premises or children causing perceived problems on or around the premises.
- 24.5 An applicant must submit with the application a plan of the premises to a scale of 1:100 showing the entrances/exits to the premises, location of gaming machines and the location of safety equipment.
- 24.6 An application for the renewal of a permit may be refused by the authority only on the grounds that an authorised officer of the authority has been refused access to the premises without reasonable excuse or that renewal would not be reasonably consistent with the licensing objectives.

25. (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

- 25.1 Provision is made in the Act for premises licensed to sell alcohol for consumption on the premises to be entitled to have 2 gaming machines of categories C and/or D on the premises. The licence holder merely needs to give notice to the licensing authority of his intention to make gaming machines available for use and pay the prescribed fee. However the authority can remove the automatic authorisation in respect of any particular premises if -
- ◆ provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - ◆ gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
 - ◆ the premises are mainly used for gaming; or
 - ◆ an offence under the Gambling Act has been committed on the premises.
- 25.2 If more than 2 machines are required, application must be made to the licensing authority for a licensed premises gaming machine permit. The authority must consider the application based upon the licensing objectives, any guidance issued by the Commission and such matters as they think relevant. The authority will determine such matters on a case by case basis but generally it will have regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling. An applicant will be expected to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Such measures could include the adult only machines being in sight of the bar or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signs may also be of help. With regard to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.
- 25.3 A plan must be submitted with an application for a licensed premises gaming machine permit of a scale of 1:100 indicating where and what type of gaming machines are to be provided. This plan may take the form of an amendment to the plan attached to the premises licence issued under the Licensing Act 2003.
- 25.4 Some licence holders with alcohol licensed premises may wish to apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for and dealt with as an adult gaming centre premises licence.
- 25.5 It should be noted that the authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached to a permit.
- 25.6 It should also be noted that the holder of a permit must comply with any code of practice issued by the Gambling Commission about the location and operation of machines.

26. PRIZE GAMING PERMITS

- 26.1 Gaming is defined as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes will be determined by the operator before play commences.
- 26.2 Prize gaming may be provided in bingo premises as a consequence of a bingo operating licence. Any type of prize gaming may be provided in adult gaming centres and licensed family entertainment centres. Unlicensed family entertainment centres may offer equal chance prize gaming under a gaming machine permit. Prize gaming without a permit may be provided by travelling fairs, provided that none of the gambling facilities at the fair amount to more than an ancillary amusement. Children and young people may participate in equal chance gaming only.
- 26.3 The licensing authority may prepare a statement of principles that it proposes to apply in exercising its functions in relation to prize gaming permits which may specify particular matters that the authority proposes to consider in determining the suitability of an applicant for a permit. The statement requires an applicant to set out in the application the types of gaming that is intended to be offered and to demonstrate -
- ◆ that he understands the limits to stakes and prizes that are set out in regulations; and
 - ◆ and that the gaming offered is within the law.
- 26.4 The authority will also consider any child protection issues and have regard to the need to protect children, young persons and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures in place for this purpose.
- 26.5 In making its decision on an application for a permit, the authority does not have to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 26.6 There are conditions in the Act with which the holder of a permit must comply but the authority cannot attach conditions. The conditions specified in the Act are -
- ◆ the limits on participation fees, as set out in regulations, must be complied with;
 - ◆ all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
 - ◆ the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and

- ◆ participation in the gaming must not entitle the player to take part in any other gambling.

26.7 An applicant must submit with the application a plan of the premises to a scale of 1:100 indicating where and what type of prize gaming is to be provided.

27. CLUB GAMING PERMITS AND CLUB MACHINE PERMITS

27.1 Members clubs (but not commercial clubs) may apply for a club gaming permit or a club gaming machine permit. A club gaming permit will enable the premises to provide up to 3 gaming machines of categories B, C or D, equal chance gaming and games of chance as set out in regulations. A club gaming machine permit will enable the premises to provide up to 3 gaming machines of categories B, C or D.

27.2 The Commission's guidance states that members clubs must have at least 25 members and be established and conducted wholly or mainly for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs. A members club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

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

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

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

- ◆ that the club is established primarily for gaming, other than gaming prescribed under schedule 12 of the Act;
- ◆ that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- ◆ that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

27.5 Statutory conditions on both club gaming and club machine permits will require

that no child uses a category B or C machine on the premises and that the permit holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

28. TEMPORARY USE NOTICES

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

29. OCCASIONAL USE NOTICES

- 29.1 Where betting is to be provided on a track on 8 days or less in a calendar year, betting may be permitted by an occasional use notice without the need for a premises licence. Tracks include, not only a horse racecourse or a dog track, but also any other premises on any part of which a race or other sporting event takes place or is intended to take place.
- 29.2 The licensing authority has little discretion with regard to occasional use notices but will ensure that the statutory limit of 8 days in a calendar year is not exceeded and whether the person giving the notice is permitted to avail him/herself of the notice within the definition of a track.

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DISTRICT OF HUNTINGDONSHIRE




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RESPONSIBLE AUTHORITIES


The Licensing Authority

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

 01480 387075
Fax 01480 388099
E-mail Licensing@huntsdc.gov.uk


The Chief Officer of Police

The Licensing Section
Cambridgeshire Constabulary
Chatteris Police Station
East Park Street
Chatteris
PE16 6LD

 01354 606504


Cambridgeshire Fire and Rescue Service

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

 01480 433297


Local Planning Authority

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

 01480 388423/
01480 388424


Local Environmental Health Authority

Head of Environmental and Community Health
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

 01480 388302


HM Revenues and Customs

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

 0845 302 1448
Text 0845 302 1452

Office of Children and Young People's Services

Box No SS1001
Cambridgeshire County Council
Shire Hall
Castle Hill
Cambridge
CB3 0AP

 0845 045 5200
Fax 01223 717307

LIST OF CONSULTEES

Association of British Bookmakers

Regency House
1 – 4 Warwick Street
LONDON
W1B 5LT

BACTA

Mr L MacLeod-Miller
Alders House
133 Aldersgate Street
LONDON
EC1A 4JA

Bingo Association

Lexham House
75 High Street
NORTH DUNSTABLE
LU6 1JF

British Beer and Pub Association (Midland Counties)

