

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


Contact
(01480)

APOLOGIES

1. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting held on 9 November 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. GROWING SUCCESS - CORPORATE PLAN (Pages 3 - 4)

To consider a report by the Head of Policy on the final version of the Council's Corporate Plan – "Growing Success".

I Leatherbarrow
388005

4. BUDGET AND 2007-12 MEDIUM TERM PLAN (Pages 5 - 24)

To consider a report by the Head of Financial Services

S Couper
388103

5. MEDIUM TERM PLAN - REQUEST FOR RELEASE OF FUNDS (Pages 25 - 30)

By way of a report by the Head of Financial Services to consider requests for the release of funding for three Medium Term Plan Schemes.

T Day
388111

6. TREASURY MANAGEMENT INVESTMENT PERFORMANCE (Pages 31 - 34)

To consider a report by the Head of Financial Services on levels of performance achieved by the External Fund Managers during the quarter ended 30th September 2006.

S Couper
388103

7. MOBILE HOME SITE, EYNESBURY CONTAMINATED LAND REMEDIATION WORKS (Pages 35 - 38)

To consider a report by the Head of Housing Services seeking approval of supplementary capital and revenue estimates to enable the final stage of the contaminated land remedial works

S Plant
388240

to commence.

8. LOCAL DEVELOPMENT SCHEME (Pages 39 - 74)

To consider a report by the Head of Planning Services on revisions to the Local Development Scheme for Huntingdonshire and seeking approval for its submission to the Secretary of State.

**Ms C Bond
388435**

9. CAMBRIDGESHIRE AND PETERBOROUGH MINERALS AND WASTE PLAN PREFERRED OPTIONS (Pages 75 - 78)

To consider a report by the Planning Policy Manager on proposals for Minerals and Waste Planning.

**R Probyn
388430**

10. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL - LOCAL DEVELOPMENT FRAMEWORK - GYPSY AND TRAVELLER DEVELOPMENT PLAN DOCUMENT (Pages 79 - 80)

To consider a report by the Head of Planning Services regarding South Cambridgeshire District Council's Issues and Options Report for a Gypsy and Traveller Development Planning Document.

**R Probyn
388430**

11. FENLAND DISTRICT COUNCIL - LOCAL DEVELOPMENT FRAMEWORK - CORE STRATEGY PREFERRED OPTIONS (Pages 81 - 82)

With the assistance of a report by the Head of Planning Services to consider and comment on Fenland District Council's preferred options for the Core Strategy of its Local Development Framework.

**R Probyn
388430**

12. GAMBLING ACT 2005: STATEMENT OF LICENSING PRINCIPLES (Pages 83 - 136)

To consider a report by the Head of Administration on the outcome of consultations on the draft Gambling Act 2005 Statement of Principles.

**R Reeves
388003**

13. CAMBRIDGESHIRE HORIZONS LIMITED - MEMORANDUM OF UNDERSTANDING (Pages 137 - 138)

To consider a report by the Head of Legal and Estates regarding the development of a Memorandum of Understanding for Cambridgeshire Horizons Limited.

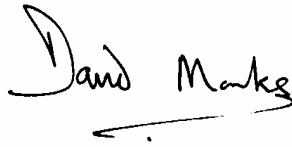
**C Meadowcroft
388021**

14. SAFETY ADVISORY GROUP (Pages 139 - 142)

To consider the report of the meeting of the Safety Advisory Group held on 15th November 2006.

**Mrs C Bulman
388234**

Dated this 29 day of November 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, 9 November 2006.

PRESENT: Councillor I C Bates – Chairman.

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

99. MINUTES

Subject to the deletion of the names of Councillors Mrs D C Reynolds and T V Rogers from the list of attendees, the Minutes of the meeting of the Cabinet held on 19th October 2006 were approved as a correct record and signed by the Chairman.

100. MEMBERS' INTERESTS

Councillor A Hansard declared a personal interest in Minute No 105 by virtue of his membership of St Neots Town Council and a prejudicial interest as the relevant Executive Councillor. He left the meeting for the duration of the discussion and voting on this matter.

101. HUNTINGDON TOWN CENTRE VISION

Further to Item No. 06/31, the Cabinet considered a report by the Head of Planning Services (a copy of which is appended in the Minute Book) outlining the consultation responses received at the public exhibitions on the Vision report on Huntingdon Town Centre.

Members noted the main issues identified by the public and the points of principle which could assist in developing and directing the Council's planning policies for the town. On the subject of car parking, Members acknowledged that the issues raised would be forwarded to the Council's consultants to be addressed through the forthcoming Car Parking Strategy. With regard to the removal of the A14 Viaduct in Huntingdon and the construction of new highway links and junctions designed to improve the local road network, Members recognised the need for ongoing dialogue with residents and the business community.

Having welcomed the success of the public consultation and the long-term plans for the future of Huntingdon Town Centre, the Cabinet

RESOLVED

- (a) that the contents of the report be noted; and
- (b) that the points of general principle, outlined in paragraph 5.1 of the report now submitted, be endorsed.

102. 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 July – September 2006 as irrecoverable.

103. SAFETY ADVISORY GROUP

In receiving and noting the report of the Safety Advisory Group held on 13th September 2006 particular attention was drawn to the findings of an ad-hoc inspection of the swimming pool and impressions fitness suite at Huntingdon Leisure Centre which had concluded that the facilities were well managed. With regard to the employee accident data for 2005/06, Members were advised that it was thought that the rise in the number of accidents was due in the main to improved reporting methods.

104. EXCLUSION OF THE PUBLIC

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to the financial affairs of particular persons (including the authority holding that information).

105. PROPOSED TRANSFER OF LAND AT THE MALTINGS, EATON FORD TO ST. NEOTS TOWN COUNCIL

(See Minute No. 100 for Members' interests).

Further to Minute No. 04/106, and with the assistance of a report by the Head of Legal and Estates (a copy of which is appended in the Annex to the Minute Book), the Cabinet considered proposed terms for the transfer of an area of land comprising public open space at the Maltings, Eaton Ford to St. Neots Town Council.

RESOLVED

that the transfer of land between the rear of 17 and 22 the Maltings, Eaton Ford to St. Neots Town Council be approved on the terms and conditions outlined in paragraph 3 of the report now submitted.

Chairman

CABINET

30 NOVEMBER 2006

GROWING SUCCESS – CORPORATE PLAN

(Report by the Head of Policy)

1 INTRODUCTION

- 1.1 The purpose of this report is to invite the Cabinet to endorse an updated version of the Council's Corporate Plan – Growing Success – prior to its consideration and adoption by the Council.

2. BACKGROUND

- 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 Councils comprehensive performance management framework. This framework provides for quarterly reporting of progress against targets and an end of year review of results and targets so that the Council are focused on achieving their priorities.
- 2.2 Earlier this year, in considering the end of year results, the Council adopted a process for reviewing and updating Growing Success. This reflected the perception that the Plan – particularly the supporting objectives – needed to be more specific and understandable. In particular significant activities and projects needed to be linked to the Plan along with the underlying day to day activities set out in service plans.

3. THE PROCESS OF REVIEW

- 3.1 From an early stage Executive Councillors felt that members of the Overview and Scrutiny Panels should have a close involvement in the review of the objectives prior to consideration by the Cabinet and Council.
- 3.2 To facilitate this review a working group comprising members of both Overview and Scrutiny Panels was established to undertake a detailed review of the Plan. In addition drafts of the Plan have been considered by both the Panels individually and, on two occasions by the Overview and Scrutiny Panel (Corporate and Strategic Framework).
- 3.3 Important aspects in the development of the updated Plan have been the setting of short term priorities in areas where the Council wishes to seek significant progress. This will facilitate achievement in areas where there are identified local needs or in aspects of the Councils performance where development is necessary.
- 3.4 The updated version of the Plan appended to the agenda separately has been considered and endorsed by the Overview and Scrutiny Panel (Corporate and Strategic Framework). At its meeting on 3rd November 2006 that Panel undertook to continue to examine the Plan both in terms of managing performance and, more particularly, in ensuring that the targets in it were both realistic and, as appropriate stretching in order to achieve the Councils priorities.

4. CONCLUSION

- 4.1 The review of the Councils Corporate Plan has been undertaken over an extended period to provide an opportunity for Members to be involved and support the setting of objectives within the Plan. The Plan sets out a series of short term priorities which will form the basis of performance management reporting.


5. RECOMMENDATIONS

- 5.1 Members of the Cabinet are invited to endorse the updated Corporate Plan – Growing Success – prior to its submission to the Council.

BACKGROUND PAPERS

Growing Success – Corporate Plan
Reports to and minutes of Overview and Scrutiny Panel (Corporate and Strategic Framework) – 14th November 2006,
Cabinet – 19th October 2006,
Overview and Scrutiny Panel (Planning and Finance) – 10th October 2006, Overview and Scrutiny Panel (Service Delivery) – 3rd October 2006.
Overview and Scrutiny Panel (Corporate and Strategic Framework) – 5th September 2006, and Cabinet – 8th June 2006.

Contact Officer: Ian Leatherbarrow, Head of Policy

 01480 388005
e-mail: Ian.Leatherbarrow@huntsdc.gov.uk

CABINET

30 NOVEMBER 2006

**BUDGET AND MEDIUM TERM PLAN 2007-2012
DRAFT PROPOSALS**

(Report by the Head of Financial Services)

1 PURPOSE

- 1.1 The purpose of this report is to allow the Cabinet to review a draft Medium Term Financial Plan (MTP) to 2011/12, within the context of a long term financial forecast covering the period up to 2018/9. Once approved by Council in December, this draft will be used to produce the final 2007/08 budget and MTP for the following 4 years for consideration and approval by Council in February.

2. BACKGROUND

- 2.1 The Cabinet considered officers' proposals for savings at its meeting on 7 September and received further suggestions from Overview and Scrutiny. The Liberal Democrat Group subsequently issued a commentary on the savings together with some additional suggestions. This report adjusts the September savings proposals in the light of those suggestions.
- 2.2 The financial forecast presented to Council in September updated the approved MTP for various technical items (e.g. interest rates and inflation) but did not seek to vary any existing schemes or add any new schemes at that stage. It resulted in an increase in the eventual savings target by £230k to £5.9M.
- 2.3 Officers have been reviewing the spending profile for all schemes. Reductions have been proposed in some cases where schemes can be carried out for less or the scheme is no longer considered to be the value for money that was originally assumed. There are also some significant increases due to additional costs or from new pressures – often as a result of Government decisions.
- 2.4 The above figures do not yet include the following items which will need to be brought into the MTP when they become available:
- The provisional and final grant settlement figures for 2007/08.
 - Any change to the assumption as to the speed with which the Council will get the Government Support which is being withheld to protect Councils that are due reductions.
 - Further review of future interest rates.

- The Middle Level Drainage Board is proposing to construct a major new pumping station on its main drain at St Germans, south west of Kings Lynn. At some stage, a proportion of the cost will fall on this Council via increased Drainage Board rates or special levies.
- Any benefit received under the Government's Local Authority Business Growth Incentive scheme (which allows authorities a portion of increases in business rates over and above a norm) for 2006/07 onwards. The scheme is such that it would be imprudent to estimate how much might be received.
- Any S106 monies that can be used to finance existing planned expenditure.
- The implications of the Government White Paper "Strong and Prosperous Communities" and the forthcoming Lyons review of Local Government Finance.
- Implications following on from the revision and updating of our corporate plan, as expressed through Growing Success.

3. SUMMARY

3.1 Changes in the MTP

MTP changes amount to £778k per year (excluding items included in the savings list) by 2011/12. The most significant increases (>£40k revenue impact) relate to the following schemes:

| Bid No. | Scheme | Start Year | Full Year Revenue Impact |
|---------|---|------------|--------------------------|
| | Technical | | £000 |
| | Inflation (mainly fuel costs and insurance premiums) | 06/07 | 102 |
| | Increased NNDR costs (District Valuer's reassessments) | 06/07 | 46 |
| | New Unavoidable | | |
| 706 | Benefit Changes (Increased cost of Bed and Breakfast) | 06/07 | 82 |
| 708 | Future Maintenance - Leisure Centres (extra £3.4M capital cost following new survey of works required) | 07/08 | 170 |
| 711 | Land Charges - Fall in Forecast Income | 06/07 | 141 |
| 715 | IT Network Infrastructure - Replacement Cycle | 07/08 | 49 |
| | New Urgent | | |
| 733 | Flexible Working (Increased band width and broadband for members) | 06/07 | 52 |
| 735 | Ramsey and Yaxley Community Information Centre (Funding to allow the Centres to continue) | 07/08 | 40 |
| | New 2011/12 Capital Bids (Provision for £4.2M capital with £210k revenue impact was included in the financial forecast) | | |
| 729 | Social Housing Grant (£1M capital investment) | 11/12 | 53 |
| 731 | Vehicle Fleet Replacements (£1M capital investment) | 11/12 | 51 |
| 717 | Disabled Facilities Grants (£0.9M capital investment) | 11/12 | 45 |

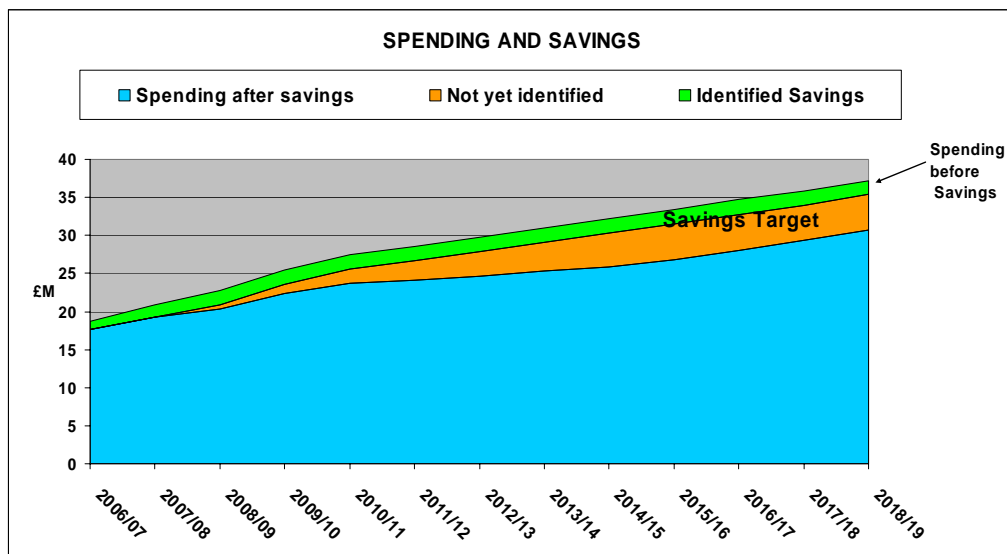
The draft MTP is attached at **Annex A** – all changes are highlighted and also listed in a summary at the end. Appraisals to support all but the technical variations are available on the Council's website and intranet.

3.2 Revenue Spending and Savings

Revenue spending (before savings) is forecast to rise from £18.7m in 2006/07 to £20.9m in 2007/8 and then to £37.2m by 2018/9 due to inflation and service developments. The additional savings (£780k, up from £230k in the September forecast) necessary to balance the identified additional costs have, in line with the Council's policy, been spread over future years as evenly as possible.

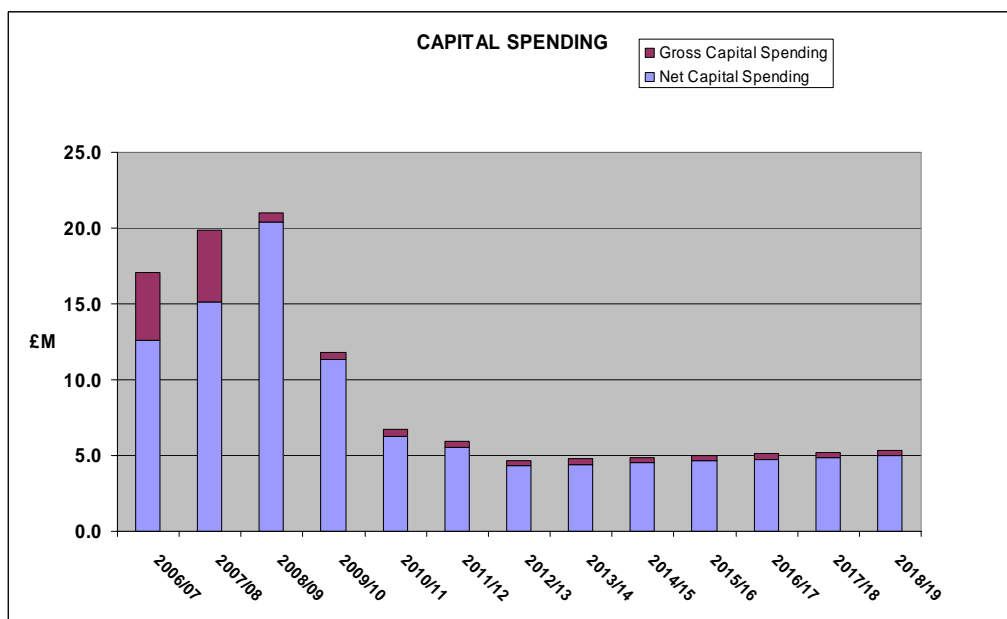
Whilst the savings targets for 2006/07 (£1.0m) and 2007/08 (£1.7m) are expected to be exceeded there is a need to develop plans to achieve further savings of £4.7m in order to bring spending in 2018/19 down to £30.7m. The savings identified in the September Forecast report and subsequent adjustments are shown in **Annex B**.

Net revenue spending plans, together with targeted savings, are shown in the graph below.



