

A meeting of the **CABINET** will be held in **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 7 JUNE 2007** at **2:30 PM** and you are requested to attend for the transaction of the following business:-

**PLEASE NOTE CHANGE IN TIME OF MEETING  
APOLOGIES**

  
**Contact  
(01480)**

**1. MINUTES (Pages 1 - 8)**

To approve as a correct record the Minutes of the meeting held on 17<sup>th</sup> May 2007.

**Mrs H Taylor  
388008**

**2. MEMBERS' INTERESTS**

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

**3. AMENDING OUR SPENDING PLANS - THE FORECAST, BUDGET AND MTP PROCESS (Pages 9 - 14)**

To consider a report by the Head of Financial Services.

**S Couper  
388103**

**4. TREASURY MANAGEMENT ANNUAL REPORT 2006/07 (Pages 15 - 26)**

To consider a report by the Head of Financial Services reviewing the performance of the Investment Fund Managers.

**S Couper  
388103**

**5. DOG CONTROL ORDERS (Pages 27 - 42)**

To consider a report by the Public Health Manager regarding the introduction of Dog Control Orders to replace existing dog control provisions and the implications for the District Council.

**Dr S Lammin  
388280**

**6. DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (Pages 43 - 92)**

By way of a report by the Head of Planning to consider the revised (Second) draft of a Supplementary Planning Document (SPD) on Developer Contributions Towards Affordable Housing.

**R Probyn  
388430**

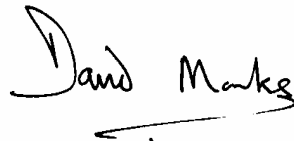
**7. REVIEW OF THE HISTORIC BUILDING GRANTS SCHEME (Pages 93 - 98)**

- To consider a report by the Planning Policy Manager recommending changes to the criteria and allocation of the Historic Building Grants Scheme. **S Smith  
388416**
- 8. BUILDINGS AT RISK (BAR) REGISTER** (Pages 99 - 102)
- With the assistance of a report by the Planning Policy Manager to consider the 2007 Buildings at Risk Register. **Miss K McAndrew  
388417**
- 9. ADOPTION OF SUPPLEMENTARY PLANNING DOCUMENTS: HUNTINGDONSHIRE DESIGN GUIDE & LANDSCAPE AND TOWNSCAPE ASSESSMENT** (Pages 103 - 206)
- To consider a report by the Planning Policy Manager seeking approval for the Supplementary Planning Documents: Huntingdonshire Design Guide and the Landscape & Townscape Assessment. **R Probyn  
388430**
- 10. PUBLIC FOOTPATH CREATION AGREEMENT - LAND AT FLAMSTEED DRIVE, HUNTINGDON** (Pages 207 - 210)
- To consider a report by the Planning Policy Manager regarding the proposed creation of a public footpath across land in the ownership of the District Council. **R Probyn  
388430**
- 11. REPRESENTATION ON ORGANISATIONS** (Pages 211 - 218)
- To consider a report by the Head of Administration in relation to the appointment/nomination of representatives to serve on a variety of organisations. **H Taylor  
388008**
- 12. GROWING SUCCESS** (Pages 219 - 220)
- To consider the Council's Corporate Plan – "Growing Success". **I Leatherbarrow  
388005**
- 13. EXCLUSION OF PRESS AND PUBLIC**
- To resolve:
- that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to terms proposed in the course of negotiations for the acquisition or disposal of property.
- 14. DISPOSAL OF LAND ADJACENT TO THE GRAND, RAMSEY** (Pages 221 - 228)

To consider a report by the Head of Legal and Estates regarding the disposal of Council owned land adjacent to the Grand Cinema site in Ramsey.

K Phillips  
388260

Dated this 30 day of May 2007



Chief Executive

**Notes**

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

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

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

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

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

If you would like a translation of

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

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the base of the flagpole in the car park at the front of Pathfinder House.*

# 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, 17 May 2007.

PRESENT: Councillor I C Bates – Chairman.

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

### 1. MINUTES

The Minutes of the meeting of the Cabinet held on 26<sup>th</sup> April 2007 were approved as a correct record and signed by the Chairman.

### 2. MEMBERS' INTERESTS

No declarations were received.

### 3. APPOINTMENT OF EXECUTIVE COUNCILLORS

RESOLVED

- (a) that executive responsibilities for the Municipal Year 2007/08 be allocated as follows –

Finance	- Councillor T V Rogers
Planning Strategy, Environment and Transport	- Councillor P L E Bucknell
Resources and Policy	- Councillor A Hansard
Housing and Public Health	- Councillor D C Reynolds
Headquarters, Information Technology and Leisure	- Councillor L M Simpson
Operations, Parks and Countryside	- Councillor C Hyams

- (b) that the Leader of the Council be appointed to serve as ex-officio Member of the Employment Panel; and

- (c) that Executive Councillors be appointed to serve as ex-officio Members of Panels as follows –

<b>Executive Councillors for -</b>	<b>Ex-Officio for –</b>
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Resources and Policy	Licensing and Protection Panel/Licensing
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#### 4. LEISURE CENTRE MANAGEMENT COMMITTEES

RESOLVED

that for the Municipal Year 2007/08, Members be appointed to serve on the Leisure Centre Management Committees as follows –

- **Huntingdon Leisure Centre Management Committee**  
Councillors K Baker, J J Dutton, J D Fell, Miss S Kemp, D J Priestman and L M Simpson
- **St Neots Leisure Centre Management Committee**  
Councillors R W D Bailey, R W Eaton, B Farrer, A Hansard and R J West
- **St Ivo Leisure Centre Management Committee**  
Councillors J D Ablewhite, J T Bell, S J Criswell, J W Davies, T V Rogers and C J Stephens
- **Ramsey Leisure Centre Management Committee**  
Councillors P L E Bucknell, E R Butler, I R Muir, R Powell and P A Swales
- **Sawtry Leisure Centre Management Committee**  
Councillors Mrs M Banerjee, J E Garner, C R Hyams, P G Mitchell and J S Watt

#### 5. COUNTRYSIDE JOINT GROUP

RESOLVED

that Councillors M Baker, Mrs M Banerjee, J D Fell and C R Hyams be appointed to serve on the Countryside Joint Group for the ensuing Municipal Year.

#### 6. HUNTINGDONSHIRE TRAFFIC MANAGEMENT AREA JOINT COMMITTEE

RESOLVED

that Councillors M Baker, P L E Bucknell, R S Farrer, M F Newman, K Reynolds and T D Sanderson be appointed to serve on the Huntingdonshire Traffic Management Area Joint Committee for the ensuing Municipal Year.

#### 7. CUSTOMER FIRST AND ACCOMMODATION ADVISORY GROUP

RESOLVED

that Councillors P L E Bucknell, S J Criswell, P J Downes, K

Reynolds, T V Rogers, L M Simpson and G S E Thorpe be appointed to serve on the Customer First and Accommodation Advisory Group for the ensuing Municipal Year.

**8. MEMBERS' ADVISORY GROUP FOR PUBLIC CONVENIENCES**

RESOLVED

that the Members' Advisory Group for Public Conveniences remain in abeyance pro temp.

**9. DEVELOPMENT PLAN POLICY ADVISORY GROUP.**

RESOLVED

that Councillors I C Bates, P L E Bucknell, P J Downes, P G Mitchell, J M Sadler, P A Swales and G S E Thorpe be appointed to serve on Development Plan Policy Advisory Group for the ensuing Municipal Year.

**10. SAFETY ADVISORY GROUP**

RESOLVED

that Councillors J W Davies, A Hansard, Mrs P A Jordan, K Reynolds and L M Simpson be appointed to serve on the Safety Advisory Group for the ensuing Municipal Year.

**11. ENVIRONMENT STRATEGY WORKING GROUP**

RESOLVED

that Councillors M G Baker, I C Bates, P L E Bucknell, D B Dew, J A Gray and R G Tuplin be appointed to serve on the Environment Strategy Working Group for the ensuing Municipal Year.

**12. MEMBERS' CAR PARKING WORKING GROUP**

RESOLVED

that Councillors P L E Bucknell, K J Churchill, J E Garner, C R Hyams, D J Priestman, K Reynolds and J M Sadler be appointed to serve on the Members' Car Parking Working Group for the ensuing Municipal Year.

**13. MEDIUM TERM PLAN - REQUESTS FOR THE RELEASE OF FUNDS**

*(The Chairman announced that he proposed to include within the following item a proposal to release funds for an element of the Leisure Centres' Condition Survey 2007-11 in accordance with Section 100B(4) (b) of the Local Government Act 1972 given the need to make urgent repairs to the swimming pool roof at St Neots Leisure Centre.)*

Consideration was given to a report by the Head of Financial Services

requesting the release of funding for various schemes included in the Medium Term Plan. (Copies of the report and associated justifications are appended in the Minute Book).

With regard to the scheme to improve the appearance and safety of public conveniences in Huntingdon, St Ives and St Neots, Members were of the opinion that the proposal to refurbish the public conveniences on South Street, St Neots should be deferred to enable officers to investigate further issues relating to design and location. Members also sought information on the proportion of County Council funding on a number of partnership schemes and requested that the justifications for the release of schemes should be more detailed in future.

Members were informed that as a result of heavy rainfall on the evening of 15th May, water had penetrated the roof of the swimming pool at St. Neots Leisure Centre, causing the building to have to be evacuated and closed. Although the pool had been re-opened, it was suggested that the situation was likely to recur in the event of another rain storm. It was pointed out that provision had been made in the current 5 year condition survey for leisure centre maintenance and in the MTP for the repair of the roof. However this had not been brought forward for the release of funds while negotiations were ongoing with the County Council for them to bear a proportion of the costs.

The Cabinet were informed that, in preparing the condition survey, consultants had estimated that the replacement of the pool roof would take 24 weeks and that it would be advisable for all of the other internal refurbishment/maintenance at the pool to be undertaken while the pool was closed to minimise the loss of income.

Members were concerned to ensure that the County Council contributed to the cost of the work, especially since the District Council had met the whole of the cost of replacing the pool roof at Ramsey Leisure Centre some years previously.

## RESOLVED

- (a) that the relevant funding be released for the following schemes and projects within the Council's Medium Term Plan –
- Crime and Disorder – lighting improvements
  - CCTV digital services
  - Local Transport Plan
  - Safe cycle routes
  - Huntingdon Transport Strategy
  - Bus shelters – extra provision
  - Huntingdon Bus Station
  - St Ives town centre Phase II
  - A J C small scale improvements
  - Environmental improvements – village residential areas
  - Street naming



- Accessibility improvements; and
  - Affordable housing social housing grant.
- (b) that £170,000 of capital funding be released for new public conveniences and the associated revenue costs, with the exception of work at South Street, St. Neots; and
- (c) that the release of £464,000 of capital funding for essential repairs to the swimming pool roof at St Neots Leisure Centre and associated internal refurbishment/maintenance work be approved and the Director of Central Services, after consultation with the Leader of the Council, authorised to approve the final costing of the scheme following negotiations with the County Council.

**14. QUARTERLY SUMMARY OF DEBTS WRITTEN OFF**

The Cabinet received and noted a report by the Head of Revenue Services (a copy of which is appended in the Minute Book) summarising debts which had been written off during January – March 2007 as irrecoverable.

**15. RIVERSIDE MOORINGS - ENFORCEMENT OF SHORT STAY MOORING RULES**

Consideration was given to a report by the Head of Operations (a copy of which is appended in the Minute Book) seeking approval to enter into an agreement with the Environment Agency for the Agency's river inspectors to take action when necessary, to ensure that boats using the District Council's short stay moorings did not overstay the time period allowed.

Members were advised that some boat owners had been abusing the short stay period and reminded of the likely demand for temporary moorings for the forthcoming Inland Waterways Festival in St Ives in August. Having been advised that the Council did not have the necessary resources to regulate moorings on the river, the Cabinet

RESOLVED

that arrangements for the District Council to enter into an agreement for the Environment Agency to enforce the terms and conditions of the Council's short stay river moorings be approved and the Head of Operations, after consultation with the Executive Councillor for Operations, Parks and Countryside, be authorised to determine the period of the agreement.

**16. BUSINESS RESOURCE EFFICIENCY AND WASTE PROGRAMME (BREW) FUNDING 2007/08**

With the aid of a report by the Head of Operations (a copy of which is appended in the Minute Book) the Cabinet considered a proposal by the Recycling Cambridge and Peterborough Waste Partnership

(RECAP) to introduce a pilot project to provide recycling facilities for small and medium sized shops and businesses in the market towns in Huntingdonshire, Fenland and East and South Cambridgeshire Districts.

Having noted that funding of £71,000 had been secured from DEFRA's business resource efficiency and waste funding to finance the project, the Cabinet

RESOLVED

that the arrangements proposed for the District Council to host the pilot project for recycling waste generated by small and medium-sized businesses be approved.

## **17. ENVIRONMENT STRATEGY - CONSULTATION DRAFT**

Further to Minute No. 06/147 and by way of a report by the Head of Technical Services (a copy of which is appended in the Minute Book) the Cabinet was invited to consider the contents of the second draft of the proposed Environment Strategy for Huntingdonshire.

In discussing the content of the Strategy, Executive Councillors suggested that references should be included in the document to the possible development of eco-friendly housing in the District and to issues relating to the Waterways in Huntingdonshire including the risks of contamination. Having noted the timetable for consultation with the public, parish and town councils and other interested bodies, the Cabinet

RESOLVED

- (a) that the draft Environment Strategy be approved for consultation purposes;
- (b) that the engagement and consultation proposals as detailed in section 2 of the report now submitted be approved; and
- (c) that the Head of Technical Services, after consultation with the Environment Strategy Working Group, be authorised to agree the form of the base line survey.

## **18. RISK REGISTER**

By way of a report by the Audit and Risk Manager (a copy of which is appended in the Minute Book) the Cabinet were reminded of the development of a Risk Register to identify corporate risks. This had included a number of very high or 'red' residual risks which the Risk Management Strategy required the Cabinet to address further. The Executive Councillor for Finance explained that of the 8 risks identified, action had been taken that had reduced the likelihood of 3 risks occurring, of the 5 remaining, it was suggested that all practical measures possible were being undertaken to manage the risks to reduce their likelihood and severity.

RESOLVED

- (a) that the progress being made in developing risk management be noted; and
- (b) that the actions proposed in the report now submitted and the resulting level of mitigated risks be approved as being acceptable.

Chairman

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## **AMENDING OUR SPENDING PLANS - THE FORECAST, BUDGET AND MTP PROCESS**

**(Report by the Head of Financial Services)**

### **1 PURPOSE**

- 1.1** The purpose of this report is to respond to the Member suggestions for savings, outline how a new approach to amending our spending plans is developing and propose the stages and timing for the review and approval of the financial strategy, the 2008/09 budget and the 2009/13 Medium Term Plan.

### **2 SAVINGS**

- 2.1** At its meeting on the 14 November the Overview and Scrutiny Panel (Corporate and Strategic Framework) considered officers comments on a list of proposed savings identified by the Chairmen of the Overview and Scrutiny Panels and the Liberal Democrat Group. Certain of the proposals were supported, and indeed some were built into the Budget/MTP. Others were discounted for the reasons given whilst others were identified as requiring further investigation.
- 2.2** The attached Annex provides updated officer comments on the items that required further investigation.
- 2.3** Cabinet will recall that all of the necessary adjustments to allow the current year's budget to be achieved were identified in the budget report.

### **3 THE NEW APPROACH**

- 3.1** Chief Officers are holding a workshop with Heads of Service on 5 June to introduce and develop a new approach to identifying spending plans for future years. It will be based on each Head of Service identifying a 5 year vision for their service which will highlight opportunities for cost effective service growth in the Growing Success priority areas and efficiency improvements in all areas. This will then allow COMT to develop proposals for how our spending plans can be amended to ensure that the required financial targets are achieved.
- 3.2** An update on progress will be provided as part of the Financial Forecast report in September (see below).

#### 4 PROPOSED TIMETABLE

- 4.1 The first stage of the process is to review the Council's longer term financial strategy. This will adjust the figures approved by the Council in February for inflation, interest rates, the 2006/07 outturn and any other unavoidable significant issues. It will thus enable the Council to confirm or revise the size and phasing of the amendments required to our current spending plans. It will also update Cabinet on how the new approach is developing and seek any relevant guidance for the following phases.

Scrutiny (Corporate & Strategic Framework)	Cabinet	Council
<b>4 September</b>	<b>6 September</b>	<b>26 September</b>

- 4.2 The second stage will be the production of a draft budget and Medium Term Plan which will be influenced by the results of the 5 year service plans which should incorporate most of what we have previously regarded as MTP bids. It will also take account of the provisional grant settlement if it is available (there are suggestions that it may be late this year because, of delays in the Comprehensive Spending Review), latest views on interest rates and inflation.

Scrutiny (Corporate & Strategic Framework)	Cabinet	Council
<b>13 November</b>	<b>22 November</b>	<b>5 December</b>

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

Scrutiny (Corporate & Strategic Framework)	Cabinet	Council
<b>29 January</b>	<b>31 January</b>	<b>20 February</b>

#### 5. CONCLUSIONS

- 5.1 Member proposals for savings have been actively investigated and adopted where appropriate.
- 5.2 All the necessary adjustments to meet the current year's budget were identified during the budget process.
- 5.3 Chief Officers are developing, with Heads of Service, a longer term approach to achieving the Council's spending plans which will emerge in more detail over the coming months.
- 5.4 The financial process should include the three stages described above.

## **6. RECOMMENDATION**

**The Cabinet is recommended to:**

- **note the planned action on Member's suggestions for savings**
- **approve the timetable and stages for considering the financial strategy, budget and MTP**

### **ACCESS TO INFORMATION ACT 1985**

2007/08 Revenue Budget and the 2008/012 MTP

#### **Contact Officer:**

Steve Couper, Head of Financial Services    ☎ 01480 388103

## Update on savings suggestions

This update reports on all suggestions that have not already been agreed or completely discounted.

### OUTSTANDING PROPOSALS

#### **Suggestion**

Review use of consultants and long term agency staff reduction. Short term shared agreements with other authorities.

