

A meeting of the **CABINET** will be held in **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 18 OCTOBER 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 - 4)

To approve as a correct record the Minutes of the meeting held on 4th October 2007.

Mrs H J Taylor
388008

2. MEMBERS' INTERESTS

To receive from 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. CAPITAL PROGRAMME MONITORING - 2007/08 (Pages 5 - 16)

To consider a report by the Head of Financial Services outlining spending variations for 2007/08.

S Couper
388103

4. FINANCIAL MONITORING - REVENUE BUDGET (Pages 17 - 22)

To consider a report by the Head of Financial Services outlining spending variations

S Couper
388103

5. DRAFT CAR PARKING STRATEGY (Pages 23 - 52)

To seek the views of the Cabinet, by way of a report by the Planning Policy Manager, on the draft Car Parking Strategy.

R Probyn
388430

6. PUBLIC EMERGENCY WARNING SYSTEM (Pages 53 - 56)

To consider a report by the Head of Operations seeking approval to establish a text message and e-mail warning system for the public for flooding and other major emergency incidents.

S Hansen
388630

7. TO ADOPT ST. IVES CONSERVATION AREA BOUNDARY CHANGES AND CHARACTER STATEMENT (Pages 57 - 68)

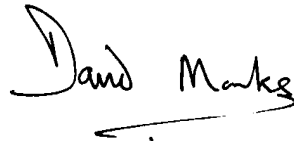
To consider a report by the Planning Policy Manager on

R Probyn

consultation responses received in respect of the Character Statement and Boundary review for St Ives and seeking approval for its adoption as Interim Planning Guidance.

388430

Dated this 18 day of October 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, their family or any person with whom they had a close association;*
 - (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 £25,000; 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 car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).

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Agenda Item 1

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, 4 October 2007.

PRESENT: Councillor L M Simpson – Vice Chairman.
Councillors P L E Bucknell, D B Dew, A Hansard, C R Hyams and T V Rogers.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillor I C Bates and Mrs D C Reynolds.

52. MINUTES

The Minutes of the meeting of the Cabinet held on 6th September 2007 were approved as a correct record and signed by the Vice Chairman.

53. MEMBERS' INTERESTS

Councillors Bucknell and Hyams declared personal interests in Minute no 07/60 by virtue of their former membership of the Luminus Group and the Luminus Homes (parent) board respectively.

54. ST. IVO OUTDOOR CENTRE: RELEASE OF SECTION 106 FUNDING

By means of a report by the Leisure Centres' Co-ordinator (a copy of which is appended in the Minute Book) the Cabinet were acquainted with developments in relation to a project within the Medium Term Plan to improve football facilities at the St Ivo Outdoor Leisure Centre.

In considering the content of the report, Executive Councillors were advised that as a consequence of a previous commitment to a scheme to provide changing facilities at Priory Park, St Neots the St Ivo scheme would be reliant on the receipt of Section 106 contributions and on the success of a bid to the Football Foundation towards the cost of a revised scheme which it was anticipated now also would incorporate a second synthetic football pitch with flood lighting. Having considered issues surrounding the timing of the scheme, the opportunity to access significant external funding and the potential risk in funding Section 106 monies in anticipation of their receipt, the Cabinet

RESOLVED

- (a) that the submission of a bid for funding from the Football Foundation in the sum of £1,000,000 towards the cost of a scheme to improve football facilities at the St Ivo Outdoor Centre, as outlined in the report now

submitted, be approved; and

- (b) that, subject to receipt of the funding referred to in (a) above, a contribution of £500,000 from the District Council be approved in advance of the receipt of Section 106 contributions from developments at Houghton Grange, Houghton Road and St Ives Golf Club.

55. MEDIUM TERM PLAN - REQUEST FOR THE RELEASE OF FUNDS: HUNTINGDON LEISURE CENTRE

With the assistance of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet considered a request for the release of funding for resurfacing of the synthetic pitch at Huntingdon Leisure Centre.

Having been advised that the County Council had agreed to make a contribution of c. £24,000 towards the overall cost of the work, the Cabinet

RESOLVED

that the release of £71,000 towards the cost of resurfacing the synthetic pitch at Huntingdon Leisure Centre be approved.

56. CULTURAL STRATEGY REPORT

By way of a report by the Head of Environmental and Community Health Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the contents of a proposed Cultural Strategy for Huntingdonshire.

The Cabinet were reminded that the development and implementation of the Cultural Strategy was a key objective of the Huntingdonshire Local Strategic Partnership and would be used as a reference in the current review of the Community Strategy for Huntingdonshire. In discussing the implementation of key recommendations contained in the paper, Executive Councillors emphasised the significant contributions already made from the Council's current budget on cultural objectives and reiterated that the delivery of any new initiatives would need to be financed from alternative funding sources. Having also been acquainted with the deliberations of the Overview & Scrutiny Panel (Service Delivery) on the matter, it was

RESOLVED

that the draft Cultural Strategy for Huntingdonshire be approved.

57. SUSTAINABLE COMMUNITY STRATEGY

Further to Minute No. 03/66 and by way of report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) the Cabinet, were acquainted with the contents of a draft revised Sustainable Community Strategy for Huntingdonshire which sets out arrangements for involving partners and stakeholders,

including the business and voluntary sectors, in the process of improving the economic, social and environmental wellbeing of the District.

In discussing the six strategic themes within the Strategy, Executive Councillors –

- noted revised versions of the elements relating to Children and Young People and to the Environment; and
- requested the inclusion of appropriate references to the development of effect transport networks to meet the demands of the area, improved recreational facilities for young people, improvements in road safety for children and the guided bus network.

Having noted the work in progress and that the next stage of the strategy's development would be the refinement of the specific objectives and action planning, it was

RESOLVED

that the contents of the report be noted and an updated version of the Sustainable Community Strategy submitted to a future meeting.

58. TREASURY MANAGEMENT INVESTMENT PERFORMANCE

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 achieved during the period April to August 2007 by external fund managers in the matter of the investment of the Council's capital receipts and the decision taken to reduce the number of fund managers to one.

RESOLVED

that the contents of the report be noted.

59. VOLUNTARY SECTOR COMMISSIONING

Consideration was given to a report by the Head of Environmental & Community Health Services (a copy of which is appended in the Minute Book) which outlined a proposal to replace the existing grant aid allocation process with a commissioning framework linked to the Council's identified community objectives.

Having recognised the benefits of introducing a system whereby service objectives would be determined at the outset and monitored throughout the life of the commissioning agreement to ensure that the desired outcomes were being realised, the Cabinet

RESOLVED

- (a) that the Council's existing grant aid allocation be replaced a the commissioning approach; and
- (b) that the terms of reference for the capital grant aid

budget be amended to relax the eligibility criteria to allow a wider range of voluntary and community applications to be considered.

60. PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY

Further to Minute No. 06/59 consideration was given to a report by the Overview & Scrutiny Panel (Service Delivery) outlining the operational and financial implications of participation by the Council of providing enhanced services in the District for older people.

In discussing the development of the Council's services and the potential for a pilot programme of exercise for older people, supported by the Luminus Group, Executive Members requested further clarification as to the associated budget provision requirements and the anticipated cost to the Council whereupon, it was

RESOLVED

that, subject to clarification of the Council's financial commitment to support a pilot programme of exercise for older people in the sum of £5,400 the recommendations of the Overview and Scrutiny Panel (Service Delivery) outlined in paragraph 3 of the report now submitted be approved.

61. REPRESENTATION ON COMMITTEES/ADVISORY GROUPS

Following on from Councillor D B Dew's appointment as Executive Councillor for Leisure Centres and having reviewed membership of various committees/advisory groups, it was

RESOLVED

that Councillor Dew be appointed to the Ramsey, St Ivo and Sawtry Leisure Centre Management Committees to replace Councillors Bucknell, Rogers and Hyams respectively.

62. SAFETY ADVISORY GROUP

The reports of the meetings of the Safety Advisory Group held on 13th June and 12th September 2007 were received and noted.

Chairman

CABINET

18 OCTOBER 2007

CAPITAL PROGRAMME MONITORING – 2007/08 (Report by the Head of Financial Services)

1. PURPOSE

1.1 This report highlights the variations from the Capital Programme approved in February 2007 including any member or officer decisions already taken in accordance with the Code of Financial Management.

2. MONITORING INFORMATION

2.1 The Budget approved in February 2007 and subsequent adjustments are shown below, together with any forecast variations:-

	2007/08 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Approved Budget (February 2007)	20,202	4,924	15,278
Add deferrals from 2006/07 (in addition to £1.5m provision included in MTP)	1,911	1,074	837
	22,113	5,998	16,115
Forecast Variations			
Disabled Facilities Grants - Saving	-453	87	-540
Repairs Assistance Grants - Saving	-39	0	-39
Non-reclaimable VAT - Saving	-214	0	-214
Mobile Home Park – Remediation – Saving offset by reduced Grant	-458	-458	0
Tourist Information Kiosk, St Neots – Contribution from St Neots Town Centre Partnership	22	22	0
Wireless Working (Benefits and Revenue) – Saving after an increase in Government Grant	26	40	-14
Automated Forms Processing (Benefits) – Project not now proceeding	-223	-166	-57
Ramsey Rural Renewal – Contribution from the East of England Development Agency	8	8	0
Creative Enterprise Centre, St Neots – Further Contributions from EEDA and the Government and virement (see para. 2.3 below)	691	600	91
Transportation Projects contributions included in the Programme are now expected to be transferred to the County Council – Local Transport Plan, Cycle Shelters and Safe Cycle Routes	-243	-243	0
sub total	-883	-110	-773
Additional Timing Changes (table below)	-1,188	-500	-688
Current Forecast	20,042	5,388	14,654

Timing changes	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
New Public Conveniences	-86	0	-86
St Ives Town Centre Environmental Improvement – Ph 2	14	0	14
Social Housing Grant	-563	0	-563
St Neots Leisure Centre – Bar/Kitchen/Creche Extension	-10	0	-10
Multi-Functional Devices	-17	0	-17
Corporate EDM	-194	0	-194
Customer First	-227	0	-227
Business Systems	-147	0	-147
Voice and Data Infrastructure	-90	0	-90
Town Centre Developments	-61	0	-61
Huntingdon Marina Improvements	-50	0	-50
Huntingdon Town Centre Developments	-176	0	-176
Heart Of Oxmoor	0	-500	500
Huntingdon Bus Station	-44	0	-44
St Neots Pedestrian Bridges	-537	0	-537
Forecast Adjustment to Programme for Deferrals	-2,188	-500	-1,688
Less provision for deferral included in MTP	1,000	0	-1,000
Extra Provision Required	-1,188	-500	-688

2.2 Annex A provides comments about individual schemes. If more information on specific schemes is required it can be obtained from the relevant Head of Service.

2.3 Having received the tenders for the Creative Enterprise Centre, and the promise of extra Grant from the East Of England Development Agency and the Government, there was a shortfall of funding on this important project. Virement of £91k has been agreed, in accordance with the Code of Financial Management, from the saving on Disabled Facilities Grants to allow the project to proceed.

REVENUE IMPLICATIONS 2007/08

3.1 The impact of the deferrals and the other variations, described above, since the budget was approved in February 2007, reduce the net revenue expenditure by £55k in 2007/08 with further reductions in future years, as shown below.