3.3 Capital Spending

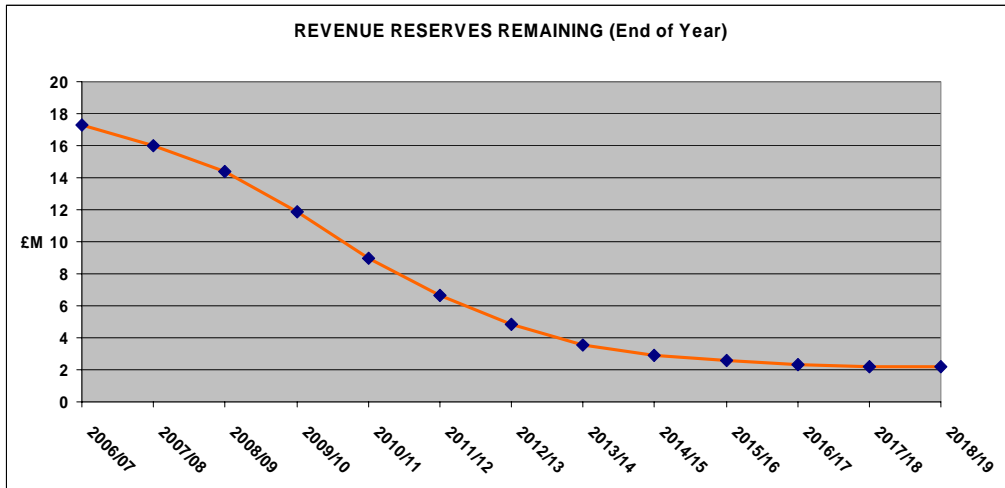
Net Capital Spending is forecast as follows:



3.4 Revenue Reserves

Whilst the Council is in the fortunate position of still having significant revenue reserves they will need to be used over the period of the financial forecast to allow the targeted savings to be spread over a manageable timescale.

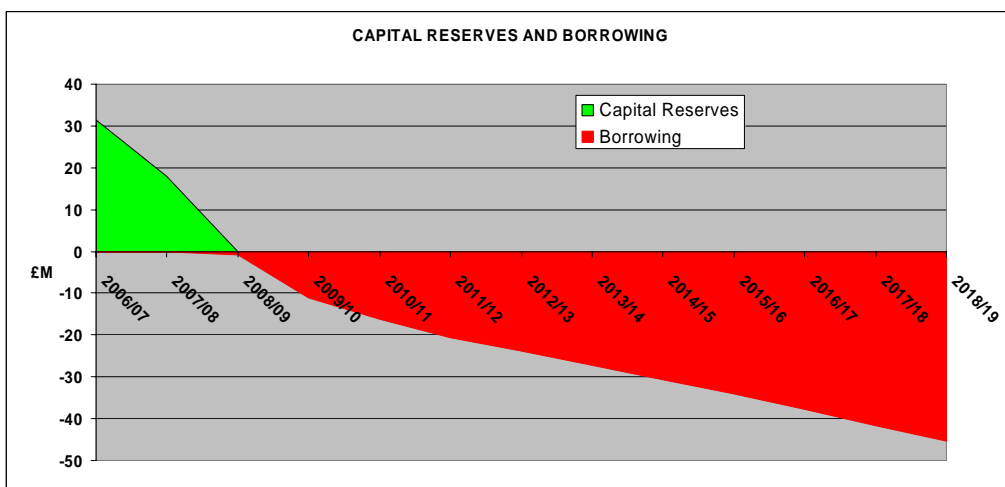
Revenue reserves are forecast to fall as follows:



It has currently been assumed that £2M of reserves would be an adequate minimum level but this needs to be reviewed in more detail for next year's forecast. Any increase will result in savings having to be identified sooner than currently indicated.

3.5 Capital Reserves and borrowing requirements

Capital reserves are forecast to be exhausted during 2008/09. Subsequent capital spending will need to be financed from borrowing as shown in the graph below:

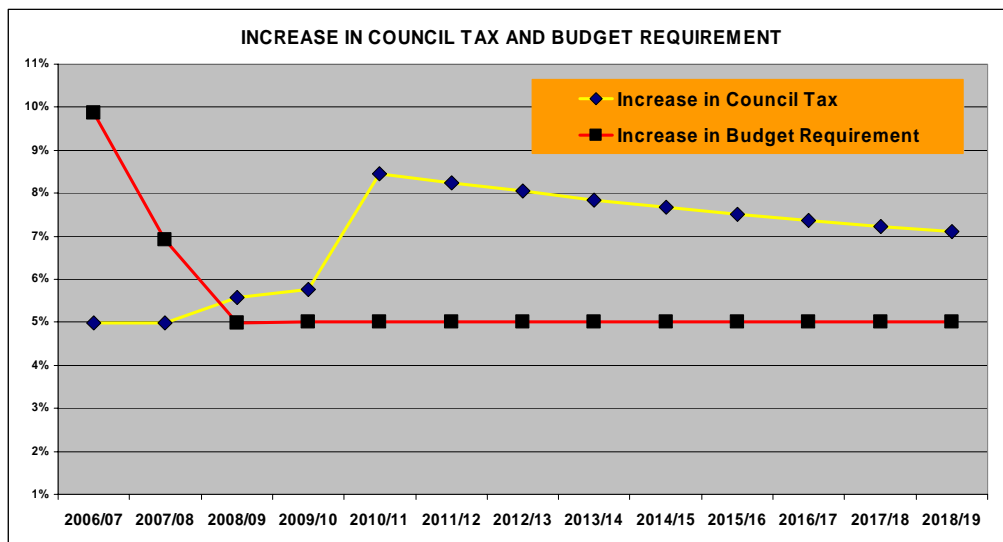


3.6 Funding

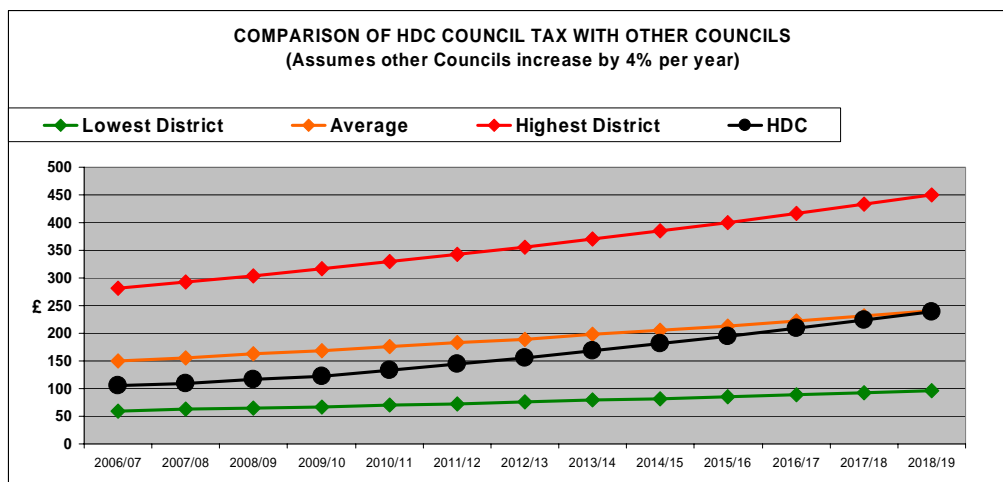
The Council's "Budget Requirement" (net revenue spending less use of reserves) is funded from Government Support (RSG) and the Council Tax.

It has been assumed that Government Support will rise by 2.75% per year and that the remaining withheld grant will be received by 2008/09.

In line with the Council's current policy, the plan is based on increasing the budget requirement and resulting Council Tax so that the Council is unlikely to be capped. The current assumption is that capping will only apply to those Councils that increase both their budget requirement **AND** their council tax by more than 5%. The plan therefore limits the Council Tax rise to 5% in 2007/08 but the Budget Requirement increase to 5% thereafter. This results in Council Tax rises of up to 8.5% (£10.39 per year on a Band D property) as shown in the graph below.



The resultant levels of Council Tax are shown in the next table compared with those of the other 237 District Councils. If other Councils increase their tax level by 4% a year then Huntingdonshire's Council Tax will only have reached the average by 2018/19.



3.7 Reconciliation and Summary

Annex C provides a comparison between the draft plan and that agreed last year.

Annex D provides a summary of the key figures in the draft plan.

4. CONCLUSIONS

- 4.1 The Council's financial plans continue to recognise that the government is operating a capping policy that restricts our ability to raise Council Tax.
- 4.2 The Council has successfully identified sufficient savings for both 2006/7 and 2007/8 to exceed the savings plans set out in last years MTP. However, whilst no further savings are required for 2007/8, significant savings are required in future years in order to bring the revenue budget back into balance before reserves run out.
- 4.3 Capital reserves will be exhausted by March 2009. Subsequent capital expenditure will be funded by borrowing. The loss of interest received and the subsequent expense of loan repayments adds to the revenue expenditure budget pressures.
- 4.4 Revenue reserves will be utilised over the period until 2018/19 so that the savings required to balance the revenue budget are identified and introduced in a planned fashion.
- 4.5 Further detail on government grants will become known before the budget has to be formally set in February 2007.
- 4.6 The impact of the local government White Paper, the Lyons Review on local government finance and the finalisation of our own corporate plans and priorities, expressed in Growing Success, may lead to further changes in the financial plan for 2007/8 and beyond.

5. RECOMMENDATIONS

- 5.1 Cabinet are asked to recommend this draft Medium Term Financial Plan to Council as the basis for the production of the 2007/08 budget, the revised MTP for 2008/09 – 2011/02 and a financial plan to 2018/9.

Annexs

- A Draft consolidated MTP and list of variations.
- B Detail of savings included
- C Reconciliation of this MTP to the previous MTP
- D Overall Financial Summary and Savings Summary

ACCESS TO INFORMATION ACT 1985

Source Documents:

1. Working papers in Financial Services
2. 2006/07 Revenue Budget and the 2006/11 MTP
3. Forecast Report

Contact Officer: Steve Couper, Head of Financial Services ☎ 01480 388103

| Bid No. | Scheme | REVENUE IMPACT | | | | | | | | | | NET CAPITAL COST | | | | | | | | | | EXTERNAL CONTRIBUTIONS | | | | | | | | | | | | | | | | |
|-----------|---|----------------|------|------|------|------|------|------|------|------|------|------------------|------|------|------|------|------|------|------|------|------|------------------------|-------|------|------|------|------|------|------|------|-----|------|--|--|--|--|--|--|
| | | 2007 | | 2008 | | 2009 | | 2010 | | 2011 | | 2012 | | 2007 | | 2008 | | 2009 | | 2010 | | 2011 | | 2007 | | 2008 | | 2009 | | 2010 | | 2011 | | | | | | |
| | | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2007 | 2008 | 2009 | 2010 | 2011 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | | | | | | | | |
| 643 | Health Centre Sapley Square | -211 | 1 | -211 | 1 | 1 | 1 | -211 | 1 | 1 | -211 | 1 | | | | | | | | | | 928 | | | | | | | | | | | | | | | | |
| | Leisure Events and Facilities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 511 | Local Leisure projects (Grants)(adj) | 17 | 22 | 28 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | | | | | | | | | | | | | | | | | |
| 658 | Local Leisure projects (Grants) | | | 3 | 9 | 11 | 11 | | | | | | | | | | | | | | | -34 | 40 | 40 | 40 | 7 | | | | | | | | | | | | |
| 511/658 | Local Leisure Project Grants | -3 | -5 | -5 | -3 | -1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tourism | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 659 | Tourism Services Review | -13 | -26 | -26 | -26 | -26 | -26 | -26 | -26 | -26 | -26 | -26 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Joint Leisure Centres | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 608 | Future maintenance (adj) | 76 | 89 | 101 | 117 | 126 | 126 | 126 | 126 | 126 | 126 | 126 | 251 | 239 | 262 | 359 | | | | | | | | | | | | | | | | | | | | | | |
| 660 | Future maintenance | | | | | 9 | 18 | 18 | 18 | 18 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 709 | Future Maintenance - Leisure Centres delete existing bid from 2007/08 onwards | -6 | -18 | -34 | -52 | -61 | -61 | -61 | -61 | -61 | -61 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 708 | Future Maintenance - Leisure Centres | 222 | 171 | 250 | 256 | 260 | 231 | | | | | | | | | | | | | | | 1,479 | 1,313 | 857 | 498 | 477 | | | | | | | | | | | | |
| 262/B | Sawiry Impressions | 44 | 11 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 64 | | | | | | | | | | | | | | | | | | 206 | | | | | | | |
| 333 | SI Neods Bar/Kitchen/Creche Extension | 1 | 1 | -14 | -14 | -14 | -14 | -14 | -14 | -14 | -14 | -14 | 283 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 333 | SI Neods LC Barr/Kitchen/Creche Ext. | -1 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 335 | SI Neods Impressions Expansion | -2 | -18 | -18 | -18 | -18 | -18 | -18 | -18 | -18 | -18 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 335 | SI Neods LC Impressions Expansion | 2 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 336 | Huntingdon Impressions expansion | 6 | -6 | -6 | -6 | -6 | -6 | -6 | -6 | -6 | -6 | 256 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 661 | Huntingdon Impressions expansion | 6 | -7 | -7 | -7 | -7 | -7 | -7 | -7 | -7 | -7 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 338 & 424 | Ramsey LC Combined Impressions, Creche, Storage, Office | -13 | -13 | -13 | -13 | -13 | -13 | -13 | -13 | -13 | -13 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 393 & old | Leisure Centre Disabled facilities | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 635 & 636 | Fitness Eqpt Financing SILC and HLC | -64 | -60 | -56 | -44 | -46 | -46 | -46 | -46 | -46 | -46 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | RLC Fitness Equipment | -12 | -12 | -12 | -7 | -8 | -8 | -8 | -8 | -8 | -8 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NEW112 | Fitness Equipment SI Neods LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NEW112 | Fitness Equipment Sawiry LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NEWURG | Energy Saving Huntingdon LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | CCTV Improvements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 718 | Additional Holiday Pay | 15 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 722 | Abolition of Vat Exemption | 16 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CAPSAV | SI Ivo LC - Rifle Range | -25 | -75 | -75 | -75 | -75 | -75 | -75 | -75 | -75 | -75 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Leisure Policy and Development | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1/B | SI Neods Tennis Initiative | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 58 | Graffham Water Centre Partnership Contribution | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Community Initiatives | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 423 | Community Information Project | 58 | 58 | 59 | 59 | 59 | 59 | 59 | 59 | 59 | 59 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 662 | Community Information Centres | 44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NEWURG | Ramsey & Yaxley Community Inf Centres | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Parks and Open Spaces | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4/B | Activity Parks | 20 | 24 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 107 | Park Signage | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 121 | Pilot Linear Park Development, SI Neods | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 322 | Tree work (health & Safety) from tree survey | 15 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Bid No. | Scheme | REVENUE IMPACT | | | | | | | | | | | | NET CAPITAL COST | | | | | | | | | | EXTERNAL CONTRIBUTIONS | | | | | |
|---------|--|----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|------------------|-------|-------|-------|-------|------|------|------|------|------|------------------------|--|--|--|--|--|
| | | 2006/ | 2007/ | 2008/ | 2009/ | 2010 | 2011 | 2012 | 2006/ | 2007/ | 2008/ | 2009/ | 2010 | 2011 | 2006/ | 2007/ | 2008/ | 2009/ | 2010 | 2011 | | | | | | | | | |
| | | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2007 | 2008 | 2009 | 2010 | 2011 | | | | | |
| | Approved Plan - Feb 2006 | 18,305 | 19,133 | 20,453 | 22,207 | 23,516 | 23,928 | 24,557 | 14,465 | 17,997 | 12,643 | 7,219 | 4,961 | 4,200 | 5,924 | 1,242 | 547 | 524 | 442 | | | | | | | | | | |
| | Technical | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Inflation | 112 | 125 | 164 | 208 | 78 | 59 | 85 | | | | | | | | | | | | | | | | | | | | | |
| | Increased MNDR costs | 46 | 46 | 46 | 46 | 46 | 46 | 46 | | | | | | | | | | | | | | | | | | | | | |
| | Revenue staff charged to capital | -214 | -184 | -125 | -69 | -15 | 36 | 36 | 219 | 200 | 150 | 100 | 50 | | | | | | | | | | | | | | | | |
| | Provision for further capital deferrals | -37 | -62 | -37 | -12 | | | | -1,500 | 500 | 500 | | | | | | | | | | | | | | | | | | |
| | Vacancy Head of Community Services | -70 | -70 | -70 | -70 | -70 | -70 | -70 | | | | | | | | | | | | | | | | | | | | | |
| | Delete 2011/12 Capital Provision | | | 6 | 12 | 12 | 25 | 38 | | | | | | -4,200 | | | | | | | | | | | | | | | |
| | Capital Inflation adjustment | | | -2 | -3 | -2 | 23 | 18 | | | | | | | | | | | | | | | | | | | | | |
| | Delete adjustments line | 4 | 17 | 17 | 17 | 17 | 17 | 17 | | | | | | | | | | | | | | | | | | | | | |
| | Insurance Premiums inflation | -142 | -129 | -1 | 129 | 66 | 31 | -40 | -1,281 | 698 | 882 | 636 | 18 | -3,666 | | | | | | | | | | | | | | | |
| | sub-total | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CAPSAV | Savings Items with Capital expenditure | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 441/442 | Disabled Facilities Grants | -11 | -19 | -19 | -19 | -19 | -19 | -19 | -319 | | | | | | 189 | | | | | | | | | | | | | | |
| | St Ivo LC - Rifle Range | -11 | -44 | -94 | -94 | -94 | -94 | -94 | -319 | 500 | | | | | 189 | | | | | | | | | | | | | | |
| | sub-total | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TIMWC | Revised Timing - No increase | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50/51 | Ramsey Great Whyte/Little Whyte Phase 2 | -4 | | | | | | | | | | | | | 164 | | | | | | | | | | | | | | |
| 52 | St Ives Town Centre 2 | -3 | 1 | | | | 13 | 13 | | | | | | | 10 | | | | | | | | | | | | | | |
| 224 | Town Centre Developments | -4 | -10 | -11 | -5 | | | | -129 | -86 | 20 | 195 | | | -10 | | | | | | | | | | | | | | |
| 401 | Huntington Town Centre Development | -19 | -48 | -43 | -38 | -33 | -19 | -8 | -447 | -305 | 100 | 100 | 100 | 452 | | | | | | | | | | | | | | | |
| 166B | St Neots Cambridge Street Car Park | | -4 | -6 | -2 | | | | | | | | | | -81 | | | | | | | | | | | | | | |
| 302 | New Public Conveniences | -5 | -5 | | | | | | | | | | | | 187 | | | | | | | | | | | | | | |
| 351 | St Neots Pedestrian Bridges | -6 | -7 | | | | | | | | | | | | 262 | | | | | | | | | | | | | | |
| 362 | St Ives Transport Strategy | -2 | -4 | -4 | -1 | | | | -76 | | | | | | | | | | | | | | | | | | | | |
| 363 | Ramsey Transport Strategy | -1 | -1 | -2 | -2 | -1 | | | | | | | | | -43 | | | | | | | | | | | | | | |
| 400 | Bus Shelters - Extra Provision | -1 | -1 | | | | | | -36 | 36 | | | | | | | | | | | | | | | | | | | |
| 480 | Implementation of Car Parking Strategy | -63 | -53 | 52 | -70 | -70 | -70 | -70 | -200 | -1,597 | 1,819 | | | | | | | | | | | | | | | | | | |
| 465 | Local Development Framework Inquiry | -80 | 80 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 637 | Oxmoor Housing Sites | -6 | | | | | | | | | | | | | 247 | | | | | | | | | | | | | | |
| 651 | Herne Road STW Replacement | -1 | -1 | | | | | | -30 | 30 | | | | | | | | | | | | | | | | | | | |
| 741 | Henbrook, St Neots - Retaining Wall | -1 | | | | | | | 43 | | | | | | | | | | | | | | | | | | | | |
| 70 | Housing Needs Survey | -20 | 5 | 5 | 5 | 5 | | | | | | | | | | | | | | | | | | | | | | | |
| 666 | Invest To Save Scheme | 5 | 2 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 615 | Social Housing Grant | -18 | -24 | -4 | 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 443 | Common Housing Register/ Choice Based Lettings | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 494 | Voice and Data Infrastructure | -29 | -4 | | | | | | | | | | | | 9 | | | | | | | | | | | | | | |
| 601 | Cyclical Business System Review | -24 | -20 | -17 | -16 | -16 | | | 62 | 67 | 42 | | | | 70 | | | | | | | | | | | | | | |
| 495 | Corporate EDM | -8 | -5 | | | | | | -77 | 188 | | | | | | | | | | | | | | | | | | | |
| 505/653 | Planning Delivery Grant | -255 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 505/653 | Proposed use of Planning Delivery Grant | 33 | 3 | 3 | 3 | 3 | 3 | 3 | 55 | | | | | | | | | | | | | | | | | | | | |
| 511/658 | Local Leisure Project Grants | -3 | -5 | -5 | -3 | -1 | | | -34 | 40 | 40 | 40 | 7 | | | | | | | | | | | | | | | | |