#### **Conclusion**

Consultants and short term workers undertake a variety of tasks for the Council and cover roles such as architects and IT software specialists. We believe that a one-off review of consultants will not have any impact on the use of consultants. The use of consultants, temporary staff and agency staff are often a more effective and efficient way of providing necessary skills without making a long term commitment to permanent staff. In many cases it would be simply impossible to recruit people with the specialist knowledge required as we do not have enough work to keep them employed. The short term nature of assignments does make daily rates seem more expensive and therefore should not be continued for long periods. We believe the best way to control this expenditure is to continue to monitor and challenge services overall budgets, making it clear that budget holders are responsible for managing their budgets effectively.

#### **Suggestion**

Reduce hours of cash office opening in St Ives and St Neots

#### **Conclusion**

Cash offices are to be developed into satellite customer service centres. Whilst opening hours will be considered as part of the customer service strategy that is to go to Cabinet later in 2007 and therefore no immediate change in hours is planned.

#### **Suggestion**

Procurement linked to other organisations. Telephone, postage, fuel, leased vehicles.

#### **Conclusion**

The Council already uses a vast number of public sector contracts (ESPO and other consortia, OGC, Buying Solutions - an arm of the Treasury) and collaboration with other authorities. These contracts are already used wherever they are feasible and provide better value. If there are no contracts for any significant purchase area then we will continue to encourage their creation or propose a collaborative approach to one or more local authorities.



**Suggestion**

The Council cooperate fully in the current proposals to combine Council Tax and Benefits administration with other councils.

**Conclusion**

The paper supplied by the RCE was highly disappointing and the proposals lacked support from all councils in the eastern region. The RCE seems to have shelved its efforts in this area, although smaller scale partnerships could be considered. We already participate in a number of shared service and collaborative projects, such as the call centre. However we are actively pursuing new shared service operations in other areas including payroll, financial accounting and elections.

**Suggestion**

The Call Centre operation be merged with Cambridgeshire County Council.

**Conclusion**

In order to reduce its costs the Council entered into an agreement with the County Council for them to provide us with hardware, software and related support services which runs until 2012. The Council also leases office space from the County.

This suggestion will be considered again in 2012 so that the approach to service delivery thereafter will continue to be an effective balance of service standards and cost.

**Suggestion**

Charge for pre-application planning advice

**Conclusion**

Officers support this suggestion but recognise that this would require a fundamental change in respect of both the ethos of what constitutes a local planning service and in terms of the mechanics of actually delivering a paid for service to potential applicants. To deliver a first class pre-application advice service would be dependent upon the use of skilled practitioners and would be likely to require additional scarce resources. We are considering how to build this into our medium term year plan

**Suggestion**

Review public convenience upgrades or seek town council contributions  
Review parks department expenditure around towns. Town councils to fund if they wish.

**Conclusion**

Maintenance contracts for public conveniences have been let on a five year contract. Provision of services by town councils was explored when these contracts were let. We have made it known to Town Councils that we are willing to consider upgraded services if they wish to fund them. We do not see any scope for expenditure savings at this time.

**Suggestion**

Review priorities in arts and leisure development

**Conclusion**

The Arts and the Leisure Development services are both currently engaged in preparing a Culture Strategy for Huntingdonshire.

**Suggestion**

Make greater use of e-government by discontinuing the practice of sending paper copies of documents to members 'For Information Only'.

**Conclusion**

Modern.gov provides an excellent means of finding and downloading documents. The biggest barrier to achieving this objective has been the disparity in the access speeds available for individual Members however the Flexible Working project is now addressing this issue. Savings are more likely to relate to increased efficiency than significant cash savings.

Officers support this suggestion and propose to implement it from the new municipal year in May 2007.

CABINET

7<sup>th</sup> JUNE 2007

## TREASURY MANAGEMENT ANNUAL REPORT 2006/07 (Report by the Head of Financial Services)

### 1. INTRODUCTION

- 1.1. During 2006/07 the Council continued to have significant investments. The majority was managed by Fund Managers with the balance in-house as shown below:

Manager	Start of the year £m	End of the year £m
Investec Asset Management	21.5	£21.5
Alliance Bernstein	21.5	nil
City Deposit Cash Managers (CDCM)	20.0	£31.5
In-house	-11.1**	nil

\*\* net temporary borrowing

- 1.2 This report reviews the performance during 2006/07, considers if the strategy that the Council has adopted has been effective, and addresses any issues of risk and compliance with statutory and regulatory requirements. It also explains the reasons for reducing the number of fund managers from three to two and the preparations taken to borrow in advance should the right market conditions prevail.

### 2. PERFORMANCE OF FUNDS

- 2.1. For the fourth year running, CDCM has performed better than Alliance Bernstein and Investec. Alliance Bernstein provided satisfactory returns when measured against the benchmark and industry average but Investec have performed poorly. The report on the performance for the final quarter January to March 2007 is shown at Annex A. The performance for the year is given below:

<b>PERFORMANCE FOR THE PERIOD APRIL 2006 – MARCH 2007</b>					
	Performance %	Benchmark %	Variation from benchmark	Industry average %	Variation from average %
<b>Investec</b>	<b>3.98</b>	4.06	<b>-0.08</b>	4.29	<b>-0.31</b>
<b>Alliance</b>	<b>4.44</b>	4.06	<b>+0.38</b>	4.29	<b>+0.16</b>
<b>CDCM</b>	<b>5.10</b>	5.03	<b>+0.07</b>	4.29	<b>+0.81</b>

- 2.3 The Capital Receipts Advisory Group (CRAG), which consists of three Members, has been kept informed of relevant issues throughout the year and met with Fund Managers in November 2006 to discuss performance and future strategies.

### **3. INVESTEC**

- 3.1. Investec's performance since the start of the new mandates in July 2000 has been varied. In 2001/02 they produced a poor performance; 2002/03 was an outstanding year, 2003/04 was another poor year, in 2004/05 they produced satisfactory returns. In both 2005/06 and 2006/07 they did not achieve the benchmark or the industry average.

### **4. ALLIANCE BERNSTEIN**

- 4.1. Alliance Bernstein continued to invest in corporate bonds and floating rate notes, in contrast with Investec, which mostly deals in gilts and certificates of deposit. Alliance Bernstein has been more consistent in their returns over the seven years without having the peaks and troughs of Investec.

### **5. CDCM**

- 5.1. CDCM only invest in time deposits but have exploited the opportunity to invest part of the portfolio for up to 3 years at rates over 5%. They recognised that these rates were based on market expectations that base rates would rise but considered that the overall return over the whole period of the investment would still be attractive. The success of this approach will only become clear at the end of each investment. In the meantime it has enhanced the performance of the fund.

### **6. IN-HOUSE INVESTMENT OF FUNDS**

- 6.1. Any balance of funds is invested 'in-house'. Whereas the external fund managers have a fixed amount to invest, the 'in-house' funds fluctuate on a daily basis due to the volatility of the cash flow to and from the Authority.
- 6.2. The cash position varied from net investments of £12.6m to net borrowings of £11.1m. This borrowing complied with the strategy of stabilising the funds with the Managers as long as possible.
- 6.3. As any investments are generally needed back within a few weeks there is very limited scope to better the 7 day rate. Nevertheless in 2006/07 it was marginally exceeded by 0.07%.

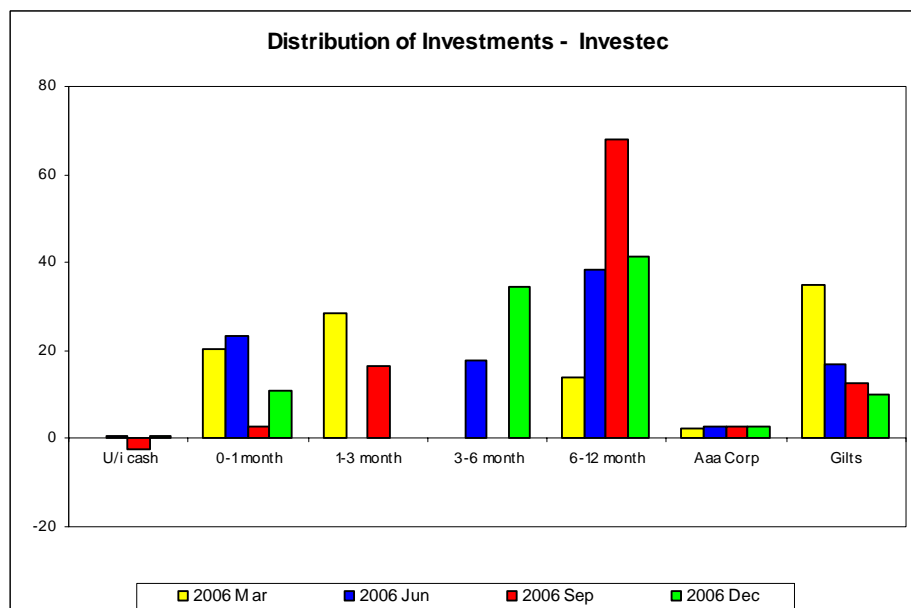
### **7. STRATEGY**

- 7.1. The Council agreed new broader mandates with the three Fund Managers in July 2000. The size of its reserves meant that the Authority could take the view that the Fund Managers should maximise the returns in the medium term, three years, rather than on an annual basis. Now that the new mandates have been in place for nearly seven years, it can be seen that this strategy has been effective.
- 7.2. The usual benchmark for Local Authority investment funds is the 7-day rate. We selected a 3 month cash deposit rate for CDCM and a combination of 3 month cash and 0-5year gilts for Investec and Alliance Capital, as their benchmarks. All 3 funds have exceeded the cumulative 7-day rate of 34.4%.

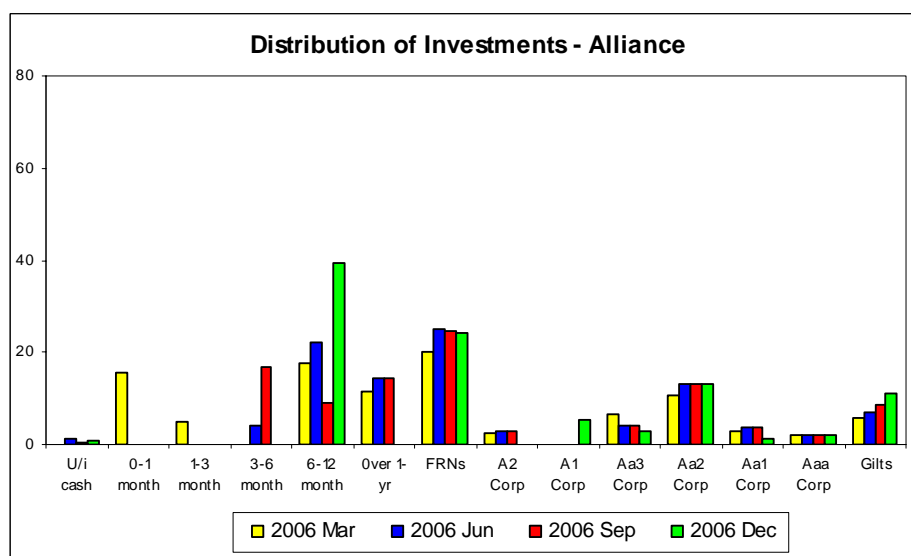
CUMULATIVE PERFORMANCE SINCE START OF MANDATES JULY 2000* – MARCH 2006					
	Performance %	Benchmark %	Variation from benchmark %	Industry Average %	Variation from Average %
<b>Investec</b>	37.0	36.6	<b>+0.4</b>	35.3	<b>+1.7</b>
<b>Alliance</b>	37.7	36.0	<b>+1.7</b>	34.6	<b>+3.1</b>
<b>CDCM</b>	39.2	35.3	<b>+3.9</b>	35.3	<b>+3.9</b>

\* The mandate with Alliance Capital started in August 2000  
Returns are not compounded.

- 7.3. The above table of cumulative returns shows that the performance of Alliance Bernstein and Investec was quite close after nearly 7 years.
- 7.4. Investec continues to invest mainly in gilts and CD's with a maximum of 3% of the portfolio being in corporate bonds. The graph below shows the distribution of investments at the end of each quarter. This graph and that for Alliance are for the year to 31 December 2006; this is because we had no investments with Alliance as at 31 March 2007 to compare with Investec at the year-end.



- 7.5. Alliance Bernstein has from the start of their appointment, had a different strategy to Investec. The mandates for Investec and Alliance Bernstein also allow them to invest in corporate bonds, floating rate notes (FRNs) and supra-nationals (bonds that are listed outside London). Alliance Bernstein has maximised the opportunity to purchase these securities. The graph below shows the types of investments they include in their portfolio; the categories A2 to Aaa are categories of corporate bonds



7.6. CDCM rely completely on term deposits with banks, building societies and other local authorities thus avoiding fluctuations in the value of the investments. They have been proactive in arranging forward deals at attractive rates, and using deals where the rate can be renegotiated every quarter, with the lender (HDC) having the right to take repayment if the new rate is unacceptable.

7.7. Copies of the mandates, as at March 2007, are attached at Annex B. No changes were made during the year to the mandates.

## 8. WITHDRAWAL OF FUNDS FROM ALLIANCE BERNSTEIN

8.1 Spending forecasts showed that sums would need to start to be withdrawn from fund managers during March and April 2007 and as a result of Alliance Bernstein wishing to withdraw from the local authority market it was decided by CRAG that these sums would be withdrawn in stages from their fund. Once they were given notice of this they requested that the process be speeded up and the entire £21.5m portfolio was returned during February and March 2007. Those sums not immediately required were added to CDCM's fund.

## 9. BORROWING IN ADVANCE

9.1 The 2006/07 MTP showed that from 2008/09 the Council would need to borrow to finance capital expenditure. Following discussion with external auditors, it was agreed, and included within the Treasury Management Strategy, that the Council would borrow in advance a maximum of the forecast borrowing during the MTP period as long as it was considered that the rates were attractively low, compared with future expectations of long term rates.

9.2 Advice was taken as to a target low level for this borrowing. However since the point where the new HQ project (the main element of the need to borrow) became committed rates have not fallen to that level. The position is monitored on a daily basis but it is not expected that there will be another opportunity until base rates begin to fall again.

## **10. RISK IMPLICATIONS**

- 10.1 The Treasury Management Policy approved by the Cabinet on 27<sup>th</sup> February 2002, emphasises the importance of controlling risk i.e. returns should be maximised but only at an acceptable level of risk.
- 10.2 There are three main elements of risk. Firstly, that the borrower will be unable to return the loan when it is due, secondly that the Fund Managers will take the wrong view on interest rate movements leading to poor returns, thirdly that the investments are not sufficiently liquid to be able to be sold to meet the cash flow needs of the Authority. Risk was an important factor taken into account when the mandates were first agreed in 2000. Although the Council allows the Fund Managers to invest in instruments not used by most Councils, the parameters included in the mandates are designed to minimise all types of risks.
- 10.3 The Authority has minimised these risks in the following ways:

### **Risk of the borrower being unable to repay the investment**

- A significant proportion of the funds are invested in Government “gilts”, Certificates of Deposit or Local Authorities. These are all totally safe.
- As far as other investments are concerned, the proportion of which is limited by the mandates, a rigid system of credit rating ensures that only the very safest organisations (those with high credit ratings) are dealt with, together with limits on the value placed with one issuer. The Fund Managers are also highly attuned to any market intelligence that might suggest a borrower is likely to have their credit rating reduced in the future. None of the treasury management transactions during the year have compromised the rules that have been set.

### **Risk of the wrong view on interest rates being taken**

- Three Fund Managers, each with their own strategy for investments, have been engaged. The diversity in their approach minimises the chance of them all taking the wrong view at any given time.
- The Authority can still take a longer-term view on investment performance which gives the fund managers the latitude to retain investments where they feel that returns will be made next year rather than this.
- The mandates limit the duration of the investments which reduces the impact on the value if the interest rate view turns out to be incorrect.

### **Risk of the funds not being available to be returned to the Council**

- Investec and Alliance invest in instruments that are all liquid. The mandate for CDCM allows it to invest a maximum of 25%

of the fund, (currently £5m) for longer than 3 years. The 2007/08 Treasury Management Strategy changes with a requirement that 50% must be repayable within 12 months to reflect the fact that most of the funds will need to be returned over the coming years.

### **Seeking Professional Advice**

- Butlers are employed as our Treasury Management Consultants and their advice is sought before any change is made to the mandates. They also provide reports on the Fund Managers' performance and compare it with the industry average.

### **Active Monitoring**

- As well as quarterly reports to Cabinet and meetings between Fund Managers and the Capital Receipts Advisory Group, your officers monitor returns each month.

## **11. COMPLIANCE WITH REGULATIONS AND CODES**

- 11.1 All the treasury management transactions have been carried out in accordance with the legislation and regulations concerning treasury management.
- 11.2 The Council met the requirements of the CIPFA Code of Practice on Treasury Management by adopting a Policy Statement in February 2002 and Treasury Management Practices in 2003/04. These assist both Members and Officers in the effective management and control of treasury management activities.
- 11.3 In 2003/4 CIPFA introduced the Prudential Code for Capital Finance and the ODPM brought out new guidance on Local Government investments. Both of these became effective from 1 April 2004. These require the Council to approve Prudential Indicators and an annual Treasury Management Strategy. Those for 2007/08 were approved at the Council meeting on 21<sup>st</sup> February 2007. Annex C shows the relevant indicators and the actual results that were all within the limits set.

## **12. CONCLUSION**

- 12.1 Alliance Bernstein gave a satisfactory performance in 2006/07 that was better than their benchmark and the industry average. Investec's performance was disappointing. CDCM produced the best returns partly from longer-term investments made in 2003/04 with rates at over 5%.
- 12.2 Alliance Bernstein funds were withdrawn in February and March 2007, some of which were placed with CDCM.
- 12.2 Due to the nature of the Authority's strategy, performance cannot be judged on the basis of a single year. The results from the start of the



new broader mandates show that the Authority has adopted a sound strategy and selected Fund Managers that have exceeded their benchmarks and the industry average over the seven years.