Revenue Impact	Para.	2007/ 2008 £000	2008/ 2009 £000	2009/ 2010 £000	2010/ 2011 £000
Deferrals 2006/07 to 2007/08	2.1	-21			
Forecast variation in the total cost of schemes	2.1	-19	-39	-39	-39
Deferrals 2007/08 to 2008/09	2.1	-15	-15		
TOTAL FORECAST VARIATION		-55	-54	-39	-39

4 RECOMMENDATIONS

4.1 It is **RECOMMENDED** that Cabinet:

- i) Note the monitoring report at Annex A.
- ii) Note the latest variations and their estimated capital and revenue impact.

BACKGROUND PAPERS

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

Contact Officer – Steve Couper ☎ 01480 388103

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2007/08

Report Date: 9 October 2007 Data Period: 30/09/2007

		COMPLETION			NET EXPENDITURE £000's			COMMENTS
		Approved	Forecast /Actual	Variation (Weeks)	Approved for Year	Year End Forecast	Projected Variance	
Portfolio : Environment & Transport								
Car Parks								
480	Car Parking Strategy Implementation	31/3/2007	28/2/2008	47	394	394	0	
480	Riverside Car Park, St Neots - Barriers	30/1/2007	30/1/2007	0	25	25	0	
Environmental Health								
02/235/A	Herne Rd, Ramsey St Marys - STW Replacemt	28/2/2007	30/1/2008	48	30	30	0	
701	Wood Walton Sewage Treatment Works	30/3/2007	30/1/2008	43	42	42	0	
Environmental Improvements								
03/431.05/A	Area Joint Committee Small Scale Imps (07/08)		30/1/2008		84	84	0	
03/392/A	Small Scale Imps - District Wide (07/08)		28/2/2008		70	70	0	
02/050/A	Great Whyte/Little Whyte, Ramsey - Env Imp Ph 2	30/9/2005	30/6/2007	91	****	128	128	0
03/383/A	Village Residential Areas Environmental Imps		30/3/2008		53	53	0	
01/049/A	Huntingdon Town Centre - Phase 2	31/3/2007	30/8/2007	21	****	90	90	0
52	St Ives Town Centre Environmental Improvement - Phase 2		30/11/2010		1	15	14	
02/241/B	Heart of Oxmoor	28/1/2007	30/3/2008	61	-1567	-1067	500	
Public Conveniences								
03/302/A	New Public Conveniences	31/12/2006	28/2/2008	60	489	403	-86	
Public Transport Support								
03/400.04/A	Bus Shelters - Extra Provision (07/08)		28/2/2008		76	76	0	
Transportation								
00/003.04/A	Accessibility Improvements/Signs (06/07)	28/2/2007	30/4/2007	8	****	7	7	0
03/361.03/A	Huntingdon Market Town Transport Strategy (06/07)	30/3/2007	28/2/2008	47	109	109	0	
03/389/A	Local Transport Plan (07/08)		28/2/2008		80	80	0	
01/152.04/A	Safe Cycle Routes (06/07)	30/3/2007			215	215	0	

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2007/08

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		COMPLETION			NET EXPENDITURE £000's			COMMENTS	
		Approved	Forecast /Actual	Variation (Weeks)	Approved for Year	Year End Forecast	Projected Variance		
03/390/A	Safe Cycle Routes (07/08)		30/3/2008		89	89	0		
02/132/A	Railway Stations - Improvements (04/05)	28/2/2005	30/6/2007	121	****	15	15	0	
03/351/A	St Neots Pedestrian Bridges	30/3/2008	28/2/2009	47		537	0	-537	
03/362.02/A	St Ives Market Town Transport Strategy (07/08)		28/2/2008			63	63	0	
00/003.05/A	Accessibility Improvements/Signs (07/08)		28/2/2008			32	32	0	
02/132.01/A	Railway Stations - Improvements (05/06)	30/3/2006	30/6/2007	65	****	15	15	0	
02/132.02/A	Railway Stations - Improvements (06/07)	30/3/2006	30/6/2007	65	****	16	16	0	
361	Huntingdon Market Town Transport Strategy (07/08)		28/2/2008			76	76	0	
625	Huntingdon Bus Station		31/12/2008			74	30	-44	
Watercourses									
	Henbrook, St Neots - Retaining Wall	30/3/2004	30/5/2007	165	****			0	Insurance Co have agreed claim
	Hemingford London Road Culvert		30/7/2007			0	0	0	
Total for portfolio: Environment & Transport						1243	1090	-153	
Portfolio : Finance									
Administration									
	Commutation Adjustment (2007/08)	31/3/2008				99	99	0	
?	VAT Non-Reclaimable					547	333	-214	
Housing Benefits									
626	Housing Benefits - Wireless Working	31/3/2006	30/9/2007	78		54	40	-14	Revenue Services have completed Year End Billing process and resumed work on the Mobile Working Project. Now working to complete deployment of COC's(eof July) then Interventions(eof September) then the Push and Pull solution(tbd).
668	Housing Benefits - Automated Forms Processing					57	0	-57	Project is currently on hold. Decision to review this at end of June 2007. As of 01/09/07 there is no prospect of resurrecting this project in the foreseeable future.
Total for portfolio: Finance						757	472	-285	

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2007/08

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		COMPLETION			NET EXPENDITURE £000's			COMMENTS
		Approved	Forecast /Actual	Variation (Weeks)	Approved for Year	Year End Forecast	Projected Variance	
Portfolio : Headquarters & Information Technology								
Administration								
713	Postal Dispatch Arrangements				131	131	0	This is funded from the Accommodation project. Separate reporting risks duplication. Suggest this is reported as part of the accommodation project.
714	Multi-Functional Devices (07/08)				27	10	-17	Four MFDs have been procured for Eastfield House which are now fully operational to replace the existing desktop printers.
Information Technology								
03/301.08/A	Personnel/Payroll System	31/10/2005	30/6/2007	86	15	15	0	This will see completion of Phase 1 - decision on future of Phase 2 of project to be taken in 2007-08. MTP bid submitted by HR for phase 2 funding
03/301.001/B	Customer First - Programme Wide	31/3/2007	31/1/2009	96	337	110	-227	COMT have approved a re-write of the Customer Service Strategy which may lead to changes in the time scales for this project.
03/301.101/B	Customer First - Transaction Delivery	31/3/2007	30/1/2009	95	5	5	0	Key date 2 = release 2 into call centre Key date 3 = release 3 into the call centre Changes reflect the changed priority due to the implementation of a Customer Service Centre in the new HQ building. 2006/7 projects underway to deliver new services to the Council.
03/301.15/A	Cyclical Review of Business Systems (06/07)		31/3/2007	****	10	10	0	Project complete
03/301.16/A	Cyclical Review of Business Systems (07/08)		31/3/2008		157	10	-147	Budget is split across various systems as well as review piece of work conducted by BAs - Other dates therefore difficult to include. Budget is fully allocated for this year and will be spent as per latest MTP profiles.
03/375.01/A	Desktop Rationalisation (07/08)		31/3/2007		108	108	0	Project Team is considering whether the best use of the current year's funding would be to purchase the

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2007/08

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		Approved	Forecast /Actual	Variation (Weeks)		Approved for Year	Year End Forecast	Projected Variance	
494	Voice and Data Infrastructure	31/3/2007	31/12/2009	143		188	98	-90	Microsoft Enterprise Agreement which will then allow the more efficient roll out of future operating systems Delays in the accommodation project have meant that the pilot project will be slipped. Eastfield House due for completion in late September. An MTP bid for more funding and rephasing of existing budget has been developed
495	Corporate Electronic Document Management System	31/3/2008	31/3/2009	52		382	188	-194	Report submitted to HQ Programme Board detailing schedule for next two years. Work commenced in Legal and Env. Health. Upgrade to 4.6n planned in next few months. Rephased MTP bid submitted to defer £194k into next year
03/301 201/B	Customer First - People and Facilities	31/3/2007	5/12/2006	-16	****	83	83	0	
03/301 .301/B	Customer First - Technical Infrastructure	31/3/2007	31/3/2008	52		147	147	0	The programme manager is reviewing the budget for this project
	Operations Business System	31/3/2007	28/11/2007	34		74	74	0	Main Data migration work complete and set up in TEST environment. Bespoke work to complete PUDS(Property User Defined Screen) facility now complete. CAPS will need to carry out some data migration for PUDS(costs still to be identified).
03/301.15/A	Uniform					11	11	0	Current Estates Management Module installation is on course. Street naming and numbering project to be started
733	Flexible Working (Broadband for Members)		31/12/2007			25	25	0	Strategy work completed. COMT taking forward. Separate implementation projects to be set up - IMD responsible for remote access technology and mobile working.
Office Accommodation									
03/300/A	Pathfinder House Imps and One Stop Shop	31/3/2006	14/4/2010	210		5658	5658	0	

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2007/08

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		COMPLETION			NET EXPENDITURE £000's			COMMENTS
		Approved	Forecast /Actual	Variation (Weeks)	Approved for Year	Year End Forecast	Projected Variance	
Total for portfolio: Headquarters & Information Technology					7358	6683	-675	
Portfolio : Housing & Public Health								
Community Initiatives								
03/423.02/A	Community Information Project (07/08)				11	11	0	
Crime Reduction								
03/387/A	Crime and Disorder - Lighting Improvements (07/08)				24	24	0	
Housing Support								
03/309.01/A	Disabled Facilities Grants (07/08)	31/3/2008			918	378	-540	
03/381.01/A	Housing Repair Assistance (07/08)	31/3/2008			239	200	-39	
443	Common Housing Register	30/3/2006			45	45	0	
13	Social Housing Grant (Contingency) (07/08)	31/3/2008			1958	1395	-563	
	Mobile Home Park - Remediation	30/8/2007	30/6/2007	-8	-221	-221	0	
?	Decent Homes Insulation Grants				0	0	0	
Total for portfolio: Housing & Public Health					2974	1832	-1142	
Portfolio : Leisure								
Leisure Events and Facilities								
00/999.04	Local Leisure Project Grants (06/07)	31/3/2007					0	
02/058/A	Grafham Water Centre Partnership Contribution	31/3/2005			20	20	0	
00/099.05	Local Leisure Project Grants (07/08)	31/3/2008			117	117	0	
446	Football Improvements - St Ives		30/8/2008		-4	-4	0	Football Foundation bid now submitted
Parks and Open Spaces								
01/107/A	Various Parks - Signs	30/12/2003	31/3/2008	221	9	9	0	Order placed. Fabrication completed and galvanised, awaiting painting.
01/121/A	Pilot Linear Park Development	30/11/2003	30/4/2006	126	****	26	0	
03/369.04/A	Play Equipment (06/07)	31/3/2007	31/3/2007	0	11	11	0	