Mr R Matthews
PO Box 3876
KIDDERMINSTER
DY11 5YR

British Greyhound Racing Board

Mr R Hayler
Policy Officer
32 Old Burlington Street
LONDON
W1S 3AT

British Holiday and Home Parks Association

6 Pullman Court
Great Western Road
GLOUCESTER
GL1 3ND

Business in Sport and Leisure

Ms B Simmonds
CEO
17a Chartfield Road
Putney
LONDON
SW15 6DX

GAMCARE

2/3 Baden Place
Crossby Row
LONDON
SE1 1YM

Huntingdon Racecourse

Mrs A Starkey
CEO
Thrapston Road
Brampton
HUNTINGDON
PE28 4NJ

GAMING MACHINES

Category of Machine	Maximum Stake	Maximum Prize
A	Unlimited	Unlimited
B1	£2	£4,000
B2	£100	£500
B3	£1	£500
B4	£1	£250
C	50p	£25
D	10p or 30p when non-monetary prize	£5 cash or £8 non-monetary prize

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PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY

(Report of the Overview and Scrutiny Panel (Service Delivery))

1. INTRODUCTION

- 1.1 This report summarises the findings of a study by the Older Persons Working Group and contains Members' recommendations arising from that study, which have been endorsed by the Overview and Scrutiny Panel (Service Delivery). The Working Group was established by the former Overview and Scrutiny Panel (Service Delivery and Resources) and comprised Councillors Mrs M Banerjee, K J Churchill and D Harty. It met on a number of occasions, the last being 16th June 2006.
- 1.2 Following analysis of the needs of older people and of the services available to them, the Working Group decided to concentrate on promoting better health in older people through physical activity. Members' overarching aim was to prolong active life for the residents of Huntingdonshire. The Council had responsibility for the governance of the community and for its health and its social well-being. The proposed programme met both of these responsibilities. It also accorded with the Council's Core Strategy objective of enabling elderly people to live independently for their lifetime and corresponded with the Government's objective of enabling older people to remain in their homes.
- 1.3 In undertaking the study the Working Group was mindful of predicted demographic changes in Huntingdonshire. Approximately 13% of the population of the District is aged 65 or over and Huntingdonshire has the largest number of over 65s in Cambridgeshire. Huntingdonshire also has the largest number of residents over 75 and the second largest number aged over 85. It is predicted that the population aged over 65 will increase by 50% between 2002 and 2016, which is double the national rate.
- 1.4 In the course of the study the Working Group held discussions with
- ◆ Councillor Mrs J Chandler, Executive Councillor with responsibility for Leisure;
 - ◆ J Barrett, Huntingdonshire District Council ;
 - ◆ S Lammin, Huntingdonshire District Council;
 - ◆ S Plant, Huntingdonshire District Council;
 - ◆ D Smith, Huntingdonshire District Council;
 - ◆ M Collins, Huntingdonshire Primary Care Trust
 - ◆ A Gardener, Huntingdonshire Primary Care Trust;
 - ◆ N Finney, Luminus;
 - ◆ A Goddard, Luminus, and
 - ◆ S Bell, Huntingdonshire District Council.
- 1.5 The Working Group recommended the Council extend its current range of services to meet the needs of older people. Details of the services currently provided by the Council for older people are attached at Appendix A and a list of services provided by the Council for those aged over 50 compared

with other local authorities in Cambridgeshire appears at Appendix B. Appendix B does not contain facilities provided at St Neots Leisure Centre.

2. THE WORKING GROUP'S FINDINGS

2.1 The following paragraphs summarise the discussions held and conclusions reached by the Working Group.

a) Falls Prevention

2.2 The Working Group received a presentation from A Gardiner on her work on falls prevention. Mrs Gardener was employed by the PCT but was based at Hinchingsbrooke Hospital as part of a team working on falls prevention, which included specialists on physiotherapy and exercise. Approximately 8,000 falls occurred per year in Huntingdonshire. There was a greater likelihood that those aged over 65 years would experience a fall and the chances of those over 80 falling were 1:2. Falls had a significant impact on individuals' lives. There was, therefore, a need to reduce the incidence of falls, particularly amongst the elderly and exercise was perceived to be an important factor.

2.3 Mrs Gardener acquainted the Working Group with exercise sessions held at the Women's Institute Centre in Warboys. The sessions were run by staff from Ramsey Leisure Centre and key features to their success were their cost, location, transportation and the opportunity they offered for social interaction. As an example of best practice in Huntingdonshire, which could be replicated throughout the District, Mrs Gardiner expressed the view that the initiative in Warboys demonstrated that the link between the Council's leisure service and locally delivered services was critical. In particular, she stressed the importance of specialist training for the staff involved and Mrs Gardiner's team would be able to provide this training. It subsequently was established that this would not meet the Council's standard of training required for teaching exercise classes for older people. See paragraph 2.19.

b) Sheltered Accommodation

2.4 The Working Group considered opportunities to provide exercise programmes at sheltered accommodation in the district. It was felt that there was demand for such services and advice from the PCT suggested that such classes needed to be provided on a regular basis (2/3 times a week) so as to achieve the required physical benefits and build a regular clientele.

2.5 Mr N Finney, Group Director of Housing Services, provided the Working Group with details of the sheltered accommodation operated by Luminus. He also outlined proposals by Luminus to introduce an initiative named "Out and About" to provide activities for older people, the cost of which would be partly met by lottery funding.

2.6 With regard to sheltered accommodation, the Working Group noted:

- ◆ Luminus operated 13 sheltered schemes in the District;
- ◆ Luminus Sheltered schemes housed 590 older people;