- 12.3 The Authority has carried out its treasury management activities with due regard to minimising risk, and in accordance with legislation. It has adopted the CIPFA Code on Treasury Management, the Prudential Code for Capital Finance and the ODPM's guidance on Local Government investments.

### **13. RECOMMENDATION**

- 13.1 It is recommended that the content of this report be noted

### **BACKGROUND INFORMATION**

2006/07 cash management files and working papers

Quarterly reports to the Cabinet

### **CONTACT OFFICER**

Mrs Eleanor Smith      Accountancy Manager      Tel. 01480 388157

**TREASURY MANAGEMENT  
INVESTMENT PERFORMANCE  
JANUARY TO MARCH 2007**

**1 INTRODUCTION**

- 1.1 This report comments on the performance of the fund from January to March 2007.

**2. CHANGE IN FUND MANAGERS**

- 2.1 The Treasury Management Strategy, approved by Cabinet on 1 February 2007, highlighted the intention of withdrawing our funds from Alliance Bernstein.
- 2.2 Although the plan was to withdraw funds in stages, Alliance Bernstein requested that all the funds be returned by 19 March 2007. Of their portfolio of £21.5m, £10m was needed to meet the end-of-year cash flow requirements and the remaining £11.5m was placed with CDCM to manage. This was done so that the Authority could benefit from marginally higher rates from CDCM compared with in-house investment.

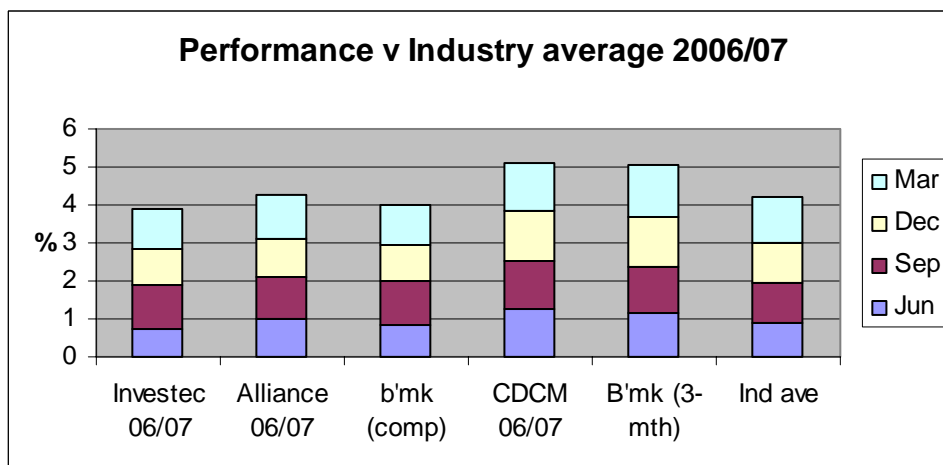
**3. PERFORMANCE SUMMARY**

**3.1 January to March 2007**

The comparative performances are given in the table below and shown graphically overleaf.

- 3.2 The performance of CDCM was satisfactory in actual terms with a return of 1.28% but this was below the benchmark and the 7 day rate. It falls short of earlier successes but is better than the return of Investec. Investec, on the other hand was faced with ongoing difficulties in the market. The usual rally in gilt prices in January did not materialise and the value of CDs fell during the quarter. As a result the actual return was just 1.08%; better than the benchmark but below the 7 day rate and the industry average.

<b>PERFORMANCE FOR THE QUARTER JANUARY – MARCH 2007</b>					
	Performance %	Benchmark %	Variation from benchmark	Industry average %	Variation from average %
<b>Investec</b>	<b>1.08</b>	1.06	<b>+0.02</b>	1.21	<b>-0.13</b>
<b>Alliance</b>	<b>1.14</b>	1.06	<b>+0.08</b>	1.21	<b>-0.07</b>
<b>CDCM</b>	<b>1.28</b>	1.37	<b>-0.09</b>	1.21	<b>+0.07</b>



#### 4. PERFORMANCE AGAINST BUDGET IN 2006/07

- 4.1 The investment interest for the year was £2,924k compared with an original budget of £2,785k giving additional interest of £139k.

#### 5. OUTLOOK

- 5.1 CDCM has outperformed Investec and Alliance Bernstein for four consecutive years. Their performance will fall, in relative terms, during 2007/08 as their recent strategy has been based on investments at very advantageous rates when they were taken out but with the knowledge that they would become less advantageous when base rates rose. Rates have clearly risen and the correctness of their strategy over the life of the investments will depend on how base rates move in coming months.
- 5.2 The market view is that economic and market conditions will improve in 2007/08 to the benefit of fund managers such as Investec. However this does depend on them gauging the timing correctly and so the Capital Receipts Advisory Group will be discussing whether to mitigate this risk by taking these investments back and investing them as cash deposits at market rates, either through CDCM or in-house .

## EXTERNAL FUND MANAGER MANDATES

**Alliance Bernstein and Investec**

Duration of investments	Average duration of Fund must not exceed 3 years No individual investment shall exceed 10 years
Types of investments	Marketable securities issued or guaranteed by the UK Government ( <b>Gilts</b> ) Deposits made with or marketable certificates of deposit issued by approved banks ( <b>CDs</b> ) Sovereign and supranational securities, including floating rate notes ( <b>Bonds</b> ) Corporate, bank and building society securities, including floating rate notes, commercial paper and asset backed securities ( <b>Corporate Bonds</b> )
Credit Ratings	<b>CORPORATE INVESTMENTS</b> Standard & Poors AA- or Aa3 or above or equivalent A- or A3 or better, maximum term 3 years <b>NON-UK GOVERNMENTS AND SUPRANATIONALS</b> AA- or Aa3 or above or equivalent for non-UK Governments AAA or Aaa for Supranationals <b>SHORT-TERM INVESTMENTS</b> Standard & Poor's A1/P1 or above or equivalent
Maximum limits	50% Corporate Bonds 20% Supranational and sovereign securities 50% Floating rate notes 75% Gilts 75% Corporate Bonds plus Gilts 50% Corporate bonds + supranational and sovereign securities + floating rate notes  20% with any one counterparty (except UK Government) for fixed deposits and CDs 10% per issuer or £1m for corporate bonds and FRNs 10% per issuer for securities guaranteed by non-UK EU Governments and supranational securities
Benchmark	60% 3 month LIBID 40% 0-5 year gilt index.

**CDCM**

Duration of investments	Up to and including 5 years maximum maturity No more than 25% may be invested for longer than 3 years
Types of investments	Fixed Deposits Deposits at call, two or seven day notice
Credit Ratings	F1+ by FITCH IBCA or equivalent
Maximum limits	£3m per institution and group for English and Scottish Clearing Banks and their subsidiaries, and Overseas Banks on list of authorised counterparties. Building Societies With assets more than £2,000m           £5m With assets more than £1,000m       £3m Other building societies in the top 25   £2m
Benchmark	3 month LIBID

## Prudential Indicators for 2006/07 relating to Treasury Management Comparison of actual results with limits

### The authorised limit for external debt.

This is the maximum limit for borrowing and is based on a worst-case scenario.

2006/7 Limit £000	2006/7 Actual £000
35,000	14,500

### The operational boundary for external debt.

This reflects a less extreme position. Although the figure can be exceeded without further approval it represents an early warning monitoring device to ensure that the authorised limit (above) is not exceeded.

2006/7 Limit £000	2006/7 Actual £000
15,000	14,500

### Adoption of the CIPFA Code

The Prudential Code requires the Authority to have adopted the CIPFA Code of Practice for Treasury Management in the Public Services.

**This has been adopted.**

### Exposure to investments with fixed interest and variable interest.

These limits are given as a percentage of total investments.

	2006/7 Limit
Upper limit on fixed rate exposure	100%
Upper limit on variable rate exposure	84%

**The limit is based on the mandates for the Fund Managers. As they did not breach the mandates, this prudential indicator has been within the limits**

### **Borrowing Repayment Profile**

The proportion of 2006/7 borrowing that will mature in successive periods.

	Upper limit	<b>Actual</b>	Lower limit	<b>Actual</b>
Under 12 months	100%	<b>100%</b>	100%	<b>100%</b>
12 months and within 24 months	0%	<b>0%</b>	0%	<b>0%</b>
24 months and within 5 years	0%	<b>0%</b>	0%	<b>0%</b>
5 years and within 10 years	0%	<b>0%</b>	0%	<b>0%</b>
10 years and above	0%	<b>0%</b>	0%	<b>0%</b>

**In 2006/07 all the borrowing was temporary for cash flow purposes**

### **Investment Repayment Profile**

Limit on the value of investments that cannot be redeemed within 364 days.

2006/7 Limit £000	<b>2006/7 actual £000</b>
30,800	<b>25,500</b>

**The only investments that meet this criterion are time deposits managed by CDCM that are invested to a fixed maturity date for a year or longer.**

## **DOG CONTROL ORDERS (Report by Head of Environmental & Community Health Services)**

### **1. INTRODUCTION**

- 1.1 The Clean Neighbourhoods and Environment Act 2005 (CNEA) introduced the concept of dog control orders to replace the present system of byelaws and the enforcement provisions of the Dogs (Fouling of Land) Act 1996 which is repealed.
- 1.2 In addition to replacing the existing dog control provisions the CNEA has extended the powers available and established two levels of enforcement authority; primary authorities such as the District Council and secondary authorities such as Town and Parish Councils.

### **2. SUPPORTING/BACKGROUND INFORMATION**

- 2.1 The use of dog control orders is governed by two sets of regulations, the Dog Control Order (Procedures) Regulations 2006 and the Dog Control (Prescribed Offences and Penalties, etc) Regulations 2006. The former sets out the procedures to be followed when making, amending or revoking dog control orders and the schedules to the latter describe the form of the orders and the five offences that can be the subject of a Dog Control Order:
- ◆ Failure to remove dog faeces;
  - ◆ Not keeping a dog on a lead;
  - ◆ Not putting, and keeping, a dog on a lead when directed to do so by an authorised officer;
  - ◆ Permitting a dog to enter land from which dogs are excluded; and
  - ◆ Taking more than a specified number of dogs onto land.
- 2.2 There is considerable consultation built into this process: primary and secondary authorities must consult each other before making dog control orders and proposed orders must be advertised in a local newspaper (a draft advertisement is attached at annex 1 to this report). All responses/representations following consultation/advertisement must be considered before dog control orders are made and the orders cannot become effective until at least 14 days after they are made. A further advert must be placed in a local newspaper at least seven days before the orders come into force and the orders must be placed on the Council website.
- 2.3 Preliminary discussions with Town and Parish Councils have established that all secondary authorities in Huntingdonshire wish the District Council to make the orders and they will be consulted on the draft proposals. In any event, any dog control order made by the District Council has supremacy over an order made by a secondary authority for the same land.

- 2.4 Guidance from DEFRA emphasises that Councils should adopt a balanced approach when making dog control orders, carefully considering the needs of both dog owners and others. DEFRA consider that failure to do so would leave the orders vulnerable to challenge in the courts. In practice, they say that dog owners should have access to land where they can exercise their dogs and that other people should be able to enjoy reasonable access to land without interference from dogs.
- 2.5 The proposed dog control orders under CNEA are designed merely to repeat the existing dog controls; except where developments have been established since the previous orders/byelaws were created, in these circumstances it is proposed the area of any new order be extended to cover the area of the development.
- 2.6 This concept of regularising the situation by confirming that which currently exists and only extending where development boundaries have changed applies in general to all four orders. One exception proposed is the 'dogs on leads' order affecting parts of Hinchingsbrooke Park. Within the existing controls, established by Cambridgeshire County Council the area of Hinchingsbrooke Park covered by the present bye-laws will be significantly reduced by the proposed new order. The area appropriate for control has been determined after consultation with the Countryside Services Manager. It is believed this control-area is necessary to protect the habitats of wildlife in that particular area.
- 2.7 The four dog control orders that are considered necessary and proportionate to the needs of the area are:
- ◆ Fouling of land by dogs;
  - ◆ Dogs on leads;
  - ◆ Dogs on leads by direction; and
  - ◆ Dogs exclusion.

Copies of the four draft orders are attached as annexes 2 to 5 and the associated maps are located in the Members' Room for information.

- 2.8 One advantage of the new system of dog controls will be that, unlike byelaws, it is not necessary to have the orders confirmed by the Secretary of State and orders can be amended, subject to further consultation procedures.

### **3. IMPLICATIONS**

- 3.1 All existing byelaws and designations made under the Dogs (Fouling of Land) Act 1996 remain in force until the new orders are made. When the new dog control orders are made any existing dog control byelaws (for the same offence on the same land) and designations made under the Dogs (Fouling of Land) Act 1996 lapse and are replaced by the new orders.
- 3.2 It is a legal requirement that, where practicable, warning signs summarising the order must be placed on land to which a new order applies and where an order applies to a large area of land, for example, in relation to dog fouling, warning signs must be provided at regular intervals. This will require the replacement of existing warning signs throughout the District and the Environmental Health budgets can cope with this necessity in respect of District Council signs. Secondary authorities will be responsible for replacing their existing signs.



- 3.3 There are defences/exemptions in all dog control orders of:
- (a) having a reasonable excuse for failing to comply with an order; or
  - (b) acting with the consent of the owner or occupier of the land, or of any other person or authority which has control of the land.

There is no specific exemption for working dogs but clearly they will normally be working on land with consent. Specific exemptions are made in particular cases for assistance dogs such as those used as guide dogs for the blind. Being unaware of a dog's defecation, or not having a device or other suitable means of removing the faeces is specifically excluded from the definition of reasonable excuse under the regulations.

- 3.4 The new orders can be enforced by prosecution or by fixed penalty notices. The penalty for an offence established in dog control orders is a maximum fine of level 3 on the standard scale (currently £1,000). Alternatively, the opportunity to pay a fixed penalty may be offered in place of prosecution. The level of the fixed penalty notice may be set locally but there is a default level of £75 and many local authorities are adopting that level, with the incentive of a reduction to £50 if the fixed penalty is paid within 10 days of issue. Members last set the levels of fixed penalty for dog fouling at £50 (Cabinet Report 3 November 2005).

- 3.5 Fixed penalties for offences under dog control orders can be issued by authorised officers, including:
- ◆ Employees of primary and secondary authorities who are authorised for this purpose but employees of secondary authorities must first satisfy certain conditions linked to training before they can be so authorised.
  - ◆ Any person authorised (including employees of that person) in writing by a primary or secondary authority in pursuance of arrangements made by that person and the relevant authority.
  - ◆ Police Community Support Officers and other persons accredited by the Chief Police Officers under the Police Reform Act 2002.

#### **4. CONCLUSION**

- 4.1 The proposed dog control orders replace the present system of byelaws and the provisions of the Dogs (Fouling of Land) Act 1996, which is repealed. The extent of the proposed orders have been determined after considering the needs of both dog owners and others and the proposed orders are both necessary and proportionate to the needs of the area and will provide effective dog control measures, if adopted.

#### **5. RECOMMENDATIONS**

It is RECOMMENDED that Members:

- 5.1 Note the content of this report and approve the form and content of the four dog control orders and the associated maps attached to the orders.
- 5.2 Delegate authority to the Director of Operational Services to appoint authorised officers to enforce the dog control provisions of the Clean Neighbourhoods and Environment Act 2005, including the issue of fixed penalty notices.

- 5.3 Authorise the Head of Environmental & Community Health Services to advertise the draft orders and to confer with all statutory consultees on the content of the draft orders.
- 5.4 Authorise the Head of Environmental & Community Health Services, in consultation with the Executive Councillor for Housing and Public Health, to make the dog control orders, subject to consideration of all relevant consultation responses and representations.
- 5.5 Authorise the Head of Environmental & Community Health Services, in consultation with the relevant Executive Councillor, to amend or revoke dog control orders, subject to the necessary advertisement and consultation requirements of the CNEA.
- 5.6 Authorise the enforcement of dog control orders by either prosecution or by the issuing of fixed penalty notices.
- 5.7 Authorise the Head of Environmental & Community Health Services, in consultation with the relevant Executive Councillor, to initiate legal proceedings for offences under dog control orders.
- 5.8 Authorise the adoption of a fixed penalty notice of £75 for offences under adopted dog control orders with an incentive of a reduction to £50 if the fixed penalty is paid within 10 days of issue.

#### **BACKGROUND INFORMATION**

Cabinet Report: 1 September 2005 – Clean Neighbourhoods and Environment Act 2005

Cabinet Report: 3 November 2005 – Fixed Penalty Notices

Clean Neighbourhoods and Environment Act 2005

The Dog Control Order (Procedures) Regulations 2006

The Dog Control (Prescribed Offences and Penalties, etc) Regulations 2006

Dog Control Orders and associated maps in the Members' Room

**Contact Officer:** John Allan  
 **01480 388281**

# Public Notice and Consultation

## Dog Control Orders

### Clean Neighbourhoods and Environment Act 2005

Huntingdonshire District Council plans to introduce Dog Control Orders under section 55 of the Clean Neighbourhoods and Environment Act 2005. These new Dog Control Orders will apply to land within the area covered by Huntingdonshire District Council and are considered necessary and proportionate to local circumstances. The orders will replace the previous system for the control of dogs and Town and Parish Councils will be consulted throughout the process of making the orders.