| SAVINGS REVIEW (24 October 2006) | TOTAL REVENUE IMPACT | | | | | | NET CAPITAL COST | | | | | |
|--|----------------------|---------------|---------------|---------------|---------------|---------------|------------------|---------------|---------------|---------------|---------------|---------------|
| | 2006/ 2007 | 2007/ 2008 | 2008/ 2009 | 2009/ 2010 | 2010/ 2011 | 2011/ 2012 | 2006/ 2007 | 2007/ 2008 | 2008/ 2009 | 2009/ 2010 | 2010/ 2011 | 2011/ 2012 |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Increase Court fees | -45 | -45 | -45 | -45 | -45 | -45 | | | | | | |
| Revenues and Benefits | -12 | -12 | -12 | -12 | -12 | -12 | | | | | | |
| Financial Services Division | -23 | -23 | -23 | -23 | -23 | -23 | | | | | | |
| ICT Infrastructure | -40 | -40 | -40 | -40 | -40 | -40 | | | | | | |
| Call Centre | -17 | -17 | -17 | -17 | -17 | -17 | | | | | | |
| Recruit Fewer Call Centre Advisors | -38 | -38 | -38 | -38 | -38 | -38 | | | | | | |
| Change District elections to all out every 4 years | -3 | -7 | -7 | -7 | -7 | -7 | | | | | | |
| Reduce Cabinet membership | | | | | | | | | | | | |
| Review Conference attendances | 0 | -10 | -10 | -10 | -10 | -10 | | | | | | |
| Delete Admin support post | -20 | -20 | -20 | -20 | -20 | -20 | | | | | | |
| Savings from Community Services Admin | 0 | -10 | -10 | -10 | -10 | -10 | | | | | | |
| Reduction in Leisure Centre Trainees (2) | -10 | -20 | -20 | -20 | -20 | -20 | | | | | | |
| Increased income from direct debit swimming lessons | -10 | -30 | -30 | -30 | -30 | -30 | | | | | | |
| Replace St Ivo Shooting Range with extended fitness suite or similar | 0 | -25 | -75 | -75 | -75 | -75 | | | | | | 500 |
| Increase Leisure Advantage prices | 0 | -25 | -25 | -25 | -25 | -25 | | | | | | |
| Increase other leisure activity prices | 0 | -20 | -20 | -20 | -20 | -20 | | | | | | |
| Reduce business support publications | -10 | -10 | -10 | -10 | -10 | -10 | | | | | | |
| More advertising in "District Wide" | -5 | -10 | -10 | -10 | -10 | -10 | | | | | | |
| Cease employing Modern Apprentices | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| Delete Offices Renewal Fund Contribution | -57 | -57 | -57 | -57 | -57 | -57 | | | | | | |
| Cover vacant Architectural Post with MA | -4 | -7 | -7 | -7 | -7 | -7 | | | | | | |
| Rescheduling of Refuse/Recycling collection | 0 | -78 | -100 | -100 | -100 | -100 | | | | | | |
| Minimum | 0 | -200 | -250 | -250 | -250 | -250 | | | | | | |
| Maximum | | | | | | | | | | | | |

| | TOTAL REVENUE IMPACT | | | | | | | NET CAPITAL COST | | | | |
|--|----------------------|--------|--------|--------|--------|--------|-------|------------------|-------|-------|-------|-------|
| | 2006/ | 2007/ | 2008/ | 2009/ | 2010/ | 2011/ | 2006/ | 2007/ | 2008/ | 2009/ | 2010/ | 2011/ |
| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Reduced refuse tipping costs | -46 | -46 | -46 | -46 | -46 | -46 | | | | | | |
| PCSO contribution | -110 | -325 | -325 | -325 | -325 | -325 | | | | | | |
| Reduce Emergency Planning training | -5 | -10 | -10 | -10 | -10 | -10 | | | | | | |
| Delete contribution to PCT | 0 | -9 | -9 | -9 | -9 | -9 | | | | | | |
| Reduction in Grants - Community Initiatives | 0 | 0 | -50 | -50 | -50 | -50 | | | | | | |
| Review of Car Parking Strategy | 0 | -50 | -200 | -200 | -200 | -200 | | | | | | |
| Reduction in Planning Conservation Grants | -35 | -35 | -35 | -35 | -35 | -35 | | | | | | |
| Efficiency improvements in planning | -10 | -30 | -30 | -30 | -30 | -30 | | | | | | |
| Consultancy costs in Planning | 0 | -18 | -18 | -18 | -18 | -18 | | | | | | |
| Deletion of part time housing post | 0 | -10 | -10 | -10 | -10 | -10 | | | | | | |
| Disabled Facilities Grant | -11 | -19 | -19 | -19 | -19 | -19 | | | | | | -319 |
| Deletion of part time housing post (Housing needs assistant) | 0 | -10 | -10 | -10 | -10 | -10 | | | | | | |
| Additional industrial rents | -15 | -15 | -15 | -15 | -15 | -15 | | | | | | |
| Reduce twinning costs | -5 | -5 | -5 | -5 | -5 | -5 | | | | | | |
| TOTAL - Minimum | -531 | -1,086 | -1,352 | -1,398 | -1,344 | -1,485 | -319 | 500 | 0 | 0 | 0 | 0 |
| TOTAL - Maximum | -531 | -1,208 | -1,502 | -1,548 | -1,494 | -1,635 | -319 | 500 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | | |
|---|--------|--------|--------|--------|--------|--------|--|--|--|--|--|--|
| SUMMARY | | | | | | | | | | | | |
| TARGET (See Annex D1) | -1,026 | -1,673 | -2,407 | -3,142 | -3,792 | -4,442 | | | | | | |
| IDENTIFIED | | | | | | | | | | | | |
| Included in 2006/07 Budget | -452 | -450 | -448 | -446 | -444 | -459 | | | | | | |
| Detailed above (Minimum) | -531 | -1,086 | -1,352 | -1,398 | -1,344 | -1,485 | | | | | | |
| Assumed level of general underspendings | -300 | -150 | -100 | -50 | -50 | -50 | | | | | | |
| Total Identified | -1,283 | -1,686 | -1,900 | -1,894 | -1,838 | -1,994 | | | | | | |
| Still to be Identified | | | -507 | -1,248 | -1,954 | -2,448 | | | | | | |
| Surplus | 257 | 13 | | | | | | | | | | |

| COMPARISON WITH APPROVED PLAN | 2006/ | 2007/ | 2008/ | 2009/ | 2010/ | 2011/ | 2012/ | 2013/ | 2014/ | 2015/ | 2016/ | 2017/ | 2018/ |
|---------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| 2006/07 APPROVED PLAN | | | | | | | | | | | | | |
| Total Spending (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 |
| Savings Identified | -452 | -450 | -448 | -446 | -444 | -459 | -459 | -459 | -459 | -459 | -459 | -459 | -459 |
| Savings Outstanding (-) | -574 | -1,123 | -1,709 | -2,346 | -2,898 | -3,433 | -3,983 | -4,533 | -5,033 | -5,317 | -5,367 | -5,305 | -5,237 |
| Total Savings | -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 |
| Government Support | -10,892 | -11,650 | -12,102 | -12,561 | -12,843 | -13,132 | -13,427 | -13,728 | -14,037 | -14,352 | -14,674 | -15,004 | -15,342 |
| Collection Fund Deficit | 74 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Council Tax | -5,961 | -6,321 | -6,767 | -7,251 | -7,959 | -8,711 | -9,508 | -10,353 | -11,249 | -12,198 | -13,203 | -14,268 | -15,394 |
| Reserves | -1,527 | -1,163 | -1,585 | -2,395 | -2,713 | -2,085 | -1,622 | -1,086 | -546 | -213 | -23 | -42 | 0 |
| 2007/08 DRAFT PLAN | | | | | | | | | | | | | |
| Total Spending (before savings) | 18,733 | 20,926 | 22,811 | 25,471 | 27,460 | 28,615 | 29,800 | 31,034 | 32,184 | 33,430 | 34,698 | 35,874 | 37,176 |
| Savings Identified | -1,28 | -1,686 | -1,900 | -1,894 | -1,838 | -1,994 | -1,944 | -1,944 | -1,803 | -1,944 | -1,944 | -1,944 | -1,803 |
| Savings Outstanding (-)** | 257 | 13 | -507 | -1,248 | -1,954 | -2,448 | -3,148 | -3,773 | -4,469 | -4,612 | -4,662 | -4,600 | -4,673 |
| Total Savings | -1,026 | -1,673 | -2,407 | -3,142 | -3,792 | -4,442 | -5,092 | -5,717 | -6,272 | -6,556 | -6,606 | -6,544 | -6,476 |
| 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 | -7,093 | -7,734 | -8,413 | -9,136 | -9,902 | -10,715 | -11,578 | -12,492 | -13,462 | -14,490 |
| Reserves | -928 | -1,314 | -1,568 | -2,551 | -2,902 | -2,368 | -1,813 | -1,278 | -670 | -370 | -263 | -110 | -19 |

** See also Annex D2

| FINANCIAL SUMMARY | BUDGET | | | MTP | | | | | | | FORECAST | | | | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--|--|
| | 2006/07 | 2007/08 | 2008/09 | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | | |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | | |
| 2006/07 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 | | |
| MTP Variations | | | | | | | | | | | | | | | |
| Technical | -142 | -129 | -1 | 129 | 66 | 31 | -40 | 30 | 15 | 49 | 130 | -44 | -89 | | |
| Revised Timing | -594 | -166 | -40 | -167 | -152 | -110 | -99 | -99 | -99 | -99 | -99 | -99 | -99 | | |
| Revised Timing with Extra Cost | -9 | -108 | -158 | -94 | -7 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | | |
| New Unavoidable | 262 | 747 | 508 | 556 | 545 | 568 | 567 | 567 | 567 | 567 | 567 | 567 | 567 | | |
| New 2011/12 | | | | | | 109 | 119 | 119 | 119 | 119 | 119 | 119 | 119 | | |
| New Urgent | 10 | 167 | 159 | 171 | 171 | 174 | 176 | 176 | 176 | 176 | 176 | 176 | 176 | | |
| Total MTP Variations ** | -480 | 509 | 462 | 589 | 617 | 778 | 729 | 799 | 784 | 818 | 899 | 725 | 680 | | |
| Interest and Borrowing Variations | -163 | -289 | -261 | -117 | -15 | 17 | 72 | 75 | 76 | 73 | 72 | 64 | 50 | | |
| Other Variations | 45 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Revised Total before savings | 18,733 | 20,926 | 22,811 | 25,471 | 27,460 | 28,615 | 29,800 | 31,034 | 32,184 | 33,430 | 34,698 | 35,874 | 37,176 | | |
| 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 | -100 | -250 | -350 | -450 | -550 | -650 | -725 | -780 | -780 | -780 | -780 | -780 | | |
| Revised Savings Total | -1,026 | -1,673 | -2,407 | -3,142 | -3,792 | -4,442 | -5,092 | -5,717 | -6,272 | -6,556 | -6,606 | -6,544 | -6,476 | | |
| NEW FORECAST | 17,707 | 19,253 | 20,404 | 22,329 | 23,668 | 24,173 | 24,708 | 25,317 | 25,912 | 26,874 | 28,092 | 29,330 | 30,700 | | |
| % increase | 14.2% | 8.7% | 6.0% | 9.4% | 6.0% | 2.1% | 2.2% | 2.5% | 2.3% | 3.7% | 4.5% | 4.4% | 4.7% | | |
| Use of revenue reserves | 928 | 1,314 | 1,568 | 2,551 | 2,902 | 2,368 | 1,813 | 1,278 | 670 | 370 | 263 | 110 | 19 | | |
| Budget Requirement | 16,779 | 17,939 | 18,836 | 19,778 | 20,766 | 21,805 | 22,895 | 24,039 | 25,242 | 26,504 | 27,829 | 29,220 | 30,681 | | |
| % 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 | -7,093 | -7,734 | -8,413 | -9,136 | -9,902 | -10,715 | -11,578 | -12,492 | -13,462 | -14,490 | | |
| COUNCIL TAX LEVEL | £104.69 | £109.91 | £116.05 | £122.73 | £133.14 | £144.12 | £155.72 | £167.94 | £180.83 | £194.41 | £208.72 | £223.81 | £239.70 | | |
| % 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 | 17,272 | 15,958 | 14,390 | 11,839 | 8,937 | 6,569 | 4,756 | 3,478 | 2,808 | 2,438 | 2,175 | 2,065 | 2,046 | | |
| Remaining capital reserves EOY | 31,492 | 17,966 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Interest included in net budget | -3,153 | -2,652 | -1,736 | -977 | -850 | -718 | -611 | -533 | -483 | -459 | -448 | -444 | -448 | | |

** Excluding the two items included in the savings list

| SAVINGS SUMMARY | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 | 2012/ 2013 £000 | 2013/ 2014 £000 | 2014/ 2015 £000 | 2015/ 2016 £000 | 2016/ 2017 £000 | 2017/ 2018 £000 | 2018/ 2019 £000 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | TARGETS | | | | | | | | | | | | |
| Last Year's Target | -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 |
| Additional Savings now Required | 0 | -100 | -250 | -350 | -450 | -550 | -650 | -725 | -780 | -780 | -780 | -780 | -780 |
| New Savings Target | -1,026 | -1,673 | -2,407 | -3,142 | -3,792 | -4,442 | -5,092 | -5,717 | -6,272 | -6,556 | -6,606 | -6,544 | -6,476 |
| IDENTIFIED | | | | | | | | | | | | | |
| Included in 2006/07 Budget | -452 | -450 | -448 | -446 | -444 | -459 | -459 | -459 | -459 | -459 | -459 | -459 | -459 |
| Detailed in Annex A | -531 | -1,086 | -1,352 | -1,398 | -1,344 | -1,485 | -1,485 | -1,485 | -1,344 | -1,485 | -1,485 | -1,485 | -1,344 |
| Assumed level of general underspendings | -300 | -150 | -100 | -50 | -50 | -50 | -1,944 | -1,944 | -1,803 | -1,944 | -1,944 | -1,944 | -1,803 |
| Total Identified | -1,28 | -1,686 | -1,900 | -1,894 | -1,838 | -1,994 | -1,944 | -1,944 | -1,803 | -1,944 | -1,944 | -1,944 | -1,803 |
| Still to be Identified | 257 | | -507 | -1,248 | -1,954 | -2,448 | -3,148 | -3,773 | -4,469 | -4,612 | -4,662 | -4,600 | -4,673 |
| Surplus | | 13 | | | | | | | | | | | |

CABINET

30 NOVEMBER 2006

MEDIUM TERM PLAN REQUESTS FOR RELEASE OF FUNDS

(Report by the Head of Financial Services)

1 PURPOSE

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

2 BACKGROUND

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

3. RECOMMENDATION

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

ACCESS TO INFORMATION ACT 1985

None

Contact Officer:

Steve Couper

Head of Financial Services ☎ 01480 388103

ANNEX A

| | | Net Revenue Impact (£'000) | | | | | | Net Capital (£'000) | | | | | |
|----------------|--|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------------|---------------|---------------|---------------|---------------|---------------|
| | | 2006/ 2007 | 2007/ 2008 | 2008/ 2009 | 2009/ 2010 | 2010/ 2011 | 2011/ 2012 | 2006/ 2007 | 2007/ 2008 | 2008/ 2009 | 2009/ 2010 | 2010/ 2011 | 2011/ 2012 |
| SUMMARY | | | | | | | | | | | | | |
| Annex B | 446 - Football Improvements (Priory Park Pavilion) | 3 | 9 | 10 | 10 | 10 | 10 | 17 | 17 | 17 | 17 | 137 | 68 |
| C | 328 - Part time EHO Food/Lifestyles | 0 | 1 | 1 | 1 | 1 | 1 | 17 | 17 | 17 | 17 | 25 | |
| D | 661- Huntingdon Leisure Centre – Impressions Expansion | | | | | | | | | | | | |
| | Total amount for which release now requested | 3 | 27 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 162 | 68 |

446 - Football Improvements (Priory Park Pavilion)

Project Officer: Jo Peadon/John Craig

Financial Impact

| | Net Revenue Impact | | | | | | Capital | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 | 2012/ 2013 £000 | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 | 2012/ 2013 £000 |
| Approved Gross Budget | 5 | 11 | 11 | 11 | 11 | 11 | 342 | 171 | | | | | | |
| Approved Net Budget | 0 | 0 | 0 | 0 | 0 | 0 | 137 | 68 | | | | | | |
| Already released | | | | | | | 0 | 0 | | | | | | |
| Amount for which release now requested | 3 | 9 | 10 | 10 | 10 | 10 | 137 | 68 | | | | | | |

Justification for Release

The Council has been awarded a grant offer from the Football Foundation of £307,651 to partnership fund this MTP bid to build the new pavilion at Priory Park, St Neots.