- ◆ In total 1,000 older people occupied properties operated by Luminus.
- 2.7 It was intended that Out and About would start operating in July 2006. It would:
- ◆ Provide a 15 seater mini bus which had been fully adapted to accommodate those with impaired mobility;
 - ◆ Employ a part-time driver and part-time activities co-ordinator;
 - ◆ Provide an annual programme of activities for older people;
 - ◆ Be open to sheltered accommodation and other older people in the community;
 - ◆ Aim to attract 700 users per year;
 - ◆ Make a nominal charge.
- 2.8 The Working Group discussed the links between Out and About, falls prevention and exercise for older people. There was an opportunity to provide exercise classes at sheltered accommodation, which would be open to non-resident older people who would be picked up by the mini bus. The classes would be provided by the managers of sheltered accommodation; however, they would need to be trained. Mr Finney assured the Working Group that all necessary training would take place.
- 2.9 The Working Group discussed the potential to extend the current proposals by recruiting a full time activities co-ordinator under Out and About. In this way it was hoped to provide frequent exercise classes, which would help with falls prevention, and provide sufficient other activities to cross subsidise the exercise classes. The officer also would be expected to produce a newsletter for distribution in the wider community so as to attract the level of interest aimed at for the scheme. Recruitment of a full-time officer would require a financial contribution from the Primary Care Trust (PCT). It was agreed to pursue this with the PCT.
- 2.10 A steering group would determine the strategy for and oversee the operation of Out and About. Age Concern already had been approached and had agreed to sit on the Steering Group. Members were of the view that the District Council should be represented on the Steering Group and, given their level of knowledge in this area, the representative should be one of the members of the Working Group. If the appointment was to be an officer then appointees would be required from both the Leisure and Community Development sections. In addition, it was agreed that the PCT should be invited to nominate a representative to sit on the Steering Group. Other Housing Associations also would be invited to participate.
- 2.11 The funding awarded to Luminus for Out and About was available for three years from 2006/07. In this period the main set up costs of the initiative would be incurred. While there was a condition on the funding awarded to Luminus that it remain solely responsible for Out and About, there existed opportunities for joint working between Luminus and other organisations, including the Council. These included advertising Out and About by the Council's leisure service and via Districtwide, with a reciprocal arrangement to advertise the Council's services that emerged in the long term through the Out and About programme via Luminus' monthly publication. Out and

About also could be included in the Council's database of services for older people, which is referred to at paragraph 2.20.

- 2.12 Members noted that sheltered accommodation could be used during down time for the provision of exercise classes, for example, by the District Council or by the PCT.

c) Developing the Council's Services

- 2.13 The Working Group received a breakdown of services provided by the Council relating to exercise for older people, which is contained in Appendix A. Additional information on exercise programmes for older people occurring in Huntingdonshire and at other authorities in Cambridgeshire together with examples of best practice further afield also were considered. In reviewing the information on services currently available in Huntingdonshire, Councillor Mrs Chandler drew particular attention to the following:

- Impressions – individually tailored exercise programmes for the Councils fitness suites;
- Doctor referrals – individual programmes;
- Keep fit for older ladies;
- Healthy walks in conjunction with the PCT;

Members thought that a comprehensive directory of activities available to older people in both the public and private sectors would be useful and a recommendation on this appears at the end of this report.

- 2.14 The Working Group were of the opinion that, owing to the potential benefits to older people and its contribution to the objectives of a number of bodies, the Council should seek to establish its own programme of exercise for older people. The Working Group noted that the Council's leisure centres were dual use, which restricted the time they had available during the day for public use. Members did not see that leisure centre availability represented a barrier to the provision of services as older people often preferred activities to be held in local village facilities.

- 2.15 The Working Group also was informed by Councillor Mrs Chandler that many of the exercise programmes at the leisure centres were provided by part-time qualified private individuals who were paid by the Council on the basis of the number of attendances at their classes. The Council acted as a co-ordinator of these classes. The Working Group were of the view that this set-up presented a relatively low risk opportunity to extend the current range to include specialist provision of classes for older people. It was suggested that a pilot exercise be undertaken via the leisure service. The Council would make available space at a Leisure Centre, which an external trainer would use to promote his/her own classes of exercise for older people. This would have little initial outlay or risk for the Council and would provide market testing for future service development by the Council.

- 2.16 The Working Group suggested that, subject to the experience of Luminus with its Out and About initiative, opportunities for exercise classes for older people in 'hub' villages, at sheltered accommodation during 'down time' and at doctors surgeries should be explored. Any programme should be

developed incrementally from the Council's existing initiative in Warboys in this area and of the basis of the pilot scheme referred to in the previous paragraph. Transport would be available via the Luminus Group minibus. The minibus would be put by Luminus into the County Council's Community Transport scheme and could be used by public.

2.17 To have the necessary physical effect, the PCT had advised that older people should attend exercise classes three times per week. On this basis the hire of village halls was costed at approximately £6,700 per year at current rates. Bearing in mind the Council's own budget setting process this could not commence before 2007/08. The 'hub' villages suggested by the Working Group were Kimbolton, Sawtry, Somersham, Warboys, Ramsey and Yaxley. Although more accurate costings would be required, it was suggested that, at present rates, a budget of approximately £32k would be required; however, Members were of the view that a nominal charge should be made for classes in order that there was little overall cost to the Council. A full programme also would require the use of the community transport network.

2.18 Budgetary provision would be required to enable the programme referred to above to take place although, overall, it was stressed that it would be at little cost to the Council. The budgetary provision would be required in advance to meet the costs of the planned services but it was intended that the majority of the budget would be recouped through fees. Indicative costs of up to £54k had been cited for a total programme. The Working Group, however, preferred not to put a figure on the required budget as the costs referred to were for a full programme. The incremental nature of the recommendations meant that it would be a number of years before a full programme could be introduced. Officers would prepare the necessary forecasts for budgetary purposes according to the level and rate of service expansion deemed appropriate.

d) Training

2.19 The level of qualification that physical training officers would require before they could provide physical activity classes for older people was a concern for the Working Group. The Council's current policy specified that those teaching classes to groups of older people should hold qualifications recognised by the National Register for Exercise Professionals (NREP) at level three. The Council's Impressions and leisure centre fitness class instructors were all qualified to level two or three. Training for an individual would cost in the order of £450 per year. The Working Group were of the view that the Council should seek to host the necessary training to ensure that sufficient staff were trained to the required level to allow the Working Group's recommendations to be implemented. In addition, they felt that, in order to reduce future costs in this respect, the Council should encourage at least one member of its leisure staff to become a qualified trainer in order that training could be provided direct by the Council for its own staff and for others. The last recommendation was, however, subsequently withdrawn. Although technically possible, it was considered that the requirements placed on the Council to achieve trainer status would be so far in excess of the potential savings to the Council as to make it unjustifiable.

