

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 28 JUNE 2007** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

APOLOGIES


**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 7th June 2007.

**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. MEDIUM TERM PLAN - REQUEST FOR THE RELEASE OF FUNDS (Pages 7 - 12)

To consider a report by the Head of Financial Services.

**S Couper
388103**

4. LAND AT HARRISON WAY, ST IVES (Pages 13 - 14)

To consider a report by the Head of Legal and Estates regarding the disposal of Council owned land at Harrison Way, St Ives. (A site map is attached to the agenda separately)

**K Phillips
388260**

5. HIGH DEPENDENCY TOILETS (Pages 15 - 16)

To consider a request by the Overview & Scrutiny Panel (Service Delivery) to pursue an investigation into the requirements for high dependency toilets in the District.

**J Collen
388220**

6. EXCLUSION OF PRESS AND PUBLIC

To resolve:

**J Collen
388220**

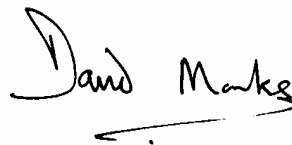
that the public be excluded from the meetings because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

7. HEADQUARTERS & OTHER ACCOMMODATION (Pages 17 - 26)

To consider a report of the Customer First and Accommodation Advisory Group (following its meeting held on 11th June 2007) to which is attached a report by the Head of Technical Services.

**J Collen
388220**

Dated this 20 day of June 2007



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.

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.

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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, 7 June 2007.

PRESENT: Councillor I C Bates – Chairman.

Councillors P L E Bucknell, A Hansard, C R Hyams, Mrs D C Reynolds, T V Rogers and L M Simpson

19. MINUTES

The Minutes of the meeting of the Cabinet held on the 17th May 2007 were approved as a correct record and signed by the Chairman.

20. MEMBERS' INTERESTS

Councillor Hyams declared a personal and prejudicial interest in Minute No 07/32 by virtue of his membership on the Luminus Homes (parent) board and left the Chamber for the duration of discussion and voting on this matter.

21. AMENDING OUR SPENDING PLANS - THE FORECAST, BUDGET AND MTP PROCESS

Further to Minute No. 06/109 and by way of a report by the Head of Environmental Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the present position on the development of a new approach to identify spending plans for future years and proposals for the stages and timings of the review and approval of the financial strategy, 2008/09 budget and 2009/13 Medium Term Plan.

Having requested that a briefing note on the matter be circulated to all Members, the Cabinet

RESOLVED

- a) that the update on savings suggestions appended to the report now submitted be noted; and
- b) that the timetable and stages for considering the financial strategy, budget and Medium Term Plan be approved.

22. TREASURY MANAGEMENT ANNUAL REPORT 2006/07

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance in the year ending 31st March 2007 by three external fund managers in the matter of investment of the Council's

capital receipts.

Having considered the individual levels of performance achieved during the quarter 1st January – 31st March 2007 and in noting that the funds invested via Alliance Bernstein had been returned to the Council during this period due to the company's decision to withdraw from the local authority market, the Cabinet

RESOLVED

that the content of the report be noted.

23. DOG CONTROL ORDERS

Further to Minute No. 06/189 and with the assistance of a report by the Head of Environmental and Community Health Services (a copy of which is appended in the Minute Book), the Cabinet considered a proposal to introduce four dog control orders to replace existing dog control provisions as required under the Clean Neighbourhoods and Environment Act 2005.

In considering the implications of the measures on the District and the community as a whole, Members were informed that the orders substantially replicated the powers available in existing byelaws and applied them to new development which had occurred since their inception. Whereupon, it was

RESOLVED

- a) that the report now submitted be noted and the contents of the four dog control orders and the associated maps attached to the orders approved;
- b) that the Director of Operational Services be authorised to appoint Officers to enforce the dog control provisions of the Clean Neighbourhoods and Environment Act 2005, including the issue of fixed penalty notices;
- c) that the Head of Environmental and Community Health Services be authorised to advertise the draft orders and to confer with all statutory consultees on the content of the draft orders;
- d) that the Head of Environmental and Community Health Services be authorised, after consideration of consultation responses and representations and consultation with the Executive Councillor for Housing and Health, to make the dog control orders;
- e) that the Head of Environmental and Community Health Services be authorised, subject to the necessary advertisement and consultation requirements of the Clean Neighbourhoods and Environment Act and after consultation with the Executive Councillor for Housing and Health, to amend or revoke dog control orders;

- f) that the dog control orders be enforced either by prosecution or by the issue of fixed penalty notices;
- g) that the Head of Environmental and Community Health Services be authorised, after consultation with the Executive Councillor for Housing and Health, to initiate legal proceedings for offences under dog control orders; and
- h) that a fixed penalty notice of £75 for offences under adopted dog control orders be approved, with an incentive of a reduction to £50 if the fixed penalty is paid within 10 days of issue.

24. DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING: SUPPLEMENTARY PLANNING DOCUMENT

Consideration was given to a report by the Head of Planning Services (a copy of which is appended in the Minute Book) to which was attached a draft copy of the supplementary planning document, "Developer Contributions towards Affordable Housing".

Having noted the main aims and objectives of the document, the Cabinet

RESOLVED

- a) that the draft supplementary planning document "Developer Contributions towards Affordable Housing" be approved as a basis for public consultation; and
- b) the Director of Operational Services be authorised, after consultation with Executive Member for Planning Strategy, Environment and Transport, to make any consequential amendments to the text and illustrations arising from the sustainability appraisal, prior to the issue of the document for public consultation.

25. BUILDINGS AT RISK (BAR) REGISTER

By way of a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) the Cabinet were informed of the publication of the 2007 Huntingdonshire Buildings at Risk Register, the results of the 2007 Buildings at Risk Survey and an analysis of the Buildings at Risk Strategy.

Having noted that the revised Buildings at Risk Register contained details of 276 structures categorised according to their condition and risk of collapse or structural failure, the Cabinet

RESOLVED

that the contents of the 2007 Buildings at Risk Register be noted and the future strategy proposed in the report now submitted endorsed.

26. REVIEW OF THE HISTORIC BUILDING GRANTS SCHEME

With the assistance of a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) the Cabinet was acquainted with the outcomes of a review of the Council's Historic Buildings Grant Scheme.

In discussing proposals to amend the scheme to make funding more widely available and responsive to those buildings on the Huntingdonshire Buildings at Risk Register 2007, Members expressed apprehension with regard to the proposed relaxation of the condition requiring repayment of grant where properties were disposed of by developers within 3 years of the completion of the works, but having received assurances from the Director of Operational Services that the changes had been designed to make more effective use of the grant budget, the Cabinet

RESOLVED

- (a) that the proposed amendments to the Historic Buildings Grant Scheme outlined in the report now submitted be approved; and
- (b) that the Director of Operational Services be requested to circulate to Executive Members a note addressing the areas of concern now referred to.

27. ADOPTION OF SUPPLEMENTARY PLANNING DOCUMENTS: HUNTINGDONSHIRE DESIGN GUIDE & LANDSCAPE AND TOWNSCAPE ASSESSMENT

The Cabinet considered a report by the Head of Planning Services (a copy of which is appended in the Minute Book) outlining the responses received to consultation on Supplementary Planning Documents – the Huntingdonshire Design Guide and the Huntingdonshire Landscape and Townscape Assessment.

Having considered the schedule of responses and amendments outlined in the appendices to the report, it was

RESOLVED

- a) that the revised Huntingdonshire Design Guide incorporating the changes set out in Appendix A to the report now submitted be adopted as a Supplementary Planning Document;
- b) that the revised Huntingdonshire Landscape and Townscape Assessment incorporating the changes set out in Appendix B to the report now submitted be adopted as a Supplementary Planning Document; and
- c) that the Head of Planning Services be authorised to approve any minor consequential amendments to the text and illustrations as a result of the changes above after consultation with the Executive Councillor of Planning Strategy, Environment and Transport.

28. PUBLIC FOOTPATH CREATION AGREEMENT - LAND AT FLAMSTEED DRIVE, HUNTINGDON

The Cabinet received a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) regarding a proposal to dedicate a public right of way over Council-owned land at Flamsteed Drive, Huntingdon.

Having acknowledged the benefits to pedestrians of a new footpath between Flamsteed Drive and Hinchingsbrooke Business Park and in noting that the footpath would link with existing rights of way and a cycle way to access Huntingdon town centre, the Cabinet

RESOLVED

that a Public Path Agreement be made with Cambridgeshire County Council under the provisions of Section 25 of the Highways Act 1980 to dedicate a public right of way over District Council-owned land at Flamsteed Drive, Huntingdon.

29. REPRESENTATION ON ORGANISATIONS

Having received and considered a report by the Head of Administration (a copy of which is appended in the Minute Book) in relation to representation on a variety of organisations, it was

RESOLVED

- a) that nominations be made to the organisations as set out in the Appendix to the report now submitted; and
- b) that, in the event that changes are required to Council representation during the course of the year, the Head of Administration after consultation with the Deputy Leader of the Council be authorised to nominate alternative representatives as necessary.

30. GROWING SUCCESS

Consideration was given to a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) setting out a draft timetable for a review of the Council's Corporate Plan "Growing Success", local performance indicators and targets, the Improvement Plan and objectives for supporting the achievement of the Council's priorities.