The current pavilion at Priory Park is inadequate. The new pavilion will enable the site to cater for disabled access and will deal far more effectively with child protection issues for the hundreds of young people who use the site every week. It will also provide basic catering facilities that will allow for the provision of hot drinks and basic food.

It is hoped to commence the building work in January with preliminary work up to this date starting once release is approved.

328 - Part Time EHO Food/Lifestyles

Project Officer: Sue Lammin

Financial Impact

| | Net Revenue Impact | | | | | | Net Capital | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 | 2012/ 2013 £000 | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 | 2012/ 2013 £000 |
| Approved Budget Already released | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| Amount for which release now requested | 0 | 17 | 17 | 17 | 17 | 17 | 17 | | | | | | | |

Justification for Release

The Council has a statutory duty as the Food Authority to fulfil the requirements of the Food Standards Agency Framework agreement for food Law enforcement. In order to support this requirement and meet the Councils Corporate priorities and Vision the service has developed a complementary programme of educational initiatives with businesses and members of the public

From 1/4/06 there has been a reduction of 0.5FTE posts within the food service compared to the previous year. This reduction is in addition to a reduction of 0.25FTE from year 2005/6. This reduction will have a significant impact on the level of service the council can offer and will effect the service developments identified for this and forthcoming years. This situation has arisen from the re-allocation of staff to meet other statutory service demands, the loss of experienced staff leaving the authority and considerable training and development demanded of replacement staff before they can be deemed competent to carry out comprehensive enforcement duties. In addition new Food Safety Legislation has also resulted in officers spending a longer time in food premises during each inspection in order to audit and evaluate the documented management systems that are now required.

In addition to these demands as from June 2007 new legislation will be implemented which will prohibit smoking in all public places and workplaces. It is anticipated that the educational and enforcement strategy that will accompany the legislation will result in significant additional work for the food safety and health and safety team. This half time post will take the lead on the introduction and implementation of the new Smoking legislation in addition to carrying out Food enforcement and education duties.

The release of these funds will allow for the appointment of a 0.5 FTE food safety post and enable the requirements of the FSA and pending new legislation to be met.

661- Huntingdon Leisure Centre – Impressions Expansion

Project Officer : Simon Bell

| Financial Impact | Net Revenue Impact | | | | | | Capital | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 | 2012/ 2013 £000 | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2010/ 2011 £000 | 2011/ 2012 £000 | 2012/ 2013 £000 |
| Approved Gross Budget | | 6 | -7 | -7 | -7 | -7 | | 850 | 850 | | | | | |
| Approved Net Budget Already released | 0 | 1 | 1 | 1 | 1 | 1 | 25 | 0 | | | | | | |
| Amount for which release now requested | | | | | | | | | | | | | | |

Justification for Release

The release of £25k is requested to allow for the initial selection of a Project Manager, the tender process and preparatory works. A supplementary request for the remaining sum will be submitted once this stage has been completed.

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**TREASURY MANAGEMENT
INVESTMENT PERFORMANCE
(Report by the Head of Financial Services)**

1. INTRODUCTION

- 1.1. This report comments on the performance of the fund from July to September 2006. The Fund Managers are managing £63m of the Council's funds: £21.5m with Investec, £21.5m with Alliance Bernstein and £20m with CDCM.
- 1.2. The Monetary Policy Committee increased the base rate to 5% on 9th November, only 3 months after the previous rise to 4.75%

2. PERFORMANCE SUMMARY

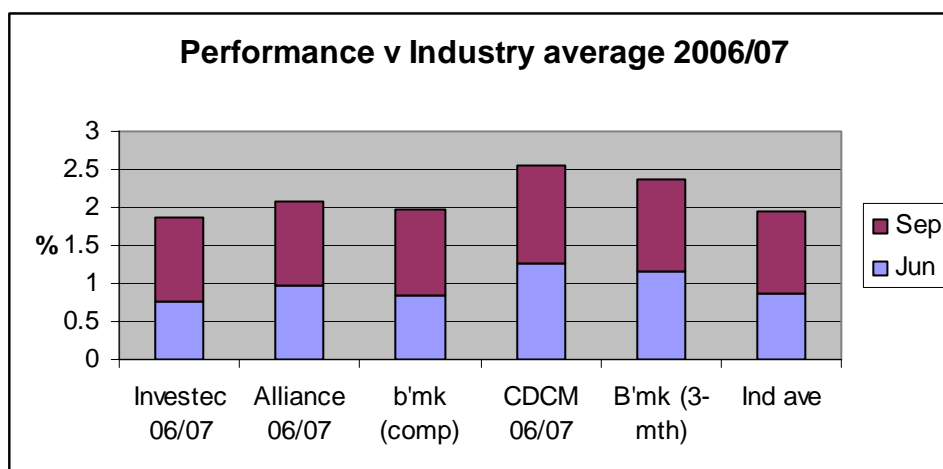
2.1 Annex A provides comparative tables showing investment returns over various periods.

2.2 July to September 2006

The performance of Alliance Bernstein and Investec improved in real terms in the second quarter, after a disappointing first 3 months, but neither quite achieved the benchmark. As in the first quarter the benchmark was below the rate for 7 day cash, so both Fund Managers underperformed cash too. CDCM outperformed the benchmark by 0.07% and 7day cash by 0.11%

2.3 April to September 2006

CDCM continues to outperform Investec and Alliance Bernstein both in real terms and against their benchmarks. Investec has not achieved the benchmark for the first 6 months or the industry average (see graph below) but Alliance Bernstein has marginally exceeded both the benchmark and the industry average.



2.4 Since start of new mandates (July/August 2000)

The Authority appointed the three Fund Managers and gave them new mandates in 2000. It has always been accepted that our mandates and choice of managers will lead to fluctuations but that in the longer run

higher overall returns should be achieved. Since 2000 this is still the case as they are all exceeding their benchmarks, the industry average and the 7 day rate. CDCM is the best performing of the three Managers.

3. PERFORMANCE AGAINST BUDGET IN 2006/7

- 3.1 Latest forecasts from the Managers show expected improvements in the second half of the year from Investec (1.89% to 4.85%), Alliance (2.10% to 4.85%), while CDCM will maintain a more consistent result (2.54% to 5.10%). This, together with the beneficial impact of deferred spending is now estimated to result in additional interest of £350k. The last budgetary control report indicated £336k.

4. RECOMMENDATIONS

- 4.1 It is recommended that Cabinet note this report.

BACKGROUND PAPERS

Working papers in Financial Services

CONTACT OFFICER

Steve Couper – Head of Financial Services Tel. 01480 388103

ANNEX A

| PERFORMANCE FOR THE QUARTER JULY 2006 – SEPTEMBER 2006 | | | | | |
|---|---------------|-------------|--------------------------|--------------------|--------------------------|
| | Performance % | Benchmark % | Variation from benchmark | Industry average % | Variation from average % |
| Investec | 1.12 | 1.14* | -0.02 | 1.08 | +0.04 |
| Alliance | 1.11 | 1.14* | -0.03 | 1.08 | +0.03 |
| CDCM | 1.28 | 1.21** | +0.07 | 1.08 | +0.20 |

| PERFORMANCE FOR THE PERIOD APRIL 2006 – SEPTEMBER 2006 | | | | | |
|---|---------------|-------------|--------------------------|--------------------|--------------------------|
| | Performance % | Benchmark % | Variation from benchmark | Industry average % | Variation from average % |
| Investec | 1.89 | 1.99* | -0.10 | 1.96 | -0.07 |
| Alliance | 2.10 | 1.99* | +0.11 | 1.96 | +0.14 |
| CDCM | 2.54 | 2.37** | +0.17 | 1.96 | +0.58 |

| CUMULATIVE PERFORMANCE SINCE JULY 2000 | | | | | |
|---|---------------|-------------|--------------------------|--------------------|--------------------------|
| | Performance % | Benchmark % | Variation from benchmark | Industry average % | Variation from average % |
| Investec | 34.2 | 33.9 | +0.3 | 32.2 | +2.0 |
| Alliance # | 34.7 | 33.3 | +1.4 | 31.6 | +3.1 |
| CDCM | 35.8 | 32.0 | +3.8 | 32.2 | +3.6 |

Over the period from July 2000 the industry average has exceeded the 7 day rate by about 1.2%

The mandate with Alliance Bernstein started in August 2000

* Composite of 60% Merrill Lynch 3 month LIBID (London Inter-Bank Bid Rate) and 40% ML 0-5yr Gilt Index.

** 3 month LIBID

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CABINET

30 NOVEMBER 2006

**MOBILE HOME SITE, EYNESBURY CONTAMINATED LAND
REMEDICATION WORKS
(Report by the Head of Housing Services)**

1. INTRODUCTION

- 1.1 The purpose of this report is to seek approval of supplementary capital and revenue estimates to enable the final stage of the contaminated land remedial works to commence.

2. BACKGROUND

- 2.1 The Regulator has determined the site to be “contaminated land”. A remediation strategy has been approved and the remedial works have now been tendered on the basis of enabling works to commence early in the New Year (January 2007).
- 2.2 The estimated cost and grant funding as at mid-October is included in the Budget/MTP report being considered by Overview & Scrutiny on the 14 November and Cabinet on the 30 November. However formal approval of its contents does not take place until February Council thus requiring items relating to the current year to be formally approved as supplementary estimates before they can proceed.

3. FINANCIAL IMPLICATIONS

- 3.1 It was previously reported to Cabinet that the government via DEFRA has a Contaminated Land Capital Projects Programme (CLCPP) available to fund this sort of works, albeit that not all costs are eligible for funding. Financial support used to be given via supplementary credit approval (effectively additional Revenue Support Grant sufficient to meet the repayments on a loan), however, support is now given as a cash grant.
- 3.2 Prior to approval each claim from the Council has a technical and value for money appraisal carried out by the Environment Agency, on behalf of Defra. The first two claims (£19k and £33k) have been approved and payment is anticipated this financial year. A third on-account claim (£1.34m) has been submitted in advance of the works being carried out. If approved, payment is anticipated next financial year. On completion of the scheme an audit will be carried out to determine the actual amount of grant due.
- 3.3 The table below shows the estimate of the costs prior to receipt and evaluation of the works tender which is due for return in late November:

| | Revenue | | Capital | | |
|--|----------|----------|-----------|------------|-------------|
| | 2006/07 | 2007/08 | 2005/06 | 2006/07 | 2007/08 |
| | £000 | £000 | £000 | £000 | £000 |
| Gross Costs | | | | | |
| Investigations and Surveys | | | 35 | | |
| Purchase, operation and sale of Mobile Homes | 6 | 2 | | 404 | |
| Works and related costs | | 2 | | 375 | 520 |
| Sub-total | 6 | 4 | 35 | 779 | 520 |
| Sale of Mobile Homes | | | | | -404 |
| Defra Grant | | | | | -895 |
| Net Cost | 6 | 4 | 35 | 779 | -779 |
| Gross Costs already approved as Supplementary Estimates | | | | | |
| 12.01.06 | | | 35 | | |
| 29.06.06 | 10 | | | 437 | |
| Balance for which approval now required | 0 | 0 | 0 | 342 | 520 |

- 3.4 The revenue impact of the supplementary capital estimate now sought is in the order of £10k depending on the dates contract sums are paid and the grant received.
- 3.5 Tenders for the works are due to be returned on 22 November 2006. The evaluation process will then follow. If actual rather than estimated figures are available for the Cabinet meeting they will be tabled at the meeting. The figures will also be influenced by the actual cost of the mobile homes purchased as temporary accommodation.
- 3.6 Given that any increase in works costs is expected to be met by Defra grant and any increase in the cost of mobile homes could be met from increased sale values and/or deficit funding from Defra it would be appropriate for Cabinet to delegate any further adjustments of the necessary supplementary estimates to the Director of Commerce and Technology after consultation with the Executive Councillors for Housing & Public Health and Finance.

4. RECOMMENDATION

- 4.1 That Cabinet approve supplementary capital estimates of £342k in 2006/07 and £520k in 2007/08.
- 4.2 That Cabinet give delegated authority to the Director of Commerce and Technology, after consultation with the Executive Councillors for Housing & Public Health and Finance, to approve further supplementary estimates on this scheme.

BACKGROUND INFORMATION

Environmental Protection Act 1990 (Section 78A)
 DETR Circular 02/2000 [Chapter A of Annex 3 and Part 4 of Chapter B of Annex 3]
 Cabinet Reports, 3 November 2005, 12 January 2006 and 29 June 2006
 Contaminated Land Survey
 Notification of contaminated land

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

| | | |
|--|---|----------------|
| NEW UNAVOIDABLE BID (including maintaining physical assets) | | REF 702 |
| <i>Bid Title</i> | Mobile Home Site, Eynesbury | |
| Head of Service | Stephen Plant | |
| Brief Description of Bid | To carry out contaminated land remediation works including the acquisition and sale of 5 mobile homes as temporary accommodation for residents whilst their plots are remediated. | |
| PROPOSED START YEAR 2006/07 | | |

| | |
|--|--|
| <p>Maintaining physical assets Describe the impact on the service and the Council's priorities of not adequately maintaining the asset. Why is the proposed timing important?</p> | |
| OR | |
| <p>Other Unavoidable Why is the project unavoidable in the timescale proposed?</p> | <p>The site has been declared as contaminated land by the Regulator, in accordance with the Environmental Protection Act 1990, and a remediation strategy has been agreed. These works are unavoidable. Specified areas of soil need to be excavated and replaced with clean soil, together with consequential works such as fence replacements/renewals, pathways replaced etc.</p> <p>Cabinet, on 29 June 2006, approved a supplementary estimate to cover part of these costs.</p> |
| <p>Alternatives What alternatives have you considered and why are they not as cost effective?</p> | <p>The remediation strategy, in accordance with government guidance, examined a variety of options to reach a conclusion on the most suitable for the site. The remediation strategy proposed has been approved by the Regulator and DEFRA as appropriate.</p> |
| <p>Key Assumptions made Including the practical life of assets, period for any non-permanent revenue bids, usage, charging policy, staffing etc.</p> | <p>That the required remedial works are eligible for Defra capital support . If so, there is likely to be a delay between carrying out the works and receiving the grant.</p> <p>The estimate of ground works is based on sampling the contamination. The disposal cost of contaminated land varies significantly and the actual excavated soil will need to be tested regularly to ensure the correct disposal route. The assumptions made in this estimate about the volumes going to each disposal route may be incorrect.</p> <p>That the mobile homes purchased as temporary accommodation will be sold at no loss to the council.</p> |
| <p>Risk Assessment What are the risks to the issue not being adequately dealt with in the way described and with the funds requested?</p> | <p>Defra guidelines state that works to re-instate a site on completion of the remediation works may also be eligible, but this will normally be limited to the minimum works necessary to make the site capable of being used for its current use (for example, re-turfing or repairing fences of residential gardens following remediation of the gardens). Other reinstatement works such as extensive landscaping and items such as mature shrubs and trees or reconstruction or renovation of buildings & structures will not normally be eligible, even though such works would be necessary to fully restore the site to its former condition.</p> <p>There are works necessary that may be deemed as ineligible. This cost would need to be met by the council.</p> <p>The mobile homes purchased as temporary accommodation may be sold at a loss.</p> |

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

| Capital Resources (£000) | Pre 06/07 | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | 11/12 | Post 11/12 | Total |
|----------------------------|-------------|------------|------------------------|-------|-------|-------|-------|------------|-------------|
| Works Cost | | 375 | 520 | | | | | | 895 |
| Mobile homes - purchase | | 404 | | | | | | | 404 |
| Mobile homes - sale | | | -404 | | | | | | -404 |
| Conditional grants - Defra | | | -895 | | | | | | -895 |
| Net Total | | 779 | -779 | | | | | | 0 |
| | Cash prices | | Outturn 2007/08 prices | | | | | | |

| Revenue Implications (£000) | Pre 06/07 | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | 11/12 | Post 11/12 | Total |
|--|-------------|-----------|------------------------|----------|----------|----------|----------|------------|-------|
| Expenditure | | 6 | 4 | | | | | | |
| Income | | | | | | | | | |
| Net Revenue Cost | | 6 | 4 | 0 | 0 | 0 | 0 | | |
| Loss of Interest | | 19 | 19 | | | | | | |
| NET REVENUE IMPACT With Lost Interest | | 25 | 23 | 0 | 0 | 0 | 0 | | |
| | Cash prices | | Outturn 2007/08 prices | | | | | | |

BIDS / BASE BUDGET GIVEN UP TO WHOLLY OR PARTIALLY FINANCE NEW BID

Please provide details, as an annex, of which budgets are to be reduced and/or which approved schemes are to be deleted to achieve the saving summarised below.

| "SAVINGS" (£000) | Pre 06/07 | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | 11/12 | Post 11/12 | Total |
|--|-------------|-------|------------------------|-------|-------|-------|-------|------------|-------|
| Gross Capital Cost | | | | | | | | | |
| Conditional grants | | | | | | | | | |
| Net Capital Cost | | | | | | | | | |
| Expenditure | | | | | | | | | |
| Income | | | | | | | | | |
| Net Revenue Cost | | | | | | | | | |
| Loss of Interest | | | | | | | | | |
| NET REVENUE IMPACT With Lost Interest | | | | | | | | | |
| | Cash prices | | Outturn 2007/08 prices | | | | | | |

It is very important that you:

- **consult your accountant and any relevant specialist areas (e.g. IMD) before completing this form to maximise the chance of all relevant costs (including irrecoverable VAT) and income being included**
- **complete all relevant sections of the appraisal form in sufficient detail for the project to be appraised fairly.**
- **prepare and retain adequate supporting information to support this appraisal including realistic timing assumptions.**

COMT
CABINET

14 NOVEMBER 2006
30 NOVEMBER 2006

LOCAL DEVELOPMENT SCHEME REVISIONS (Report by Head of Planning Services)

1 INTRODUCTION

- 1.1 This report informs Cabinet about the changes proposed to the Local Development Scheme as a consequence of the postponement of the examination into the soundness of the Core Strategy by the Planning Inspector. It also informs Cabinet about the receipt of the binding Inspector's report on the Statement of Community Involvement which is the second document to be completed under the LDS.
- 1.2 Cabinet's approval is sought to submit the revised LDS to Go East for the Secretary of State and to adopt the Statement of Community Involvement as amended by the Inspector's report.