e) Marketing and Management

- 2.20 In addition to those referred to above, the Working Group held discussions on other related matters. Members were aware that many services and facilities were provided in Huntingdonshire that contributed to the overarching aim of the Working Group. They were of the view that a comprehensive and up to date database of these was required in order to improve older people's access to them. This was something that could be undertaken by the Environmental and Community Health Section.
- 2.21 The Working Group discussed the marketing materials currently produced by the leisure service. The Working Group were of the view that the Council's current approach to targeting those aged 50 and over deterred those aged over 65 from using the Council's facilities. Members suggested that marketing materials should be produced that were specifically aimed at those aged over 65 years. This recommendation did not relate to new services and it was stressed that older people were not necessarily restricted to classes and facilities aimed at their age group. It was not intended that new facilities and classes would be provided under this recommendation, merely that some marketing should be undertaken designed to encourage older people to use existing facilities and classes, which were open to all ages. It was felt that this would reduce the likelihood that older people would be deterred from using existing services.
- 2.23 In discussing exercise activities provided by the voluntary/private sector, Members identified a potential problem with succession where services were provided by key individuals. It was suggested that it there was an opportunity to introduce greater continuity of provision if there was a public sector body, such as the Council, co-ordinating the service.

f) Exercise Referral

- 2.24 The Working Group discussed the current exercise referral service, which operated at the leisure centres. If leisure centre staff were provided with specialist training there was an opportunity to continue to provide services for frail people once their exercise referral programmes had finished. Having considered the extension of the existing exercise referral scheme to continue to provide classes specifically tailored to those who had completed the scheme, this was not pursued. Members were reluctant to do this as there would be considerable benefit from it and there was great demand for such a service. It was, however, of a different nature to the main body of the study in that it dealt with clients post injury rather than injury prevention.

g) Huntingdonshire Strategic Partnership

- 2.25 The Working Group was made aware that the potential benefits of physical activity hit many of the drivers of a number of bodies. Members, therefore, suggested that the Health, Housing and Social Care Thematic Group of the Huntingdonshire Strategic Partnership should be requested to consider adopting the promotion of physical exercise amongst older people as one of its objectives.

3. CONCLUSION

- 3.1 The Older Persons Working Group met on number of occasions. Members decided to concentrate on promoting better health in older people through physical activity. A range of information was considered on the services currently provided by the Council, on services provided by other sectors in Huntingdonshire and in Cambridgeshire and on national best practice. On the basis of this information and of discussions with relevant individuals Members have identified a number of initiatives that might be pursued to advance the objective of the Working Group. The outcomes of these discussions have been summarised above and the Scrutiny Panel:

RECOMMEND

that the Cabinet be requested to -

- (1) appoint a representative to the Out and About Steering Group;
- (2) promote Out and About through the Leisure Service and Districtwide;
- (3) subject to the progress of Out and About, establish a programme of exercise for older people at 'hub' villages and Luminus Sheltered Housing to commence in 2007/08;
- (4) make the necessary budgetary provision to enable the programme referred to above to take place although overall it will be at little cost to the Council;
- (5) subject to the programme of development referred to in Recommendation 3 and the outcome of the pilot referred to in Recommendation 8, train sufficient leisure staff to NREP level three as required to allow the programme referred to above to proceed;
- (6) provide facilities at the Leisure Centres for external trainers to provide their own classes for those aged over 65 years on a pilot basis;
- (7) introduce measures to ensure continuity of existing classes provided by the voluntary sector;
- (8) compile and maintain a comprehensive and up to date database of exercise services and facilities for older people;
- (9) produce marketing materials designed to encourage those aged over 65 years to use all of the Council's existing leisure facilities and classes as appropriate;
- (10) request the Huntingdonshire Strategic Partnerships Health, Housing and Social Care Thematic Group to consider adopting the promotion of physical exercise amongst older people as one of its objectives, and
- (11) undertake a review of progress with the implementation of recommendations (1) to (10) for submission to the Overview and Scrutiny Panel (Service Delivery).

Contact Officer: Mr A Roberts (01480) 388009

Background Documents – Reports of meetings of the Older Persons Working Group.

APPENDIX A

	Hunts DC	Cambridge City	South Cambs DC	Fenland CD	East Cambs DC	Peterborough CC
Swimming/Water based Activities						
Over 40's/50's Swimming	✓	✓		✓		
Aqua Aerobics	✓	✓		✓		✓
Aerobics/Fitness Class Type Activities						
Body Conditioning		✓		✓		✓
Fitness Pilates		✓				✓
Circuits	✓	✓	✓	✓		✓
Mighty Movers		✓				
T'ai Chi		✓				
Line dancing			✓			
Pilates	✓		✓	✓		✓
Yoga/Yoga for Beginners/Dynamic Yoga	✓		✓			✓
Stretch and Tone			✓			✓
Gentle Exercise for the Over 50's			✓	✓		✓
Aerobics	✓		✓			✓
Thighs, Tums & Burns	✓		✓			
Get Fit for Over 60s			✓			
Keep Fit to Music for Over 50's			✓			
Tap Dancing			✓			
Ballroom Dancing			✓			
Keep Fit	✓			✓		
Sports Based At Leisure/Sports Centres						
Table Tennis	✓	✓		✓		✓
Bowls & Badminton		✓		✓		

Tennis & Badminton	√	√	√	√	√	√	√
Fit 'n' Fifty	√						
Sports Based at Other Venues e.g. private organisations/							
Tenpin Bowling				√			
Tennis Lessons				√			
Golf Lessons				√			
Volley Ball				√			
Gym/Fitness Studio Based Activities							
David's Weekly Workouts				√			
Fit For All				√			
Over 50's fitness class x 2 (off site)	√						

CURRENT HDC SERVICES FOR OLDER PEOPLE

Chief Officers, Heads of Service and Activity Managers have been consulted on the services provided by the District Council specifically for older people. There does not appear to be extensive provision that is targeted at this age group: most services are open to all which.

The following responses were received from officers:

At Huntingdon Leisure Centre there is a Fit & 40s activity morning from 9.00 – 12.00 every Monday (except Bank Holidays). This is aimed at older age groups, but is called Fit & 40s simply to include more customers.

Since January 1st 2005 there have been 47 people over the age of 60 participating in the activity morning, many are regulars.

For only £3.30 (£3.50 from 1st Jan 2006) customers can participate in a variety of activities including:

Activity	Regular cost (£)	Time of activity
Swimming	1.70	10.30 – 11.30
Aerobics	3.50 (3.60 in Jan '06)	09.35 – 10.25
Yoga	5.25 (5.40 in Jan '06)	10.35 – 12.00
Badminton	3.50/ court	09.00 – 11.30
Sauna/Steam	3.00	09.00 – 12.00
Tea/ Coffee	0.90	Any time that day

There are three services that are used to a large degree by older people although they are necessarily targeted specifically at older people.