The new Orders have the same effect as the previous laws but will be backed up by higher on the spot fines of £75 (or £50 if paid within ten days). The effect of the orders will be that any person in charge of a dog on land covered by a Dog Fouling Control Order must clean up any faeces deposited by the dog. Dogs must be kept on a lead in defined areas of the District and dogs are banned from certain sensitive areas of the District such as children's play areas. Authorised officers will also be able to direct any person in charge of a dog on land covered by a Dogs on Leads by Direction Order to put and keep a dog on a lead where such restraint is considered to be reasonably necessary. The land covered by the new control orders is defined within the draft orders and in a series of maps attached to the orders which are available for public inspection free of charge during normal office hours at:

Huntingdonshire District Council  
 Pathfinder House  
 St Mary's Street  
 Huntingdon  
 Cambridgeshire  
 PE29 3TN

**Huntingdonshire District Council hereby invite representations on the proposal to make the following Dog Control Orders:**

**The Fouling of Land by Dogs (Huntingdonshire) Order 2007.**  
**The Dogs on Leads (Huntingdonshire) Order 2007.**  
**The Dogs on Leads by Direction (Huntingdonshire) Order 2007.**  
**The Dogs Exclusion (Huntingdonshire) Order 2007.**

There is a statutory consultation period from **xx xxx xxxx** to **xx xxx xxxx** during which representations on the proposed dog control orders can be made to Huntingdonshire District Council by:

- (a) Writing to Environmental & Community Health Services, Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3TN, or
- (b) Emailing [envhealth@huntsdc.gov.uk](mailto:envhealth@huntsdc.gov.uk)

# Huntingdonshire District Council

## The Clean Neighbourhoods and Environment Act 2005

### The Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 (SI 2006/1059)

#### THE FOULING OF LAND BY DOGS (HUNTINGDONSHIRE) ORDER 2007

Huntingdonshire District Council (in this Order called “the Council”) hereby makes the following Order:

1. This Order comes into force on (Date to be inserted).
2. This Order applies to the land specified in the Schedule below and shown verged by the green line on the maps attached to this Order, being land in the administrative area of the Council to which the Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 (SI 2006/1059) applies and is hereby designated for the purposes of this Order.

#### Offence

3. (1) If a dog defecates at any time on land to which this Order applies and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless:
  - (a) he has a reasonable excuse for failing to do so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) Nothing in this article applies to a person who:
  - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (b) has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.
- (3) For the purposes of this article:
  - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;

- (b) placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be a sufficient removal from the land;
- (c) being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
- (d) each of the following is a “prescribed charity”:
  - (i) Dogs for the Disabled (registered charity number 700454);
  - (ii) Support Dogs (registered charity number 1088281);
  - (iii) Canine Partners for Independence (registered charity number 803680).

### **Penalty**

- 4. A person who is guilty of an offence under article 3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(Date to be inserted).

The COMMON SEAL of the  
HUNTINGDONSHIRE DISTRICT COUNCIL was  
hereunto affixed this (Date to be inserted) in the presence of:

Head of Legal Services

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### **Schedule**

- 1. Subject to the exception in paragraph 20 below, all land described in the following schedule and indicated on the attached maps, being land that lies within the administrative area of the Council and which is:
  - (i) open to the air (which includes land that is covered but open to the air on at least one side); and
  - (ii) to which the public are entitled or permitted to have access (with or without payment); and
  - (iii) is signed as a “dog fouling area” (whether the sign uses those particular words or words and/or symbols having like effect).

### **Land Designated by Description**

- 2. Road carriageways with a speed limit of 40 mph or less and adjoining footpaths and verges.

3. Any other footpath, footway, alley, passage, square or court (including any footbridge or pedestrian subway or underpass and irrespective of whether they are thoroughfares) and any adjoining verges.
4. Parks, playing fields, playgrounds, open spaces, village greens, car parks and curtilages of village halls maintainable by or on behalf of Cambridgeshire County Council, Huntingdonshire District Council and any Town or Parish Council within the district of Huntingdonshire or any successor authority thereto.
5. Burial grounds including churchyards, cemeteries or other grounds whether consecrated or not which have at any time been set apart for the purposes of interments.
6. Land comprising any school which is used for the education of children provided by the local Education Authority, any grant maintained school and any public school.

#### **Land Designated Specifically**

7. Catworth - Catworth Playing Fields, Station Road, Catworth.
8. Fenstanton - Fenstanton Football Club, Hall Green Lane, Fenstanton.
9. Godmanchester - Sports Ground, Bearscroft Lane, Godmanchester.
10. Hemingford Grey - Hemingford Peace Memorial Playing Field, Manor Road, Hemingford Grey.
11. Huntingdon - Hinchingsbrooke Country Park, Hinchingsbrooke Park Road, Huntingdon, PE29 6DB.
12. Kimbolton - Kimbolton Cricket Club, Thrapston Road, Kimbolton.
13. Needingworth - Allotments, Mill Way, Needingworth.
14. Needingworth - Playing Field, Mill Way, Needingworth.
15. Needingworth - Playing Field, Overcote Lane, Needingworth.
16. Ramsey - Ramsey Rural Museum, Wood Lane, Ramsey.
17. Ramsey St Mary's - Ramsey St Mary's Playing Field, Ugg Mere Court Road, Ramsey St Mary's.
18. St Neots - St Neots Sports Association, The Common, St Neots.
19. Yelling - Cricket Ground, High Street, Yelling.
20. Excepted from the description in paragraph 1 above is land that is placed at the disposal of the Forestry Commissioners under section 39(1) of the Forestry Act 1967.

# Huntingdonshire District Council

## The Clean Neighbourhoods and Environment Act 2005

### The Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 (SI 2006/1059)

#### THE DOGS ON LEADS (HUNTINGDONSHIRE) ORDER 2007

Huntingdonshire District Council (in this Order called “the Council”) hereby makes the following Order:

1. This Order comes into force on the (Date to be inserted).
2. This Order applies to the land specified in the Schedule below and shown verged by the green line on the maps attached to this Order, being land in the administrative area of the Council to which the Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 (SI 2006/1059) applies and is hereby designated for the purposes of this Order.

#### Offence

- 3 (1) A person in charge of a dog shall be guilty of an offence if, at any time, on any land to which this Order applies he does not keep the dog on a lead, unless:
  - (a) he has a reasonable excuse for failing to do so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) For the purposes of this article a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

#### Penalty

4. A person who is guilty of an offence under article 3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(Date to be inserted).

The COMMON SEAL of the  
HUNTINGDONSHIRE DISTRICT COUNCIL was  
hereunto affixed this (Date to be inserted) in the presence of:-

Head of Legal Services

## Schedule

1. Subject to the exception in paragraph 9 below, all land described in the following Schedule and indicated on the attached maps, being land that lies within the administrative area of the Council and which is:
  - (i) open to the air (which includes land that is covered but open to the air on at least one side); and
  - (ii) to which the public are entitled or permitted to have access (with or without payment); and
  - (iii) is signed as a “dogs on leads area” (whether the sign uses those particular words or words and/or symbols having like effect).

### Land designated by description

2. All road carriageways with a speed limit of 40 mph or less and adjoining footpaths and verges.

### Land Designated Specifically

3. Eaton Ford - Riverside Park, St Neots Road, Eaton Ford, St Neots: That part of the lands situated to the south of St Neots and west of the River Great Ouse and excluding those fenced areas which contain children’s play equipment.
4. Hartford - Hartford Meadow, Church Lane, Hartford, Huntingdon: That part of the lands known as Hartford Meadow situated between Church Lane and the River Great Ouse, Huntingdon.
5. Hartford - Maryland Avenue, Hartford, Huntingdon: The whole of the park, excluding the fenced area that contains children’s play equipment.
6. Huntingdon - Riverside Park, Riverside Road, Huntingdon: That part of the lands situated to the west of the tree/fence line leading from Hartford Road to the River Great Ouse and commencing from a point opposite East Street and excluding that fenced area which contains children’s play equipment.
7. Huntingdon – Hinchingsbrooke Country Park, Hinchingsbrooke Park Road, Huntingdon, PE29 6DB: That part of the park known as the wildlife area consisting of the western part of Bob’s Wood and including the triangular plantation to the south of the area. This area lies to the west of a track running north north east from a point 250 metres west of the visitors centre. It is bounded on the north by a housing estate and on the west by a fence.
8. St Ives - Wilhorn Meadow, London Road, St Ives: The land situated to the east of Bridge Terrace and west of the River Great Ouse, St Ives.
9. Excepted from the description in paragraph 1 above is land that is placed at the disposal of the Forestry Commissioners under section 39(1) of the Forestry Act 1967.



# Huntingdonshire District Council

## The Clean Neighbourhoods and Environment Act 2005

### The Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 (SI 2006/1059)

#### THE DOGS ON LEADS BY DIRECTION (HUNTINGDONSHIRE) ORDER 2007

Huntingdonshire District Council (in this Order called “the Council”) hereby makes the following Order:

1. This Order comes into force on the (Date to be inserted).
2. This Order applies to the land specified in the Schedule below and shown verged by the blue line on the map attached to this Order, being land in the administrative area of the Council to which the Dog Control Orders (Prescribed Offences and penalties, etc.) Regulations 2006 (SI 2006/1059) applies and is hereby designated for the purposes of this Order.
3. In this Order “an authorised officer of the Authority” means any officer who is authorised in writing by the Authority for the purpose of giving directions under this Order.

#### Offence

4. (1) A person in charge of a dog shall be guilty of an offence if, at any time, on any land to which this Order applies, he does not comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead, unless:
  - (a) he has a reasonable excuse for failing to do so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) For the purposes of this article:
  - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
  - (b) an authorised officer of the Authority may only give a direction under this Order to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any other person (on any land to which this Order applies) or the worrying or disturbance of any animal or bird.

## Penalty

5. A person who is guilty of an offence under article 4 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(Date to be inserted).

The COMMON SEAL of the  
HUNTINGDONSHIRE DISTRICT COUNCIL was  
hereunto affixed this (Date to be inserted) in the presence of:

Head of Legal Services

---oo0oo---

## Schedule

1. Subject to the exception in paragraph 2 below, all land described in the following Schedule and indicated on the attached map, being land that lies within the administrative area of the Council and which is:
  - (i) open to the air (which includes land that is covered but open to the air on at least one side); and
  - (ii) to which the public are entitled or permitted to have access (with or without payment).
2. Excepted from the description in paragraph 1 above is land that is placed at the disposal of the Forestry Commissioners under section 39(1) of the Forestry Act 1967.

# Huntingdonshire District Council

## The Clean Neighbourhoods and Environment Act 2005

### The Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 (SI 2006/1059)

#### THE DOGS EXCLUSION (HUNTINGDONSHIRE) ORDER 2007

Huntingdonshire District Council (in this Order called “the Council”) hereby makes the following Order:

1. This Order comes into force on the (Date to be inserted).
2. This Order applies to the land specified in the Schedule below and shown verged by the green line on the maps attached to this Order, being land in the administrative area of the Council to which the Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2006 (SI 2006/1059) applies and is hereby designated for the purposes of this Order.

#### Offence

3. (1) A person in charge of a dog shall be guilty of an offence if, at any time, he takes the dog onto, or permits the dog to enter or to remain on, any land to which this Order applies unless:
  - (a) he has a reasonable excuse for doing so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.
- (2) Nothing in this article applies to a person who:
  - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (b) is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he relies for assistance; or
  - (c) has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.
- (3) For the purposes of this article:
  - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and
  - (b) each of the following is a “prescribed charity”:

- (i) Dogs for the Disabled (registered charity number 700454);
- (ii) Support Dogs (registered charity number 1088281);
- (iii) Canine Partners for Independence (registered charity number 803680).

### Penalty

4. A person who is guilty of an offence under article 3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

(Date to be inserted).

The COMMON SEAL of the  
HUNTINGDONSHIRE DISTRICT COUNCIL was  
hereunto affixed this (Date to be inserted) in the presence of:

Head of Legal Services

---oo0oo---

### Schedule

1. Subject to the exception in paragraph 13 below, all land described in the following Schedule and indicated on the attached maps, being land that lies within the administrative area of the Council and which is:
- (i) open to the air (which includes land that is covered but open to the air on at least one side); and
  - (ii) to which the public are entitled or permitted to have access (with or without payment); and
  - (iii) is signed as a “dog exclusion area” (whether the sign uses those particular words or words and/or symbols having like effect).

### Land Designated by Description

2. All land within the Council's administrative area comprising of: children's play areas; bowling greens; croquet lawns; tennis courts; sporting or recreational facilities; skateboard parks; cycle enclosures; putting greens; or parks, **that are fenced** (and/or hedged and/or walled) **and signed** at the entrance(s) as a “dogs exclusion area” (whether the sign uses those particular words or words and/or symbols having like effect).

### Land Designated Specifically

3. Eaton Ford – Play Ground, River Road, Eaton Ford, St Neots: That part of the park situated to the south of the Indoor Bowling Club off River Road which is fenced and contains children's play equipment.

4. Eaton Ford - Play Ground, Riverside Park, St Neots Road, Eaton Ford, St Neots: That part of the park adjoining the main St Neots Road which is fenced and contains children's play equipment.
5. Eynesbury – Play Ground, Coneygeare Park, Hardwick Road, Eynesbury, St Neots: That part of the park to the north east of the car park which is fenced and which contains children's play equipment.
6. Hartford - Play Ground, Maryland Avenue, Hartford, Huntingdon: That part of the park which is fenced and which contains children's play equipment.
7. Hartford – Play Ground, Sapley Road, Hartford, Huntingdon: That part of the playing field which is fenced and which contains children's play equipment.
8. Huntingdon – Town Park, Brookside, Huntingdon: That part of the park which is fenced.
9. Huntingdon – St John's Churchyard, High Street, Huntingdon.
10. Huntingdon - Play Ground, Riverside Park, Riverside Road, Huntingdon: That part of the park adjoining the main car park off Hartford Road which is fenced and which contains children's play equipment.
11. St Ives - Holt Island, Church Street, St Ives: That part of the island lying south of the Sea Scouts Headquarters facing toward the bridge, St Ives.
12. St Neots - Play Ground, Priory Hill Park, Priory Hill Road, St Neots: That part of the grounds adjoining the southern boundary of the park which is fenced and contains children's play equipment.
13. Excepted from the description in paragraph 1 above is land that is placed at the disposal of the Forestry Commissioners under section 39(1) of the Forestry Act 1967.

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## AGENDA ITEM NO.

COMT  
CABINET

7<sup>th</sup> JUNE 2007.

### DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT

#### SECOND DRAFT FOR PARTICIPATION

(Report by Head of Planning Services)

#### 1 INTRODUCTION

- 1.1 This report outlines the background and content of the revised (Second) draft of a Supplementary Planning Document (SPD) on Developer Contributions Towards Affordable Housing. Cabinet is asked to approve the draft document as a basis for public participation.

#### 2 BACKGROUND

- 2.1 The need for Affordable Housing is recognised as a significant issue both locally and nationally; the Government issued a new Planning Policy Statement on Housing (PPS3) in November 2006.
- 2.2 A first draft SPD on Developer Contributions Towards Affordable Housing was the subject of public participation from 25th September 2006 to 6th November 2006. The Second Draft incorporates changes in Government policy set out in PPS3 and a number of changes suggested by those responding to the First Draft SPD. It has also provided the opportunity to update information, such as the position with the emerging Regional Spatial Strategy. The advantage of the Second Draft is that it is now built upon a very robust participation base.
- 2.3 The draft SPD will be subject to full public participation for six weeks. The draft document will be sent to a wide range of consultees including planning consultants/agents and registered social landlords; a public notice will be published in local newspapers to advise the wider public and copies of the document will be placed in all libraries and public access points in the District. All representations duly made will be reported back to Cabinet and taken into account when adopting the SPD.
- 2.4 The SPD gives more detailed guidance as to how the existing Affordable Housing policies in the Development Plan (the Cambridgeshire Structure Plan 2003 and the Huntingdonshire Local Plan Alteration 2002) will be implemented and delivered. The SPD is subject to a Sustainability Appraisal which will be published alongside the document.

### **3 CONTENT OF THE DRAFT SPD**

- 3.1 The SPD proposes a number of supplementary policies which take their cue from existing “saved” Development Plan policies. As with the First Draft, these are Policies AH1, AH2, AH3 and AH4 of the Huntingdonshire Local Plan alteration 2002 and Policy P9/1 of the Cambridgeshire Structure Plan 2003.
- 3.2 It also recognises that the Council has embarked upon the preparation of a Strategic Housing Market Assessment, one of the key requirements of PPS3.
- 3.3 The changes from the First Draft, resultant from considering representations and revised Government guidance include:
- Recognising that PPS3 has reduced the national indicative site size threshold to 15 dwellings from 25, and that this takes precedence over the Development Plan.
  - Removing references to Circular 6/98 which has been cancelled by the publication of PPS3.
  - An explanation of the saved Development Plan policies.
  - Determining the threshold for providing contributions towards Affordable Housing as the net increase in dwellings which takes into account any loss through demolition or conversion.
  - Clarification that the policy on site-size thresholds by the artificial subdivision of sites would apply to sites allocated in the Development Plan but that where development is proposed on a “windfall site” the site would be defined as that which would form part of a natural planning unit and is within the applicant’s control.
  - Amending the text on the size of clusters of Affordable Housing dwellings to note that in some urban situations there may be a case for developing clusters of more than 15 units subject to a very careful approach to layout and a high standard of design in order to achieve integration with the rest of the development.
  - A strengthening of the point on viability to take account of the costs on some sites, especially brownfield sites, which may incur additional costs of clearance, decontamination etc., while other sites may incur higher levels of contributions for other infrastructure provision.

### **4 NEXT STEPS**

- 4.1 There will be a six-week period for public participation starting later in June to be consistent with the newly adopted revised Local Development scheme. The results of that participation will be brought back to Cabinet before adopting the SPD.
- 4.2 The Draft SPD, together with supporting material such as the sustainability appraisal, will be publicised through newspaper advertisements and the Council’s web site. The latter will also be used to host an ‘interactive’ version of the report which enables comments to be submitted electronically. It will also be



sent direct to appropriate consultees including developers' representatives and Registered Social Landlords.

## **5 RECOMMENDATION**

5.1 It is recommended that Cabinet:

1. Approves the Draft SPD as the basis for public participation
2. Delegates authority to the Executive Councillor for Planning Strategy for any minor editing changes and approval of the Sustainability Appraisal.