Having been advised of the results of performance data for 2006/07 and the series of targets for 2007/08, the Cabinet

RESOLVED

- a) that the suggested process for reviewing and updating the Council's Corporate Plan "Growing Success" be approved; and

- b) that the performance data for 2006/07 and the revised targets for 2007/08 be noted.

31. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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

32. DISPOSAL OF LAND ADJACENT TO THE GRAND, RAMSEY

The Cabinet considered a report by the Head of Legal and Estates (a copy of which is appended in Annex to the Minute Book) regarding the proposed disposal of Council-owned land adjacent to the former Grand Cinema in Ramsey, as part of the redevelopment of the site to include a library, community facility, public toilets and residential flats. Whereupon, it was

RESOLVED

- a) that the proposed re-development of the former cinema site as a community building as outlined in the report now submitted be supported in principle; and
- b) that the Director of Central Services be authorised to negotiate the proposed disposal of the land and the provision of replacement facilities and to report thereon to a future meeting of the Cabinet.

Chairman

CABINET

28 JUNE 2007

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 scheme detailed in the attached annexes.

2 BACKGROUND

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

3. RECOMMENDATION

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

ACCESS TO INFORMATION ACT 1985

None

Contact Officer:

Steve Couper

Head of Financial Services ☎ 01480 388103

	Net Revenue Impact (£'000)						Net Capital (£'000)					
	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012
Annex												
B 443 Common Housing Register/Choice Based Lettings	5	7	7	7	7	7	45					
C 714 – Multi Functional Devices & Network Software	17	-9	-23	-22	-20	-20	27	54	31	25	53	
D 713 - Postal Despatch Arrangements	14	18	18	18	18	18	131					
Total amount for which release now requested	36	16	2	3	5	5	203	54	31	25	53	53

443 Common Housing Register/Choice Based Lettings

Steve Plant

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 Net Budget Already released	6	8	8	8	8	8	8	9	9	9	9	45		
Amount for which release now requested	5	7	7	7	7	7	7					45		

9

Justification for Release

The project is to deliver a Choice Based Lettings (CBL) scheme and a single, or common, Housing Register via a partnership with the six other Councils in the Cambridge sub region. £9k of the MTP bid for this project was approved for release in June 2006 as our contribution to the initial set up costs. Cabinet were advised at that time that a further report would be made to request the release of additional funds once the IT costs of the scheme became clearer through the procurement process.

The project has reached the tender evaluation stage of the IT products which includes site visits during the second half of June. Negotiations with the preferred IT partner will start as soon as these site visits are completed. The sharing of set up costs across the sub regional partners will provide savings in the purchase of the IT package and although the final cost will be influenced by the negotiation process with the preferred IT partner, this will be within the original MTP estimated costs.

Authority is being sought, at this time, to release the remaining £45k of the MTP bid to avoid any delays in entering into contracts, which may be required from July onwards and potentially during the summer recess of Cabinet. It is recommended that the Director of Operational Services consult with the Executive Councillor for Housing and Public Health on the final costs, prior to entering into a contract with the IT provider.

714 – Multi Functional Devices & Network Software

Lisa Jablonska - Project Manager

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
Approved Net Budget Already released	17	-9	-23	-22	-20	-19		27	54	31	25	53	
Amount for which release now requested	17	-9	-23	-22	-20	-19		27	54	31	25	53	

Justification for Release

With the centralisation of printing and postal arrangements to the Document Centre at Eastfield House, Latham Road, Huntingdon this will obviate the need for desk top printers in the main headquarters building and Eastfield House. It is likely that demand will still remain for some network printing locally, but predominantly the majority of desk top printers and scanners will be rationalised and replaced by a limited number of multifunctional devices MFDs.

These devices will be capable of printing, photocopying and scanning, either in mono or colour, and fully networked with security access using front end software.

The current photocopiers due for replacement in 2009/10 will no longer be required and the existing desk top printers and scanners will be phased out with the budget being relinquished. The savings are already reflected in the revenue figures.

This provision of MFDs, combined with the centralisation of printing and despatch, will increase the Council's overall effectiveness and flexibility, reduce the Council's costs and reduce the Council's impact on the environment.

713 - Postal Despatch Arrangements

Andy Lusha - Project Manager

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 Net Budget Already released		14	18	18	18	18	18							
Amount for which release now requested		14	18	18	18	18	18		131					

Justification for Release

The Council is embarking upon the transfer of all printing and postal arrangements to the Document Centre at Eastfield House, Latham Road, Huntingdon as part of the HQ Project. As a result, these changes will assist with the migration of printing away from desktop printers and centralise printing and despatch of all outgoing mail, previously carried out by individual Divisions.