		Number	%
Cardiac Rehabilitation	Over 60	55	71%
Exercise Referral (04-05)	Over 65	47	15%
Health Walks	Over 60	203	53%

Exercise Referral is only available for over 65's at present as we measure this in age bands rather than specific ages and this is the age that the PCT require for their definition of an older person. The PCT co-funds the scheme.

The numbers for cardiac rehab and health walks are estimates at best as people continually join and leave these schemes.

In addition the Countryside Services Manager has commented that “none of my services are specifically aimed at groups aged 60+ although we provide many services which are used by this age group, such as volunteering. We purposely avoid specific age or ability groups because we have a social inclusion policy. Many of our older volunteers work well with special needs and excluded young people. This is an arrangement that all parties gain from and we actively encourage. It is inevitable that mid-week volunteers are more likely to be retired people but we do not exclude others who wish to volunteer. I do believe that my service does a substantial amount of work with the 60+ age range which should be flagged up to the Overview and Scrutiny Panel. Unfortunately, under this criterion, services provided by HDC will not be acknowledged by them.”

COMT
CABINET

22ND AUGUST 2006
7TH SEPTEMBER 2006

**GODMANCHESTER POST STREET CONSERVATION AREA:
MANAGEMENT PLAN
CONSULTATION DOCUMENT
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 Cabinet is asked to consider the attached draft document and approve it 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 and as a future strategy for the enhancement of the Conservation Area.

2. BACKGROUND

- 2.1 The District Council is already committed to the production of Conservation Area Character Statements to provide an analysis of the special interest of all the district's 63 Conservation Areas. These documents will be used to guide decisions on planning matters and other changes to the fabric of Conservation Areas to ensure that the character and appearance of Conservation Areas is not diminished.
- 2.2 A Character Statement for Godmanchester Post Street was produced in 2003 and it complies with English Heritage's recent guidance on conservation area appraisal. However, at the time of writing, national guidance had not advanced to explain what was required in terms of the future management of the area. This has now been rectified with the publication of *Guidance on the management of Conservation Areas* by English Heritage in March 2006, and further onus has been placed on the District Council through BVPI 219c which requires the production of Management Plans for each designated Conservation Area on a rolling five year programme of review.

3. THE MANAGEMENT PLAN

- 3.1 The Management Plan has been developed as a partner document to the existing Character Statement. It identifies a series of key issues which influence the character and appearance of the Conservation Area and recommends methods or solutions for improvement.
- 3.2 The intention is for the Management Plan to form a basis for on-going discussion with the local community and, jointly, to bring about enhancement of the Conservation Area through policy refinements and physical works. The Plan can evolve during its use, and will be formally reviewed every five years.

- 3.3 Management Plans are considered to represent best practice and are intended to engender a spirit of joint-working between the local planning authority and the local community.

4. RECOMMENDATIONS

- 4.1 That Cabinet approves the Draft Management Plan for the Godmanchester Post Street Conservation Area for a period of public consultation.

BACKGROUND INFORMATION

Conservation Area Character Statement Godmanchester Post Street 2003

Contact Officer: Chris Surfleet
Design & Implementation Team Leader
☎ 01480 388476

COMT
CABINET

22ND AUGUST 2006
7TH SEPTEMBER 2006

**KEYSTON CONSERVATION AREA:
MANAGEMENT PLAN
CONSULTATION DOCUMENT
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 Cabinet is asked to consider the attached draft document and approve it 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 and as a future strategy for the enhancement of the Conservation Area.

2. BACKGROUND

- 2.1 The District Council is already committed to the production of Conservation Area Character Statements to provide an analysis of the special interest of all the district's 63 Conservation Areas. These documents will be used to guide decisions on planning matters and other changes to the fabric of Conservation Areas to ensure that the character and appearance of Conservation Areas is not diminished.
- 2.2 A Character Statement for Keyston was produced in 2003 and it complies with English Heritage's recent guidance on conservation area appraisal. However, in 2003, national guidance had not advanced to explain what was required in terms of the future management of the area. This has now been rectified with the publication of *Guidance on the management of Conservation Areas* by English Heritage in March 2006, and further onus has been placed on the District Council through BVPI 219c which requires the production of Management Plans for each designated Conservation Area on a rolling five year programme of review.

3. THE MANAGEMENT PLAN

- 3.1 The Management Plan has been developed as a partner document to the existing Character Statement. It identifies a series of key issues which influence the character and appearance of the Conservation Area and recommends methods or solutions for improvement.
- 3.2 The intention is for the Management Plan to form a basis for on-going discussion with the local community and, jointly, to bring about enhancement of the Conservation Area through policy refinements and physical works. The Plan can evolve during its use, and will be formally reviewed every five years.

- 3.3 Management Plans are considered to represent best practice and are intended to engender a spirit of joint-working between the local planning authority and the local community.

4. RECOMMENDATIONS

- 4.1 That Cabinet approves the Draft Management Plan for the Keyston Conservation Area for a period of public consultation.

BACKGROUND INFORMATION

Keyston Conservation Area Character Statement 2003

Contact Officer: Chris Surfleet
Design & Implementation Team Leader
☎ 01480 388476

COMT
CABINET

22ND AUGUST 2006
7TH SEPTEMBER 2006

**GODMANCHESTER EARNING STREET CONSERVATION AREA:
MANAGEMENT PLAN
CONSULTATION DOCUMENT
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 Cabinet is asked to consider the attached draft document and approve it 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 and as a future strategy for the enhancement of the Conservation Area.

2. BACKGROUND

- 2.1 The District Council is already committed to the production of Conservation Area Character Statements to provide an analysis of the special interest of all the district's 63 Conservation Areas. These documents will be used to guide decisions on planning matters and other changes to the fabric of Conservation Areas to ensure that the character and appearance of Conservation Areas is not diminished.
- 2.2 A Character Statement for Godmanchester Earning Street was produced in 2003 and it complies with English Heritage's recent guidance on conservation area appraisal. However, in 2003, national guidance had not advanced to explain what was required in terms of the future management of the area. This has now been rectified with the publication of *Guidance on the management of Conservation Areas* in March 2006 by English Heritage, and further onus has been placed on the District Council through BVPI 219c which requires the production of Management Plans for each designated Conservation Area on a rolling five year programme of review.