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2007/08

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		Approved	Forecast /Actual	Variation (Weeks)	Approved for Year	Year End Forecast	Projected Variance		
03/369.05/A	Play Equipment (07/08)		31/3/2008		73	73	0		
02/004.03/B	Young People's Activity Parks (05/06)	31/3/2006	31/3/2007	52	17	17	0	Schemes dependent on partnership funding.	
02/004.04/B	Young People's Activity Parks (06/07)	31/3/2007	31/3/2007	0	50	50	0		
446	Football Improvements - St Neots	31/3/2007	19/10/2007	28	169	169	0	Project slightly over schedule due to fire damage and inclement weather in the main, but latest completion date is 19 October 2007.	
Recreation Centres									
02/262/B	Sawtry - Fitness Studio	1/4/2005	30/6/2006	65	****	36	36	0	Scheme completed July 2006
00/022/A	CCTV - Improvements at Leisure Centres	31/7/2005	31/3/2008	139		35	35	0	Completion of spending of remaining budget by March 2008
03/333/A	St Neots Leisure Centre - Creche & Kitchens	30/11/2003	31/3/2010	330		10	0	-10	Permanent carry forward until long term plans for centre/campus are complete
03/301.11/A	Leisure System Development	31/3/2005	31/3/2008	156		16	16	0	Small amount of residual budget carried forward from previous years
01/135.01/A	Leisure Centres - Disabled Facilities (03/04)	31/3/2004	31/3/2008	208		5	5	0	
02/134.03/B	Leisure Centres - Future Maintenance (06/07)	31/3/2007				30	30	0	
02/134.04/B	Leisure Centres - Future Maintenance (07/08)	31/3/2008	31/3/2008	0		1488	1488	0	Release requests to reach Cabinet in November. Already released 100k HLC Astro and 500k St Neots pool.
03/336/A	Huntingdon Leisure Centre - Impressions Expansion	31/3/2006	31/5/2008	113		1023	1023	0	Currently at design stage
737	Huntingdon Leisure Centre - Energy Saving		31/3/2008			71	71	0	
	St Ivo Leisure Centre - Rifle Range		31/12/2010			513	513	0	Carried forward pending leisure review
Total for portfolio: Leisure						3715	3705	-10	
Portfolio : Operations									
Operations Services									
02/192.05/B	Vehicles Fleet Replacement (07/08)					221	221	0	

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2007/08

Report Date: 9 October 2007 Data Period: 30/09/2007

		COMPLETION			NET EXPENDITURE £000's			COMMENTS
		Approved	Forecast /Actual	Variation (Weeks)	Approved for Year	Year End Forecast	Projected Variance	
		Total for portfolio: Operations			221	221	0	
Portfolio : Planning Strategy								
Planning Policy and Conservation								
02/224/A	Town Centre Developments	28/3/2007	30/6/2008	65	61	0	-61	
03/358.02/A	Rural Renewal NE Hunts - Pump Priming (06/07)	30/3/2007	30/3/2008	52	29	29	0	
03/358.03/A	Rural Renewal NE Hunts - Pump Priming (07/08)		30/3/2008		26	26	0	
01/077/A	Hunt Town Cent Dev - Planning Dev Issues	30/3/2007	30/6/2008	65	189	13	-176	
		Total for portfolio: Planning Strategy			305	68	-237	
Portfolio : Resources & Policy								
Economic Development								
03365A	Huntingdon Boatyard Improvements	28/2/2004			65	15	-50	
643	Oak Tree Health Centre Oxmoor Huntingdon	30/3/2006	28/7/2006	17	31	31	0	
657	Creative Industries Centre, St Neots	30/3/2008	1/9/2008	22	103	103	0	Initial architects design came in substantially over budget. The scheme was reworked and additional funding secured to ensure the integrity of the scheme was not compromised. This process incurred a time delay in letting the contract.
?	St Neots Tourist Information Kiosk		30/9/2007		0	0	0	Project in implementation phase. £22.5k is external funding from EEDA.
02239B	New Industrial Units	28/2/2004	28/2/2009	261	294	294	0	
Information Technology								
03301.04A	Land Charges Application Review (03/04)	31/3/2004	12/7/2007	171	8	8	0	Went live on 24/05/07. Encountering occasional WAR related data issue. Usually quickly corrected. Two key issues outstanding, NLIS (which is to be escalated through the TLC user group) and County

MTP - CAPITAL SCHEMES MONITORING REPORT

Active Schemes 2007/08

Report Date: 9 October 2007 Data Period: 30/09/2007

		COMPLETION			NET EXPENDITURE £000's			COMMENTS
		Approved	Forecast /Actual	Variation (Weeks)	Approved for Year	Year End Forecast	Projected Variance	
450	Photocopiers Replacement	31/3/2006			10	10	0	Search Process improvement.
	Total for portfolio: Resources & Policy				511	461	-50	
	Total for all Portfolios:				17084	14532	-2552	

FINANCIAL MONITORING – REVENUE BUDGET (Report by the Head of Financial Services)

1. 2007/08 Budget – As at September 2007

- 1.1 Cabinet received a report on the latest position of the 2007/08 revenue budget at its meeting on 19 July which, at that early stage of the year only identified one saving. This report provides the latest forecast.
- 1.2 It is now expected that the outturn will be £1,314k less than the budget resulting in £251k rather than £1,565k having to be funded from general revenue reserves, thus increasing the Council's financial flexibility in future years. The main variations are summarised in Annex A and the following paragraph highlights the main issues.

2 Variations

- 2.1 **LABGI.** In September 2007 the Government notified the Council of an additional grant of £400k which relates to 2005/06 and 2006/07. The External Auditor required the 2006/07 accounts to be adjusted to include this income. However, from a budgetary control viewpoint, it is being included as additional income in this year. The Government has not yet announced the grant entitlement for 2007/08.
- 2.2 **Deferred schemes.** The adjustments include £480k on projects which will not now be spent in the current year and will need to be carried forward to next year creating a temporary cash flow benefit.
- 2.3 **Planned savings not achieved.** There are 3 schemes where the anticipated savings will not be found in the current year. The impact is to increase spending by £103k.
- 2.4 **Savings to be found.** The budget assumed £136k of general savings which remained to be identified and this is shown in Annex A as offsetting the identified variations. These savings generally relate to 2007/08 only.
- 2.5 **Pathfinder House maintenance.** The budget for Pathfinder House includes a sum for maintenance of £122k of which only £4k has been spent to date. The need for the whole of this budget in the current year is being reviewed.
- 2.6 **Contingencies.**
- a) It has been assumed that the general contingency of £140k will not be spent.
 - b) The budget assumed that £153k of additional employee costs will be charged to capital. This saving to revenue has been found and in addition, £60k will be charged to capital.

- c) Turnover allowance. There is built-in assumption in the budget that there will be savings of £414k due to staff vacancies, appointment of new staff and performance pay. It is too early to know if the whole of this saving will be found, but it is assumed that it will be.

3. Amounts collected and debts written off

- 3.1 The report as at 21 September 2007 is shown in Annex B

4 Recommendation

- 4.1 It is recommended that the Cabinet note the spending variations.

ACCESS TO INFORMATION ACT 1985

Source Documents:

- 1. Cabinet and Council Reports
- 2. Budgetary control files.

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

Annex A

REVENUE	Expenditure	Income	Recharge to capital	Net expenditure
	£000	£000	£000	£000
Approved budget	64,110	-43,611	-965	19,534
Delayed projects brought forward from 2006/07	564			564
	64,674	-43,611	-965	20,098
Less benefits reimbursed by Government	-26,853	26,853		0
Adjusted total	37,821	-16,758	-965	20,098
Items previously reported - housing benefits grant		-60		-60
	37,821	-16,818	-965	20,038
Variations				
Recharge to capital (net of assumed increase)			-60	
LABGI for 2005/6 and 2006/7		-400		
Investment income		-150		
Leisure centres - increased net income		-100		
Planning delivery grant and assumed use of	217	-217		
Land charges - reduced income offset by reduced costs	-17	100		
Licence fees - additional income	-33			
Concessionary fares - additional costs relating to 2006/07	19			
Internal drainage precepts	-22			
Car parks - reduced income and extra employee costs	33	45		
Offices - reduction in NNDR	-61			
Refuse collection - saving on vehicle maintenance	-77			
Public Conveniences - reduced maintenance and APC costs	-27			
Markets - consultant costs	16			
Markets - reduced income from cancelled market		8		
Street cleaning - extra staff costs	15			
Homelessness - grant		-42		
Deferred expenditure to 2008/09				
Land Development Framework enquiry	-160			
Smokefree legislation costs	-20			
Schemes to be funded from PDG	-300			
Savings not achieved				
Rescheduling of refuse/recycling collection	28			
Car parking strategy	50			
Replacement of St Ivo shooting range	25			
Other variations	-120			
General contingency	-140			
Savings contingency	136			
	-438	-748	-60	-1,254
Forecast net spending	37,383	-17,574	-1,025	18,784
total variations	-438	-816	-60	-1,314
	-1.2%	-4.8%		-6.5%

Funding	
Government support	-11,649
Collection fund adjustment	-7
Council tax	-6,313
Delayed projects reserve	-564
	-18,533
Deficit Funded from General Reserve	-251

CONTINGENCIES INCLUDED IN THE BUDGET	Budget	Estimated outturn	Variations included in this report	
	£000	£000	£000	
General contingencies	140	0	-140	This is included as a forecast saving
Turnover	-414	-414	0	It is too early in the year to know whether or not the whole of this contingency will be met. For the time being it is assumed that it will be
Additional savings	-136	0	136	This has been set-off against the savings shown above
Pathfinder House repairs	122	122	0	Whilst it is expected that not all of this budget will be spent, none has been declared as a saving at this stage
Employee costs recharged to capital	-153	-213	-60	The transfer of costs to capital has been exceeded
	-441	-505	-64	

AMOUNTS COLLECTED AND DEBTS WRITTEN OFF

	April to 21 September 2007			
	Collected	Amounts written off		
		up to £4k	over £4k	TOTAL
Type of Debt	£000	£000	£000	£000
Council Tax	40,451	65.8	0.0	65.8
NNDR	29,680	30.5	70.2	100.7
Sundry Debtors	3,060	24.8	0.0	24.8
Excess Charges	68	2.4	0.0	2.4

Collected

The total amount of payments received, less customer refunds and transfers to other debts.

Amounts written off

Whilst these amounts have been written-off in this financial year, much of the original debt would have been raised in previous financial years.

Authority to write off debts

The Head of Revenue Services is authorised to write-off debts of up to £4,000, or more after consultation with the Executive Councillor for Finance, if she is satisfied that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. The Head of Financial Services deputises in her absence.

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**OVERVIEW & SCRUTINY
(SERVICE SUPPORT)
CABINET**

9TH OCTOBER 2007

18TH OCTOBER 2007

CAR PARKING STRATEGY – DRAFT ACTION PLAN (Report by Head of Planning Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to update Members on progress with regard to the development of the Car Parking Strategy Action Plan. This includes the suggestions and recommendations made by both the Overview & Scrutiny Panel (Service Support) and Cabinet during their formal consideration of the draft Car Parking Strategy in March 2007.
- 1.2 This report also presents a suggested draft Action Plan for formal consideration, which is based on the work of the cross-party Car Parking Working Group which was tasked with that work following the recommendation of Cabinet at their meeting on 13th March 2007.

2. BACKGROUND

- 2.1 Members will recall that the current Huntingdonshire Car Parking Strategy covers the period 2005-2016, and was approved by Cabinet in October 2004 with revised charges introduced in June 2005.
- 2.2 This current review has been undertaken in order to address the need for up-to-date evidence, including that required for the development of the Local Development Framework. This also includes information on the parking needs of our Market Towns, to consider emerging development options including retail provision, as well as the increasing provision of residential development within our town centres and the consequential impact on the usage of public car parks.
- 2.3 Members have previously noted the work of our Consultants, Steer Davies Gleave (SDG), in developing a Car Parking Strategy for our Market Towns and generally supported the strategic approaches and recommendations that they have made in order to manage future parking needs. These have also included a profile of the current issues for each of the market towns and a series of recommendations for each one. It is these that have been taken forward by the Member Car Parking Working Group and developed into the draft Car Parking Strategy Action Plan now included at Annex A.