2 BACKGROUND

- 2.1 The Local Development Scheme (LDS) is a requirement of the Planning and Compulsory Purchase Act 2004. It sets out the range of planning documents which the Council will produce under the new system. As well as informing the community and other stakeholders of what to expect, the LDS is designed to assist with project management.
- 2.2 In March 2005, Cabinet approved the first Local Development Scheme (LDS) to be submitted to the Government. Go-East confirmed it had no objections to the scheme. A number of subsequent amendments have been agreed by Cabinet.
- 2.3 The most recent revisions were approved by Cabinet in June and have been submitted to Go East. However, Go East had not approved them at the time of the Inspector's postponement of the examination into the core Strategy. Thus, Go East have requested that a single, comprehensive review be undertaken of the LDS to reflect the postponement of the Core Strategy's examination and its consequential impact on the timetabling of other development plan documents which are expected to follow on from the Core Strategy.
- 2.4 The Statement of Community Involvement was submitted to the Secretary of State on 28 April 2006 in accordance with the timetable in the approved LDS. 19 representations were received; 6 were objections, 13 were expressions of support or comments.

3 IMPACT OF POSTPONEMENT OF THE CORE STRATEGY'S EXAMINATION

- 3.1 At the pre-examination meeting the Inspector stated that as a result of further advice from Government to all planning authorities on the submission of Development Plan Documents amendments would

need to be incorporated into Chapter 2 of the Core Strategy. These should result in the addition of more detailed spatial guidance on housing and employment reflecting Regional and Structure Plan policies, and the production of the necessary supporting documents. This will need to go through the normal public participation process.

- 3.2 Further research is necessary to support the amendments with preparatory work on housing and employment for the Planning Proposals DPD being brought forward to help inform the more spatially specific strategy that is required. It is anticipated that the initial Issues and Options consultation will take place in March 2007 and the preferred options should be available for consultation in July 2007. The submission of an amended 'Strategy' chapter should be possible in January 2008.
- 3.3 PPS12, paragraph 2.9 advises that the Core Strategy should normally be the first DPD to be produced and all other DPDs must be in conformity with it. To retain the primacy of the Core Strategy it has been necessary to fundamentally revise the production programme incorporated in the LDS. The expected adoption date of the Core Strategy is now likely to be December 2008.
- 3.4 The postponement of the Core Strategy will have no impact on the adoption and implementation of the Statement of Community Involvement. Although part of the Local Development Framework, it is not a Development Plan Document and therefore is not affected by the above advice.

4 PROPOSED REVISIONS TO THE LDS

- 4.1 A copy of the draft revised LDS is attached as Appendix A to this report. The main proposed amendments include:
- Revisions to the Core Strategy timetable to include additional consultation in accordance with the Inspector's requirements.
 - Prioritisation of the Huntingdon West AAP to follow on closely from the Core Strategy amendment
 - The Planning Proposals DPD and the Gypsy and Traveller DPD are now programmed to proceed consecutively to reduce consultation fatigue. This will be procedurally more efficient and should help consultees understand how the various documents integrate.
 - Adjustments to major consultation periods to avoid August and Christmas holiday periods to reflect concerns by consultees on their reduced availability in these periods.
 - Rescheduling of the Gypsy and Traveller Sites DPD to follow on from the RSS single issue review on provision for gypsies and travellers which will identify the requirement in terms of pitch numbers at a district level.

5 PROPOSED ADOPTION OF THE SCI

- 5.1 The examination into the soundness of the SCI has been concluded and the Inspector has issued a report which is binding upon the Council. This concludes that the SCI is sound subject to three recommendations on minor amendments which the Inspector wishes to see incorporated into the document. A list of the required changes is included as Appendix B to this report.

6 RECOMMENDATION

- 6.1 It is recommended that Cabinet:
- a. Endorses the draft revised Local Development Scheme for submission to the Secretary of State;
 - b. Authorises the Head of Planning Services, after consultation with the Executive Councillor for Planning Strategy, to make minor changes to the draft LDS prior to its submission, should this be necessary following informal consultation with Go-East;
 - c. Adopt the Statement of Community Involvement.

Background Papers:

Planning Policy Statement 12: Local Development Frameworks, ODPM, 2004
Report and Minutes, Cabinet, 17th March 2005
Report and Minutes, Cabinet, 1st September 2005
Report and Minutes, Council, 28th September 2005
Report and Minutes, Cabinet, 16th March 2006
Report and Minutes, Council, 20th March 2006
Report and Minutes, Cabinet, 29th June 2006

CONTACT OFFICER - enquiries about this report to Clare Bond, Principal Planning Officer, on 01480 388435.

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Local Development Framework
Local Development Scheme for Huntingdonshire

November 2006

Huntingdonshire
DISTRICT COUNCIL

Steve Ingram B.A.(Hons), BTP, DMS, MRTPI
Head of Planning Services

Further copies of this document can be obtained from:

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

Telephone: 01480 388423 / 388424

e-mail: PlanningPolicy@huntsdc.gov.uk

It can also be viewed on our web site at:

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

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Part A Introduction

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PART A INTRODUCTION

1. Purpose of this document

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

2. A guide to the new system

- 2.1 The **Development Plan** provides the main point of reference when planning applications are considered: decisions must be made in accordance with the Development Plan unless 'material considerations' indicate otherwise¹.
- 2.2 Under the previous system of plan production the Development Plan comprised **Structure Plans**, which set out strategic planning policies, and **Local Plans**, which contained more detailed guidance. The current Cambridgeshire and Peterborough Structure Plan was adopted in October 2003. The Huntingdonshire Local Plan was adopted in December 1995, but was superseded in part by the Local Plan Alteration, adopted in December 2002.
- 2.3 Under the new system the Development Plan will instead comprise:
- The **Regional Spatial Strategy** (RSS) prepared by the East of England Regional Assembly; and
 - **Development Plan Documents** (DPDs) prepared by the local planning authority.
- 2.4 The range of Development Plan Documents to be produced must include a **Core Strategy** (setting out the spatial framework and key policies for the area) and one or more documents setting out site-specific allocations. **Action Area Plans** can be prepared for areas where more detailed guidance is needed. A **Proposals Map** illustrating the spatial

¹ Planning and Compulsory Purchase Act 2004, Section 38(6).

extent of policies and proposals must be produced to accompany the DPDs (to be updated as each DPD is adopted).

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

3. Transitional arrangements

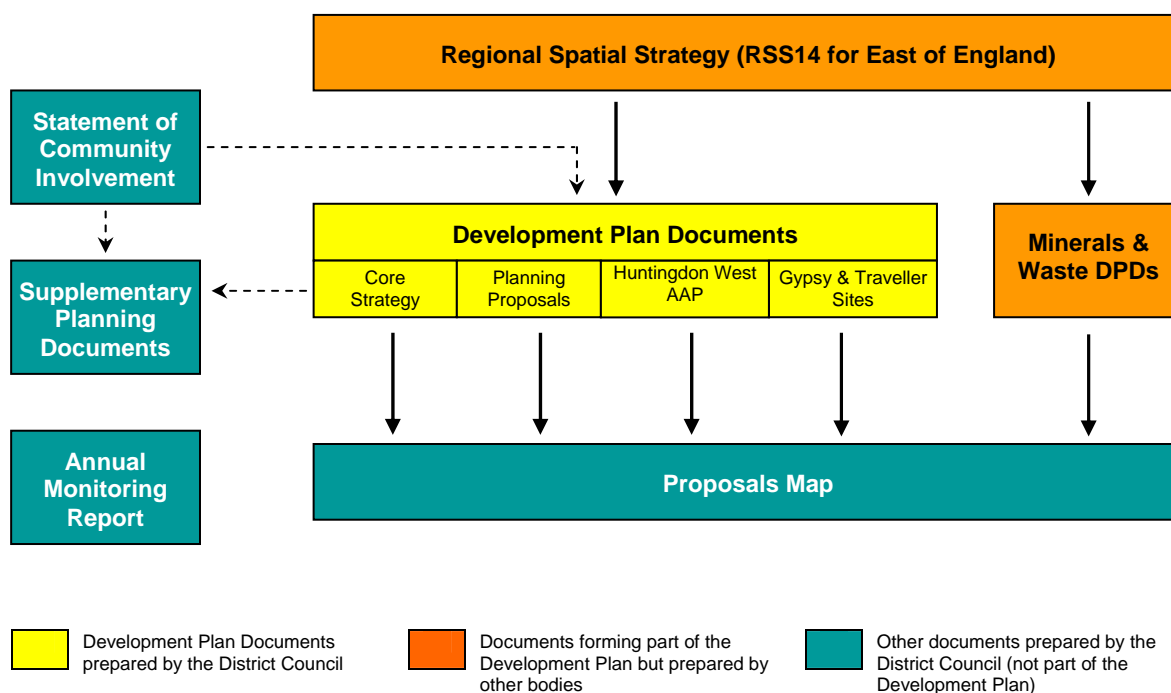
- 3.1 Most policies and proposals in the Structure Plan and Local Plan will remain in force until they are replaced by the Regional Spatial Strategy or a Development Plan Document. Under the new legislation existing plans are 'saved' automatically for three years until September 2007. The Council can ask the Secretary of State to extend the life of particular policies or proposals beyond this period if they have yet to be replaced (and they remain appropriate). A protocol was issued on 11 August 2006 detailing the procedures for reviewing and agreeing extensions to 'saved' Local Plan policies which can be pursued through the Annual Monitoring Report.
- 3.2 Appendix 2 shows how existing Local Plan policies will be replaced over time by the new DPDs. Existing supplementary planning guidance (SPG) will also continue to carry weight as a strong 'material consideration' in decisions, so long as the Local or Structure Plan policies to which it is linked remain in force. Appendix 3 shows what will happen to SPG as these 'parent' policies are replaced.
- 3.3 'Interim Planning Guidance' will continue to be prepared as and when required. This provides guidance for sites or areas where development is proposed, but where a specific allocation does not exist in the Local Plan (or an emerging DPD). Such documents do not form part of the Local Development Framework, but are subject to public consultation and will be a material consideration in decisions relating to the sites or areas concerned.

PART B SUMMARY OF FRAMEWORK

4. Structure and interrelationships

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

Figure 1 Overview of the new planning policy framework



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

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

- Core Strategy: This will provide the spatial framework for other DPDs produced by the Council; it will also contain policies to guide development proposals and decisions.
- Planning Proposals: Allocations for housing, business development and other uses.
- Huntingdon West Area Action Plan: to guide a wide range of land-use changes in this sector of the town.
- Gypsy and Traveller Sites: Allocations to meet identified needs in Huntingdonshire.

4.3 The Huntingdon West AAP will cover redevelopment proposals for the area west of the town centre, changes to the road system as a result of the A14 proposals, enhancement of

Views Common and a vision for the Hinchbrook Community Campus including an extension to the Country Park.

- 4.4 A separate DPD for gypsy and traveller sites is proposed because of the RSS single issue review on this topic and the particular issues involved in identifying appropriate sites relating to the requirements of the travelling community and the difficulty of securing suitable sites.
- 4.5 Separate DPDs covering minerals and waste matters will be produced by Cambridgeshire County Council (which is the local planning authority for minerals and waste matters). The spatial extent of policies and proposals contained in all DPDs (including those for minerals and waste) will be illustrated on the proposals map, which will be updated as and when individual DPDs are adopted and will itself form part of the Development Plan.
- 4.6 In terms of Supplementary Planning Documents, priority is being given to guidance on the provision of developer contributions towards affordable housing and on planning contributions. The affordable housing SPD will need to be revised at an early stage in order for it to be compatible with the Core Strategy when that DPD becomes the Development Plan. The planning contributions document is likely to be complemented by a further document detailing strategic needs (such as strategic open space). This is intended to be produced on a joint basis with other councils in Cambridgeshire, but the approach requires further discussion and agreement between the authorities concerned and the Government's regional office. For this reason details of the proposed strategic document will be included in a future review of this Local Development Scheme when its production can be programmed with greater certainty.
- 4.7 In due course some existing guidance on other topics will be updated and re-issued as SPDs, as detailed in Appendix 3.

5. Production programme

- 5.1 Work to produce the documents making up the LDF will be phased over several years. This will make best use of resources, and also ensure that policies and proposals conform with principles established in the RSS and the Core Strategy DPD.
- 5.2 Table 1 lists the DPDs and SPDs that will be produced (together with the Statement of Community Involvement) and summarises the anticipated timetable for their production. It also shows the 'chain of conformity' for each document (i.e. the relationship with higher levels of policy-making). The information is presented graphically in Figure 2. More detailed profiles of each document are contained in Part C.
- 5.3 The first DPD to be produced is the Core Strategy, due to its role in providing an overarching framework for other documents and the need to replace outdated development control policies in the existing Local Plan. This was submitted to the Secretary of State in April 2006. The Inspector appointed to hear representations into the soundness of the Core Strategy requested a postponement of the hearing element of the examination to allow for further details on the spatial strategy to be prepared and subjected to public consultation. This update to the LDS incorporates this which has had a significant impact on the proposed timetabling of other elements of the Local Development Framework due to the

imperative of agreeing the Core Strategy first. This will also provide greater certainty about future housing and employment requirements as preparation will coincide better with publication of the final Regional Spatial Strategy.

5.4 The timetable takes into account the procedures required by law, the time required for research and public involvement, the resources available to the District Council and the need for approval at key stages by Council Members. However the timings are indicative, as they rely upon a number of assumptions. Revisions to the LDS may be required if any of these assumptions do not hold true:






- a) **Staff turnover:** The timetable includes a degree of flexibility to accommodate normal staff turnover. However, the District Council has concerns that there have been a number of vacancies over an extended period of time which may hinder progress against targets. This is due to a current shortage of qualified planning staff and related professionals.
- b) **Budgetary provision:** It is assumed that current levels of funding for development plan work will continue, including the contribution made by Planning Delivery Grant (or any funding scheme that succeeds this).
- c) **Availability of external resources:** Much of the research which feeds into the evidence base (Section 6 below) requires the use of specialist consultants, and consultants are also assisting with the sustainability appraisal of emerging documents (Section 7). The timetable assumes that this expertise will be available at the appropriate times, but delays may be encountered if it is not. The greatest risk relates to sustainability appraisal, which is known to be placing considerable demands upon the consultancy sector. To limit this risk Council officers have developed expertise in sustainability appraisal so that as much work as possible can be undertaken in-house. This also has the advantage of integrating the sustainability assessment into the development plan process more effectively.
- d) **Timing of RSS:** The Core Strategy, Planning Proposals DPD and Huntingdon West AAP are timed to follow key stages in preparing the Regional Spatial Strategy. This will allow a reasonable degree of certainty about the regional context when progressing local policies and proposals, but could be affected by any further 'slippage' in the RSS timetable. The Gypsy and Traveller Sites DPD has been reprogrammed to reflect the RSS single issue review on this topic.
- e) **Changes in government advice:** In the context of national consultation about reforms to planning obligations, there has been uncertainty about the appropriate vehicles for setting out different levels of policy and guidance on this issue (i.e. DPDs or SPDs).
- f) **Level of public engagement:** Based upon past experience the DPDs are likely to attract many representations at Preferred Options and Submission stages. The timetable accounts for this, but an abnormally large volume of comments at any stage would require some additional time for analysis and response.
- g) **Examination process:** The anticipated time required for arranging examinations into DPDs, and for the examinations themselves and subsequent reporting stages, take into account advice from the Planning Inspectorate. However they could be affected by any changes in the availability of Inspectorate resources, or by a larger than expected volume of appearances at an examination.