3. THE MANAGEMENT PLAN

- 3.1 The Management Plan has been developed as a partner document to the Character Statement. It identifies a series of key issues which influence the character and appearance of the Conservation Area and recommends methods or solutions for improvement.
- 3.2 The intention is for the Management Plan to form a basis for on-going discussion with the local community and, jointly, to bring about enhancement of the Conservation Area through policy refinements and physical works. The Plan can evolve during its use, and will be formally reviewed every five years.

- 3.3 Management Plans are considered to represent best practice and are intended to engender a spirit of joint-working between the local planning authority and the local community.

4. RECOMMENDATIONS

- 4.1 That Cabinet approves the Draft Management Plan for the Godmanchester Earning Street Conservation Area for a period of public consultation.

BACKGROUND INFORMATION

Conservation Area Character Statement Godmanchester Earning Street 2003

Contact Officer: Chris Surfleet
Design & Implementation Team Leader
☎ 01480 388476

COMT
CABINET

22ND AUGUST 2006
7TH SEPTEMBER 2006

**STONELY CONSERVATION AREA:
MANAGEMENT PLAN
CONSULTATION DOCUMENT
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 Cabinet is asked to consider the attached draft document and approve it 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 and as a future strategy for the enhancement of the Conservation Area.

2. BACKGROUND

- 2.1 The District Council is already committed to the production of Conservation Area Character Statements to provide an analysis of the special interest of all the district's 63 Conservation Areas. These documents will be used to guide decisions on planning matters and other changes to the fabric of Conservation Areas to ensure that the character and appearance of Conservation Areas is not diminished.
- 2.2 A Character Statement for Stonely was produced in 2003 and it complies with English Heritage's recent guidance on conservation area appraisal. However, at that time, national guidance had not advanced to explain what was required in terms of the future management of the area. This has now been rectified with the publication of *Guidance on the management of Conservation Areas* by English Heritage in March 2006, and further onus has been placed on the District Council through BVPI 219c which requires the production of Management Plans for each designated Conservation Area on a rolling five year programme of review.

3. THE MANAGEMENT PLAN

- 3.1 The Management Plan has been developed as a partner document to the existing Character Statement. It identifies a series of key issues which influence the character and appearance of the Conservation Area and recommends methods or solutions for improvement.
- 3.2 The intention is for the Management Plan to form a basis for on-going discussion with the local community and, jointly, to bring about enhancement of the Conservation Area through policy refinements and physical works. The Plan can evolve during its use, and will be formally reviewed every five years.

- 3.3 Management Plans are considered to represent best practice and are intended to engender a spirit of joint-working between the local planning authority and the local community.

4. RECOMMENDATIONS

- 4.1 That Cabinet approves the Draft Management Plan for the Stonely Conservation Area for a period of public consultation.

BACKGROUND INFORMATION

Stonely Conservation Area Character Statement 2003

Contact Officer: Chris Surfleet
Design & Implementation Team Leader
☎ 01480 388476

COMT
CABINET

22ND AUGUST 2006
7TH SEPTEMBER 2006

**URBAN DESIGN FRAMEWORK AND MASTERPLAN
ST MARY'S URBAN VILLAGE, ST NEOTS
(Report by HEAD OF PLANNING SERVICES)**

1. INTRODUCTION

- 1.1 This Urban Design Framework and Masterplan examines the redevelopment opportunities on land to the west of St Mary's Church, between High Street and Brook Street, St Neots. It presents the planning policy context for the comprehensive redevelopment of this area, which may involve the creation of a new mixed use development for this part of St Neots, together with improved car parking and pedestrian linkages.
- 1.2 Cabinet is asked to consider this draft document and the comments that have been received, and adopt the document as Interim Planning Guidance.

2. BACKGROUND

- 2.1 Most of the site has been in poor repair for many years. Various redevelopment schemes have been proposed over the years, and as the site is split between several owners it has been difficult to assemble.
- 2.2 The site is currently used for a number of different uses, including a DIY shop, storage buildings, a garage mechanics, a tanning studio, a tattoo parlour, a church hall, and formal and informal car parking.
- 2.3 There are several interesting buildings within the boundaries of the site, some of which are listed. Among those listed is Brook House, one of the finest buildings in St Neots, its setting unfortunately let down by the garage mechanics' buildings next door.
- 2.4 Part of the site has been allocated for residential development for a number of years, but there has been little chance of it being implemented in the past for the reasons stated in paragraph 2.1. As a result, parts of the site have gradually deteriorated.
- 2.5 There is currently agreement amongst most of the landowners to bring forward their land for redevelopment. Efforts are being made to get agreement with all parties. Failing this other measures at the Council's disposal may have to be considered.

3.0 THE URBAN DESIGN FRAMEWORK AND MASTERPLAN

- 3.1 The purpose of this document is to ensure that a well planned and appropriate development can take place on site, something which contributes to improving the built environment of the town.
- 3.2 Particularly important is removing the inappropriate uses that currently exist, detracting from the setting of Brook House and St Mary's Church.
- 3.3 The Masterplan sets design parameters for the successful development of the site, ensuring that future proposals achieve imaginative and distinctive solutions. Indicative layouts are shown that illustrate what could be achieved.

4. CONSULTATION EXERCISE AND RESPONSE

- 4.1 A public exhibition was held in the St Mary's Church Hall in the afternoon of 7th July. Notices were posted to local residents and businesses informing them of the exhibition. Public notices were also placed in the local press and the local newspapers also ran stories highlighting the exhibition before and after the event. The local press were also present at the exhibition asking those who attended what they thought about the proposals. Over 50 members of the public attended, and the views of those who filled in their questionnaires have been attached to the appendix.
- 4.2 The Masterplan was also presented to the Council's Development Control Panel on 19th June, St Neots Town Council on 12th July, and the St Neots Town Centre Initiative on 13th July.

5. CONCLUSION

- 5.1 Production of an Urban Design Framework and Masterplan is best practice and will help to secure the most appropriate form of development over the whole of this site.

6. RECOMMENDATION

- 6.1 That the Cabinet authorises the revisions to the document as presented in Annex 1.
- 6.2 That the Cabinet delegates adoption of the revised document, incorporating minor consequential amendments, as Interim Planning Guidance, to the Executive member for planning Strategy, in consultation with the Head of Planning Services.