3. DRAFT CAR PARKING STRATEGY ACTION PLAN

- 3.1 The Member Car Parking Working Party has met on four occasions between April and August to take forward the recommendations of Cabinet. The Working Party also undertook a series of site inspections of all town based car parks, including those outside the control of the Council as well as acquainting themselves with on-street parking issues in key locations.
- 3.2 In developing the draft Car Parking Strategy Action Plan, all Members of the Working Party completed a questionnaire outlining their thinking in respect of the emerging themes and the results of this exercise are available as background papers to this work.
- 3.3 In making the recommendations for the draft Car Parking Strategy Action Plan, the Working Party have debated the advice of SDG and understood the obvious stated desire within parts of the community to 'build' more parking to meet demand, whilst balancing that with a need to facilitate the more effective usage of parking and a more balanced, demand management approach.
- 3.4 The Working Party has also recognised the need to provide enhanced accessibility to the town centres in order to encourage shoppers, to provide suitably located parking for those working in the town centres and to generally provide parking in appropriate locations within each town to support the overall growth in economic activity. It has also been recognised that parking provision impacts on different people in different ways across a broad spectrum of the population. Therefore the challenge of the Action Plan has been to recommend a programme that recognises the variations within each town and to ensure a degree of equality relating to overall accessibility within each one.
- 3.5 The Action Plan also outlines the Key issues that the Working Party felt were of particular merit and these have been developed and taken forward in a series of short, medium and long-term actions for consideration. It is recommended that all those listed as short-term measures should be delivered over the life of the Action Plan (2008-2011) and that significant progress should be made on those listed as medium-term. In terms of the longer-term measures, it is considered that these are likely to emerge as part of a future, updated Action Plan but that reference should continue to be made to these and to progress these as necessary.

4. FINANCIAL IMPLICATIONS

- 4.1 The Working Party has also debated the financial impact of the recommended revisions, particularly in relation to the charging regime currently in place, any introduction of a new 3-year pricing policy and the introduction of long-stay parking charges in Huntingdon. This included detailed debate around the appropriate level of car parking

fees to be applied, inflationary increases to parking charges and the SDG recommendation of considering the level of charging in relation to other forms of access such as public transport costs.

- 4.2 Annex B contains a detailed projected summary of car park income and expenditure for the period 2008/09 based on four different charging options, together with details of the original budget for 2007/08 and the actual figures for 2006/07. Of the four options listed, Option 1 gives the financial analysis for the current regime already in place, Option 2 lists the effects of applying an inflationary price increase, Option 3 shows the effect of beginning to scale charges in line with that recommended by SDG with Option 4 listing a more radical upward increase in charges. The Working Party has concluded that Option 3 is the scenario that should be recommended for approval.
- 4.3 Annex B, Pages 1 & 2, lists the car parking fee scenario outlined in 4.2 above. Members will note that the Working Party is recommending that the Column 3, inc. VAT figures, are those that should be adopted following the introduction of a new charging regime during 2008. Option 1, inc. VAT figures, are the charging levels currently in place.

In terms of Season ticket charges shown on Page 2, it should be noted that the only reduction to the figures listed in Column 3, inc. VAT, would be a 25% reduction in charging levels should Members be minded to introduce a Green Low Emission vehicle rate as outlined in the draft Action Plan.

- 4.4 Members will also note that the financial analysis in Annex B, Pages 3 to 6 inclusive, also includes potential charging scenarios for long-stay car parks in Huntingdon and St. Neots where parking is currently free of charge. The scenarios are based on the assumption that if such charges were to be introduced, this would be at a rate of £1.50/day. The Working Party has debated this issue in terms of the parking needs in both Huntingdon & St. Neots and also the financial impact with or without the introduction of charges. As will be noted in the Action Plan, it has been concluded that due to the particular pressures on parking demand in Huntingdon, that the Working Party is recommending that charges be introduced at both Riverside and Bridge Place at a rate of £1.50/day.

The Action Plan notes a particular issue in Huntingdon and the problems of rail commuter parking and its impact on the town centre provision. It is considered that a targeted time related charge, possibly to the same level of that at the rail station car parks for those parking over a period of approx. 9 hours, presently £4.80 per day, may discourage rail commuters from parking within the town centre car parks without any undue effect on town centre shopper or employee needs.

In St. Neots, it is recommended that Riverside should remain free of charge and that charging at Cambridge Street should continue to be subject to review pending other issues, such as future expansion.

- 4.5 The current MTP commitments relating to additional car parking provision will need to be amended and realigned as an outcome of the adoption of the Car Parking Strategy Action Plan.

5. CONCLUSIONS

5.1 Subject to Member comments on the draft Car Parking Strategy Action Plan, it is proposed that this be subject to public consultation during October/November 2007 with the results of that exercise being reported back to Cabinet during December 2007 for final approval. While this timescale is relatively short, it is planned that we will be able to consult with relevant Town and Parish Council's in order to obtain their formal feedback. Additionally it is planned to hold public exhibitions in each of the market towns in order to present the proposals contained in the draft Action Plan.

5.2 Subject to any final approval of the draft Action Plan in December 2007, it would then be necessary to amend the current Off-Street Parking Places Order 2005 to reflect the changes approved by Cabinet in terms of a revised charging regime, car park designations and to implement changes on the ground including signing, ticket machine upgrading etc. Again this timescale is relatively short given the legal process that has to be followed and public notice period that has to be given but it is planned that we would aim to introduce changes from 1st April 2008.

5. RECOMMENDATION

5.1 It is recommended that;

(i) the draft Action Plan is formally approved for public consultation and;

(ii) the financial analysis is noted and that the charging scenarios outlined within Option 3, is taken forward for further development

BACKGROUND INFORMATION

Huntingdonshire Car Parking Strategy 2005-2016
SDG Draft Final Report - March 2007
Members Car Parking Working Group Minutes
Members Questionnaire – Car Parking Working Group

Contact Officer: **Stuart Bell – Transport Team Leader**

☎ 01480 388387

HUNTINGDONSHIRE CAR PARKING STRATEGY 2007

DRAFT ACTION PLAN – v.3 2008-2011

INTRODUCTION

The current District Council Car Parking Strategy (2004-2016) was approved by Cabinet in October 2004.

Emerging from that approval was the amendment of the required control orders to cover District-Wide off-street parking in 2005. Changes to the terms, conditions, charging and operating regimes relating to the use of the car parking stock were introduced from April 2005 onwards.

The strategy covers a range of issues with respect to car parking and not just off-street arrangements. It also covers issues such as parking standards relating to development and the forecast of likely delivery of private sector development including additional parking capacity.

Since that time, new Planning Policy Statements require parking standards to be reviewed which, taken with other Centre Vision projects and statements such as Town Centre Action Plans, made a review of our current Strategy an imperative. This particularly relates to the delay of development related parking provision, particularly within town centres. Review of development related parking standards continues to be part of the on-going Local Development Framework process. Consultants Steer Davies Gleave were appointed to undertake this review in May 2006.

BACKGROUND

The need for a review was dictated by a number of key issues;

- The shift towards the encouragement of additional residential development within town centres generally associated with reduced on-site parking provision. While town centres tend to provide more sustainable forms of living, including a reduced need to travel and the potential to make alternative transport choices, they are also areas where standards of parking provision are lower and this can create a higher demand for parking on-street or within public car parks
- The timing of a new strategy to coincide with the production of a spatial plan for Huntingdonshire to 2021 and beyond as part of the Local Development Framework
- The delay in the delivery of new retail development particularly in Huntingdon has resulted in the failure to deliver any major additional car parking capacity. Due to pressures on finding suitable land for car parking and the high associated land values for all types of acquisition, it is likely to that the Council will continue to have to explore this type of relationship/partnership with development opportunities
- To ensure that the balance between the numbers and location of short stay and long stay parking spaces is optimised for the benefit of the economy of the town centres in the future

- The need to consider the potential for the early delivery of additional long-stay parking in Huntingdon in view of the negative public reaction to the proposals at Riverside Park
- Continued pressures on town centres associated with rail commuter parking. This is particularly relevant in Huntingdon where there is a clear trend for commuters to utilise free or cheaper town centre parking rather than rail station car parks. In St. Neots, parking also occurs on surrounding streets due to a lack of available car parking capacity at the rail station.
- Our current strategy provides for the charging policy to be reviewed at intervals of not more than three years. Given that new charging levels were introduced in the first-half of 2005, the next review would be in 2008. Details of this are covered in this Action Plan.

THE STRATEGY REVIEW

Steer Davies Gleave (SDG) undertook a policy review of all national, regional, county and district policy that would influence and support the review, which included a diverse range of subjects such as air quality management to town centre development to housing. Within such a diverse range, the common theme that emerged was to provide adequate accessibility to support economic vitality.

SDG also undertook a review of Council parking data as part of our current monitoring regime, plus a review of the work done in 2004 and also carried out validation surveys of usage and capacity in all town centre car parks prior to the 2006 school holidays.

An Officer Working Group oversaw this work and this included representatives of the County Council in their role as both local highway authority and the body who control on-street parking policy.

SDG also undertook Stakeholder Briefings with representatives from within and outside the Council to ensure community engagement in the process and these were undertaken in the latter part of 2006. The primary objective of such briefings was to provide information to those attending, particularly on the current situation, to request information and feedback, to achieve a consensus view and support for the aims of the review and to understand perceptions of problems and issues.

Stakeholder events were held in each town and key issues were discussed on a town by town basis. While common themes were highlighted, there were also individual issues raised that were specific to each town and these are reflected in the Action Plan.

As part of each event, SDG outlined three broad strategic approaches that could be explored to manage future parking needs;

- Expansionist – building more spaces to meet continual rising demand
- Demand Management – control pricing and supply to reduce parking demand and reduce supply below current levels and encourage shift to other modes of transport
- Balanced – use pricing to keep demand at current levels balanced with minor provision of additional parking, improved signage to improve parking distribution and encouraging different travel choices in the future

SDG submitted their final report in early 2007 including their recommendations on how a Strategy and Action Plan should be developed and the approach to take for each market town. This was reported to Cabinet on 15th March 2007.

In discussing the key recommendations made by SDG, Cabinet acknowledged that doing nothing was not an option and the importance of developing a tailored approach to future car parking needs based on the specific requirements of individual market towns rather than the current generic-type district-wide approach. Members recognised that certain issues should be investigated further to alleviate parking problems in town centres including the viability of park and rides schemes, better signage and the management of disabled parking.

Cabinet resolved that;

- that the findings of the consultant's study be noted
- that a formal Car Parking Strategy and Action Plan be developed for future consideration by the Cabinet;
- that a Members' Car Parking Working Group comprising five Conservative, one Liberal Democrat and one Independent Member, be established to develop and recommend a district-wide car parking strategy and action plan; and

OTHER ISSUES

A particular issue that will need to be considered within any overall work across the District is the potential introduction of decriminalised parking enforcement (DPE) within Cambridgeshire, which currently operates only within Cambridge and Peterborough. Government is currently encouraging local transport authorities to explore the options of such introduction, and in partnership with District Council's, where two-tier local government is present.

While there is an over-riding aim of achieving better enforcement with particular benefits leading to better town centres, there is a bigger picture to consider and a balance needs to be struck. Key issues likely to emerge for Cambridgeshire include;

- If introduced, DPE would apply District/County) wide. It would include all towns and villages
- What levels of enforcement would apply across different areas?
- Would partial introduction of DPE undermine remaining Police enforcement regime?
- Would DPE be managed using District Council resources or would external contractors be appointed?
- Finance –
 - How would scheme be funded? Utilising current District Council car parking revenue?
 - How would authorities such as Fenland and East Cambs provide funding where they have no car parking revenue income stream?
 - Sharing operational surplus/deficit, how would this work?
 - Does Park & Ride financially support DPE in Cambridge?
 - Cost implications of operational arrangements/upgrade costs?