### **Background Papers:**

Dept for Communities & Local Government, 2006, *Planning Policy Statement 3: Housing*

HDC, 2006, *First Draft SPD Developer Contributions Towards Affordable Housing*

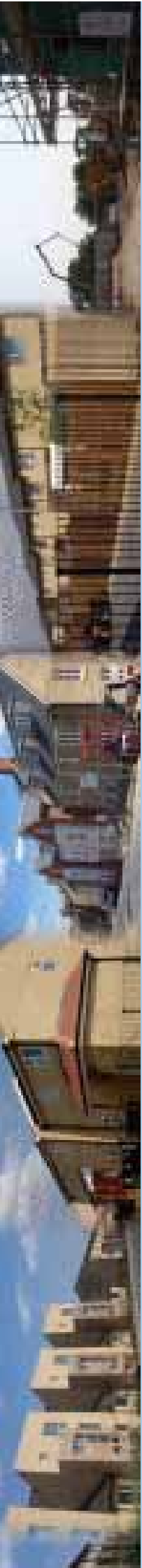
HDC, 2005, *Sustainability Appraisal: Scoping Report*

HDC/Fordham Research, 2002, *Housing Needs Survey*

HDC/Fordham Research, 2006, *Housing Needs Survey Update*

**CONTACT OFFICER** - enquiries about this report to Richard Probyn (Planning Policy Manager), on 01480 388430.

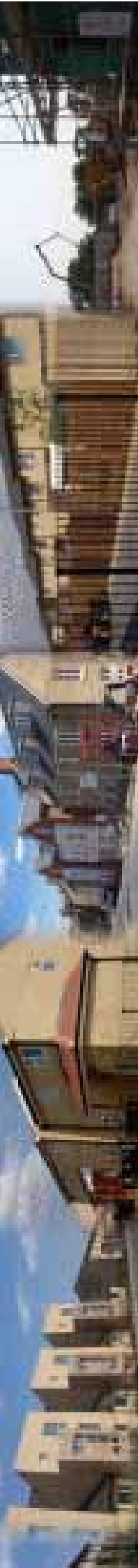
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# Developer Contributions Towards Affordable Housing - Draft for Cabinet

Huntingdonshire District Council

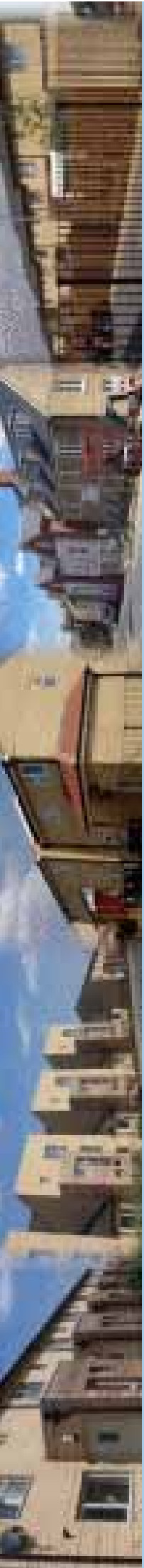




# Contents

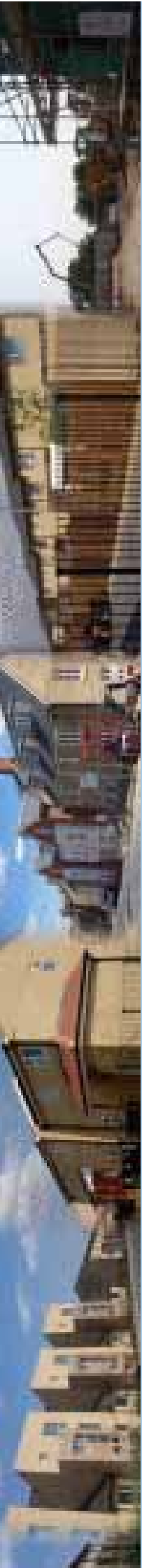
Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

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# Contents

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



# Purpose of this document 1

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



# 1 Purpose of this document

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

## 1 Purpose of this document

**1.1 Supplementary Planning Documents (SPDs)** further explain and clarify policies contained in the Development Plan for the area.

**1.2** For Huntingdonshire District the relevant Development Plans are:

- **The Cambridgeshire and Peterborough Structure Plan 2003**
- **The Huntingdonshire Local Plan 1995**
- **The Huntingdonshire Local Plan Alteration 2002**

**1.3** The objectives of this SPD are to:

- Set out additional guidance on how Affordable Housing will be delivered by applying planning policy in the context of Policies AH1 – 4 of the Huntingdonshire Local Plan Alteration 2002; and Policies P5/4 and P9/1 of the Cambridgeshire and Peterborough Structure Plan 2003; and to
- Assist the Council in meeting Affordable Housing needs in accordance with its corporate objectives.

**1.4** The additional guidance set out in this SPD is in conformity with the relevant policies in the Development Plan. Once adopted, it will form a “material consideration” in determining planning applications.

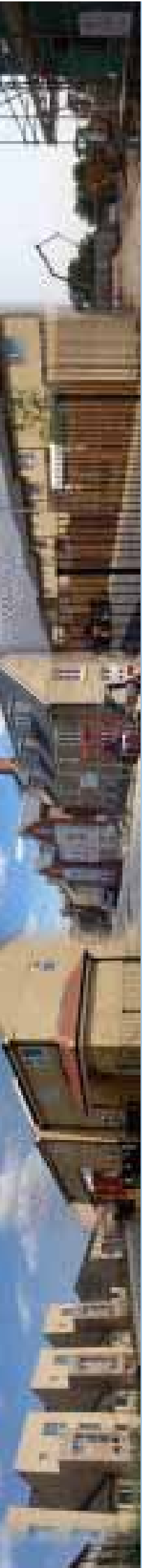
**1.5** The Development Plan will in future consist of the Regional Spatial Strategy for the East of England, RSS14, (which is due to be approved later in 2007) and the Council's Local Development Framework. The RSS will make reference to a number of policies which have been saved from the Structure Plan and Local Plan. The Council is currently preparing a Core Strategy and a Development Control Policies Development Plan Document. A previous version of a Core Strategy was withdrawn in April 2007, and an Interim Planning Policy Statement adopted for development control purposes.

**1.6** The SPD will be reviewed to take account of any policy changes arising from the adoption of policies in the Core Strategy of the Local Development Framework when it has completed all the statutory stages of adoption.

**1.7** The policies and guidance set out in this SPD cover the whole of the District of Huntingdonshire.







## Corporate Approach 2

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



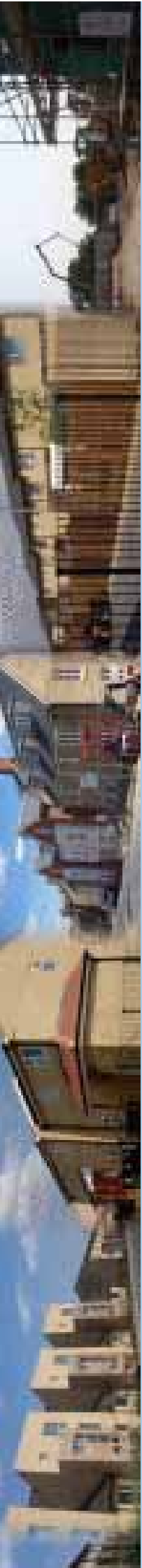
## 2 Corporate Approach

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

### 2 Corporate Approach

- 2.1 The Council's vision and priorities can be found in its corporate plan for 2007/8, 'Growing Success'.
- 2.2 In this document:
  - The District Council's Vision for Huntingdonshire includes enabling people to realise their full potential and have access to suitable homes, jobs and services.
  - The Community aims include providing housing that meets local need.
  - Community Priorities include enabling the provision of affordable housing.
  - The Community objectives include "enabling the provision of affordable housing by maximising the land available for new affordable housing, working in partnership with housing associations to bid for external funding and by making a financial contribution to pay for new affordable homes to be built."





# Sustainability Appraisal 3

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



## 3 Sustainability Appraisal

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

### 3 Sustainability Appraisal

**3.1** As required by the Planning and Compulsory Purchase Act 2004, a Sustainability Appraisal (SA) has been undertaken on the policies and guidance set out in this SPD. This means that the social, environmental and economic effects of the SPD have been taken into account. The SA is published alongside this document.

**3.2** The Council has produced a Scoping report which identifies appropriate high level objectives for appraising policies and examines baseline conditions in the District.

**3.3** Amendments to the UK Conservation (Habitats &c) Regulations 2006 include the requirement for an Appropriate Assessment under Article 6(3) and (4) of the Habitat Directive 92/43/EEC for all land use plans likely to have a significant effect on a European site defined as a Special Area of Conservation, Special Protection Area or Offshore Marine site. The Council considers that this SPD does not require an Appropriate Assessment as it is not site specific.





# Policy Background 4

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



## 4 Policy Background

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

### 4 Policy Background

**4.1** Planning policies at all levels, Government, Regional, County and District emphasise the importance of Affordable Housing and recognise that developer contributions are an essential component in its provision.

**4.2** The Government recognises the importance of Affordable Housing in a number of policy documents, especially Planning Policy Statement No.3 (PPS3) and 05/2005 (Planning Obligations) .

**4.3** The Government published in December 2006, a paper entitled "Changes to Planning Obligations: a Planning-gain Supplement consultation". Consultation ended in February 2007. The Government proposes that a planning gain supplement will be introduced in 2009.

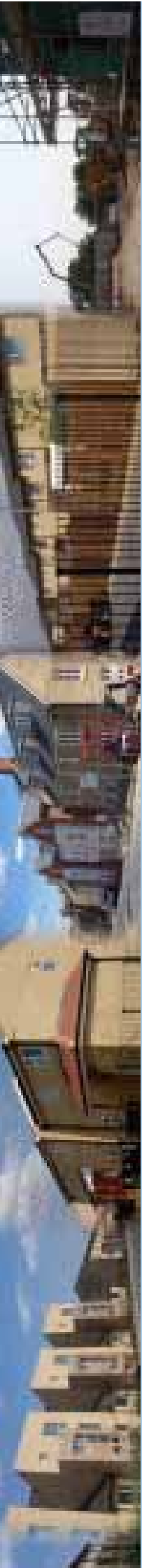
**4.4** Regional, County and District level planning policies, both statutorily adopted and emerging, recognise that Affordable Housing is a major planning issue.

**4.5** The policies in Regional Planning Guidance for East Anglia (RPG6) and the emerging policies in the East of England Plan (Regional Spatial Strategy 14 or RSS14) point to the high need for Affordable Housing in Cambridgeshire. The RSS is at an advanced stage of preparation with Proposed Changes published in December 2006 and with final

approval expected later in the Summer of 2007. The Proposed Changes include the objective giving priority to the provision of Affordable Housing to meet identified needs. The Cambridgeshire and Peterborough Structure Plan 2003 and the Huntingdonshire Local Plan Alteration 2002 contain policies for the delivery of Affordable Housing through developer contributions. A number of the policies in the Structure Plan and Local Plan will be saved within the RSS.

**4.6** *More details on this planning policy background are set out in Appendix 1 of this document.*





# The Housing Needs Survey 5

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

## 5 The Housing Needs Survey

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

### 5 The Housing Needs Survey

**5.1** The Council commissioned Fordham Research to undertake a comprehensive Housing Needs Study in 2002. This involved 500 completed personal interviews and 1,252 returned postal questionnaires to gain an accurate understanding of housing need across the district. This survey was updated in 2006 to revise estimates of the need for Affordable Housing based on more recent information and an updated methodology.

**5.2** The main changes between the two surveys were:

- changes in the housing market (both prices and rents)
- changes in local incomes
- changes in the supply of affordable housing
- re-basing the household figures, drawing on the 2001 Census and the Housing Strategy Statistical Appendix (HSSA).

**5.3** The main findings of the 2006 survey are:

- A significant increase in property prices, especially for smaller homes.

- Rents have also increased but not to the same extent as prices.

- Household incomes rising generally less than house prices and rents.

- By looking at the backlog of need and the newly arising need and taking supply into account, there is a shortfall of 585 affordable homes every year in Huntingdonshire.

- All of the annual requirement of 585 new Affordable homes should be met by social rented housing as the income levels of these 585 households means that social rented housing is the only product that can meet this need.

- The most acute need is for smaller (1 and 2 bedroom) homes although there is a need for homes of all sizes.

- There is a further group of people who are not in 'housing need' because they can afford to access private rented housing. However, their incomes are insufficient to afford owner occupation. There are 470 households in this situation every year in Huntingdonshire. The Council could meet this need through intermediate housing options.

- There is a small need for 4 properties per year for homes for key workers who cannot afford market housing.

- The Housing Needs Survey 2002 indicated that 1,013 households per year were in housing need. The results of the 2006 update do not indicate a reducing need but reflect the new methodology that now applies. As indicated in the updated survey, had the old methodology been used, the number of households in need would be 3,136.

**5.4** The 2006 study concluded that the need for Affordable Housing represents considerably over 100% of the estimated new build target of 559 dwellings per year and therefore, Affordable Housing should be maximised and any target for Affordable Housing on eligible sites would be justified.

**5.5** The District Council is working in collaboration with other Cambridgeshire Districts and the County Council to prepare a Strategic Housing Market Assessment. It is a requirement set out in PPS3 and is being prepared in accordance with practice guidance from the Government. It is due to be published later this year.





## The Housing Needs Survey 5

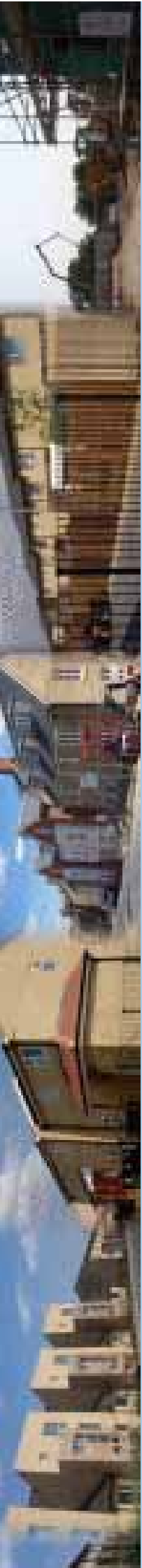
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**5.6** *A summary of the Housing Needs Assessment Update is attached at Appendix 3*



## 5 The Housing Needs Survey

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



# The Council's Housing Strategy 6

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



## 6 The Council's Housing Strategy

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

### 6 The Council's Housing Strategy

**6.1** The Council's Housing Strategy for 2006-2011 provides direction for both private and social housing in the area. It uses a number of information sources to assess need including the Housing Needs Survey; Housing Register; Special Needs Housing Register; Stock Condition Survey; Empty Property data; and partnership work with a variety of agencies including health and social services. The Strategy sets out the Council's aims and objectives for the next five years, proposes future actions and establishes priorities.

**6.2** The Council has a number of strategies that feed into the main housing strategy, identifying component parts of the strategy such as Homelessness (the Homelessness Strategy), the Needs of Older People (Housing, Health and Social Care Strategy for Older people), the state of the private sector housing market (Reading the Housing Market), and the Housing Needs Assessment that was completed recently on the Council's behalf by Fordham.

**6.3** Reading the Housing Market 2006 concluded that the private sector is failing to provide for households on low incomes, benefit dependent households or households who are entering the housing market for the first time. Affordable Housing is in short supply and high demand.

Evidence from the Council's Housing Register also confirms high levels of housing need in the district. At 31 March 2007, there were 2132 households on the housing register, of whom 266 (12.5%) required special needs housing. In 2006/7 the Council accepted a duty towards 160 homeless households.

**6.4** The only product for households in 'housing need' is socially rented housing. This need amounts to 585 new homes per year. There is a further need for intermediate housing for households who are not in 'housing need' because they can afford private sector rents but they cannot afford owner occupation. This amounts to a further 470 homes per year.

**6.5** In pursuit of a balanced housing market, mixed tenure developments, and to enable delivery, the Council seeks to secure Affordable Housing on all eligible sites to a 70% social rent and 30% intermediate tenure split. This split may vary from site to site.



# Supplementary Affordable Housing Policies 7

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



## 7 Supplementary Affordable Housing Policies

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

### 7 Supplementary Affordable Housing Policies

7.1 The following policies give more detail on the operation of the current development plan policies in order to assist developers in understanding the Council's negotiating position.



#### Policy SAH/ 1

**Affordable Housing contributions from developers will be sought on a basis consistent with the saved Policies AH1, AH2, AH3 and AH4 of the Huntingdonshire Local Plan Alteration 2002 and the saved Policy P9/1 of the Cambridgeshire Structure Plan 2003. In the Cambridge Sub-Region within Huntingdonshire a target of 40% or more Affordable Housing will be sought. This is consistent with the Cambridgeshire Structure Plan. In the remainder of the District, which lies within the Peterborough and North Cambridgeshire Sub-Region, the Local Plan Alteration target of 29% will apply.**

7.2 The Huntingdonshire Local Plan Alteration 2002 is part of the statutory Development Plan for the District and its policies will apply until replaced by those in the Core Strategy of the Local Development Framework. The Local Plan Alteration covers the period until 2006 but its provisions will prevail until the adoption of the Core Strategy. The Cambridgeshire Structure Plan is also part of the Development Plan with its plan period running to 2016. It will remain part of the Development Plan until the adoption of the

# Supplementary Affordable Housing Policies 7

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emerging Regional Spatial Strategy for the East of England (RSS14) and the Huntingdonshire Core Strategy. However, the RSS will include "saved" policies from the Structure and Local Plan, including those referenced above.

**7.3** The local evidence base, including the latest housing needs surveys, demonstrates a high level of need across Huntingdonshire. Therefore the current target of 29% on eligible sites as defined in the Local Plan Alteration policy AH4 is justified.

**7.4** For that part of the District within the Cambridge Sub-Region, the requirement for Affordable Housing to be provided on eligible sites is 40% or more. This accords with Policy P9/1 of the Cambridgeshire Structure Plan which takes precedence over the Local Plan Alteration because the County Council issued a Statement of General Conformity (January 2006) which says that the Local Plan Alteration is not in conformity on this matter.

**7.5** For that part of the District in the Peterborough and North Cambridgeshire Sub Region, the Local Plan Alteration target is the requirement. The latest housing needs surveys demonstrate that these targets are more than justified. A list of parishes in the two sub-regions and an illustrative map is attached as Appendix 2.

**7.6** Recent evidence gathered since the adoption of the Local Plan Alteration in 2002 demonstrates that a higher level should be sought across the District but

this will be a matter for policies in the Core Strategy Development Plan Document of the Local Development Framework.