BACKGROUND INFORMATION

Huntingdonshire Local Plan Alterations June 2002

Huntingdonshire Design Guide SPG Sept 2004

Huntingdonshire Landscape & Townscape Assessment SPG Sept 2004

St Neots Town Centre – The future, Civic Trust May 2004

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Annex 1
St Mary's Urban Village, St Neots
 Summary of Written Comments

The table below details the comments received in general letters and from comments or attachments from the public questionnaires.

Action Code:

- 1 Action Taken
- 2 Not within remit of IPG
- 3 No action required

Comment by:	Respondent no.	Nature of Comment	Response	Action
St Neots Town Council	1	<p>The master plan is to be broadly welcomed although the town Council would urge the District to "join up" the various master plans to form part of a single cohesive Town plan for St Neots.</p> <p>Notwithstanding the allocation of this area for housing in the Local Plan, the District be asked to look at building in a significant element of retail as well;</p> <p>The District should review the plan with a view to incorporating crime prevention measures in order to minimise hidden areas and routes of escape.</p> <p>An element of leisure provision needs to be included and the areas be investigated for the possibility of including a cinema on</p>	<p>Noted.</p> <p>A large element of retail, with its significant servicing requirements, would brighten this historic part of the town. However, an increased element of small scale retail could be looked at.</p> <p>Noted. Add comment in annex regarding secure by design.</p> <p>The Church Hall has been suggested in the masterplan for an enlarged</p>	<p>3</p> <p>1</p> <p>3</p> <p>3</p>

Comment by:	Respondent no.	Nature of Comment	Response	Action
		<p>this site.</p> <p>The schedule of listed buildings in this area should be reviewed.</p>	<p>community / leisure resource in this location. The site is not the best location for a cinema. Such a use would require a large building that would not sit well in this historic area, and would seriously detract from the setting of the listed buildings and the conservation area.</p> <p>Disagree. Listed buildings provide an important historic backdrop to the town.</p>	3
St Neots Parish Church	2	<p>Welcomed proposals as an attempt to deal with an area that has some potential but which has been in a poor state for many years.</p> <p>Provision of pedestrian access was to be encouraged.</p> <p>Several points relating to the future use of the Church Hall, its potential for expansion, future ownership and management.</p> <p>Unsure as to why consideration was not given to properties further west than Windmill Row.</p> <p>Noted that proposed buildings adjacent to church yard wall to the north of the Church Room would alter the view form the churchyard, and this would need to take into account the presence of trees along the wall.</p>	<p>Noted</p> <p>Noted</p> <p>Noted. This will be discussed at some future time.</p> <p>These properties are existing shops, offices and flats, and are not proposed for redevelopment.</p> <p>Agree. The scale of buildings will need to be discussed at more detailed stage.</p>	3 3 3 3 3

Comment by:	Respondent no.	Nature of Comment	Response	Action
HDC Transport team	3	<p>Figure 16 - label the streets on the map</p> <p>Para 6.2 – change to ‘<u>some of these accesses</u>’</p> <p>Para 8.3 - Church Walk and other off site accesses may need improvements.</p> <p>Para 8.5 – Access A – Ibbetts Row, will need improvements to construction and visibility.</p> <p>Para 9.4 add Access to the site will require close examination to achieve safe and practical all mode access to the site down these narrow corridors.</p> <p>Also make reference to the new Manual for Streets and forthcoming design advice from CCC.</p>	<p>Agree. Make changes.</p> <p>Agree. Make changes.</p> <p>Agree. Make changes.</p> <p>Agree. Make changes.</p> <p>Agree. Make changes.</p> <p>Agree. Make changes.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
CCC Highways	4	Support the proposal for an urban village, but think there needs at application stage to be some work on enforcing parking arrangements to limit use etc, but that’s a minor item.	Noted	3
Environment Agency	5	<p>Fully support the production of design frameworks for specific sites.</p> <p>Noted in para 4.1 that although the site is mostly outside the 1 in 100 year flood plain, most of the site is within the 1 in 1000 year flood plain.</p>	<p>Noted.</p> <p>Noted. Add to document.</p>	<p>3</p> <p>1</p>

Comment by:	Respondent no.	Nature of Comment	Response	Action
		Support statement in para 9.7 that any application should be accompanied by a Flood Risk Assessment. Planning Policy Guidance Note 25 (PPG25) is not mentioned. Extremely important that reference is made to this document.	Noted. Noted. Add to document.	3 1
County Archaeology	6	Records indicate that the site is located in an area of high archaeological potential. The site is located in the medieval core of the town, adjacent to the medieval parish church of St Mary (record number CB14932), and investigations in South Street have demonstrated that deposits associated with the medieval development of the town survive in the vicinity (record number ECB464).	Noted. Add to annex. Noted. Add to annex.	1 1
St Neots Town Centre Initiative – Redevelopment and Environment Group	7	Area between High St and Brook St has a lot of potential to improve access and through routes. There is a lot of wasted and underused space. It is appreciated that divided land ownership has hindered past attempts to improve the area. It is hoped that this plan can proceed and if any one landowner is obstructive then the District Council should consider using its powers to overcome such a problem. Favoured small scale redevelopment approach with the through	Noted. Noted.	3 3 3

Comment by:	Respondent no.	Nature of Comment	Response	Action
		<p>routes made more attractive.</p> <p>Felt that small retail units would only succeed if close to the High Street. Rest of site should be mixture of small housing units, offices, and workshops. Latter would provide activity during the day and add to the High St footfall. The workshops could fit into the Creative Enterprise Centre's cluster strategy. The Initiative has a strong interest in Brook House and agrees with the Planning view of its contribution to the area.</p>	<p>Noted.</p>	<p>3</p>
<p>St Neots Town Centre Initiative – Management Group</p>	<p>8</p>	<p>Approved the concept of better access through opening up certain passageways.</p> <p>Small retail was already oversupplied as it was difficult for them to survive as small units with high rents / rates.</p> <p>One member thought that this was a lost opportunity for a 10,000 sq ft retail unit that the retail sector badly needed.</p> <p>Social provision using the Church centre was not thought ambitious enough.</p>	<p>Noted.</p> <p>Proposal follows ideas proposed in the Civic Trust report to create an 'urban village' of small scale buildings with a mix of units.</p> <p>Disagree. This would not reflect the Civic Trust's recommendations. Site is in the historic core of the town and any large scale redevelopment would blight this area.</p> <p>This would be discussed at a later stage.</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>

Comment by:	Respondent no.	Nature of Comment	Response	Action
		Importance of Brook House was recognised, as was the need to tackle the unsightly garage problem. It was agreed that the proposal was within the spirit of the Civic Trust report.	Noted. Noted.	3 3
11 completed questionnaires	9		8 'strongly support' redeveloping the site, and 3 'support' 5 'strongly support' the overall concept, 4 'support', and 2 'oppose' the concept	3
Correction 1		'Red line boundary' to site inconsistent on all maps.	Red line boundary to be as figure 26, but without the buildings highlighted with an arrow as 'retail with residential above'. These buildings should not be included.	
Correction 2		Re-order photos to correctly relate to figure 17		
Correction 3		Para 8.8 unfinished. Clarify what PPG22 means.		
			Also minor typos.	