In their role as local transport authority, the County Council are undertaking a series of meetings with District Council's to discuss options but it is clear that this will also need to be carefully linked to the District Council car parking strategy and action plan to ensure that it does not become out-of-date if DPE were to be introduced.

THE ACTION PLAN

The Member Working Party met on four occasions between May and August 2007, including a tour of the Council car parking stock on 18th May 2007. Members were able to view first-hand the actual operation of a number of key sites across the District and to relate the recommendations of SDG with real-time events. Minutes of these meetings are available as Background Papers to this Action Plan

Following the issues debated and agreed, a Questionnaire was developed based on the emerging themes and circulated to all Members of the Working Party. These have been used to inform the proposed Action Plan.

While the issues are wide and varied, Working Party Members considered that as well as immediate actions to recommend in the short-term, there also needed to be some medium and longer term recommendations to be made and these are reflected in the tables below.

In making the priority recommendations for the Action Plan, Members of the Working Party have debated the recommendations of SDG and understood the obvious desire within parts of the community to build more parking to meet demand whilst balancing that with the challenges faced by the Council in developing an Action Plan to provide more parking and those of a more balanced, demand management approach.

A key rationale in the development of the Action Plan has been the recognised need to provide continued accessibility to the town centres in order to encourage shoppers, to provide parking for those working in the town centres and to provide that parking in appropriate locations within each town to support overall economic activity. It has been recognised that parking provision impacts on different people in different ways across a broad spectrum of the population. Therefore the challenge of the Action Plan has been to recommend a programme that recognises those variations in each town and to ensure a degree of equality relating to overall accessibility.

Key issues discussed have included (in no priority order);

- The need for additional weekday parking in Huntingdon and provision to meet market day demand in St. Neots
- Effect on town centre provision of rail commuter parking in Huntingdon
- Free long-term parking in Huntingdon and St. Neots and effects of potential introduction of charging to balance overall demand including;
 - Charging at Riverside, Huntingdon with designated short-stay areas to reflect leisure usage
 - High leisure usage at Riverside, St. Neots and options to leave free of charge
- Comparison between free parking availability and costs of other modes of travel i.e. public transport
- Pricing options across all levels of car parking and consideration of future scaling of long-stay charges
- Managing parking space search in areas of high demand
- Options and methods to deliver additional car parking
- Proposals by First Capital Connect to increase car parking provision at both Huntingdon & St. Neots railway stations
- Changed parking regimes between short and long-term car parks

- Enforcement and financial issues arising from any change to current policies, particularly the potential change from free to charged long-stay car parks i.e. staffing levels
- Conflict between demand for residents parking and employment based season ticket parking
- Encouraging other forms of access to the car where appropriate to balance car parking demands
- Current levels of charging including possible effects on on-street parking and longer-term charging regimes
- The provision for Park & Ride
- Lack of (tourist) coach layover parking especially in Huntingdon & St. Ives
- Market trader parking within car parks on market days i.e. reduces available car parking space
- Effect of Guided Bus Park & Ride site in St. Ives on town centre car parking
- Free parking in Ramsey and the effects of off-street parking demands compared to on-street availability
- Car park accessibility and signage
- Levels of enforcement and decriminalisation
- Payment methods and ticket machine requirements
- On-street charging levels outstanding from 2004 review

SHORT, MEDIUM AND LONG-TERM RECOMMENDATIONS - 2008-2011

The following are a series of short, medium and long-term recommendations for car parking within each town. Any emerging work needs to be supported by a detailed financial analysis to reflect the effects of changed operating patterns including projected income and expenditure levels and these are in the process of development for presentation to the Working Party and Cabinet.

In terms of additional expenditure relating to any of the proposed recommendations over the life of the Action Plan, it will be necessary for the Medium Term Plan to be amended reflect the agreed timescale for the delivery of emerging actions.

Finally, it will be necessary to undertake public consultation following the submission of the Action Plan to Cabinet in September 2007 and the form that such consultation will take needs to be agreed and submitted to Cabinet for their consideration.

It is anticipated that all the proposed short-term actions will be developed and delivered within the 2008-2011 timescale of the proposed Action Plan and that significant progress will be made on the medium term actions. While the long-term actions are likely to emerge and develop as part of a future, revised Action Plan, it is proposed that reference should continue to be made to these and to progress these as necessary, particularly those requiring work with partners.

HUNTINGDON

Timescale	Issues	Recommendations
SHORT	Demand to meet immediate short-term capacity	Provision of new long-stay car park at Bridge Place, Godmanchester
	Long and short stay parking imbalance	Mill Common to become all short-stay
	Free parking encourages car use and discourages other modes of travel where appropriate. Free parking also encourages rail commuters to park for free to avoid rail station car parking charges	Introduce appropriately targeted charges for long-stay car parking at Riverside and Bridge Place
	Encouraging leisure activities and use of Riverside Park	Introduce designated short-stay car parking at Riverside
	Managing car parking demand	Introduce new 3-year pricing policy and amend charges to keep demand at 2007 baseline
		Review Off-Street Parking Places Order including removal of employment-based Season ticket permits which currently allow parking inside ring-road by reallocating to long-stay charge car parks outside ring-road. For residents living within designated town centre zone, Permits and Season tickets will continue to allow use of car parks within ring-road
Introduce low emission vehicle rate within Season Ticket regime for employees working in town centre or residents living within designated zone		
Undertake trial of new ticket machines at Riverside and Bridge Place including alternative payment options to cash.		
MEDIUM	Demand to meet immediate short-term capacity	Investigate leasing options for land for long-stay car parking at Brampton Road
	Managing car parking demand	Investigate ticket machine upgrading including incorporating alternative payment methods i.e. credit/debit cards
		Work with CCC to consider revised one-hour on-street parking charges outstanding from 2004 review following completion of St. Ives trial
		Monitor effect of new ticket machine trial and investigate roll-out to other car parks including hand-held data capture technology
Ineffective signage/distribution of vehicles across parking spaces	Investigate fixed or variable message signing	

	Town Centre development requiring additional car parking	To continue to work with developers such as Chequers Court and West of Town Centre to secure additional car parking
	Promoting travel choice. Free parking encourages car use and discourages other modes of travel where appropriate	Begin scaling long-stay charging levels upwards to reflect local bus journey fare levels
LONG	Decriminalised parking	Continue to work with partners to explore the issues arising from decriminalisation
LONG (plus)	Economic growth, town centre parking supply and managed demand	Explore the possibility of Park & Ride but only when a business case can justify such provision

ST. NEOTS

Timescale	Issues	Recommendations
SHORT	Market Day demand to meet immediate short-term capacity	Tan Yard to become all short-stay
	Managing car parking demand	Introduce new 3-year pricing policy and amend charges to keep demand at 2007 baseline
		Review Off-Street Parking Places Order to reflect pricing and regime changes including removal of employment-based Season ticket use in Tan Yard and The Priory Car Park
		Introduce low emission vehicle rate within Season Ticket regime for employees working in town centre or residents living within the town
MEDIUM	Long and short stay parking imbalance	Investigate; a) expansion of Cambridge Road long-stay to replace parking lost at Tan Yard, b) improved pedestrian access to Huntingdon Street following any relocation of HWRC and c) consider appropriately targeted charges for long-stay car parking at Cambridge Road
	Managing car parking demand	Investigate ticket machine upgrading including incorporating alternative payment methods i.e. credit/debit cards
		Work with CCC to consider revised one-hour on-street parking charges outstanding from 2004 review following completion of St. Ives trial
		Monitor effect of new ticket machine trial and investigate roll-out to other car parks including hand-held data capture technology
	Town Centre development requiring additional car parking	To continue to work with partners to secure additional parking in association with new development
	Promoting travel choice. Free parking encourages car use and discourages other modes of travel where appropriate	Begin scaling long-stay charging levels upwards to reflect local bus journey fare levels
	Free parking encourages car use and discourages other modes of travel where appropriate	Continue to evaluate whether the introduction of targeted long-stay parking charges at Cambridge Road would be appropriate

LONG	Meeting car parking demand	Work with partners to explore the possibility of additional car parking on the south side of the town centre
	Decriminalised parking	Continue to work with partners to explore the issues arising from decriminalisation
LONG (plus)	Economic growth, town centre parking supply and managed demand	Explore the possibility of Park & Ride but only when a business case can justify such provision

ST. IVES

Timescale	Issues	Recommendations
SHORT	Managing car parking demand	Introduce new 3-year pricing policy and amend charges to keep demand at 2007 baseline
		Review Off-Street Parking Places Order to reflect pricing and regime changes
		Introduce low emission vehicle rate within Season Ticket regime for employees working in town centre or residents living within designated zone
		Work with CCC to trial a revised one-hour on-street parking charges outstanding from 2004 review
MEDIUM	Managing car parking demand	Monitor parking levels on London Road Flood Arches to ensure parking demand needs continue to be met
		Assess car parking needs in Market Hill as part of future Environmental Improvement scheme
		Investigate ticket machine upgrading including incorporating alternative payment methods i.e. credit/debit cards
		Monitor effect of new ticket machine trial and investigate roll-out to other car parks including hand-held data capture technology
	Promoting travel choice. Free parking encourages car use and discourages other modes of travel where appropriate	Begin scaling long-stay charging levels upwards to reflect local bus journey fare levels
LONG	Economic growth, town centre parking supply and managed demand	Monitor effects of Guided Bus Park & Ride car park when open from early 2009 and effects on town centre car parking
	Decriminalised parking	Continue to work with partners to explore the issues arising from decriminalisation

RAMSEY

Timescale	Issues	Recommendations
SHORT	Managing car parking demand	Investigate the introduction of short-stay parking areas within Mews Close car park to control long-stay parking levels. Possible 'Disc Parking' permit, subject to revenue costs
		Review Off-Street Parking Places Order where necessary
MEDIUM	Loss of off-street parking at New Road with resultant loss of capacity	Investigate replacement provision on District Council land at Mews Close. Possible 50/50 scheme with residential provision. Proven area of demand
LONG	Removal of High Street parking	Work with County Council to investigate removal of on-street parking to improve safety and traffic flow
	Decriminalised parking	Continue to work with partners to explore the issues arising from decriminalisation

	Option 1		Option 2		Option 3		Option 4	
	Inc VAT	Ex VAT	Inc VAT	Ex VAT	Inc VAT	Ex VAT	Inc VAT	Ex VAT
Inner								
1 hour	0.30	0.26	0.35	0.30	0.40	0.34	0.50	0.43
2 hour	0.60	0.51	0.70	0.60	0.80	0.68	1.00	0.85
3 hour	1.50	1.28	1.70	1.45	2.00	1.70	2.50	2.13
4 hour	2.50	2.13	2.90	2.47	3.00	2.55	4.00	3.40
		0.149		0.149		0.149		0.149
Mid								
1 hour	0.25	0.21	0.30	0.26	0.40	0.34	0.40	0.34
2 hour	0.50	0.43	0.60	0.51	0.80	0.68	0.80	0.68
3 hour	0.80	0.68	0.90	0.77	1.00	0.85	1.20	1.02
4 hour	1.00	0.85	1.20	1.02	1.50	1.28	1.80	1.53
23 hour	1.50	1.28	1.70	1.45	2.00	1.70	2.50	2.13
Outer S/s								
1 hour		0.00	0.20	0.17	0.20	0.17	0.30	0.26
2 hour		0.00	0.40	0.34	0.40	0.34	0.60	0.51
L/s								
1 hour		0.00	0.20	0.17	0.20	0.17	0.30	0.26
2 hour		0.00	0.40	0.34	0.40	0.34	0.60	0.51
3 hour		0.00	0.60	0.51	0.60	0.51	1.00	0.85
4 hour		0.00	0.80	0.68	0.80	0.68	1.50	1.28
23 hour		0.00	1.50	1.28	1.50	1.28	2.00	1.70
Waitrose								
1 hour	0.3	0.26	0.35	0.30	0.40	0.34	0.50	0.43
2 hour	0.6	0.51	0.70	0.60	0.80	0.68	1.00	0.85
Pathfinder House & Anglian Water								
23 hour	0.8	0.68	1.50	1.28	1.5	1.28	2.00	1.70
Free								
1 hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23 hour	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
On street Standard	0.30	0.30	0.35	0.35	0.50	0.50	0.50	0.50
Free Period			0.50	0.50	0.50	0.50	0.50	0.50