Table 1 Production programme

| Document title | Role & content | Chain of conformity | Timetable | | |
|--|---|---|------------------------------------|----------------------------------|---------------|
| | | | Participation on preferred options | Submission to Secretary of State | Adoption |
| Core Strategy DPD | Sets out the spatial vision, objectives and policies for managing development in the area | Consistent with national planning guidance and in general conformity with Regional Spatial Strategy | Complete | Complete | December 2008 |
| Core Strategy Amendment | Addition of more spatially specific detail into the Strategy Chapter | Consistent with national planning guidance and in general conformity with Regional Spatial Strategy | July 2007 | January 2008 | December 2008 |
| Statement of Community Involvement | Sets out the Council's approach to involving the community in preparing DPDs and SPDs, and in determining significant planning applications | Consistent with statutory requirements for involvement in DPD/SPD production | Complete | Complete | November 2006 |
| Planning Proposals DPD | Contains site-specific proposals for different forms of development up to 2021, plus policies relating to the overall scale and timing of growth | Consistent with spatial framework set out in the Core Strategy | March 2008 | January 2009 | April 2010 |
| Huntingdon West AAP | Contains site-specific proposals for different forms of development and redevelopment in a mixed area where significant changes in land-use are proposed | Consistent with spatial framework set out in the Core Strategy | October 2007 | June 2008 | February 2009 |
| Gypsy & Traveller Sites DPD | Contains site-specific proposals for gypsy and traveller sites to meet identified needs up to 2021, plus policies relating to the overall scale of site provision | Consistent with spatial framework set out in the Core Strategy | April 2008 | January 2009 | April 2010 |
| Developer Contributions Towards Affordable Housing SPD | Provides detailed guidance on the Council's requirements for developer contributions on affordable housing based on the existing Development Plan | Consistent with policies in the Huntingdonshire Local Plan Alteration 2002 and Cambridgeshire Structure Plan 2003 | September 2006 (Draft SPD) | Not required | February 2007 |
| Developer Contributions Towards Affordable Housing (Revised) SPD | Provides detailed guidance on the Council's requirements for developer contributions on affordable housing | Consistent with policies in the Core Strategy | October 2009 (Draft SPD) | Not required | April 2010 |
| Planning Contributions SPD | Details the district-specific standards for social and physical infrastructure that may be required in association with new development, including open space. | Consistent with policies in the Huntingdonshire Local Plan Alteration 2002 | May 2007 | Not required | November 2007 |
| Design Guide SPD | Provides guidance on the design process and key design principles for different forms of development | Consistent with policies in the Core Strategy and the Huntingdonshire Local Plan | December 2006 (draft SPD) | Not required | June 2007 |
| Landscape & Townscape SPD | Provides guidance on the distinctive qualities of Huntingdonshire's landscape character areas and market towns | Consistent with policies in the Core Strategy and the Huntingdonshire Local Plan | December 2006 (draft SPD) | Not required | June 2007 |

Figure 2 Production programme (RSS14 timetable and updates to Proposals Map shown for information)

| Document | 2006 | | | 2007 | | | 2008 | | | 2009 | | | 2010 | | | | | | | | | | | | | | | | | |
|--------------------------------|------|---|---|------|---|---|------|---|---|------|---|---|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|--|--|
| | S | O | N | D | J | F | M | A | M | J | J | A | M | A | M | J | J | A | M | A | M | J | J | A | M | A | M | | | |
| RSS 14 | | P | C | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSS Gypsy & Traveller review | | | | | S | | | | | | E | | | | | | | | | | | | | | | | | | | |
| Core Strategy | | | | | | | | | | | E | | | A | | | | | | | | | | | | | | | | |
| Core Strategy (amendment) | | | | | | | | P | | | E | | | A | | | | | | | | | | | | | | | | |
| SCI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning Proposals DPD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Huntingdon West AAP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gypsy & Traveller Sites DPD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Affordable Housing SPD | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Revised Affordable Housing SPD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning Contributions SPD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Guide SPD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Landscape & Townscape SPD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposals Map | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | |
|------------|---|--|---|--|
| Key |  | Pre-production phase - from commencement of survey | C | Commencement of survey work |
| |  | Production phase - start of document production to | P | Consultation on preferred options (or draft SPD) |
| |  | Examination phase - from submission to adoption | S | Submission of draft document to Secretary of State |
| |  | Timetable for RSS14 (R = panel report; PC = proposed) | E | Commencement of independent examination |
| |  | Adopted Proposals Map (A = adoption of proposals map in parallel with adoption of a DPD containing site-specific | A | Adoption |

Note: Commencement of survey work is regarded as the first key milestone in the preparation process. The subsequent production phase begins when policy issues and options start to be identified; informal consultation with key stakeholders can occur

6. The evidence base

6.1 To ensure that the policies and proposals in the documents forming the LDF are sound, a number of studies and data sources will be drawn upon during their preparation. The main studies include:

- Huntingdonshire Retail Study (September 2005)
- Housing Land Availability Assessment (forthcoming 1st quarter 2007)
- 2002 Housing Needs Survey (April 2003)
- 2006 Housing Needs Survey Update (May 2006)
- Huntingdonshire Landscape & Townscape Assessment (July 2003)
- Huntingdonshire Strategic Flood Risk Assessment (October 2004)
- Cambridgeshire & Peterborough Traveller Needs Assessment (April 2006)
- Huntingdonshire Local Economy Study (forthcoming –1st quarter 2007)
- Huntingdonshire Open Space, Sport and Recreation Needs Assessment and Audit (September 2006)

6.2 In addition relevant research and analysis appears in the sustainability appraisal Scoping Report (see below) and a background paper on settlement hierarchy issues (produced to accompany the initial consultation on Core Strategy options).

7. Sustainability Appraisal and SEA

7.1 All DPDs and SPDs will need to undergo sustainability appraisal (SA). This is a systematic process carried out during plan production; its purpose is to assess the extent to which emerging policies and proposals will help to achieve relevant environmental, social and economic objectives. The SA process incorporates the 'strategic environmental assessment' (SEA) required for plans and programmes that are likely to have a significant effect upon the environment².

7.2 At each stage of DPD or SPD production a sustainability appraisal will be carried out to inform the consultation process, assist in refining policies and proposals and support submitted DPDs during the examination stage. The Council has produced a Scoping Report (January 2005) which identifies appropriate high-level objectives for appraising policies against, and examines 'baseline' conditions in the district. The Scoping Report has been designed to provide a

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

foundation for the range of DPDs and SPDs that the Council intends to produce, but will if necessary be updated during the early stages of DPD or SPD production to ensure that the information and analysis it contains remain relevant.

- 7.3 Although sustainability appraisal is required for all DPDs and SPDs, they are not subject to the legal requirements associated with SEA if their content or geographical scope means that they are unlikely to have a significant effect upon the environment. The document profiles in Part C indicate whether the SEA requirements are considered to apply.
- 7.4 Amendments were introduced to the UK Conservation (Habitats &etc) Regulations 1994 in September 2006. These result in Appropriate Assessment under Article 6(3) and (4) of the Habitats directive 92/43/EEC being required for all land use plans likely to have a significant effect on a European site. To satisfy the requirements Appropriate Assessment should be undertaken before adoption of a DPD. It is anticipated that this will affect very few sites in Huntingdonshire but will be completed where necessary.

8. Resources, monitoring and review

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

PART C DOCUMENT PROFILES

CORE STRATEGY DPD

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

| Proposed timetable | |
|--|----------------|
| Survey work commences | April 2003 |
| Public participation on Preferred Options | June-July 2005 |
| Submission to Secretary of State | April 2006 |
| Pre-examination meeting | September 2006 |
| Public participation on proposed amendment | July 2008 |
| Submission of proposed amendment to Secretary of State | January 2008 |
| Independent examination | July 2008 |
| Receipt of Inspector's report | October 2008 |
| Modify submitted plan & adoption | December 2008 |

| How will it be produced? | |
|-------------------------------------|---|
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Development Plans Section of the District Council. |
| Who will approve it? | The Council, prior to its submission to the Secretary of State. |
| How will the community be involved? | Opportunities to participate at key stages throughout the process in accordance with the basic requirements set out in the Regulations ³ , and the proposals contained in the emerging Statement of Community Involvement. |

Monitoring & review

Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.

³ This reference and those that follow refer to The Town and Country Planning (Local Development) (England) Regulations 2004.

STATEMENT OF COMMUNITY INVOLVEMENT

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

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

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

| Monitoring & review | |
|--|--|
| Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report. | |

PLANNING PROPOSALS DPD

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

| Proposed timetable | |
|---|----------------|
| Survey work commences | April 2003 |
| Public participation on Preferred Options | March 2008 |
| Submission to Secretary of State | January 2009 |
| Pre-examination meeting | June 2009 |
| Independent examination | September 2009 |
| Receipt of Inspector's report | February 2010 |
| Modify submitted plan & adoption | April 2010 |

| How will it be produced? | |
|-------------------------------------|---|
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Development Plans Section of the District Council. |
| Who will approve it? | The Council, prior to its submission to the Secretary of State. |
| How will the community be involved? | Opportunities to participate at key stages throughout the process in accordance with the basic requirements set out in the Regulations, and the proposals contained in the emerging Statement of Community Involvement. |

| Monitoring & review | |
|--|--|
| Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report. | |

HUNTINGDON WEST AAP

| Overview | |
|--------------------------------------|--|
| Is this a Development Plan Document? | Yes |
| What is it for? | Contains site-specific proposals for a mixed area where significant changes in land-use are proposed, including redevelopment proposals for the area west of the town centre, changes to the road system as a result of the A14 proposals, and a vision for the Hinchingsbrooke Community Campus including an extension to the Country Park. |
| What area will it cover? | Land in Huntingdon and Brampton, including west of the town centre, Views Common and Hinchingsbrooke |
| What documents will it conform with? | Consistent with spatial framework set out in the Core Strategy. |
| Is SEA required? | Yes |

| Proposed timetable | |
|---|----------------|
| Survey work commences | April 2003 |
| Public participation on Preferred Options | October 2007 |
| Submission to Secretary of State | June 2008 |
| Pre-examination meeting | November 2008 |
| Independent examination | February 2009 |
| Receipt of Inspector's report | July 2009 |
| Modify submitted plan & adoption | September 2009 |

| How will it be produced? | |
|-------------------------------------|---|
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Development Plans Section of the District Council. |
| Who will approve it? | The Council, prior to its submission to the Secretary of State. |
| How will the community be involved? | Opportunities to participate at key stages throughout the process in accordance with the basic requirements set out in the Regulations, and the proposals contained in the emerging Statement of Community Involvement. |

| Monitoring & review | |
|--------------------------------|--|
|--------------------------------|--|

Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.

GYPSY & TRAVELLER SITES DPD

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

| Proposed timetable | |
|---|----------------|
| Survey work commences | January 2005 |
| Public participation on Preferred Options | March 2008 |
| Submission to Secretary of State | January 2009 |
| Pre-examination meeting | June 2009 |
| Independent examination | September 2009 |
| Receipt of Inspector's report | February 2010 |
| Modify submitted plan & adoption | April 2010 |

| How will it be produced? | |
|-------------------------------------|---|
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Development Plans Section of the District Council. |
| Who will approve it? | The Council, prior to its submission to the Secretary of State. |
| How will the community be involved? | Opportunities to participate at key stages throughout the process in accordance with the basic requirements set out in the Regulations, and the proposals contained in the emerging Statement of Community Involvement. |

| Monitoring & review | |
|--|--|
| Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report. | |

DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING SPD

| Overview | |
|--|---|
| Is this a Development Plan Document? | No |
| What is it for? | Provides detailed guidance on the Council's requirements for developer contributions to affordable and social housing in association with development. |
| What area will it cover? | All of Huntingdonshire |
| What documents will it conform with? | Consistent with saved policies in the Huntingdonshire Local Plan alteration 2002 and the Cambridgeshire & Peterborough Structure Plan 2003. |
| Is SEA required? | Yes |
| Proposed timetable | |
| Survey work commences | November 2005 |
| Public participation on draft SPD | September 2006 |
| Adoption | February 2007 |
| How will it be produced? | |
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Development Plans Section of the District Council (technical content produced by consultants). |
| Who will approve it? | The Council's Cabinet. |
| How will the community be involved? | Opportunities to comment on the draft SPD in accordance with the basic requirements set out in the Regulations and the emerging Statement of Community Involvement. |
| Monitoring & review | |
| Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report. | |

(REVISED) DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING SPD

| Overview | |
|--|---|
| Is this a Development Plan Document? | No |
| What is it for? | Provides detailed guidance on the Council's requirements for developer contributions to affordable and social housing in association with development. |
| What area will it cover? | All of Huntingdonshire |
| What documents will it conform with? | Consistent with the policies in the Core Strategy |
| Is SEA required? | Yes |
| Proposed timetable | |
| Survey work commences | August 2009 |
| Public participation on draft SPD | October 2009 |
| Adoption | April 2010 |
| How will it be produced? | |
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Development Plans Section of the District Council (technical content produced by consultants). |
| Who will approve it? | The Council's Cabinet. |
| How will the community be involved? | Opportunities to comment on the draft SPD in accordance with the basic requirements set out in the Regulations and the emerging Statement of Community Involvement. |
| Monitoring & review | |
| Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report. | |

PLANNING CONTRIBUTIONS SPD

| Overview | |
|--------------------------------------|--|
| Is this a Development Plan Document? | No |
| What is it for? | Details the district-specific standards for social and physical infrastructure that may be required in association with development, including open space. |
| What area will it cover? | All of Huntingdonshire |
| What documents will it conform with? | Consistent with policies in the Huntingdonshire Local Plan Alteration 2002. |
| Is SEA required? | Yes |

| Proposed timetable | |
|-----------------------------------|---------------|
| Survey work commences | January 2004 |
| Public participation on Draft SPD | May 2007 |
| Adoption | November 2007 |

| How will it be produced? | |
|-------------------------------------|--|
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Development Plans Section of the District Council. |
| Who will approve it? | The Council's Cabinet. |
| How will the community be involved? | Opportunities to comment on the draft SPD in accordance with the Regulations, and the emerging Statement of Community Involvement. |

| Monitoring & review | |
|--|--|
| Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report. | |

DESIGN GUIDE SPD

| Overview | |
|--------------------------------------|---|
| Is this a Development Plan Document? | No |
| What is it for? | Provides guidance on the design process and key design principles for different forms of development. |
| What area will it cover? | All of Huntingdonshire |
| What documents will it conform with? | Consistent with policies in the Core Strategy and the Huntingdonshire Local Plan. |
| Is SEA required? | Yes |

| Proposed timetable | |
|-----------------------------------|---------------|
| Survey work commences | May 2006 |
| Public participation on draft SPD | December 2006 |
| Adoption | June 2007 |

| How will it be produced? | |
|-------------------------------------|---|
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Implementation Section of the Council's Planning Services Division. |
| Who will approve it? | The Council's Cabinet. |
| How will the community be involved? | Opportunities to comment on the draft SPD in accordance with the basic requirements set out in the Regulations, and the proposals contained in the emerging Statement of Community Involvement. |

| Monitoring & review | |
|--|--|
| Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report. | |

LANDSCAPE & TOWNSCAPE SPD

| Overview | |
|--|---|
| Is this a Development Plan Document? | No |
| What is it for? | Provides guidance on the distinctive qualities of Huntingdonshire's landscape character areas and market towns. |
| What area will it cover? | All of Huntingdonshire |
| What documents will it conform with? | Consistent with policies in the Core Strategy and the Huntingdonshire Local Plan. |
| Is SEA required? | Yes |
| Proposed timetable | |
| Survey work commences | May 2006 |
| Public participation on draft SPD | December 2006 |
| Adoption | June 2007 |
| How will it be produced? | |
| Organisational lead | Head of Planning Services / Executive Member for Planning Strategy. |
| Who will produce the document? | The Implementation Section of the Council's Planning Services Division. |
| Who will approve it? | The Council's Cabinet. |
| How will the community be involved? | Opportunities to comment on the draft SPD in accordance with the basic requirements set out in the Regulations, and the proposals contained in the emerging Statement of Community Involvement. |
| Monitoring & review | |
| Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report. | |

APPENDIX 1 TERMINOLOGY

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

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

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

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

APPENDIX 2 REPLACEMENT OF 'SAVED' POLICIES

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

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

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

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

APPENDIX 3 SUPPLEMENTARY PLANNING GUIDANCE

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

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

Notes

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

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

Appendix B

Required amendments to the Huntingdonshire Statement of Community Involvement

Insert new paragraph 1.13 'Details of the public involvement in the preparation of this Statement of Community Involvement have been published separately in a pre-submission consultation statement available for inspection on request.'

Insert new paragraph 1.18 'The stages detailed in paragraph 1.12 will be followed in preparation of any review of the Statement of Community Involvement. The techniques to be used will mirror those detailed in Table 3.1 for General Policies for the evidence/ options, preferred options and submission stages as well as at adoption. Techniques used at the Examination stage will also be as set out in Table 3.1 but may be modified to reflect whether the Examination proceeds through written representations or oral hearings. In particular, it may be more efficient to hold meetings at this stage to try to resolve differences enabling the examination to progress entirely by written representations; in such circumstances use of the media is unlikely to be relevant.'

Insert new paragraph 1.21 'A Huntingdonshire Voluntary Sector Compact was prepared in 2004 to promote positive working relationships between statutory organisations and the voluntary and community sector operating in the district. It recognises the role of the voluntary and community sector in promoting and enhancing the capacity of communities to become involved in the decision making process. Involvement will be proactively sought from a range of voluntary and community sector organisations in the planning decision making process using a variety of methods as indicated in the following chapters.'

Resources – Section moved to beginning of chapter 2

Table 2.1: Insertion of a column in to indicate the suitability of each method for different groups.

Simplify groupings in paragraph 2.8 to:

- Government and statutory bodies - including central, regional & local government; statutory bodies and infrastructure providers; and town & parish councils
- Interest groups – including local firms and business organisations; developers, agents and landowners; environmental, amenity & local history groups; and community & voluntary groups
- Residents including 'hard to reach' groups

Paragraph 2.10 - Append with: 'Where a need is identified documents and consultation material can be made available in other languages, in large print, Braille or on audio cassette to assist people with visual disabilities and people who find reading English challenging.'

Paragraph 2.12 - Insertion of the following before the last sentence 'Should we identify continued low levels of engagement, alternative techniques will be investigated and implemented to try to improve the quality and quantity of involvement. '

Paragraph 3.4 – Insertion of additional sentence: 'In the case of Site Specific Proposals DPDs any representations received in this period which either propose a change to the boundary of a site or an alternative site will themselves be made available to give residents and stakeholders a further six weeks to comment on the alternatives put forward.'

Paragraph 3.4: Deletion of section d) on pre-examination meeting

Paragraph 3.6: Clarification of the phrase 'possibly'

Paragraph 4.16: Introduction of a reference to public speaking at Development Control Panel.

Paragraph 6.1- Append with: 'Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.'

CABINET

30TH NOVEMBER 2006

**CAMBRIDGESHIRE & PETERBOROUGH MINERALS & WASTE PLAN:
CONSULTATION ON PREFERRED OPTIONS
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 This report informs Cabinet of proposals for minerals and waste planning published by Cambridgeshire County Council and Peterborough City Council, and recommends a response on behalf of the District Council.

2. BACKGROUND

- 2.1 Cambridgeshire County Council and Peterborough City Council are responsible for minerals and waste planning in the County. In June / July 2005 they consulted on options for a new planning framework covering these matters, looking ahead to 2021. The Council submitted comments on these options which were approved by Cabinet on the 21 July 2005.

- 2.2 Following this consultation a number of additional locations were proposed and a further consultation took place in March 2006. The Council submitted comments on these options which were approved by Cabinet on the 19 March 2006.

- 2.3 Cambridgeshire County Council and Peterborough City Council have now prepared their preferred options in terms of policies which will guide minerals and waste development up to 2021 and site specific proposals. The consultation period runs from 6 November 2006 to 18 December 2006.