Written comments from members of the public who attended the exhibition:-

1. 'We would like the area to become one that can be browsed through, so that shops can be part of a pleasant experience. It is also necessary to have all the infrastructure in place before work starts rather than after work has been completed.'
2. 'This area is long overdue to be brought back into use. I approve of the fact that the old cottages and the forge will remain and be brought back into use – the sooner the better. The fact that Brook Street does occasionally flood should be taken into account. Too many pedestrian routes may result in late night antisocial behaviour - one though route would be preferable.'
3. 'Excellent idea, long overdue. Please try to keep as much of the original buildings and style as possible.'
4. 'Strongly agree with the plans. It would turn an eyesore into a desirable place to be.'
5. 'It would be nice to see 'boutique' type shops in the alleys in the way that has happened in Hitchin, and if the market were judged to be sufficient, perhaps more (with residential above) could be added. This area of the town is incredibly important and should be opened up and current barriers removed. Access through the site should be ensured in any plan. Whatever happens, the site should not be redeveloped solely for residential purposes.'
6. 'Was hoping it was going to include more shops. Needs a seating area and possibly flower beds or baskets.'
7. 'The concept of mixed use is good but my concern is too many residential units into small a space causing parking and congestion problems. The area at present is shabby but has a certain charm.'
8. 'No more residential units, more green areas for people to sit and relax and eat. An area for young children to be able to get out of their pushchairs and walk safely.'
9. 'The original trigger for this plan was the Civic Trust report. But the major part was that St Neots needed bigger retail areas. This is not addressed. Instead of residential areas how about a cinema! Developers are willing to come here if given the right area. This is an ideal area.'

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CABINET

7TH SEPTEMBER 2006

**CUSTOMER FIRST & ACCOMMODATION
ADVISORY GROUP
(Report of the Advisory Group)**

1. INTRODUCTION

- 1.1 The Advisory Group met on 26th July 2006 and Councillors I C Bates, S J Criswell, P J Downes, K Reynolds, T V Rogers and L M Simpson were present.
- 1.2 An apology for absence from the meeting was submitted on behalf of Councillor P L E Bucknell.
- 1.3 Councillor I C Bates was elected Chairman and Councillor L M Simpson appointed Vice-Chairman of the Advisory Group respectively.
- 1.4 Terms of reference for the Advisory Group were approved.

2. HEADQUARTERS AND OTHER ACCOMMODATION

- 2.1 By way of a report by the Head of Technical Services, the Advisory Group were acquainted with progress achieved on the Headquarters and Accommodation Project since the Spring. In a presentation by the Director of Operational Services, specific reference was made to the current position in the following key areas –
 - ◆ the Development Agreement;
 - ◆ the acquisition of land for and design of the Operations Centre;
 - ◆ options for securing best value in terms of the future use and disposal of Castle Hill House; and
 - ◆ the outcome of the space planning exercise.
- 2.2 Having regard to the overall capital cost of the project, the Advisory Group were assured that whilst the position necessarily would fluctuate as the project progressed, this should be contained within the approved MTP provision. The financial position would continue to be reviewed as the project progressed and as further detailed design and cost information became available.
- 2.3 With regard to the Operations Centre, the Advisory Group were informed that whilst the design should deliver a BREEAM “very good” rating, consideration had been given to an alternative construction strategy, at less cost, which could result in a “good” rating. Notwithstanding the difficulty in attaining an “excellent” rating for what substantially would be an industrial building and the potential for achieving this by way of investment in biomass boilers, the Advisory Group were strongly of the view that the Council should strive to achieve, at the very least, a “very good” BREEAM rating for the new Operation Centre.
- 2.4 Bearing in mind the requirement to name the Centre for mailing purposes, the Advisory Group indicated their support for research to commence on the history of the site in order to arrive at an appropriate name for the new building. Accordingly, it was

RECOMMENDED

that the Director of Operational Services, after consultation with the Executive Councillor for the new Headquarters and Information Technology, be authorised to determine an appropriate name for the new Operations Centre.

3. CONTINUATION OF CHANGES TO CALL CENTRE HANDLING ARRANGEMENTS

3.1 The outcomes of a three-months trial of changes to call handling arrangements at the Call Centre were presented to the Advisory Group by the Acting Call Centre Manager. The trial comprised –

- ◆ an increase in operational lines from 10 to 30 and the introduction of call queuing;
- ◆ the introduction of an announcement to advise customers that calls might be recorded for training purposes; and
- ◆ the introduction of an announcement, played after 30 seconds, asking the customer if they wished to be held in a queue or to leave a message.

3.2 Having commended the contribution these arrangements had made to the services offered to customers on a day of industrial action during March, the Advisory Group

RECOMMENDED

that the Cabinet be requested to approve the continued use of call queuing as described in the report by the Head of Information Management.

4. UPDATE

4.1 The Advisory Group received and noted a report by the Head of Information Management on progress achieved in five key project areas included within the Customer First programme.

4.2 Progress was reported on the five priority areas identified by the Customer First team as follows –

- ◆ the roll out of services to the call centre and of EDM to services;
- ◆ the implementation of a transactional web site; and
- ◆ IT and business analyst input to the Customer Service Centre project.

Having also noted improvements programmed over the next 6 – 18 months, progress on other projects in the programme and performance figures for the Centre during June 2006, the Advisory Group requested that the Overview and Scrutiny Panel (Service Support) undertake to monitor the performance of the call centre on a regular basis.

5. VISIT TO OPERATIONS CENTRE

- 5.1 The Advisory Group suggested that a seminar and a site visit for all Members should be arranged once construction of the Operations Centre was underway.

Councillor I C Bates
Chairman of the Advisory Group

By virtue of paragraph(s) 9 of Part 1 of Schedule 12A of the Local Government Act 1972.

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