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Season Tickets

	Current				Current				Current			
	Option 1	Option 2	Option 3	Option 4	Option 1		Option 2		Option 3		Option 4	
					Inc VAT	Ex VAT	Inc VAT	Ex VAT	Inc VAT	Ex VAT	Inc VAT	Ex VAT
	Numbers	Numbers	Numbers	Numbers	Price each	Price each	Price each	Price each	Price each	Price each	Price each	Price each
					£	£	£	£	£	£	£	
Huntingdon												
Annual (Mon - Fri)	46	0	0	0	175	149	200	170	225	213	300	298
6 months (Mon -Fri)	16	0	0	0	90	77	110	94	125	111	160	157
Annual (Mon- Sat)	11	160	152	144	250	213	250	213	225	255	300	340
6 months (Mon -Sat)	16	80	76	72	130	111	130	111	125	128	160	179
St Neots												
Annual (Mon - Fri)	38	0	0	0	175	149	200	170	225	213	300	298
6 months (Mon -Fri)	14	0	0	0	90	77	110	94	125	111	160	157
Annual (Mon- Sat)	0	38	37	36	250	213	250	213	225	255	300	340
6 months (Mon -Sat)	5	19	18	17	130	111	130	111	125	128	160	179
St Ives												
Annual (Mon - Fri)	58	0	0	0	175	149	200	170	225	213	300	298
6 months (Mon -Fri)	39	0	0	0	90	77	110	94	125	111	160	157
Annual (Mon- Sat)	9	67	65	63	250	213	250	213	225	255	300	340
6 months (Mon -Sat)	17	56	54	52	130	111	130	111	125	128	160	179

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Residents Permits

	Current				Current				Current			
	Option 1	Option 2	Option 3	Option 4	Option 1		Option 2		Option 3		Option 4	
					Inc VAT	Ex VAT	Inc VAT	Ex VAT	Inc VAT	Ex VAT	Inc VAT	Ex VAT
	Numbers	Numbers	Numbers	Numbers	Price each	Price each	Price each	Price each	Price each	Price each	Price each	Price each
					£	£	£	£	£	£	£	
Permit												
Huntingdon	106	106	106	96	40	34	45	38	50	43	80	68
St Neots	13	13	13	12	40	34	45	38	50	43	80	68
St Ives	44	44	44	40	40	34	45	38	50	43	80	68

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	Option 1	Option 2	Option 3	Option 4	Original Budget 2007/08	Actual 2006/07
Huntingdc Anglian Water	5,617	10,532	10,005	12,638	5,090	5,629
Buttsgrove Way	0	0	0	0	0	0
Bridge Place	0	57,822	57,822	78,025	0	0
Gt Northern St	13,123	15,122	17,449	19,606	8,440	13,150
High St Huntingdon	9,950	11,608	15,754	15,754	9,950	9,525
Ingram St	7,868	9,100	10,526	11,809	3,890	7,956
Mill Common	19,182	47,296	50,911	60,830	16,960	19,436
Pathfinder House	7,534	604	736	751	7,880	7,878
Princes St	53,750	62,363	67,439	80,320	63,470	57,575
Riverside - Huntingdon	0	41,744	41,744	56,813	0	0
Sainsbury	223,792	259,790	283,469	335,688	227,160	237,397
St Germain St - Disabled	0	0	0	0	0	0
St Germain St - Minor	10,333	35,472	38,183	45,623	10,310	10,554
Trinity Place	40,794	47,296	50,911	60,830	40,550	43,914
Brook St	7,134	8,268	8,956	10,663	6,600	7,518
Cambridge St	0	24,936	24,936	32,300	0	0
Market Square	47,760	55,720	71,640	71,640	47,760	43,473
Priory Centre	11,877	13,996	16,805	17,647	10,340	12,101
Priory West	10,556	12,226	13,176	15,742	8,370	11,244
Riverside - SN	0	82,996	82,996	111,009	0	0
Tan Yard	14,494	12,226	13,176	15,742	13,670	13,829
Tebbutts Rd - LS	100,286	120,515	144,396	151,961	99,180	101,810
Tebbutts Rd - SS	0	0	0	0	0	0
Waitrose - SN	41,960	48,954	53,150	62,940	37,900	44,025
Cattle Mkt	65,038	75,590	87,859	97,225	54,200	64,010
Darwoods Pond	28,655	34,007	41,534	42,206	28,600	29,206
Globe Place	60,452	70,758	83,659	90,122	58,170	60,956
Mkt Hill	16,507	19,258	24,760	24,760	16,510	15,192
Waitrose - SI	116,388	135,465	150,311	182,313	125,750	121,301
Ramsey Mews Close	0	0	0	0	0	0
New Rd	0	0	0	0	0	0
Huntingdc Brampton Rd	0	0	0	0	0	0
"Saving"					50,000	
Total	913,050	1,313,664	1,462,303	1,704,958	950,750	937,679

New Paid Car Park Options - Car Park Fees

St Neots Cambridge St	0	24,936	24,936	32,300		
Riverside - SN	0	82,996	82,996	111,009		
	0	107,932	107,932	143,309		
Huntingdc Bridge Place	0	57,822	57,822	78,025		
Riverside - Huntingdon	0	41,744	41,744	56,813		
	0	99,566	99,566	134,838		
Total with St Neots removed	913,050	1,205,732	1,354,371	1,561,650		
Total with Huntingdon removed	913,050	1,214,098	1,362,737	1,570,121		
Total with both removed	913,050	1,106,166	1,254,805	1,426,812		

Excess Charges	139,310	232,293	232,293	232,293	157,513	120,914
Penalty Notices	12,450	18,925	18,925	18,925	40,000	44,610

151,760 251,218 251,218 251,218

197,513 165,524

New Paid Car Park Options - Excess Charges & Penalty Notices				
St Neots Excess Charges	0	4,469	4,469	4,469
Penalty Notices	0	-3,043	-3,043	-3,043
	0	1,426	1,426	1,426
Huntingdc Excess Charges	0	33,300	33,300	33,300
Penalty Notices	0	5,292	5,292	5,292
	0	38,592	38,592	38,592
Total with St Neots removed	151,760	249,793	249,793	249,793
Total with Huntingdon removed	151,760	212,627	212,627	212,627
Total with both removed	151,760	211,201	211,201	211,201

Season Tickets	34,949	73,650	83,714	107,859	34,300	51,308
Residents Permits	5,542	6,194	7,009	10,064	0	6,680

On street
Adjusted for payments to 3rd parties

Car Parks Net Expenditure

	Current Option 1	Option 2	Option 3	Option 4	Original Budget 2007/08	Actual 2006/07
All Car Parks						
Car Park Fees	913,050	1,313,664	1,462,303	1,704,958	950,750	937,679
Excess Charges & Per	151,760	251,218	251,218	251,218	197,513	165,524
Season Tickets	34,949	73,650	83,714	107,859	34,300	51,308
Residents Permits	5,542	6,194	7,009	10,064	0	6,680
Total Income	1,105,301	1,644,726	1,804,244	2,074,100	1,182,563	1,161,191
Total Expenditure	1,033,464	1,119,464	1,119,464	1,119,464	1,013,104	991,193
Net Expenditure (- =	71,837	525,262	684,780	954,635	169,459	169,998
Without St Neots New Paid Car Parks						
Car Park Fees	913,050	1,205,732	1,354,371	1,561,650	950,750	937,679
Excess Charges & Per	151,760	249,793	249,793	249,793	197,513	165,524
Season Tickets	34,949	73,650	83,714	107,859	34,300	51,308
Residents Permits	5,542	6,194	7,009	10,064	0	6,680
Total Income	1,105,301	1,535,369	1,694,887	1,929,365	1,182,563	1,161,191
Total Expenditure	1,033,464	1,079,944	1,079,944	1,079,944	1,013,104	991,193
Net Expenditure (- =	71,837	455,425	614,943	849,421	169,459	169,998
Without Huntingdon New Paid Car Parks						
Car Park Fees	913,050	1,214,098	1,362,737	1,570,121	950,750	937,679
Excess Charges & Per	151,760	212,627	212,627	212,627	197,513	165,524
Season Tickets	34,949	73,650	83,714	107,859	34,300	51,308
Residents Permits	5,542	6,194	7,009	10,064	0	6,680
Total Income	1,105,301	1,506,569	1,666,087	1,900,670	1,182,563	1,161,191
Total Expenditure	1,033,464	1,072,984	1,072,984	1,072,984	1,013,104	991,193
Net Expenditure (- =	71,837	433,584	593,102	827,686	169,459	169,998

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Without St Neots & Huntingdon New Paid Car Parks

Car Park Fees	913,050	1,106,166	1,254,805	1,426,812	950,750	937,679
Excess Charges & Per	151,760	211,201	211,201	211,201	197,513	165,524
Season Tickets	34,949	73,650	83,714	107,859	34,300	51,308
Residents Permits	5,542	6,194	7,009	10,064	0	6,680
Total Income	1,105,301	1,397,211	1,556,729	1,755,936	1,182,563	1,161,191
Total Expenditure	1,033,464	1,033,464	1,033,464	1,033,464	1,013,104	991,193
Net Expenditure (- =	71,837	363,747	523,265	722,472	169,459	169,998

Information for Cabinet Members to provide further background to the Service Support Scrutiny Panel's concerns with the car parking strategy report.

We broadly welcome the report, and acknowledge the considerable effort of the Working Group Members in its production.

However Scrutiny exists to provide a constructive critique of policy and potential policy, and whilst our concerns have been neatly set out in the additional paper circulated to Cabinet Members, I felt it would be helpful to provide a little more 'meat on the bones'.

Low-emission vehicle discounts

The Panel considers that HDC is uniquely positioned to encourage a shift in the levels of carbon emissions from vehicles operating in our district. It believes that it is unrealistic, given the rural location and relative affluence of many of our residents, to expect that a full shift away from the private car will ever be achieved. If we therefore believe that cars will remain in Huntingdonshire, we should encourage the use of technology that reduces the impact on the environment and air-quality.

We considered that offering the discounts only to season-ticket holders and residents firstly discriminated against the rest of the population. Obtaining a low-emission discount should apply to anyone using our car parks who has a qualifying vehicle.

Secondly, we considered that a discount of 25% would not be enough to actually encourage people to purchase a qualifying vehicle when they came to consider replacing their car.

We fully accept that very few vehicles achieve fall into the A emission brackets (although it is more than the 2 that was suggested – Vauxhall, Honda, Daihatsu, Suzuki and Smart). On balance, we felt that an eye-catching, financially valuable, easily remembered policy (e.g free parking for A rated vehicles) would be more likely to provide the incentive shift required.