**7.7** The Local Plan Alteration 2002 Policy AH4 sets a site threshold of 25 dwellings or more (or 1 ha irrespective of the number of dwellings) in settlements larger than 3,000 population and to all sites regardless of size in settlements of 3,000 population or less. This policy applies equally to general needs housing developments and to specialist developments like retirement housing schemes. However, PPS3 in paragraph 29, states that the indicative national minimum threshold is 15 dwellings. The current threshold of 25 dwellings in settlements of over 3,000 population as set out in the LPA has now therefore been reduced to 15 as it has been superseded by more recent Government Guidance.

**7.8** The Council will resist attempts by developers to circumvent the policy on site-size thresholds by the artificial sub-division of sites allocated in the Development Plan. Government guidance makes it clear that housing development should make efficient use of land (PPS3, paragraph 45). Where development is proposed on a "windfall" site the Council will take account of land which would form part of a natural planning unit and is within the applicant's control.

**7.9** In considering whether a development meets the threshold for providing Affordable Housing, the Council will consider the net increase in dwellings, which takes into account any loss through demolition or conversion.

**7.10** On schemes where these Affordable Housing policies apply, the Council will seek to secure the provision of developer contributions to Affordable Housing through a planning contribution under Section 106 of the Planning and Compulsory Purchase Act 2004.

**7.11** The demonstrated high level of housing need in Huntingdonshire provides a clear justification for all bodies and organisations delivering housing to meet this need wherever possible.

## Policy SAH/ 2

**In delivering Affordable Housing, the Council's priority is to maximise the number of social rented units (as justified by the Housing Needs Surveys) to be provided through negotiations with developers/landowners on contributions for eligible sites.**



## 7 Supplementary Affordable Housing Policies

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**7.12** The latest available Housing Needs Survey Update conducted by Fordham Research confirms that only social rented housing can address Huntingdonshire's priority need.

**7.13** The District Council wishes to address demand through other tenures for those who are not considered in need but cannot afford owner occupation. This is addressed in Policy SAH/5.

**7.14** The size and type of housing units to be provided will be determined by analysing the latest Housing Register information available for the settlement in which the site is located.

Huntingdonshire Local Plan Alteration, which refers to the transfer of serviced plots for free or at agricultural value.

**7.16** Free land should be transferred to a Registered Social Landlord (RSL) for the delivery of Affordable Housing. The use of a RSL can ensure that future occupancy of Affordable Housing is controlled. Such bodies are obliged to have publicly available policies and procedures for allocating tenancies that must be fair and based on housing need, and any disposal of properties will take place under Housing Corporation controls.

**7.17** Free serviced land is defined as that which is:

- Provided with roads to the boundary of the Affordable Housing plots which shall be adopted or capable of being adopted by the local highway authority
- where all mains services of electricity, potable water, foul and surface water drainage are supplied to a convenient point or points abutting the boundary of the plots for Affordable Housing
- where services of gas or cable TV or other telecommunications (including optical fibre) are brought to the site boundary and are capable of connection to the Affordable Housing dwellings.

### Policy SAH/ 3

**On eligible sites, the Council will seek the provision of free serviced plots for the development of Affordable Housing.**

**7.15** The mechanism to deliver Affordable Housing on eligible sites via developer contributions is for the developer/landowner to make serviced plots available for free to a Registered Social Landlord at nil or nominal cost and free of all further financial or other encumbrances or stress. This is a well established approach and is set out in paragraph 3.2 of the



### Policy SAH/ 4

**In addition to free serviced land the Council may negotiate an appropriate level of capital or other contributions from the owners/developers of eligible sites to ensure the delivery of the required appropriate tenure of Affordable Housing.**

**7.18** There is a high level of housing need in Huntingdonshire. The level of need for Affordable Housing is so high that even if all housing completions were for Affordable Housing, it would still not meet the need. It is therefore important that the Council maximises all resources to deliver new Affordable Housing and developer contributions form an





# Supplementary Affordable Housing Policies 7

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important part of the strategy for delivery. The Council has carefully considered the level and nature of contributions to be sought and the delivery mechanisms and funding streams available.

**7.19** Since the adoption of the Local Plan Alteration, the Government has, in April 2003, abolished Local Authority Social Housing Grant. This means that the Council is now no longer able to grant-aid RSLs to a level which can meet the need. Consequently the process of securing Affordable Housing has been jeopardised.

**7.20** Grant funding from the Housing Corporation (HC) is now secured via a competitive bidding process which currently takes place every two years. For the Cambridge Sub-Region, the National Affordable Housing Programme for 2006-2008 was heavily over-subscribed (by a factor of almost 2.5 to 1) for Huntingdonshire bids for that two year period totalled in excess of £20m but only £7.2m was secured. It is clear that these resources alone will be insufficient to enable delivery of Affordable Housing in keeping with need.

**7.22** Section 106 agreements will be drafted to allow any of the three options above to be taken up in the period immediately prior to commencement of construction. Any capital contribution should be paid prior to occupation of the first open market unit.

**7.23** Affordable Housing contributions will be considered in the context of the commercial viability of developing the site. Some sites, such as brownfield sites, may incur additional costs of clearance and decontamination while others may incur higher levels of contributions towards other infrastructure provision. These costs and their impact on viability will be taken into account by the Council in determining the level of Affordable Housing contributions.

**Policy SAH/ 5**

**The Council's policy on Affordable Housing contribution is the following priority order:**

- 1. Free serviced land with the benefit of grant to deliver 70% social rented housing and 30% intermediate housing**
- 2. Free serviced land plus dwellings transferred to a RSL (in the absence of grant) at a cost that enables them to deliver 70% social rent and 30% intermediate housing**
- 3. Free serviced land and (in the absence of grant) a capital contribution from the developer to deliver 70% social rented housing and 30% intermediate housing**

**7.21** The Council's preference is to seek free serviced land from developers and to deliver the Affordable Housing with grant from the Housing Corporation. However, it is appropriate to have a cascade mechanism to ensure that Affordable Housing can be delivered in the absence of grant.



## 7 Supplementary Affordable Housing Policies

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### Policy SAH/ 6

In cases where the applicant has provided clear evidence that the requirements compromise site viability; the Council may consider other options in the following priority order:

1. A different tenure mix may be considered which is likely to involve providing a higher proportion of intermediate housing.
2. Fewer units (than 40% in the Cambridge Sub-Region or 29% in the rest of the District) may be provided, requiring less land for Affordable Housing. The Affordable homes should be built and transferred to a RSL at a cost that requires no grant.
3. In very exceptional circumstances a financial contribution in lieu of on site provision may be accepted (see SAH/10).

given the needs data, any options which result in a reduction of the total number of affordable homes are only likely to be acceptable where there is convincing evidence of barriers to achieving the number of homes sought in the Council's adopted plans.

**7.25** The supporting text to Policy AH1 of the Huntingdonshire Local Plan Alteration states that Affordable Housing provided through developer contributions will "normally" be secured via land values. However, the changing circumstances outlined above demonstrate that additional contributions are required in order to achieve the aims of the policy.

**7.24** These solutions will be considered as part of a close collaboration between the Council, the developer and the RSL. In considering them, and

# Supplementary Affordable Housing Policies 7

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**Policy SAH/ 7**

Bodies other than RSLs who wish to provide Affordable Housing should:

- be a body which is in a position to receive grant from the Housing Corporation
- make all reasonable endeavours to secure grant and submit competitive bids from the Housing Corporation to deliver 70% social rented and 30% Intermediate Housing
- provide the housing to persons nominated by the Council
- Ensure that the resultant housing is managed by a Housing Corporation accredited body

or,

if it is unable to access grant, undertake to meet the Housing Corporation requirements on standards, irrespective of the availability of subsidy. In the case of social rented housing, this will include meeting Scheme Development Standard and/or such other standards as the Housing Corporation may

**7.26** The Housing Act 2004 includes provisions to extend the Housing Corporation's grant-giving powers to unregistered bodies. This is set out in the new Section 27A introduced into the Housing Act 1996.

**7.27** The Council recognises that in the future bodies other than RSLs, including site developers, may wish to access grant from the Housing Corporation and then build and manage the Affordable Housing. Whether this is implemented with funding from the Housing Corporation or from other sources, including private finance, it is important that the proposals address the identified housing needs of Huntingdonshire and meet the Development Standards set out by the Housing Corporation.

**7.28** It is essential that Affordable Housing is spread throughout a development rather than in one location within it; it is preferable to avoid large areas or pockets within the development that constitute solely market or Affordable dwellings. This will be consistent with the principles outlined in PPS1 on creating mixed communities. Outwardly there should be little observable difference between market and Affordable homes; both should be consistent with the design principles for that site. This will help to achieve a good mix of housing types and tenures within the development and assist integration and minimise the risk of social exclusion. Affordable Housing should therefore be provided either as individual units scattered throughout the development or else in small clusters of no more than 15 dwellings made up of an agreed mix of Affordable Housing types and tenures.

**7.29** The size of the overall development should also be taken into account. On smaller sites a cluster of 15 Affordable dwellings could be too large and a correspondingly smaller cluster size and distribution appropriate to the size of the site would be more appropriate. In some urban situations there may be a case for developing clusters of more than 15 Affordable Housing dwellings. Where such a circumstance is justified it will require a very careful approach to layout and a very high standard of design in order to achieve integration with the rest of the development.

**Policy SAH/ 8**

**The Council will require Affordable Housing to be distributed throughout the site of a residential development.**

**7.28** It is essential that Affordable Housing is spread throughout a development rather than in one location within it; it is preferable to avoid large areas or pockets within the development that constitute solely market or Affordable dwellings. This will be consistent with the principles outlined in PPS1 on creating mixed communities. Outwardly there should be little observable difference between market and Affordable homes; both should be consistent with the design principles for that site. This will help to achieve a good mix of housing types and tenures within the development and assist integration and minimise the risk of social exclusion. Affordable Housing should therefore be provided either as individual units scattered throughout the development or else in small clusters of no more than 15 dwellings made up of an agreed mix of Affordable Housing types and tenures.

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## 7 Supplementary Affordable Housing Policies

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**Policy SAH/ 9**  
**The District Council will require the phasing of the development to ensure that the commencement of the Affordable Housing proceeds without unnecessary delay.**

**Policy SAH/ 10**  
**Only in very exceptional circumstances will it be acceptable for Affordable Housing to be provided off-site or financial payments to be made in lieu of on-site provision.**

equivalent of the cost of providing services to the plots which would normally be provided on-site. Planning permission for the development of the market-housing site will not be granted until the arrangements, including planning permission and relevant agreements, are in place for the Affordable Housing site. The alternative Affordable Housing site must have sufficient capacity to meet the required market housing/ Affordable Housing ratio. The Council will also require the phasing of the two developments to be linked, consistent with the principles established in Policy 6.

**7.30** Given that Affordable Housing is to be spread throughout the site, phasing of the development will also need to ensure that the phasing of Affordable Housing is consistent and co-ordinated with the overall phasing of development. This is particularly important on large sites. The Council will therefore seek an element of Affordable Housing within all phases and will require the land to be transferred to the RSL at specified trigger points within each phase. Planning conditions or agreements will be used to ensure that a specified number of the market housing dwellings cannot be occupied until the Affordable Housing sites have been transferred to a RSL. For smaller sites, however, and for the first phase of larger developments, the land for the Affordable Housing should be transferred to the RSL prior to the commencement of development.

**7.31** Government guidance set out in PPS3 is that where Affordable Housing is required it should be provided on the application site as part of the development so that it contributes towards creating a mix of housing. This will ensure an integrated development with a range of dwelling types and tenures.

**7.32** Off-site provision will therefore only be appropriate where there are sound planning or Affordable Housing delivery reasons why on-site provision would be unsuitable. This may relate to the location of the site or possible extraordinary financial reasons that may make the Affordable Housing more expensive to construct than might ordinarily be expected.

**7.33** Off-site provision should preferably be on an alternative site which is suitable for the Affordable Housing requirement which is within the same local area so that it addresses the local need. There will also be a need for a financial contribution to enable the development to take place; this will be the

**7.34** Only in very exceptional circumstances will a general non-site related financial contribution be acceptable. The justification may be similar to 7.30 above. In such cases the Council would undertake to utilise the capital contribution for the purposes of providing Affordable Housing elsewhere in the District. The capital contribution will be equivalent to the market value (assuming private development) of the serviced land that would otherwise have been provided for Affordable Housing.



# Appendix 1

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# Appendix 1

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## Appendix 1

### National Policy

#### *Planning Policy Statement 3 (PPS3) Housing*

##### *Planning Policy Statement 3*

The Government published Planning Policy Statement on Housing (PPS3) in November 2006. The PPS reflects the Government's commitment to improving the affordability and supply of housing.

The PPS defines affordable housing as including social-rented and intermediate housing and points to Strategic Housing Market Assessments to determine the likely overall proportions of households that require affordable housing, including the size and type of affordable housing.

It states that the target should reflect an assessment of the likely economic viability of land for housing within the area, taking account of risks to delivery and drawing on informed assessments of the likely levels of finance available for affordable housing, including public subsidy and the level of developer contribution that can realistically be secured.

It requires local authorities to set separate targets for social-rented and intermediate housing as a sufficient supply of intermediate housing can help meet the

needs of key workers and those seeking to gain a first step on the housing ladder, reduce the call on social-rented housing, free up existing social-rented homes, provide wider choice for households and ensure that sites have a balanced mix of tenures.

A companion guide is proposed but still awaited. It is likely to set out an approach that local planning authorities may use if the assumed level of finance available for affordable housing is not forthcoming and provide suggestions for delivering affordable housing where this is the case or to supplement the delivery of affordable housing.

The PPS states clearly that the presumption should be that affordable housing should be provided on the application site so that it contributes towards creating a mix of housing. However, where it can be robustly justified off-site provision or a financial contribution may be accepted as long as the agreed approach contributes towards the creation of mixed communities.

#### **Circular 05/2005**

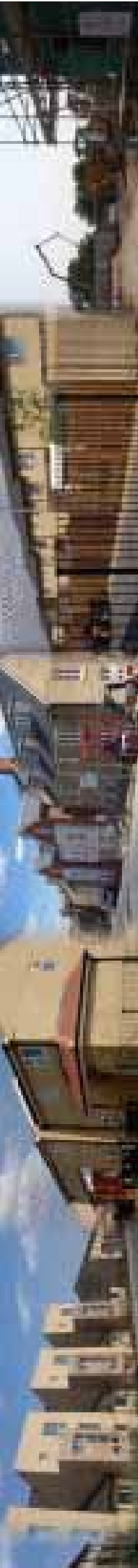
Government Guidance in Circular 05/2005 on planning obligations (which has replaced Circular 1/97) makes it clear that affordable housing is a material planning consideration to be taken into account in Local Development Documents (B13). Such documents are

expected to identify the need for affordable housing and set site-size related thresholds above which the provision of a specified proportion of affordable housing would be required.

The Circular states that local planning authorities should include as much information as possible in their Local Development Framework documents. It also states that general policies should be included in Development Plan Documents, including any "saved" policies under Schedule 8 of the Planning and Compulsory Purchase Act 2004. It goes on to state that more detailed policies ought to be included in SPD. Such more detailed policies might include matters such as the size and types of planning obligations likely to be sought for specific sites, sub-plan areas or windfall sites.

The presumption in the Circular is that affordable housing should be provided on-site as part of a mixed community but that in certain circumstances provision on another site or a financial contribution may be more appropriate (paragraph B14).

It also states that planning obligations need to take into account the economic viability of a development (paragraph B10). In such cases the level of contributions should be reasonable whilst still allowing development to take place.



The Circular emphasises the need to maintain a plan-led system and that where local authorities do not have existing high level policies on planning obligations in an adopted local plan, a SPD may be used, based on the policies in the Circular, for a transitional period before policies are in place in the relevant Development Plan Document.

It also states that LDFs should identify the need for affordable housing and set size thresholds above which it would be required (paragraph B13).

### *Consultation on a Planning Gain Supplement*

The Government has responded to Kate Barker's independent review of housing supply in a consultation paper suggesting the introduction of a Planning-gain Supplement (PGS).

To help finance vital infrastructure and support growing communities, Kate Barker recommended that the Government should capture a portion of the land value uplift arising from the planning process.

The proposed PGS could reduce the scope of the planning obligations to matters affecting the environment of the development site and the provision of affordable housing. It would take into account the up-lifted value of the land and the viability of development to ensure that essential housing development would not be discouraged. However, it is unlikely to be introduced before 2009.

## Regional Policy

The approved regional policy is set out in Regional Planning Guidance for East Anglia (2000) (RPG 6).

It sets out a vision and planning framework which includes the requirement to "provide a high quality of life and seek to avoid social exclusion, including by addressing the issue of housing affordability in the area".

It requires local authorities to monitor housing needs, with development plans ensuring the provision of affordable housing, including policies for securing an adequate supply of affordable housing based on local housing strategies which in turn should be based on robust local assessments of need and showing how planning obligations will be used to contribute towards affordable housing.

The supporting text states that local authorities should also make use of supplementary planning guidance and site-specific development briefs to guide developers.

### **Regional Spatial Strategy for the East of England (RSS 14)**

The East of England Regional Assembly (EERA) produced the East of England Plan, which been the subject of an Examination in Public and subsequently

Proposed Changes were published by the Secretary of State in November 2006. When adopted later in 2007, it will replace RPG 6.

In the Proposed Changes, Policy H3 requires Local Development Documents to set appropriate targets Affordable Housing taking into account:

- the objectives of the RSS;
- local assessments of affordable housing need prepared in accordance with Government guidance,
- the need where appropriate to set specific, separate targets for social rented and intermediate housing;
- housing market considerations; and
- the Regional Housing Strategy.

At the regional level, delivery should be monitored against the expectation that some 35% of housing coming forward as a result of planning permissions granted after the adoption of the RSS are affordable. The RSS policy therefore puts forward an average target for the Region, within which there will be variations which need to be addressed at a more local level.