- 2.4 The documents included in the mineral and waste plan are:

- A Core Strategy setting out the overall vision, objectives and policies
- A set of site-specific proposals
- An 'Action Plan' for the Mepal/Earith area, which will examine this area in more detail in view of the numerous sites located there and the many associated issues such as highway impacts, flood protection and restoration
- A Proposals Map

- 2.5 The proposed timetable for producing these documents is as follows:

- Consultation on preferred options (Present stage) – November/ December 06
- Submission to Secretary of State – September/October 2007
- Examination – May 2008
- Adoption – February 2009

3. IMPLICATIONS AND POTENTIAL RESPONSES

Appendix 1 sets out the suggested response to the preferred options identified in this document.

4. RECOMMENDATION

Cabinet is recommended to submit observations to Cambridgeshire County Council and Peterborough City Council along the lines set out in Appendix 1 of this report.

BACKGROUND INFORMATION

Cambridgeshire County Council & Peterborough City Council (June 2005)
Cambridgeshire & Peterborough Minerals & Waste Development Plan: Issues and Options Paper

Cambridgeshire County Council & Peterborough City Council (November 2006)
Cambridgeshire & Peterborough Minerals & Waste Development Plan Document: Preferred Options

Cabinet Reports of 19th March 2006 and 21st July 2005

CONTACT OFFICER - enquiries about this report to Richard Probyn (Planning Policy Manager) 388430

APPENDIX 1: SUGGESTED RESPONSES TO THE CAMBRIDGESHIRE & PETERBOROUGH MINERALS AND WASTE DEVELOPMENT PLAN CONSULTATION

The Council previously commented on the Cambridgeshire & Peterborough Minerals and Waste Development Plan Issues and Options consultation in June/July 2005 and the subsequent consultation on additional sites in March 2006. At these stages the Council raised a number of general concerns which included the process of site selection which relied solely on sites put forward by the minerals and waste industry and the limited information provided on the sites. The sites have now been assessed against a set of criteria and these assessments have been used to select the preferred options.

The Council also responded to a number of questions set out in the Issues and Options paper relating to policy approaches which were of most concern to Huntingdonshire, and the preferred approaches set out in the Core Strategy are generally in line with the comments the Council made.

In particular the Council is supportive of the acknowledgement of the need for any further extraction of river valley deposits to contribute towards an enhanced recreation and biodiversity afteruse and of the policies relating to the protection of residential amenity and wildlife sites. The Council is also supportive of the use of recycled or secondary aggregates and the use of borrow pits where they provide the most sustainable option. The Core Strategy also highlights the need for a Household Waste Recycling Centre in the St Neots area which reflects the Council's previous comments.

The Council also commented on a number of sites which had been put forward for minerals and waste in Huntingdonshire and the immediate surrounding area.

Minerals Extraction:

The document only identifies one site for mineral extraction in Huntingdonshire at Little Paxton. The Council supports the extension of the quarry at Little Paxton which when completed will become a large nature conservation area. However the Council would like to draw the minerals and waste authorities' attention to the comments previously made by the Council on this site at the Issues and Options consultation regarding impact on historic and environmental features and on the village of Diddington.

A mineral safeguarding area has been identified at Needingworth. This area is located on the south eastern edge of the existing quarry. Within a safeguarding area there will be a presumption against any development which would prejudice future extraction of an identified mineral resource. The Council supports the identification of mineral safeguarding areas to ensure there are supplies of mineral available in the County in the future.

Kings Delph, Whittlesey has also been identified as a preferred location for sand and gravel and brick clay extraction and the Council would like to highlight its previous comments made regarding the need to examine the impact on the B1040 and the B1095.

Earith/ Mepal Area Action Plan

The report recommends the phasing out of extraction in Earith/Somersham due to access difficulties which reflects the comments the Council made on proposals in this area. The report now focuses mineral extraction in the north east section of the Earith/ Mepal Area Action Plan area. This approach is supported by the Council.

Waste recycling and recovery:

The report identifies new waste recycling and recovery plants, seven of these sites are located in Huntingdonshire. The sites at ADAS, Woodhurst/ Adjacent A1, Alconbury/ Needingworth Quarry, Needingworth and Station Farm, Buckden are acceptable provided the Council's previous comments relating to impact on road networks, landscaping, timescales and relocation of the A14 are taken into account.

The site at Puddock Hill, Warboys was previously assessed by the Council as unacceptable for hazardous landfill due to impact on human health, the water environment, stress on the social and economic fabric and impact of odours which do not apply to waste recovery and recycling, however the issue of poor road infrastructure was also raised and this concern remains with the proposed allocation.

There are two areas, Alconbury Airfield, Alconbury and St Neots, which have been identified as areas for search where the precise location for a facility will be determined through masterplanning or the planning application process. At Alconbury Airfield, a facility would be supported provided there are no adverse impacts on historic or environmental features or the amenity of surrounding villages. In St Neots the proposals map highlights three areas within the industrial areas to the east and south west of St Neots. The Council would like to reiterate that this is an area where there is an identified need and it is important that work on identifying a suitable location continues to be progressed particularly bearing in mind the desire of the District Council to encourage the redevelopment of the existing facility through an Urban Design Framework.

Inert Landfill:

The Council objects to the identification of the site at Woolpack Farm, Hemingford Grey for inert waste disposal. In previous comments the Council assessed the site as unacceptable due to visual impact and access issues.

Hazardous Waste disposal:

The report suggests an extension to the existing hazardous waste landfill site taking stable and non-reactive waste as part of the quarry restoration near Thornhaugh, Peterborough. The Council previously assessed this site as unacceptable for a major non-landfill waste management facility (incorporating energy from waste), but in view of the need for sites for stable non-reactive hazardous landfill this would seem an appropriate location. The Council support the exclusion of the site at Puddock Hill, Warboys for hazardous waste disposal.

CABINET

30th November 2006

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL;
LOCAL DEVELOPMENT FRAMEWORK;
GYPSY & TRAVELLER DEVELOPMENT PLAN DOCUMENT:
ISSUES & OPTIONS REPORT 1**

(Report by Head of Planning Services)

1 INTRODUCTION

- 1.1 South Cambridgeshire District Council has published for consultation the Issues and Options Report for a Gypsy and Traveller Development Plan Document (DPD) as part of its Local Development Framework. The consultation period ended on 24th November and therefore an Officer response has been sent, in order to safeguard Huntingdonshire's interests. Cabinet are asked to endorse the Officer response.

2 THE MAIN ISSUES FOR HUNTINGDONSHIRE

- 2.1 The document covers the period to 2021 and is the 1st stage of Issues and Options, covering the general approach to site selection criteria. A 2nd Issues & Options Report will be published later, taking into account the results of participation on the first stage, and will look at site options which meet the identified criteria.
- 2.2 South Cambridgeshire has a high recorded level of Gypsies and Travellers. In July 2005 there were 291 caravans on authorised private sites and 183 on unauthorised sites. The largest concentrations of caravans are to the north of Cambridge, in the parishes of Milton, Cottenham and Willingham.
- 2.3 The DPD will provide general policies for the period to 2021 but only allocate sites to meet demand up to 2010, by taking into account the Cambridge Sub-Region Traveller Needs Assessment which has identified a need for 110 – 130 additional pitches between 2005 and 2010.
- 2.4 The East of England Regional Assembly is currently working on a single policy review of the Regional Spatial Strategy which will apportion to each district the number of additional pitches for the period to 2021.
- 2.5 In terms of the criteria used to select appropriate sites, it is generally a matter for South Cambridgeshire and its communities to consider how and where within the District the identified needs should be accommodated. For Huntingdonshire, the main issue is that South Cambridgeshire should meet the needs which arise within its borders. The presence of large numbers of Gypsies and Travellers within parts of South Cambridgeshire, as with East Cambridgeshire and Fenland, points to the special character of those areas which is where Gypsies and Travellers wish to locate. Huntingdonshire, in contrast, has far fewer. For

comparison, the Needs Assessment for 2005 – 2010 is just 15-25 additional pitches, pointing to a clearly lower level of need.

- 2.6 South Cambridgeshire has put forward two Options:
- a) to provide additional pitches to meet the identified need
 - b) to provide pitches for only a proportion of the identified need identified to 2010 on the basis that the District already provides a large number of authorised sites.
- 2.7 If Option b) were to be adopted, South Cambridgeshire would be looking to satisfy its needs beyond its boundaries. Given the high level of need also identified in East Cambridgeshire and Fenland, it is possible that Huntingdonshire would be seen as an opportunity to accommodate South Cambridgeshire's needs.
- 2.8 It is important that the principle is established that needs should be met where the need arises. Gypsies and Travellers will not wish to be provided with pitches outside the general area within which they wish to locate. Any attempt to accommodate away from those areas which, by their special nature are where Gypsies and Travellers wish to locate, will fail and simply perpetuate the problem of unauthorised encampments.
- 2.9 South Cambridgeshire should therefore be advised that it should meet the needs within its area by allocating sufficient sites to meet the identified need in those general locations where the need arises.

3 RECOMMENDATION


- 3.1 It is recommended that Cabinet agrees:

That South Cambridgeshire be informed that it should meet the needs of Gypsies and Travellers by allocating sites to meet the identified need and not to seek to meet South Cambridgeshire's needs in other Districts.

Background Papers:

- South Cambridgeshire District Council, Gypsy and Traveller DPD, Issues & Options Report 1 (General Approach) October 2006.
- Cambridgeshire County Council, Cambridge Sub-Region Traveller Needs Assessment, May 2006.
- East of England Regional Assembly, Project Plan for a Draft Revision to the Regional Spatial Strategy for the East of England to Address the provision of Gypsy & Traveller Caravan Sites, July 2006.

Contact Officer: Richard Probyn (Planning Policy Manager)

 01480 388430

CABINET

30th November 2006

**FENLAND DISTRICT COUNCIL;
LOCAL DEVELOPMENT FRAMEWORK - CORE STRATEGY PREFERRED
OPTIONS.**

(Report by Head of Planning Services)

1 INTRODUCTION

- 1.1 Fenland District Council has published for consultation the Preferred Options for the Core Strategy of its Local Development Framework. The consultation period ended on 27th November and therefore an Officer response has been sent, in order to safeguard Huntingdonshire's interests. Cabinet are asked to endorse the Officer response.

2 THE MAIN ISSUES FOR HUNTINGDONSHIRE

- 2.1 The Fenland Core Strategy, which will cover the period to 2021, will replace the existing Fenland Local Plan of 1991.
- 2.2 Many of the Preferred Options relate to dealing with development issues within Fenland and are unlikely to have any external impact on neighbouring authorities such as Huntingdonshire. The main issue for Huntingdonshire is the distribution of growth, particularly housing development, and how this might lead to increased out commuting to areas where jobs are more available. For Fenland existing patterns show that such commuting would be mostly from Chatteris into Huntingdonshire, especially Huntingdon, and the Cambridge area. The vast majority of these journeys would be by car.
- 2.3 The Preferred Option for the higher orders in the settlement hierarchy is:
- Market Towns - Chatteris, March, Whittlesey and Wisbech
 - Key Service Centres – Doddington, Wimblington
- 2.4 In terms of allocating housing development to these main settlements, the report suggests that provision be made as follows:
- March 1400 dwellings
 - Wisbech 1400 dwellings
 - Chatteris 700 dwellings
 - Whittlesey 350 dwellings
 - Key and Limited Service Centres 270.
- 2.5 In terms of the distribution between the Market Towns, the fact that the housing allocated to March and Wisbech is considerably more than at Chatteris is to be welcomed. The report suggests that growth at Chatteris can be accommodated sustainably. However, the report does not acknowledge the issue of unsustainable car-borne out-commuting if housing development runs ahead of employment growth.

- 2.6 The Preferred Options does seek to provide an adequate supply of employment land, but the problem in Fenland has traditionally been that employment development has been much slow to be taken up than housing. There is no guarantee that the land allocated for employment will be taken up. This is less of an issue in March and Wisbech where out-commuting is limited by relative remoteness, but very much an issue at Chatteris where there needs to be a robust link between the take-up of housing and employment allocations.
- 2.7 This could be achieved by linking the phasing of the release of planning permissions for housing in Chatteris to the completion of employment development in the town. Currently the Preferred Options phasing suggests that land for housing will be released only to take account of the overall target for housing delivery.
- 2.8 In this way, new housing would be linked to increased job opportunities in Chatteris and thus limit any increase in car-commuting into Huntingdonshire, which would be unsustainable and lead to increased traffic, with associated problems for the highway network in Huntingdonshire.
- 2.9 In terms of process, the previous stage in the preparation of Fenland's Core Strategy, Issues and Options, did not identify a range of options for the distribution of development. Members will be aware that for Huntingdonshire's Core Strategy, the Inspector has postponed the Examination to allow for further details on the spatial strategy to be prepared and subjected to public participation. This will involve consulting on a range of options. Fenland has not given Huntingdonshire the opportunity to comment on options and therefore the soundness of Fenland's approach has to be questioned.

3 RECOMMENDATION


- 3.1 It is recommended that Cabinet agrees:

That the above concerns be confirmed as the basis for the formal representation to Fenland District Council.

Background Papers:

Fenland District Council, Core Strategy and Development Policies – Preferred Options, October 2006.

Contact Officer: Richard Probyn (Planning Policy Manager)

 **01480 388430**

| | |
|---------------------|--------------------------------|
| Licensing Committee | 27 th November 2006 |
| Cabinet | 30 th November 2006 |

GAMBLING ACT 2005 STATEMENT OF PRINCIPLES

(Report by Head of Administration)

1. INTRODUCTION

At their meeting held on 24th August 2006, the Licensing Committee approved a draft Statement of Principles which the Council as the licensing authority has to adopt under the Gambling Act 2005. The first appointed day for the statement to come into effect is 31st January 2007 and the statement must be published at least 28 days prior to that date, i.e. by 3rd January 2007. The statement has effect for 3 years after which it has to be reviewed. It can be changed at any time within that period, subject to further consultation having been undertaken.

The current consultation period ends on 23rd November and any late responses will be reported at the meetings of the Licensing Committee and Cabinet respectively.

2. CONSULTATION EXERCISE

The draft statement (which was modelled on a LACORS template) was circulated widely to those in the gambling industry, responsible authorities defined in the Act, town and parish councils, community groups, councillors etc. The consultation period extended for 10 weeks.

Only 5 responses were received and these are summarised in Annex A attached, together with suggested responses.

A further change is necessitated as a result of a misinterpretation of the legislation by the Gambling Commission in relation to door supervision and a flaw in the LACORS template. This was replicated in the authority's statement. The Commission and LACORS assumed that door supervisors at casinos and bingo premises are not subject to the licensing regime of the Security Industry Authority. In fact it is only in-house door supervisors who do not need to be licensed. Door supervisors in casinos and bingo premises who are contracted do require licensing by the SIA, as do door supervisors at any other

premises licensed under the Gambling Act (whether in-house or contracted).

The Statement of Principles has been amended to take into account the suggested responses and changes and to delete references to the fact that the earlier document was a draft. The amended statement is reproduced at Annex B attached.

Discussions are continuing between the gambling industry, the Department for Culture, Media and Sport and the Gambling Commission. Further guidance and codes of practice are awaited and there is a raft of Regulations yet to be made. In advance of that information, it has been difficult for authorities to draft statements of principles when these may be affected by subsequent regulatory change, amended guidance and new codes of practice.

3. CONCLUSION AND RECOMMENDATION

Members are invited to endorse the amended document which sets out how the licensing authority will approach its responsibilities under the Act. The statement must be approved by the authority as a whole and it is therefore

4. RECOMMENDED

That the Council be recommended to approve the Statement of Principles under Section 349 of the Gambling Act 2005 as set out in Annex B for a period of three years commencing on 31st January 2007.

Background Papers:

- ◆ Draft Statement of Licensing Principles approved by Cabinet on 7th September 2006
- ◆ LACORS guidance on door supervision
- ◆ Consultation replies as listed in the schedule to the report now circulated.