It also has the advantage (for the time-being at least) of being the only such scheme in the country, considerably trumping Manchester's much-vaunted 25% discount.

We accept that it may be necessary to levy an administration charge, and possibly to provide trials to eradicate 'issues' from the scheme – however we believe that waiting 3 years for another review is too long to withhold full introduction a scheme available to all car park users. Vehicles obtaining free parking under the scheme would still remain subject to time-limitations and all other terms and conditions of use in the car-park used.

Time-related charges to deter commuters

Our concern was that 9 hours would actually be bad for business in Huntingdon, where many people work regularly work for this length of time. It was also felt that most commuters were absent from their cars for a minimum of more than 10 hours, and generally in excess of 11.

Surplus income

We have already committed ourselves to using surplus income (after the costs of administering and maintaining the car parks) to promote ‘integrated, sustainable and accessible’ alternatives to the existing arrangements. In the interests of good governance, the Panel believes this sum should be identified and its use clearly identified. The low-emission discount is one possible example of encouraging a sustainable alternative.

Park and Ride

It was suggested at the Panel that a site near the Texaco garage at the junction with the A141 and the northern bypass was a potential site that provided links onto the guided bus. This would have the dual benefit of providing P&R access to either Huntingdon, or Cambridge.

It was accepted that the eventual route of the guided bus would utilise the existing A14 route, however the delivery time on this must now be assumed to be a minimum of 7 years from now.

An ongoing issue is how the Guided bus can be accessed by those in the hinterland of Huntingdon who for whom car access is the only realistic means of getting to a stop on the guided bus. The current arrangement of starting at Hinchingsbrooke Hospital, via the Bus Station and on to St Ives means that there is no effective way of connecting to it other than using town centre car parks. The 9 (or 10) hour rule to deter commuters would also then be affecting those who are using a sustainable form of transport to get to work and reducing strain on the A14.

If CCC are successful in obtaining the full £500m they are bidding from, it would seem sensible to try to obtain development of a proper P&R ‘node’ attached to Huntingdon with some of this funding.

Overspill into residential side-streets

This was identified as a major priority by SDG, yet it features nowhere in the report. Peter Bucknell highlighted the resource issue of enforcement. He also pointed to the success of restriction initiatives such as that adopted in Scholars Avenue. However the Panel believed that, particularly to the immediate north of the Huntingdon ring-road and in the area around St Neots station, consideration ought to be given to creating residents permit zones, as the ‘hour in the middle of the day’ restriction would be unlikely to deter shoppers, and penalise homeowners. There is already strong evidence to show these roads are subject to such pressures, which the introduction of parking charges will only exacerbate. Whilst it is accepted that there are private drives on these roads, it has to be recognised that many estates and roads are struggling to contain the number of residents’ vehicles. As for enforcement, until de-criminalisation, what are PCSO’s for?

Residents’ Permits

The Panel considered that at 11 pence per day, a £40 per year permit represented excellent value for money, compared with the charges that are being levied on people driving into Huntingdon. Firstly, it is questionable as to the cost-efficiency of this – can

we really provide parking facilities at 11p per car per day? Secondly, residents have access to other forms of transport – after all, the Government’s sustainability agenda is encouraging growth in market towns expressly because there are alternatives available to car use. Should we not be consistent in requiring residents to carry their share of incentive to ‘modal shift’? 11p (or even 22p) per day is not exactly doing this. It is fair to point out that a couple of Panel members believed that residents should park for free!

St Neots Riverside

Peter Bucknell assures me that the motivation behind keeping this car park free came from a Huntingdon member, not as a result of lobbying from St Neots Councillors. In which case, we can continue the debate from a rational and independent standpoint! The issue the Panel has raised is one surrounding the treatment of long-stay parking (not leisure use). As St Neots has a shortage of spaces (albeit less of a problem than Huntingdon), the Panel considered it most unusual that a car park so close to the town centre was deemed immune from long-stay parking charges. We have appreciated, and agree with, a case-by-case approach to each Market Town. However as an independent Panel (we have 1 Huntingdon Member and 1 St Neots Member), we did not consider that this recommendation sent the right message regarding modal shift. It should also be considered that in Huntingdon, we are asking people using leisure facilities at their Riverside to pay short-stay rates. So it would appear that St Neots has a win-win situation, in spite of having an overall shortage of spaces. The complaint often seems to go up “Huntingdon gets everything”. In this case it’s parking charges!

I am not able to attend Thursday’s cabinet meeting, however would be happy to answer any questions this briefing note generates. My mobile number is 07796 446 037.

Jonathan Gray

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**CAR PARKING STRATEGY – DRAFT ACTION PLAN
(Report by the Overview and Scrutiny Panel (Service Support))**

1. INTRODUCTION

At its meeting held on 9th October 2007, the Overview and Scrutiny Panel (Service Support) considered a report by the Head of Planning Services regarding the development of a Car Parking Strategy and Action Plan based on the conclusions drawn by the Members of the Car Parking Working Group.

- 1.2 The conclusions of the Working Group were presented to the Scrutiny Panel, with the help of a power point presentation, by the Executive Councillor for Planning Strategy, Environment and Transport, Councillor P L E Bucknell and Mr S Ingram, Head of Planning Services. Each responded to a number of questions/issues raised by the Panel during discussion.

2. VIEWS OF THE PANEL

- 2.1 Having reviewed, in detail, the content of the draft action plan and whilst appreciative of the work undertaken by the Working Group thus far, the Panel was not satisfied that the Working Group had provided sufficient evidence to support their conclusions in a number of significant areas and that fundamental issues had not been adequately addressed in the draft action plan.

- 2.2 To seek to gain a better understanding of the recommendations made by the Working Group and to have confidence that the proposed way forward would be of benefit to the market towns, the Panel requested the Cabinet to invite the Working Group to reconsider and undertake further investigative work on the following matters –

- ◆ The offer of incentives sufficient to motivate drivers to purchase vehicles with green low vehicle emission rates ie. 100% discounts for a narrower group of vehicles available to all users (not just season ticket/residents);
- ◆ That the time related charge of approximately 9 hours be extended to at least 10 or 11 hours which should still be of sufficient length to deter rail commuters;
- ◆ That it be made clear where the surplus income generated by increased parking charges would be spent, given the target within the existing strategy to use this to encourage ‘integrated, sustainable and accessible ‘ transport;
- ◆ That the long and medium term opportunities offered by the new guided bus be investigated ie. the possibility of a park and ride at Huntingdon and the benefits that might accrue from the award of grant to Cambridgeshire County Council from the Transport Innovation Fund;

- ◆ How the overspill of car parking in the residential roads of Huntingdon will be managed following the imposition of charges in the Riverside and Other Car Parks;
- ◆ The suggestion in Option 1 that residents car parking permits in town centres should be priced at £40 – is this charge sufficient to deter car ownership and to encourage residents to consider whether it is necessary to have a car when living in a town centre location and to use other forms of transport; and
- ◆ How can a charge for long-stay car parking in the Riverside Car Park, Huntingdon be justified when no charge is recommended for the Riverside Park in St. Neots.

3. RECOMMENDATION

- 3.1 The Cabinet is requested to recommend that the Members Car Parking Working Group re-convene to consider in greater detail, the issues highlighted in paragraph 2.2 above prior to the approval of the draft action plan and commencement of public consultation.

BACKGROUND INFORMATION

Minutes of the meeting of the Overview & Scrutiny Panel (Service Support) held on 9th October 2007
Car Parking Strategy: Draft Action Plan – Report by the Head of Planning Services

Contact Officer: Christine Deller
☎ 01480 388007

CABINET

18th October 2007

PUBLIC EMERGENCY WARNING SYSTEM (Report by Head of Operations)

1. INTRODUCTION

- 1.1 This report is for Cabinet to note the proposal to establish a text message and e-mail warning system for the public for flooding and other major emergency incidents.

2. BACKGROUND

- 2.1 Following the introduction of the Civil Contingencies Act 2004 a statutory duty is now placed on Local authorities to warn and inform the public:
- on what plans are being developed to deal with a major incident or emergency in the District, and
 - in the event of such an incident, what advice is available to assist them in dealing with the disruption it is likely to cause.
- 2.2 At the present time the Council is very much dependant on the local media, predominantly BBC Radio Cambridgeshire and Q103, to disseminate information to the public in the event of an emergency, particularly in flooding situations. More recently arrangements have also been made to post messages on the front page of the Council's website.
- 2.3 These systems are useful but are restricted to those residents who either listen to those particular radio stations or regularly check the Council's website. This is particularly relevant at the start of an emergency when the public may not be geared up to access this information. The Environment Agency have their own flood warning system but this is restricted to people who live in particular flood risk areas.
- 2.4 Huntingdonshire has a very large commuter population and these residents, whilst possibly having access to the internet at their place of work, may not have access to the local radio stations and therefore may be unaware of a situation which could affect them on their return. This proposal is aimed at making them aware of such an incident, giving them brief information on what the incident involves and signposting them to the Council's website for further information.

3. PUBLIC WARNING SYSTEM PROPOSAL

- 3.1 It is proposed to develop a text messaging and email system to which members of the public in Huntingdonshire may sign up to free of charge. Those wishing to sign up will need a mobile phone number and/or an email address – both of which will be entered onto a database.
- 3.2 In the event of an emergency affecting the District Council area a text message would be generated and sent to all the registered mobile phones. This message would advise the recipient that there was an incident in the area and where to go to obtain further information
- 3.3 An email message would also be generated and sent to all the recipients who had registered their email addresses. This email could carry much more detailed information including estimated times when the information may be updated. Both the text message and the email would direct the recipient to the Council's website where a system will be established to keep the information as up to date as possible. The system will not require a new database but will use the existing Outlook contacts system.
- 3.4 Activation of the system would be at the discretion of the Emergency Planning Duty Officer or Manager of the Emergency Incident Room

4. RESOURCE IMPLICATIONS

- 4.1 The scheme would be publicised through press releases, the Council website and Districtwide. There is no similar scheme anywhere else in the County and so there is likely to be media interest in the scheme when it is launched.
- 4.2 The Council already has a good email system and therefore it is not envisaged that there will be any financial resource implications regarding the sending of emails to a list of registered members. The IT infrastructure is already in place for establishing the database and the generation of the emails.
- 4.3 The text message system would cost around £11 per month plus 3p per text message sent. It is anticipated that this cost can be covered through the existing Emergency Planning budget.
- 4.4 There will be some officer time required in maintaining the databases and generating the messages. This time can be covered by the CCTV and Emergency Planning Team and the Emergency Response Team during an incident.

5. CONCLUSIONS

- 5.1 This proposal is not designed to replace any other warning systems in operation. It is designed to compliment these systems and enhance the service the Council provide to the communities of Huntingdonshire in the event of an emergency.
- 5.2 The Environment Agency and the County Council Civil Protection Team have been consulted as part of the investigation into the feasibility of this scheme and they are supportive of the idea.


6. RECOMMENDATION

- 6.1 It is recommended that Cabinet

Note the establishment of the public emergency warning system as set out in this report.

BACKGROUND INFORMATION

Civil Contingencies Act 2004
Preparing for Emergencies – Civil Contingencies Secretariat

Contact Officer: **Sonia Hansen**
Streetscene Manager
 **01480 388630**

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CABINET

18TH OCTOBER 2007

ST IVES CONSERVATION AREA: CHARACTER STATEMENT AND BOUNDARY REVIEW

(Report by Planning Policy Manager)

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Cabinet of the responses to the St Ives Character Statement and Boundary Review consultation documents and to consider the Council's response.