# Appendix 1

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The text of the Proposed Changes also notes that the widening of the ratio of house prices to incomes makes it increasingly difficult both for those on low incomes and many key workers to obtain decent accommodation in reasonable proximity to their workplace and that an adequate supply of good, affordable housing is essential to the quality of life of those of the region's residents who cannot afford to compete in the open market.

### ***The Cambridgeshire & Peterborough Structure Plan 2003***

The need for a greater provision of affordable housing in its area is recognised in the Structure Plan. It notes that in the Cambridge Sub-Region, house prices have been rising faster than incomes, making it impossible for some to compete on the open market for housing, and creating serious recruitment problems for business. It expects housing development to make a contribution to affordable housing provision, with Local Plans including overall targets and individual targets for affordable provision to be negotiated on a site-by-site basis, in accordance with PPG3 and Circular 6/98 'Planning and Affordable Housing'. It acknowledges that the targets set will vary according to the local level of need.

Affordable housing is defined as housing for rent, discounted low cost market housing and shared equity housing, and that such housing provided for sale or for rent below the prevailing market level may be

achieved by a contribution from the developer, landowner or other body. However, it should be noted that this definition of Affordable Housing has now been superseded by that in PPS3. Local planning authorities are to assess the types of housing needed within their areas, which may include housing for people with special needs such as the elderly or disabled.

The Structure Plan recognises that a large proportion of newly formed households, forecast over the plan period, will comprise one and two persons and therefore, local planning authorities are to make every effort to provide for a higher proportion of one and two bedroom dwellings in affordable and open market categories, thus helping to securing a better mix and choice of housing types and more varied urban forms, at higher densities.

P9/1 requires 40% or more of the new housing in the Cambridge Sub-Region to be affordable with Local Plans setting site thresholds according to local circumstances. Employment developments will also be expected to contribute towards affordable housing through developer contributions.

It is proposed that the relevant policies from the Structure Plan will be saved into RSS14 when it is adopted. The saved policies will be identified in an appendix to the RSS.

## **Local Policy**

### ***The Huntingdonshire Local Plan Alteration 2002***

Policy AH1 defines affordable housing as that which is affordable to those householders who cannot either rent or purchase on the open market. The supporting text recognises that the 1997 District-wide Housing Needs Survey (HNS) identifies social rented housing (provided through Registered Social Landlords or RSLs) as being the highest priority need.

Policy AH2 provides the mechanism to ensure that affordable housing is available at a meaningful discount below the cost on the open market for equivalent properties.

Policy AH3, based on the findings of the 1997 HNS, sets the target for affordable housing of at least 1,500 affordable homes between 1997 and 2006.

Policy AH4 sets the target that 29% of all dwellings should be affordable, on sites of 25 dwellings or more (or 1 ha regardless of the number of dwellings) in settlements larger than 3,000 population, while in settlements of 3,000 or less on all sites regardless of size, subject to the financial viability of the scheme.

As with the Structure Plan, saved policies from this Local Plan Alteration will be identified in an appendix to the RSS.





### **The Local Development Framework – Core Strategy**

The District Council is in the process of preparing a Core Strategy as a key element of the Local Development Framework. The first stage, Issues and Options, under Regulation 25 was published for consultation in May 2007.

In the Core Strategy Issues and Options, Corporate Plan Objectives include:

- to ensure an appropriate supply of new housing
- to enable the provision of affordable housing
- to achieve a low level of homelessness.

Community Strategy Objectives include:

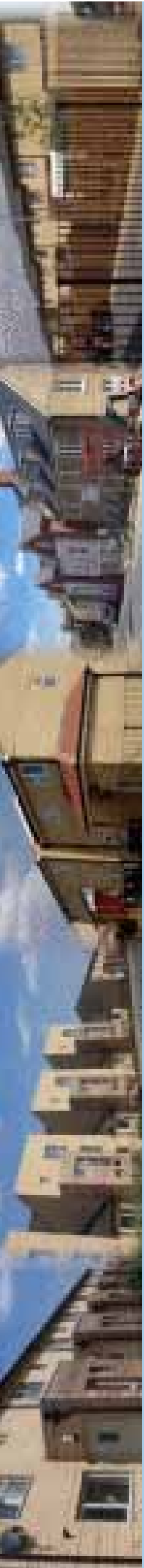
- ensuring the availability of a range of decent housing to meet local needs
- realising the benefits to economic, social and environmental well being from housing and employment development.

The document recognises that it has become increasingly difficult for local people on low to modest incomes to gain access to suitable housing. It notes that a growing gap between average earnings and housing costs, a limited supply of new affordable

properties and the loss of existing social housing through "right to buy"/"right to acquire" provisions have all contributed to this problem and that the planning system has a key role to play in making more affordable properties available, through securing contributions from market housing schemes as well as by enabling rural "exceptions" sites to come forward.

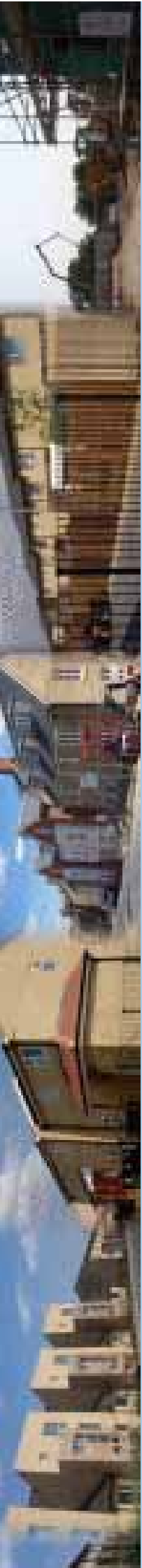
It also notes that Housing Needs Surveys in the District have shown a significant demand for affordable housing, far exceeding that likely to be built, and that a District-wide target should be set.

Option 30 of the document suggests a target of 40% of all housing on eligible sites throughout the District to be provided as "Affordable Housing". It suggests that targets could be set at 40% within the Cambridge Sub-Region and 30% within the rest of the District; the average of 35% included in the RSS could be used but this is an average for the region.



## Appendix 1

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## Appendix 2

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



## Appendix 2

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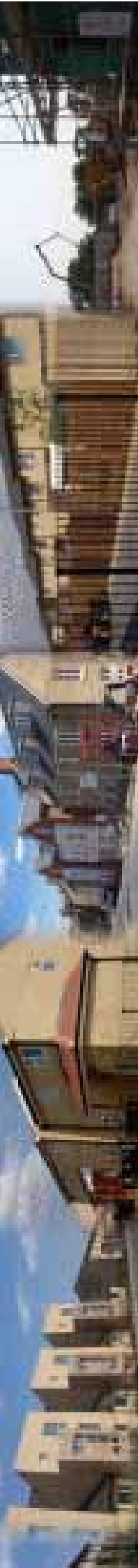
### Appendix 2

#### Huntingdonshire Town and Parish Councils in the Cambridge Sub-Region.

Abbotsley, Bluntisham, Brampton, Colne, Earith, Eynesbury Hardwick (det), Eynesbury Hardwicke, Fenstanton, Godmanchester, Great Gransden, Great Paxton, Hilton, Holywell-cum-Needingworth, Houghton and Wyton, Huntingdon, Little Paxton, Offord Cluny, Offord D'arcy, Somersham, St Ives, St Neots, St Neots Rural, Tetworth, The Hemingfords, The Stukeleys, Toseland, Waresley, Yelling.

#### Huntingdonshire Town and Parish Councils in the Peterborough and North Cambridgeshire Sub-Region.

Abbots Ripton, Alconbury, Alconbury Weston, Alwalton, Barham & Woolley, Brington & Molesworth, Broughton, Buckden, Buckworth, Bury, Bythorn & Keyston, Catworth, Chesterton, Conington, Covington, Denton and Caldecote, Diddington, East & West Perry, Easton, Ellington, Elton, Farcet, Folksworth & Washingley, Glatton, Grafham, Great Gidding, Great Staughton, Haddon, Hail Weston, Hamerton, Holme, Kimbolton, Kings Ripton, Leighton, Little Gidding, Morborne, Old Weston, Oldhurst, Pidley-cum-Fenton, Ramsey, Sawtry, Sibson-Cum-Stibbington, Southoe & Midloe, Spaldwick, Steeple Gidding, Stilton, Stow Longa, Tilbrook, Upton & Copingford, Upwood and the Raveleys, Warboys, Water Newton, Winwick, Woodhurst, Woodwalton, Yaxley.

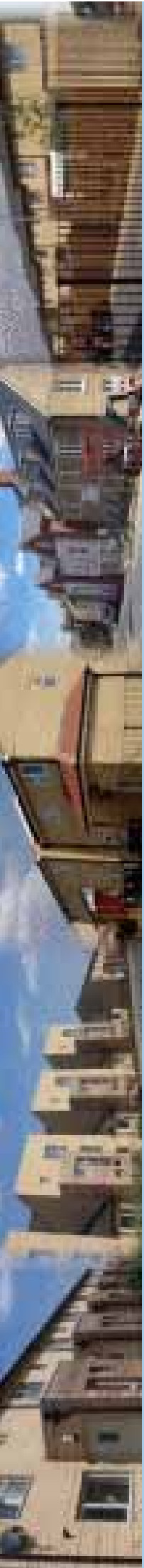


# Appendix 2

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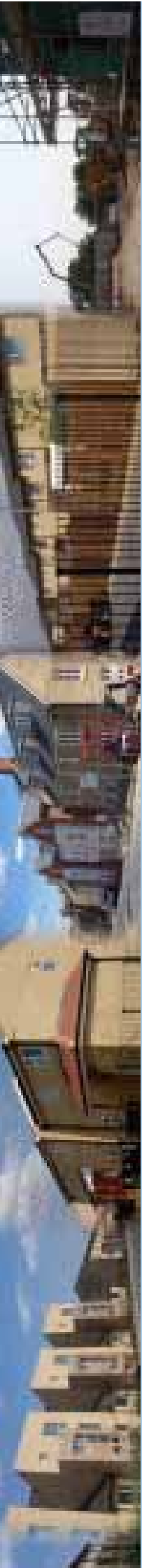


Map showing extent of Cambridge sub-region



## Appendix 2

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



# Appendix 3

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

# Appendix 3

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## Appendix 3

### 2006 HOUSING NEEDS SURVEY UPDATE SUMMARY

#### Introduction

This report has been produced for Huntingdonshire District Council as an update to the 2002 housing needs survey. The main purpose of the update is to revise estimates of the need for affordable housing as new information has become available. The main changes made are to take account of:

1. Changes in the housing market (i.e. changes in prices/ rents)
2. Changes in local incomes
3. Changes in the supply of affordable housing
4. A re-basing of household figures drawing on information from the 2001 Census and also HSSA (Housing Strategy Statistical Appendix) data

#### Survey and initial data

The 2002 survey achieved 500 completed personal interviews and 1,252 returned postal questionnaires to enable accurate analysis of need across the District.

The survey data was updated to a base date of January 2006 using information from a number of sources including latest ONS household projections and HSSA data. As of 2006 it was estimated that around three quarters (77.3%) of the District's households are owner-occupiers with around 12% living in the social rented sector and around 10% living in private rented accommodation.

Number of households in each tenure group				
Tenure	Total number of households	% of households	Number of returns	% of returns
Owner-occupied (no mortgage)	18,383	27.5%	570	32.5%
Owner-occupied (with mortgage) <i>j</i>	33,335	49.8%	838	47.8%
RSL	8,298	12.4%	195	11.1%



Number of households in each tenure group			
Private rented	5,075	7.6%	113
Other rented <b>k</b>	1,809	2.7%	36
TOTAL	66,900	100.0%	1,752
NOTES :			
<i>j - Includes shared ownership</i>			
<i>k - Includes 'tied' accommodation and other rented accommodation</i>			

Source: Huntingdonshire – Housing Needs Assessment 2006 update

A study of the local housing market was undertaken to establish minimum (entry level) prices of housing in Huntingdonshire (both to buy and to rent). Information was collected from two sources to inform this analysis:

- Land registry
- Survey of local estate and letting agents

Land Registry data suggested that property prices in Huntingdonshire are marginally above the regional average but below the average for England and Wales. Between the 3rd quarter 2000 and the 3rd quarter 2005 average property prices in England and Wales rose by 82.3%. For the East Anglia region the increase was 86.2% whilst for Huntingdonshire the figure was 76.8%.

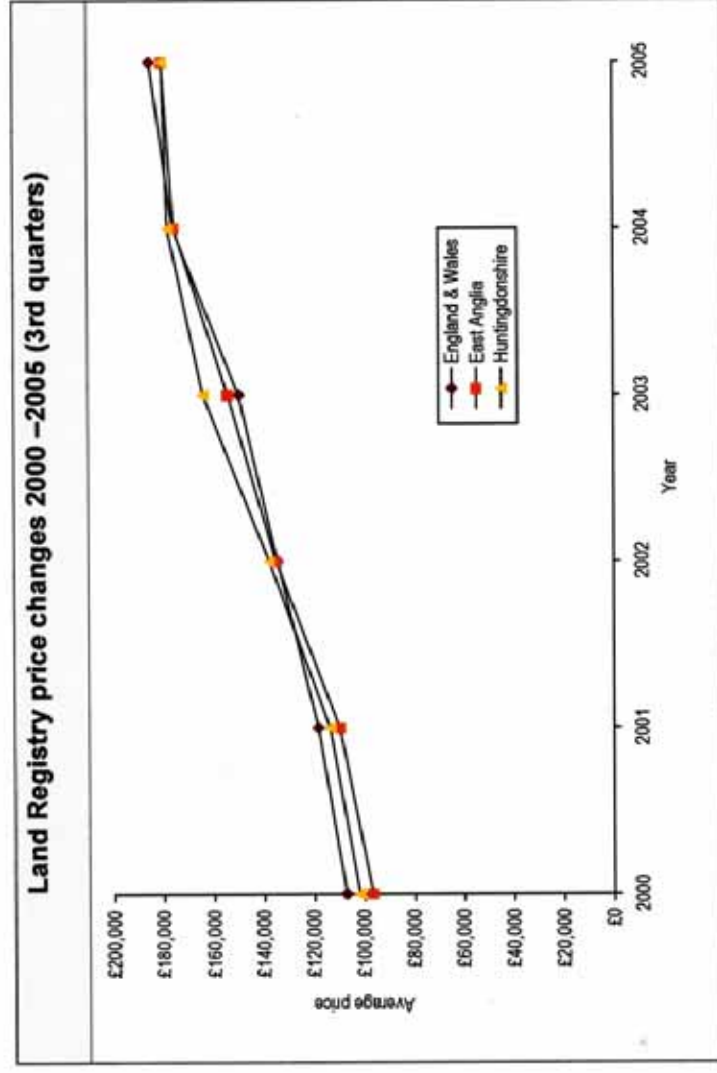
Land Registry average prices (3rd quarter 2005)		
Area	Average price	As % of E & W
England & Wales	£194,587	100.0%
East Anglia	£180,053	92.5%
Huntingdonshire	£180,124	92.5%



## Appendix 3

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

Source: HM Land Registry data



Source: HM Land Registry data

A survey of local estate and letting agents identified estimates of the minimum costs of housing to both buy and rent in the District. The minimum (entry-level) prices identified are the cheapest cost of housing that is regularly available and not needing any major repair. Due to the variety in prices across the district, prices have been split into two broad housing market areas for affordability purposes: South & East Huntingdonshire and North & West Huntingdonshire.

As the influence of Cambridge has expanded northwards, house prices in the North & West of Huntingdonshire have risen rapidly. This fast house price increase has resulted in the minimum house prices increasing quicker than the average prices in this part of the District. This has resulted in a much smaller difference in the minimum prices between the two housing market areas than the average prices.

Overall the survey suggests that entry-level property prices in South & East Huntingdonshire vary from £94,000 for a one bedroom home to £187,000 for a four bedroom dwelling. In North & West Huntingdonshire entry-level prices vary from £90,000 (one bed) to £175,000 (four beds).

Property size	Minimum prices in Huntingdonshire 2002 and 2006			
	South & East Huntingdonshire HMA		North & West Huntingdonshire HMA	
	July 2002	January 2006	July 2002	January 2006
1 bedroom	£58,000	£94,000	£54,000	£90,000
2 bedrooms	£74,500	£110,500	£72,000	£112,000
3 bedrooms	£99,500	£128,500	£90,500	£130,500
4 bedrooms	£153,500	£187,000	£118,000	£175,000
		% change		% change
		62.1%		66.7%
		48.3%		55.6%
		29.1%		44.2%
		21.8%		48.3%

Source: Fordham Research - survey of estate agents 2002 and 2006

Minimum monthly rents in the South & East Huntingdonshire housing market area varied from £400 (one bed) to £750 (four beds). In the North & West Huntingdonshire housing market area minimum monthly rents varied from £380 (one bed) to £750 (four beds).

Property size	Minimum and average private rents in Huntingdonshire			
	South & East Huntingdonshire HMA		North & West Huntingdonshire HMA	
	Minimum rent (monthly)	Average rent (monthly)	Minimum rent (monthly)	Average rent (monthly)

## Appendix 3

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

Minimum and average private rents in Huntingdonshire			
1 bedroom	£400	£475	£380
2 bedrooms	£495	£590	£450
3 bedrooms	£575	£660	£550
4 bedrooms	£750	£1,020	£750

Source: *Fordham Research - survey of estate agents 2006*

Comparisons with information collected from estate agents in 2002 suggest that property prices have increased significantly, although the cost of the rental market has not increased to the same extent.

The information about minimum prices and rents was used along with financial information collected in the survey to make estimates of households' ability to afford market housing (without the need for subsidy).