Contact person:

Roy Reeves, Head of Administration. Tel: 388003

GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES

CONSULTATION REPLIES

| Consultee | Comment | Suggested Response |
|---|---|--|
| Somersham Parish Council | No comment | Noted |
| Gosschalks (on behalf of Association of British Bookmakers) | <p>Door supervision not required in betting offices. Suggest inclusion in policy of words 'There is no evidence that the operation of betting offices has required door supervisors for the protection of the public. The authority will make a door supervision requirement only if there is clear evidence from the history of trading at the premises that the premises cannot be adequately supervised from the counter and that door supervision is both necessary and proportionate'</p> <p>There is no evidence that betting machines cause harm to gamblers. Suggest inclusion in policy of words 'While the authority has discretion as to the number, nature and circumstances of use of betting machines, there is no evidence that such machines give rise to regulatory concerns. This authority will consider limited the number of machines only</p> | <p>Paragraph 15.8 confirms that any licence conditions will be proportionate, relevant, reasonable and related to the premises in question. Paragraph 15.15 states that the authority may decide that door supervision is appropriate in particular cases.</p> <p>No change is therefore considered necessary to the statement.</p> <p>The wording of paragraph 20.2 on the number of betting machines in betting offices replicates the working in the Gambling Commission's statutory guidance.</p> <p>No change is therefore considered necessary to the statement.</p> |

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| | <p>where there is clear evidence that such machines have been or are likely to be used in breach of the licensing objectives. Where there is such evidence, this authority may consider, when reviewing the licence, the ability of staff to monitor the use of such machines from the counter'</p> <p>Betting offices have evolved especially over the past 2 decades which frequently has involved re-siting of premises with little objection. Licensing authorities are invited to endorse and support this natural progress. The authority is therefore invited to positively encourage or give sympathetic consideration to re-sites within the same locality and extensions to enhance the quality of facilities.</p> <p>Suggest inclusion in policy of words 'The authority recognises that certain bookmakers have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the authority a single named point of contact, who should be a senior individual, and whom the authority will contact first should any compliance queries or issues arise.</p> <p>The reference in paragraph 15.9 which states that 'the authority will expect an</p> | <p>It would be inappropriate for the authority to fetter its discretion by actively indicating such encouragement. Each case should be considered on its merits.</p> <p>No change is therefore considered necessary to the statement.</p> <p>This is supported and a new paragraph 20.3 has been included in the statement to this effect.</p> <p>Unlike the Licensing Act 2003, the draft Premises Regulations make no provision</p> |
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| | <p>applicant to offer suggestions as to the way in which the licensing objectives can be met effectively' should be deleted.</p> <p>The draft Premises Licences regulations contain no mention of this requirement.</p> <p>The statement should make it clear that credit can only be given at premises with casino and bingo premises licences under Section 177 of the Act.</p> <p>The references in Part C of the statement to the submission of plans by applicants may require amendment when draft forms are available.</p> | <p>for an applicant to show how he will promote the licensing objectives. It is suggested therefore that this sentence be deleted from the statement.</p> <p>This is referred to I paragraph 15.16 which has been amended accordingly.</p> <p>It is suggested that the requirement for plans for permit applications can be dispensed with and the statement amended accordingly.</p> |
| <p>The Racecourse Association Ltd</p> | <p>The statement suggests that areas on tracks with different betting premises licences should be delineated. This may not be practical or necessary. The Association are in discussion with the Gambling Commission and DCMS on the subject.</p> <p>The authority may require off-course operators with on-course facilities to hold a separate betting premises licence for that area. Discussions with the DCMS suggest this will not be a mandatory requirement and will be at the discretion of the racecourse and the betting</p> | <p>This is not suggested in the statement and no change is required.</p> <p>The statement follows current Gambling Commission guidance. Further guidance is awaited from the DCMS and Gambling Commission. No change is suggested in advance of the receipt of that guidance.</p> |

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| | <p>operator. This should be reflected in the statement.</p> <p>The location of gambling premises may be taken into account when assessing an application. The location of racecourses will not have altered since their foundation and they cannot be transferred to another location.</p> <p>Racecourses are subject to other legislation and the authority should not impose conditions which are dealt with in other legislation.</p> <p>The requirement for plans in paragraph 21.10 should not include information that is not required under the Premises Licences Regulations.</p> <p>The authority may impose additional conditions on racecourses to ensure they provide a suitable betting environment as they will not hold an operators licence. The authority is asked to ensure that the conditions do not exceed the premises licence conditions outlined by DCMS.</p> <p>The authority is asked to note that the Act permits children to enter a racecourse on days when racing takes place.</p> <p>The Association is still in discussion with</p> | <p>No change is suggested to the statement.</p> <p>The Act requires an authority not to duplicate other legislative provision and for conditions to be proportionate, etc. No change is suggested to the statement.</p> <p>The Premises Licences Regulations have yet to be made. The requirements of the Regulations will take priority. No change is therefore suggested to the statement.</p> <p>See above. Conditions will be proportionate and relevant. No change is suggested.</p> <p>This is stated in paragraph 21.4. No change is required.</p> <p>Noted. No change required.</p> |
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| | the DCMS on provisional statements for racecourses and the premises licence regime | |
| East of England Faiths Council | <p>The authority is asked to advise or approve only the lowest or lower stake gaming machines.</p> <p>The authority is asked to ensure that applications meet the licensing objectives as opposed to being reasonably consistent with them.</p> <p>Policies should be established whereby the locations of licensed premises are as far as possible from place frequented by children, young people and families, including schools, swimming pools, leisure centres, shopping malls, parks, libraries, areas of deprivation etc.</p> <p>High priority should be given to the provision of suitable door and/or machine supervisors as well as in-service opportunities for training and sharing best practice. CCTV and proof of age schemes are necessary.</p> <p>The authority should authorise a body with sufficiently trained personnel to advise on the protections of children from harm.</p> | <p>Applications will be considered on their merits. No change is suggested to the statement.</p> <p>This goes beyond the requirement of the Act and is not therefore permissible. No change is suggested.</p> <p>This goes beyond the requirement of the Act and is not therefore permissible. No change is suggested.</p> <p>Applications will be considered on their merits. No change is suggested to the statement.</p> <p>The authority has nominated the Office of Children and Young People's Services of Cambridgeshire County Council as the responsible authority for the protection of children from harm. No change is suggested.</p> |

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| | <p>The authority has a moral obligation to ensure that potential concerns will be overcome.</p> <p>Licences should be reviewed regularly to ensure the effectiveness of measures undertaken and compliance with conditions.</p> <p>20% of children in the Region live below the poverty line and gambling leads to financial loss. The authority should ensure that this is drawn to the attention of clients in gambling establishments and the possibility of donating to local good causes.</p> <p>The authority should pass a no casino resolution.</p> | <p>The authority will act within the requirements of the Act. No change is required to the statement.</p> <p>Licences can only be reviewed on the application of a responsible authority or interested person. No change is required.</p> <p>This is not within the authority's remit. No change is suggested.</p> <p>It is unlikely that a casino will be established in the District. A resolution is not therefore required.</p> |
| <p>British Beer and Pub Association (supported by the British Institute of Innkeeping, Association of Licensed Multiple Retailers and Federation of Licensed Victuallers Association)</p> | <p>There is no legal requirement for plans to accompany permit applications. A variation of the plan for premises licensed under the Licensing Act 2003 would cost £1,800 per application. The reference to plans should be deleted from the statement. Machines are not fixed and can be moved necessitating changes to plans.</p> | <p>The application form is at the discretion of the authority. Although it is suggested that the cost of plans is exaggerated, especially where this involves an amendment only for plans for premises licensed under the Licensing Act, it is suggested that the provision for plans to accompany applications can be dispensed with. It is suggested that the statement be amended accordingly.</p> |

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| | <p>When operators apply for additional machine permits and comply with the Gambling Commission Code of Practice, there is no reason why these should not be granted. The statement should reflect this.</p> <p>The Association would welcome the inclusion in the statement of an outline of the application procedures for more than 2 machines in alcohol licensed premises.</p> <p>The LACORS application form for permits should be adopted.</p> <p>Reference to the transitional arrangements should be included in the statement or in separate guidance.</p> | <p>This would be premature in advance of the Code of Practice. No change is suggested to the statement.</p> <p>This has yet to be determined by the authority and would therefore be premature. No change is suggested.</p> <p>This is not relevant to the statement and no change is required.</p> <p>Regulations have still to be made on the transitional arrangements. It would be premature for advice to be included in the statement and this will be the subject of separate guidance in due course. No change is suggested.</p> |
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Gambling Act 2005

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 approved 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 6th December 2006 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's population has grown rapidly in recent years but it 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.

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 31st 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 district 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 The licensing authority has designated the Office of Children and Young People's Services of Cambridgeshire County Council for this purpose.

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

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

- ◆ 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 should contact the licensing section for further information.
- 9.9 The licensing authority will not consider representations that are frivolous or vexatious or which relate to demand or need for gambling facilities. A decision on whether representations are frivolous or vexatious will be made objectively and if a representation is rejected, the interested party making the representation will be informed of the reason in writing. A vexatious representation is generally one that is repetitive, without foundation or made for some other reason such as malice. A frivolous representation is generally one that is lacking in seriousness or is unrelated to the licensing objectives, Gambling Commission guidance or this statement of licensing principles.
- 9.10 In the absence of regulations to the contrary, representations should in general -
- ◆ be made in writing (including by electronic communication);
 - ◆ indicate the name and address of the person or organisation making the representation;
 - ◆ indicate the premises to which the representation relates;
 - ◆ indicate the proximity of the premises to the person making the representation. A sketch map or plan would be helpful; and
 - ◆ clearly set out the reason(s) for making the representation.

10. EXCHANGE OF INFORMATION

- 10.1 The licensing authority is required to include in its statement the principles to be applied by the authority in exercising its functions under sections 29 and 30 of the Act with regard to the exchange of information between it and the Gambling Commission and its functions under section 350 of the Act with regard to the exchange of information between it and the other bodies listed in Schedule 6 to the Act.
- 10.2 The principle that the licensing authority will apply is that it will act in accordance with 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.

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.)
- 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 6th December 2006 and was published via the authority's website thereafter. 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 licence 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.
- 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) if they are supplied in-house by the licence holder. Door supervisors who work in such premises and are contracted by the licence holder must be licensed by the 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.
- 15.15 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

- 15.16 Section 177 of the Act does not prevent the licensee from permitting the installation of cash dispensers (ATMs) in casinos and bingo 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 will 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.

20.3 Where certain bookmakers have a number of premises within the area and in order to ensure that any compliance issues are recognised and resolved at the earliest stage, the operators are encouraged to provide the authority with the name and contact details of a single named point of contact who should be of a senior capacity. The authority will contact that person first should any compliance or other issues arise.

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 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 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.

25.4 It should be noted that the authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached to a permit.

25.5 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.

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
KIDDERMINISTER
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

Chambers of Trade/Commerce in Huntingdonshire

Cambridge and District Chamber of Commerce and Industry

John Bridge, Chief Executive
Endeavour House
The Vision Park
HISTON
Cambridge
CB4 9ZR

Cambridgeshire Business Services (Business Link)

Stephen Hampson, Chief Executive
Centenary House
St Mary's Street
HUNTINGDON
Cambs
PE29 3PE

Cambridgeshire Constabulary

Please see details in Appendix B

Cambridgeshire County Council

Shire Hall
Castle Hill
CAMBRIDGE
CB3 0AP

Cambridgeshire Fire & Rescue Service

Please see details in Appendix B

GAMCARE

2/3 Baden Place
Crossby Row
LONDON
SE1 1YM

Greater Cambridge Partnership

Martin Garratt, Partnership Director
The Partnership Office
RES 1219
Shire Hall
CAMBRIDGE
CB3 0AP

HM Revenues & Customs

Please see details in Appendix B

Huntingdonshire Business Against Crime

Mrs Katy Sismore
Wykeham Hill
HUNTINGDON
PE29 3NR

Huntingdonshire Business Network

Terry Dowing
Wisdom Communication
Highland House
8 Ash Court
BRAMPTON
PE28 4FH

Huntingdonshire Citizens Advice Bureau

6 All Saints Passage
HUNTINGDON
PE29 5AL

Huntingdonshire Enterprise Agency

David Moir, Enterprise Manager
Centenary House
St Mary's Street
HUNTINGDON
Cams
PE29 3PE

Huntingdonshire Primary Care Trust

The Priory
Priory Road
ST IVES
PE27 4BB

Huntingdon Racecourse

Mrs A Starkey
CEO
Thrapston Road
Brampton
HUNTINGDON
PE28 4NJ

Office of Children & Young Peoples Services

Please see details in Appendix B

St Ives Chamber of Commerce and Industry

Mrs Sue Fisher
St Ives Chamber of Commerce
C/O Silk and Silver
ST IVES

Town Parish Councils in Huntingdonshire

The Local Environmental Health Authority

Please see details in Appendix B

The Local Planning Authority

Please see details in Appendix B

Town Centre Partnerships in Huntingdonshire

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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 |

N. B. These limits may be subject to change by Regulations made by the Secretary of State.

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CABINET MEETING

30TH NOVEMBER 2006

**CAMBRIDGESHIRE HORIZONS LIMITED
MEMORANDUM OF UNDERSTANDING
(Report by the Head of Legal and Estates)**

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for the Council to enter into a Memorandum of Understanding with Cambridgeshire Horizons Limited.

2. BACKGROUND

- 2.1 The Council is a founder member of Cambridgeshire Horizons Limited, which is the "vehicle" set up to project manage and help deliver the development plan strategy for the Cambridge sub-region.
- 2.2 A financial contribution is made by each of the local authorities who are members of the Company as a contribution to the revenue costs of providing the Company's services. The Council has contributed £17,500 for the current financial year.
- 2.3 The Company's financial advisors have suggested that the Company enter into a Memorandum of Understanding with each of the local authorities concerned in order to strengthen the VAT registration position of the Company.
- 2.4 In addition, a number of requests have now been received from the Company to give various consents and to enter into agreements, which have previously been referred to Cabinet e.g. to admit English Partnership as a member of the Company. In respect of these relatively minor procedural matters, it is recommended that in future they be delegated to the Chief Executive after consultation with the Leader of the Council.

3. RECOMMENDATION

- 3.1 It is recommended that -
- ◆ the Cabinet authorise the execution of a Memorandum of Understanding as outlined in paragraph 2.3 subject to the final wording to be agreed by the Head of Legal & Estates; and
 - ◆ the Chief Executive, after consultation with the Leader of the Council, in future be authorised to determine constitutional and other similar matters arising from the Council's membership of Cambridgeshire Horizons Limited.

BACKGROUND INFORMATION

Cambridgeshire Horizons Ltd letter of 26 July 2006 and draft agreement

Contact Officer: Colin Meadowcroft, Head of Legal & Estates
☎ 01480 388021

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SAFETY ADVISORY GROUP

15TH NOVEMBER 2006

**SAFETY ADVISORY GROUP
(Report of the Advisory Group)**

1. INTRODUCTION

- 1.1 The Advisory Group met on 15th November 2006 and Councillors J W Davies, A Hansard, L M Simpson and Mrs D E Collins were present.
- 1.2 Also in attendance were P Corley, J Craig, P J Duerden, Mrs C Bulman, Mrs T Davidson and Mrs C Rowland.
- 1.3 The Staff Side representatives in attendance were S Richardson and C Sneesby.
- 1.4 In the absence of the Chairman and Vice-Chairman, it was agreed that Councillor A Hansard should be elected Chairman for the duration of the meeting.
- 1.5 Apologies for absence from the meeting were submitted on behalf of Councillor K Reynolds, Mr K Lawson and Mrs G Smith.

2. REPORT OF THE ADVISORY GROUP

- 2.1 The report of the meeting of the Advisory Group held on 13th September 2006 was received and noted.

3. MEMBERS' INTERESTS

- 3.1 No declarations of interest were received.

4. AD-HOC SAFETY REPORT – 25TH OCTOBER 2006

- 4.1 The Group received and noted a report by the Head of Administration outlining the observations and comments made by members during an ad-hoc inspection of activities undertaken by volunteers at Hinchingsbrooke Country Park on 25th October 2006. The inspection also included a visit to Godmanchester Pond.
- 4.2 Members were informed that the inspection had identified only two minor areas of concern and action was being taken to address these issues. Following specific comments concerning the use of life jackets by the Ranger at Godmanchester Pond and the need to ensure that notes of first aid equipment used by the woodcutters are recorded in the Park's main book, the Health and Safety Adviser undertook to pursue these matters.
- 4.3 Overall, the Group concluded that Hinchingsbrooke Park should be commended for its standards of and commitment to health and safety.

5. VIOLENT INCIDENT REGISTER PROGRESS

- 5.1 The Group were informed that membership of the Violent Incident Register working group had now been established and would be meeting on 29th November 2006. Clarification was being sought from the Information Commissioner before the Group proceeded and it was anticipated that a progress report would be submitted to the next meeting.

6. HEALTH AND SAFETY TRAINING

- 6.1 The Group were acquainted by means of a report by the Head of HR and Payroll Services with details of health and safety training courses which had been held since the previous meeting of the Group. Members were reminded that the statistics for future reports would be presented across the organisation as a whole.

7. FIRE DRILLS – PATHFINDER HOUSE AND GODMANCHESTER DEPOT

- 7.1 The Group received and noted a report on the recent fire drills undertaken at Pathfinder House and the Depot on 10th October 2006 and 23rd August 2006 respectively.

- 7.2 In respect of the drill at Pathfinder House, Members were pleased to note that the roll call procedure was completed within five minutes which represented a record time. The Group discussed some of the issues emerging from the drill including staff taking time to collect their coats, planning reception staff using the rear fire exits as opposed to the main stairwell and a suggestion that employees should be reminded about the need to complete the roll call boards. In respect of the failure to call the fire brigade during the drill at the Depot, the Health and Safety Adviser explained that the issue had now been resolved. Members noted that alternative assembly points would need to be identified during the building works for the new headquarters and that there would need to be ongoing fire risk assessments as the premises changed and staff moved into alternative accommodation. Members were informed that fire risk assessments had been undertaken on an annual basis since 1999 at all of the Council's premises.

- 7.3 Members commented on the length of time since a fire drill had been undertaken which involved Councillors and suggested that this should take place during a meeting of the full Council. It had also been some time since Members had received details of the bomb procedure. In respect of the latter which had been in place since 2001 but never tested, it was agreed that the Group should

RECOMMEND

that an exercise should be undertaken in the near future to test the current procedure to its fullest extent.

8. ACCIDENT REPORTS

- (a) **District Council Employees**

- 8.1 The Group received and noted a report by the Head of HR and Payroll Services giving details of 13 accidents and 1 incident involving employees, together with 1 incident involving a non-employee which had taken place since the previous meeting.
- 8.2 Whilst Members were pleased to note an apparent reduction in the number of accidents within the Operations Division albeit it in a shorter timescale, the Group acknowledged that they still comprised the majority of accidents/incidents reported and the Chairman reiterated the need to devote additional resources/emphasis to this Division.
- 8.3 In respect of the incident involving an employee who had been trapped in the lift during a recent power cut, Members noted that repairs had now been completed to the emergency lighting and power could now be isolated from the ground floor in addition to the roof of the building. With regard to training to enable employees to release individuals from the lift, Members were advised that this had not taken place for approximately 3 years on the incorrect advice of the lift company. However eight employees were now scheduled to receive training in the very near future.

(b) **Leisure Centre Employees**

- 8.4 The Group also received a report by the Leisure Centres' Health and Safety Co-ordinator detailing accidents which had been reported at the Leisure Centres since the last meeting. Members were pleased to note the reduction in non-employee accidents.

9. ANNUAL SAFETY INSPECTION

- 9.1 The Group noted that arrangements had been made to hold the annual safety inspection on Thursday 23rd November 2006 at 9.15am. It was agreed that this should take the form of a half day event.
- 9.2 In relation to the location for the inspection, it was suggested that it would include the Ramsey and Yaxley Drop-In Centres and the Huntingdon Shopmobility Scheme.

10. PROPOSED FUTURE AD-HOC SAFETY INSPECTION DATES

- 10.1 The Group agreed that the next ad-hoc safety inspection should be held on Thursday 25th January 2007. Dates of future inspections would be agreed at another meeting.

11. DATE OF NEXT MEETING

- 11.1 The Group noted that the next meeting would be held on Wednesday 7th March 2007.

Chairman of the Advisory Group

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