2. BACKGROUND

- 2.1 The District Council is committed to the production of Conservation Area Character Statements to provide an analysis of the special interest of all the district's 61 Conservation Areas. These documents will be used to guide decisions on planning matters and other changes to the fabric of Conservation Areas to ensure that the character and appearance of Conservation Areas is not diminished. It is also hoped that the publication of these documents will help to increase the general public's awareness of the special qualities that make the District's Conservation Areas unique.
- 2.2 The existing St Ives Conservation Area Character Statement was adopted in June 1978 following a period of public consultation. It was amended in February 1980. Under the new Best Value Performance Indicators (BVPIs), all character statements should be reviewed in a five year rolling programme to ensure that the advice being offered is relevant and up-to-date. It was last reviewed in 2002.

3. THE BOUNDARY REVIEW

- 3.1 The original boundary of the St Ives Conservation Area was very tightly drawn around building groups and did not reflect a thorough or justified examination of the area's historic merit or development. Best and current practice expects Conservation Area boundaries to be drawn on the basis of thorough research and analysis.
- 3.2 Following the methodology for Boundary Review adopted in 2003, it is proposed that the Conservation Area is enlarged. This would better reflect the historic relationship between the town and the surrounding area. The proposed boundary also includes some of the earlier urban extensions within the town.
- 3.3 The rationale for the proposed boundary changes is explained and illustrated in the attached document, St Ives Conservation Area Boundary Review.

4. THE CHARACTER ASSESSMENT

- 4.1 The contents of the Character Statement follows a previously-agreed pattern, which conveys the special architectural and historical interest of the Conservation Area through maps, photographic illustrations and written text. Specific references are made to:-
- The historical development of the town
 - The essential characteristics of the Conservation Area including important views, focal points and landmark buildings
 - The green open spaces, trees and gardens in the Conservation Area
 - The architectural styles within the town
 - The distribution of construction materials
 - Examples of traditional local detailing
- 4.2 This approach conforms with English Heritage's recent publication *Guidance on conservation area appraisals* 2006.

5. THE CONSULTATION RESPONSE

- 5.1 17 written responses have been received from the statutory agencies, local organisations and members of the public consulted. The comments received are presented within Appendix 1 and the Council's response to them is also indicated.
- 5.2 Many comments related to minor issues of fact or detail, or issues beyond the scope of the document. Two detailed responses to the document concerned the proposed boundary to the north-east of the town. As a result of these responses, it was decided to redraw the boundary in this area.
- 5.3 On 23rd April 2007, the Development Control Panel endorsed the Character Statement and Boundary Review.

6. RECOMMENDATIONS

- 6.1 That the Cabinet considers the responses to comments presented in Appendix 1 and agrees to:
1. Adopt the revised St Ives Conservation Area Character Statement and Boundary Review (as previously circulated) with the amendments contained in Appendix 1 of this paper, which will become a material consideration in planning decisions.

2. Authorise the Head of Planning Services to make any minor consequential amendments to the text and illustrations necessary as a result of these changes, after consultation with the Executive Member for Planning Strategy.

BACKGROUND INFORMATION

Draft St Ives Character Statement and Boundary Review

Contact Officer: Susan Smith
Assistant Conservation Officer
☎ 01480 388416

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ST IVES CHARACTER ASSESSMENT & BOUNDARY REVIEW: SUMMARY OF RESPONSES

APPENDIX ONE

- 1 – action taken
- 2 – not within the remit of this document
- 3 – no action taken

	Respondent	Comment	Response	Action
1	Planning Policy Manager HDC	(i) Minor text and graphic improvements	<i>Amendments made</i>	1
2	Urban Design Officer, HDC	(i) Minor text and graphic improvements	<i>Amendments made</i>	1
3	Conservation Team Leader	(i) Minor text and graphic improvements	<i>Amendments Made</i>	1
4	Cllr John W Davies St Ives South Ward Councillor	(i) Supporting proposal to include The Wilderness	<i>The suggested redrawing of the boundary to include The Wilderness was considered. It was not thought to be appropriate to do so.</i>	3

5	Two Comments Sheets from public exhibition	(i) Supporting proposal to include The Wilderness	<i>As Above</i>	3
6	Comments Sheet from public exhibition - please see the attached questionnaire for the questions to which these comments are the response	<p>(i) Existing conservation area is not maintained to a level which warrants extending it, other than the built environment which could be protected by other means, there is very little worth conserving. The character has already been ruined by poor management and contradictory planning policies and objectives.</p> <p>(ii) The boundary is incorrect, but it is too late to do anything about it.</p> <p>(iii) The existing conservation area should be abandoned or managed rigorously rather than in the ad hoc uncoordinated way as present. i.e. all or nothing, but don't just go through the motions for political expediency.</p> <p>(iv) It is a sad reflection of the reality. There is very little of the 'historic character' which remains. Other than the quayside area, which is under threat, there is little of note to conserve. I do not recognise the town from this fictional document.</p> <p>(v) It is a wishful fantasy harking back to a time when conservation was taken seriously – the assessment bears no resemblance to the truth. Perhaps the author should listen to residents of the conservation area who despair at how it has gone to the dogs.</p> <p>(vi) Tell the truth – litter, filthy pavements, empty shops, too many loud clubs, restaurants. Poor control of development by 'do as I please' businesses etc. Nothing to do with historic need.</p> <p>(vii) If managed properly to regain the historic character of a riverside market town rather than a binge drinking</p>	<i>Noted</i>	3

		<p>(viii) dump with pretence of being something it is no longer. The existing conservation area has only suffered from so called progress because its objectives have been ignored. Nothing suggests that extending it will protect anything worthwhile. You should accept that recent policy objectives have destroyed any historic character. 'Character' is more than just bricks and mortar – the heart has gone.</p> <p>(ix) Concentrate on making existing conservation area something to be proud of rather than compromising any further.</p> <p>(x) What would be the point? It is a time wasting exercise designed to distract attention from the awful state of the existing conservation area. It should acknowledge that the objectives of the present conservation area were forgotten a long time ago. This should be an exercise in getting back to basics and addressing problems of existing conservation area.</p>		
7	6 Comments Sheets	<p>(i) The bigger the better!</p> <p>(ii) St Ives is a lovely town which I think is worth preserving.</p> <p>(iii) This is a very positive move to help to protect and enhance our area. A management plan is vital.</p> <p>(iv) Good to see the area extended. I would be interested to know why part of the St Ives school is included, but not all. Is this wise?</p> <p>(v) Need for new development that can be modern 'not pastiche' in context and high quality.</p> <p>(vi) The development of the St Ives Golf Club site should be addressed in the plan.</p>	<i>Noted</i>	3

8	St Ives Town Council Town Hall St Ives Huntingdon PE27 5AL	(i) Supported the contents of the document and congratulated District Council on the quality.	<i>Noted</i>	3
9	St Ives Civic Society	<p>(i) There are 55 arches on the New Bridges and not 51. Some of the lanes area has become cluttered with storage for beer barrels or been taken over for outdoor seating. Long standing problem with lack of cleanliness due to catering establishments sweeping rubbish into public areas.</p> <p>(ii) The field 'containing good ridge and furrow [Aa]' has actually been ploughed up.</p> <p>(iii) The map refers to How House and Grounds when it should be Howe as in the text on page 37.</p> <p>(iv) Support for comments in paragraph 4.2 regarding need for improved paving and street furniture.</p> <p>(v) Drawing attention to the very poor condition of the Royal Oak Inn (13 Crown Street).</p> <p>(vi) They are very concerned about the future of the Corn Exchange.</p>	<p>(i) <i>Amendments made</i></p> <p>(ii) <i>Noted</i></p> <p>(iii) <i>Amendments made</i></p> <p>(iv) <i>Noted</i></p> <p>(v) <i>Noted</i></p> <p>(vi) <i>Noted</i></p>	<p>1</p> <p>3</p> <p>1</p> <p>3</p> <p>3</p> <p>3</p>

10	D H Barford & Co on behalf of BBSRC (Biotechnology & Biological Sciences Research Council) who own Houghton Grange and associated land	(i) The land that is owned by the BBSRC does not have any special architectural or historic interest and is therefore not appropriate to be included in the conservation area.	(i) <i>Amendments made</i>	1
11	Andrew S Campbell Associates on behalf of St Ives Golf Club	(i) The proposed inclusion of the whole of the golf club is not justified as it bears no relationship to the historic character of the town. It does not reflect the special character of St Ives nor the general character of the conservation area.	(i) <i>Amendments made</i>	1
12	Hemingford Grey Parish Council	<p>(i) Wishes for other parts of Hemingford Grey to be considered for inclusion within a conservation area.</p> <p>(ii) Hemingford Village Street is Hemingford Road, and Filbert's Walk is Filbert's Passage.</p> <p>(iii) Hemingford Meadow should be in the singular. There is ridge and furrow in field between Filbert's Walk and London Road, but there are also remnants to west of this area and Meadow Bank.</p> <p>(iv) New Bridges has 55 flood arches</p>	<p>(i) <i>Noted</i></p> <p>(ii) <i>Amendment made</i></p> <p>(iii) <i>Amendment made</i></p> <p>(iv) <i>Amendment made</i></p>	<p>3</p> <p>1</p> <p>1</p> <p>1</p>

13	<p>Quinton Carroll, Manager Historic Environment Team Cambridgeshire County Council Box ELH1108 Shire Hall Cambridge CB3 0AP</p>	<p>(i) Pleased to supply information and data from the County's Extensive Urban Survey that assessed the creation of the historic core of St Ives and that it was incorporated into the overall plan.</p> <p>(ii) Intention is to raise awareness of wider historic environment and its relationship to the settlement. Fully support the proposals.</p>	<p>(i) <i>Noted</i></p> <p>(ii) <i>Noted</i></p>	<p>3</p> <p>3</p>
14	<p>The Ramblers' Association 2nd Floor, 87-90 Albert Embankment London SE1 7TW</p>	<p>(i) No specific comment to make, but Ramblers believe footpaths and alleyways are an important element in the character of St Ives and existing ones should be preserved, maintained and clearly signed. Provisions should be made in new developments to link destinations and encourage people to walk.</p>	<p><i>Noted</i></p>	<p>3</p>

Comments . . .

St Ives Boundary Review/Character Assessment

1. Do you think it is a good idea to change the boundary of the Conservation Area?

Yes No

Comments:

2. Do you think the new boundary is correct?

Yes No

3. Do you think that there are areas that should be included within the proposed Conservation Area or areas that would be better omitted?

Character Assessment

1. A character statement for a Conservation Area is required by national government. Do you find the document useful for understanding the historic character of St Ives?

Yes No

Comments:

2. Do you have any comments to make regarding the content of the Character Assessment?

3. Any other issues you feel the Character Assessment should address?

St Ives Management Plan

1. Do you support the idea of a management plan for the new Conservation Area?

Yes No

Comments:

2. Do you think that the plan will bring benefits to the town?

Yes No

Comments:

3. Do you agree with the range of projects proposed?

Yes No

Comments:

4. Are there any other issues which you feel the plan should address?

Further Comments

If you have any other comments to make on the three documents, please make them in writing by **9th May 2007** to:

Head of Planning Services, Huntingdonshire District Council, Pathfinder House,
Huntingdon, PE29 3TN or to MatthewHare@huntsdc.gov.uk