This release of funding is required to replace the existing folder and envelope inserting equipment used by the Printing Department which was purchased in 1986 and 1990 respectively.

The current folder and inserter are at the end of their working life and have limited capabilities. Due to their age they are also becoming increasingly unreliable and with the centralised despatch arrangements would affect a business critical system, potentially delaying the despatch of outgoing mail.

The replacement folding equipment will include the automation of folding from A3 to A5 by use of an additional cross fold unit. This will allow for items to be folded and prepared for despatch in a single pass by using the most cost efficient method available in line with The Royal Mail's pricing in proportion policy.

LAND AT HARRISON WAY, ST IVES

(Report by the Head of Legal and Estates)

1. PURPOSE

To seek approval to negotiate the sale of land required for the Guided Busway scheme.

2. BACKGROUND

2.1 The Guided Busway project was finally approved in July 2006 and work started at Longstanton in November 2006. The first section will be between Longstanton and Cambridge followed by an extension southwards to Trumpington. The section from Longstanton to St Ives will be built last with completion scheduled for early 2009.

2.2 The route to St Ives will broadly follow the line of the former St Ives railway. The scheme requires three parcels of land in the ownership of the District Council as shown on the plan appended. The first two parcels are small areas of highway verge. The largest section, marked 3 on the plan, comprises the site of the former station which was acquired by the District Council in 1985 from British Rail Property Board. The area of site 3 is approximately 2.3 acres and the land has remained unused since then.

2.3 The Cambridge Guided Busway Order 2005 gave compulsory purchase powers for the scheme.

3. CURRENT POSITION

3.1 Agents for the County Council are proceeding under the Compulsory Purchase Powers. This will enable the land to be made available for the scheme even if terms have not been agreed and the land legally transferred. In the meantime negotiations will need to commence for the disposal of the land.

3.2 The value of the three parcels will depend on acceptable alternative uses where appropriate and the cost of any associated infrastructure and access.

4. CONCLUSION

The Guided Busway Scheme has started and therefore negotiations will now commence for the sale of the land required.

5. RECOMMENDATIONS

5.1 Cabinet is accordingly recommended to:-

- (i) note the current position regarding the Guided Busway project;
- (ii) approve the commencement of negotiations for the sale of the land required; and
- (iii) authorise the Director of Central Services to approve terms after consultation with the Executive Councillors for Resources and Policy and for Finance.

BACKGROUND INFORMATION

Guided Busway updates

**Contact Officer: Keith Phillips ☎ (01480) 388260
Estates and Property Manager**

HIGH DEPENDENCY TOILETS (Report by Head of Administration)

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Cabinet of a finding by the Overview and Scrutiny Panel (Service Delivery) in relation to toilet provision in the District and to consider whether and, if so, how this issue might be addressed.

2. BACKGROUND

- 2.1 The Overview and Scrutiny Panel (Service Delivery), in November 2006, commenced a study on disability access in the District. Its remit is to examine access for those with disabilities to premises, facilities and other sites in the District, excluding those provided by the District Council.
- 2.2 Although it was not intended to include District Council services, in the course of the study a matter arose, in which the Council has an interest. It is for this reason that it is being reported at this stage rather than as part of the final report on the study.

3. HIGH DEPENDENCY TOILETS

- 3.1 The Panel, at its meeting on 2nd February 2007, received a presentation by representatives of the Cambridgeshire Parliament on the work of Speaking Up, a Cambridge based provider of advocacy services for those with learning difficulties, mental ill-health and other disabilities. It emerged, in the course of the discussion, that there exists a need for toilet facilities for those with high support needs.
- 3.2 These toilets are distinct from those provided for the disabled in that the latter are designed for lone wheel chair users while the former are for assisted use and include changing facilities and a hoist. Such publicly available facilities are rare and indeed it is understood that; in England, they are found only in Bradford. Locally, however, it may be that the facilities available at Saxongate, Huntingdon and the potential for making them available for public use may be worthwhile exploring.
- 3.3 The Panel has not pursued this matter, but Members thought it of sufficient significance to be referred to the Cabinet.

4. CONCLUSION

- 4.1 High Dependency Toilets clearly will be costly and it is evident that very few local authorities provide them. Given that this issue has arisen in the course of a formal study, it may be that further investigatory work could be undertaken on, for example, local levels of demand, specification, location and the resource requirement before any final decisions are taken.

- 4.2 The Cabinet's preferences are sought as to whether further work should proceed on this subject.

BACKGROUND PAPERS

Reports and Minutes - Overview and Scrutiny Panel (Service Delivery) – 7th November 2006 and 2nd February and 5th June 2007.

Contact Officer: A Roberts
Democratic Services
(01480) 388009

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