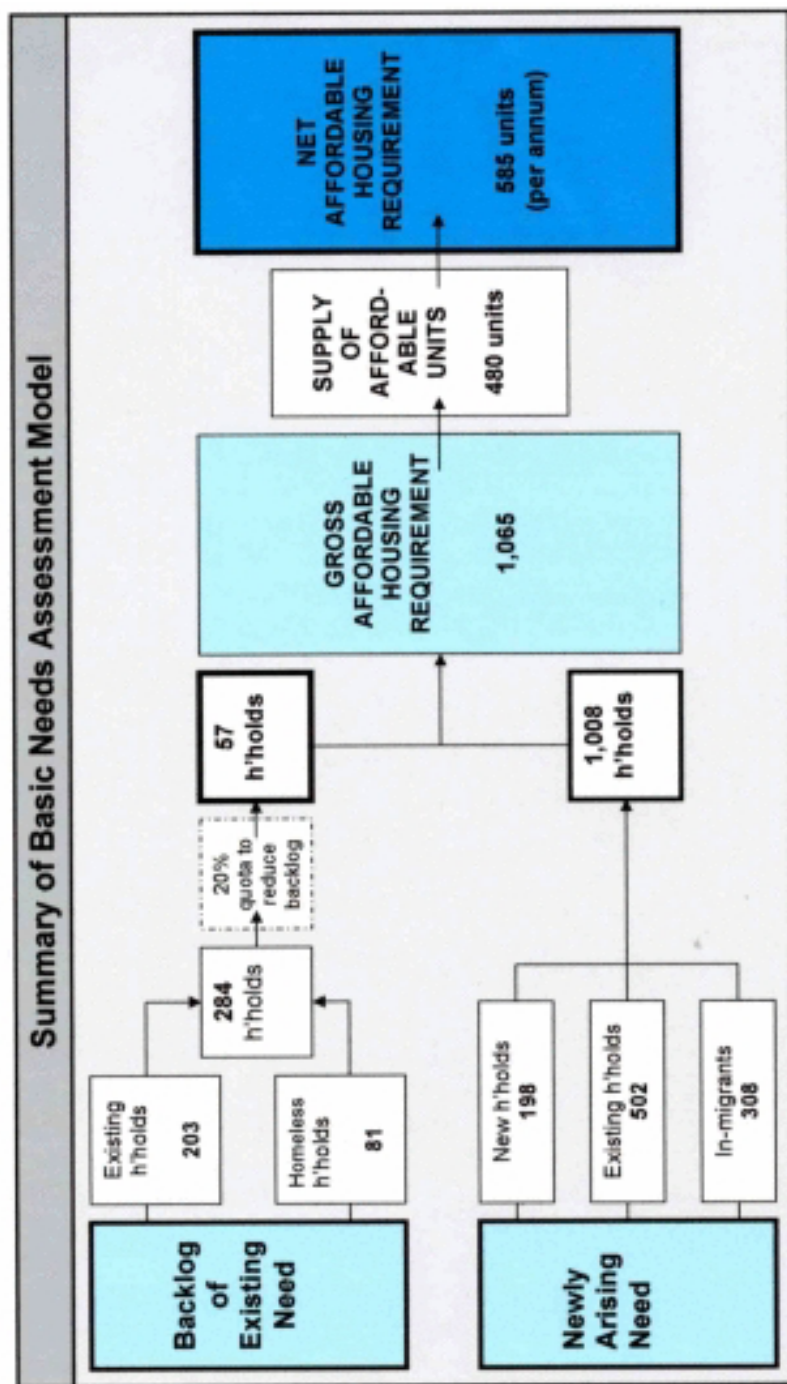
The survey estimates that average gross household income (including non-housing benefits) for households in the District is £34,924 per annum, up around 25% since 2002. The median income is noticeably lower at £30,525 per annum. The averages conceal wide variations among different tenure groups. The level of increase is a result of general wage inflation but also demographic changes since the time of the last survey (accounted for by the re-weighting of the data).

### **The Guide model**

As part of the study, an estimate of the need for affordable housing was made based on the 'Basic Needs Assessment Model' (BNAM). The BNAM is the main method for calculating affordable housing requirements suggested in Government guidance 'Local Housing Needs Assessment: A Guide to Good Practice' (Former DETR 2000).

The BNAM sets out 18 stages of analysis to produce an estimate of the annual requirement for additional affordable housing. The model can be summarised as three main analytical stages with a fourth stage producing the final requirement figure. The stages are:

- Backlog of existing need
- Newly arising need
- Supply of affordable units
- Overall affordable housing requirement



Source: Huntingdonshire – Housing Needs Assessment 2006 update

## Appendix 3

### Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet

Overall, using the BNAM it was estimated that there is currently a shortfall of affordable housing in the District of around 585 units per annum. The data suggested that this shortfall is most acute for smaller (one and two bedroom) properties, although there is also a need for larger family sized (three and four bedroom) accommodation to meet the preferences of growing households. The figure of 585 is a substantial decrease from the 2002 survey of 1,013 per annum. This can be explained by the changes in the methodology (see Appendix A4).

The analysis suggests that any target of affordable housing would be perfectly justified (in terms of the needs) because the annual affordable housing requirement exceeds the level of supply of all new housing and it is necessary to maximise the supply of affordable housing.

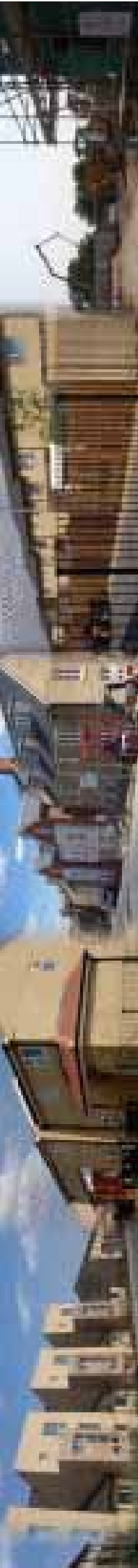
All of the annual requirement of 585 new affordable homes should be met by social rented housing as a profile of the costs of potential intermediate housing options suggests that they are not affordable for households in need. Instead intermediate housing options (particularly shared ownership) could be used to meet the demand from the 470 households that are not in need, as they can afford private rented accommodation, but would like to access owner-occupation and cannot afford to do so. The decision on whether the Council wishes to meet the requirements of this group in addition to those households in housing need is a policy judgement for the District Council.

#### Key workers

The term intermediate housing is often used with reference to specific groups of households such as key workers. The survey therefore analysed such households (the definition being based on categories of employment identified by the Housing Corporation). Analysis of survey data indicates that there are an estimated 14,100 people in key worker occupations.

Key worker categories		
Category	Number of persons	% of key workers
Health Care	5,885	41.7%
Social Services	550	3.9%
Education	7,137	50.6%
Emergency Service	538	3.8%
TOTAL	14,110	100.0%

Source: Huntingdonshire – Housing Needs Assessment 2006 update



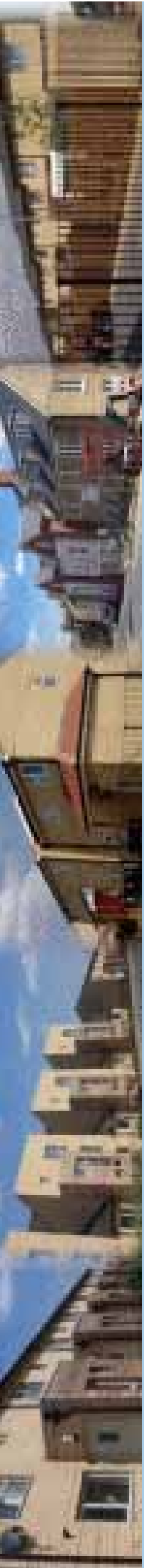
The survey also estimated that 8,005 households are headed by a key worker, these households were subject to additional analysis. The main findings from further analysis of this group of households can be summarised as follows:

- Key worker households are more likely to have moved in the last ten years than non-key workers and are more likely to have moved from abroad
- Key worker households are slightly more likely to move within the next three years and are more likely to want to move from the District
- Key worker households have slightly higher incomes than non-key worker households (in employment)
- All households are tested to ascertain whether they can theoretically afford different forms of housing. The majority (91.4%) of key worker households can afford market housing in the District (regardless of their intention to move), of the 690 that can't afford, intermediate housing is affordable for 21.4%
- The Basic Needs Assessment Model indicates that of the annual requirement of 585 dwellings across the District, 4 units should be for key worker households

### **Conclusions**

The housing needs survey update in Huntingdonshire provides a detailed analysis of housing requirement issues across the whole housing market in the District. The study began by following the Basic Needs Assessment Model, which estimated a requirement to provide an additional 585 affordable dwellings per annum if all housing needs are to be met over the next five years.

Overall, the need for additional affordable housing represents considerably over 100% of the estimated newbuild in the District of 559 units per year between 1999 and 2016. It would be sensible to suggest that in the light of the affordable housing requirement shown, the Council will therefore need to maximise the availability of affordable housing from all available sources (including newbuild, acquisitions, conversions etc). Attention should also be paid to the cost (to occupants) of any additional housing to make sure that it can actually meet the needs identified in the survey.



## Appendix 3

Huntingdonshire District Council | Developer Contributions Towards Affordable Housing - Draft for Cabinet



CABINET

7<sup>th</sup> June 2007

## REVIEW OF THE HISTORIC BUILDING GRANTS SCHEME (Report by Planning Policy Manager)

### 1. INTRODUCTION

1.1 This report comments on the money that has been spent, reviews changes to the system to make it more effective and to target the most needy buildings and recommends adoption of these changes.

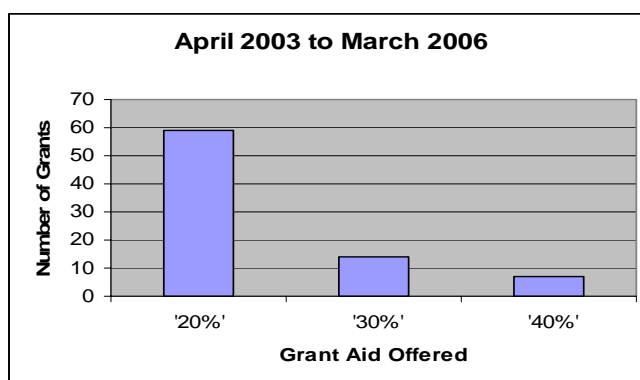
### 2.0 BACKGROUND

2.2 Under section 57 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Local Authorities have the power to contribute to the preservation of listed buildings or buildings which appear to of special architectural or historic interest within their area.

2.3 In accordance with this legislation Huntingdonshire District Council has successfully managed a variety of different grant programmes to assist owners of historic buildings to repair their properties for over 10 years.

2.4 The current grant regime is focused to ensure that historic buildings most in need of grant aid are given priority funding. Buildings on the Councils Buildings at Risk register which identifies the most vulnerable buildings in the District rate highly against a scoring mechanism which allocates funding levels (see appendix 1).

2.5 This mechanism allows priority to be given to the most needy buildings but does not exclude buildings less in need from receiving lower levels of support.



2.6 As can be seen in the above table, the majority of the grants offered are 20% of the total costs of the works up to £2,000. To be eligible for the higher percentages, the property has to be a high category Building at Risk (see Points Scoring System appendix 1).

- 2.7 Over the last 3 years 80 grants have been offered (totalling £147,000) of these 40 were for buildings on the At Risk register. Only 6 of these grants were eligible for a grant of up to £6,000 which under the current regime is the maximum amount of funding that can be offered. The average spend is in the region of £1800.
- 2.8 Under the existing system, any owner of a Listed Building can apply for grant therefore the other 40 grants were for works to these buildings. Many of the grants were for window repairs or re-thatching to properties that are generally in good order.
- 2.9 In 2006-7 the section 57 grant budget amounted to £59,500 (this included a £30k carry forward from previous years). In addition to this £27,500 was available to fund specialist reports such as structural and condition reports into buildings at risk. Acknowledging the underspend of previous years, these budgets were combined and reduced so that the budget for 2007- 8 will now be around £60,000.
- 2.10 Under the current arrangements, offers of grant aid for more than £1,000 are reported to the Portfolio Holder for Planning Strategy for prior authorisation. Offers under £1,000 are delegated to the Head of Planning Services. Reports are produced at two monthly intervals.
- 2.11 It is important that the criteria for offering grant aid and supporting buildings on the at risk register are re assessed from time to time so that proper levels of funding are available to encourage owners to repair their historic buildings.

### **3. THE HISTORIC BUILDINGS GRANT FUND 2007**

- 3.1 Grants offered under this programme are making a difference to the Council's long term strategy to reduce the number of historic buildings on the buildings at risk register. Over the past 3 years we have done well, but we wish to reduce the number even more which is why we propose to introduce some changes.
- 3.2 The reasons for this drop are not obvious, but it may be that the amount of money being offered is not a sufficient incentive to encourage owners to repair particularly the long term at risk buildings. The buildings at risk strategy has been effective and another reason may be that the buildings remaining on the register are now the hard core of long term derelict properties, ones where there are significant ownership problems preventing repair not the lack of funding.
- 3.3 As a way of refocusing the grant regime it is suggested that the following measures are undertaken:
- The profile of the scheme is raised through promotion and wider marketing to encourage greater take up.
  - The amount of grants awarded to the most serious at risk buildings is raised in accordance with the following framework.

Number of Points	Percentage	Existing Amount	Proposed Amount
11-13	20	£2,000	£2,000
14-15	30	£2,500	£2,500
16	40	£3,000	£4,000
17-18	40	£6,000	£10,000

- Funding should only be available for buildings included on the Council's Buildings at Risk register 2007. This will ensure that grant aid is effectively targeted and only directed to the most needy listed buildings.
- Funding to be available to commission reports into specific aspects of listed building repair such as structural and condition reports. This will enable the Council to address some of the more hard core buildings at risk to be addressed and to inform the use of statutory notices such as urgent works notices. As reports often need to be commissioned urgently and outside the normal reporting mechanism, funding should be available up to £5k without the need for prior member authorisation. Any decision to fund a report will be included in the bi-monthly grant report to the Portfolio Holder of Planning Strategy.
- Amend the ownership criteria for applicants. Currently applicants are not eligible for assistance if they have owned the building for less than 2 years and if they subsequently sell the property within 3 years of the grant then funding can be reclaimed. Often the only way to secure the repair of long term at risk buildings is to secure new owners for the buildings. This criteria would therefore prevent the offer of grant aid being made. It is suggested that these criteria are no longer applied to encourage the effective use of the grant programme.

#### 4. CONCLUSION

- 4.1 Only buildings on the At Risk register should be offered grant money.
- 4.2 To assist the Conservation Officers' with their prioritising of those buildings on the Buildings At Risk register in the higher categories, the money available from the Section 57 budget that the Council allocates should be focused on their repair.
- 4.2 The maximum grants now available are not attracting enough interest from the owners of the high category buildings and the raising of the maximum grant for these building may encourage more applications from these owners.
- 4.3 The ownership criteria should be amended so that grants can be awarded to new owners from the time of purchase.
- 4.4 100% funding of specialised reports on listed buildings should still be available to with the ability to commission them out side of the normal reporting mechanism to the value of £5,000.

## **5. RECOMMENDATION**

- 5.1 That the section 57 grants are refocused to target them at owners of properties on the Council's Buildings at Risk register, in accordance with the Buildings at Risk strategy, and with funding available to commission reports in accordance with paragraph 3.3 above.

## **BACKGROUND PAPERS**

Buildings at Risk register

## **CONTACT OFFICER**

Enquiries about this report should be made to Susan Smith Assistant Conservation Officer Tel: 01480 388416.

**GRANTS POINTS SCORING SYSTEM****A. Principal listed buildings at risk, by urgency of repairs:**

Risk Category:	
Category 1	6
Category 2	5
Category 3	4
Category 4	3
Category 5 or 6	2

**Listed Buildings not at Risk & Curtilage Listed Buildings**

Building not considered at risk but re-instatement or repair of traditional materials / features involved: discretionary 0-2

Curtilage building of historic interest in need of urgent repair to prevent structural failure: discretionary dependent on importance of building 3-4

IF 0 SCORED ABOVE, DO NOT PROCEED.

**B. Use of building**

Building currently in viable use	1
Building currently not in viable use	3
Building with no economic use eg boundary feature, monument	3

**C. Other sources of grants available**

No other sources of grants for same project	3
Other sources of grants available for same building	1

Grants offered from other sources for the same work: e.g. works subject to English

Heritage grant or housing grant 0

PROJECT NOT ELIGIBLE, DO NOT PROCEED

**D. Previous Grants**

No listed building grants offered on the property in last two years	3
Previous grant offered within the last two years	1

Two grants already offered in the last five years 0

PROJECT NOT ELIGIBLE, DO NOT PROCEED.

**E. Ownership**

Private owner responsible, long-term lease, or in trust	3
Property in non-commercial ownership, eg church	3
Structure is divided between separate owners, eg boundary wall to more than one property	1
Commercial use including rented out to tenants	1

**Score Percentage eligibility**

< =10	No eligibility
11-13	20% up to £2000
14-15	30% up to £2500
16	40% up to £3000
17-18	Maximum eligibility 40% up to £6000

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CABINET

7<sup>th</sup> June 2007

## **BUILDINGS AT RISK (BAR) REGISTER 2007**

Revised Register and Progress Report

(Report by Planning Policy Manager)

### **1. INTRODUCTION**

1.1 The purpose of this report is to:

- Present the 2007 edition of the Huntingdonshire Buildings at Risk Register
- Introduce future strategies to be adopted when dealing with Buildings at Risk in Huntingdonshire and seek the cabinet's endorsement of the proposed approach.

### **2. BACKGROUND**

2.1 In accordance with Policy En4 of the Huntingdonshire Local Plan the District Council undertakes the publication of the Buildings at Risk Register. This document provides a publicly accessible report of the condition of Listed Buildings within Huntingdonshire. The 2007 Register is the fourth edition of the Register with earlier ones having been published in 1999, 2001 and 2004.

2.2 It is important that the condition of Listed Buildings within the District is monitored to ensure that the owners of problem buildings are offered professional advice and support from the Local Planning Authority at the appropriate time.

### **3. THE BUILDINGS AT RISK INITIATIVE**

3.1 A copy of the 2007 Buildings at Risk Register will be made available for review within the Planning Division. The foundation of the register is the Buildings at Risk database. The database record and individual building files are systematically updated as new information on the situation of individual buildings is obtained.

3.2 The Buildings at Risk Register aims to ensure that:

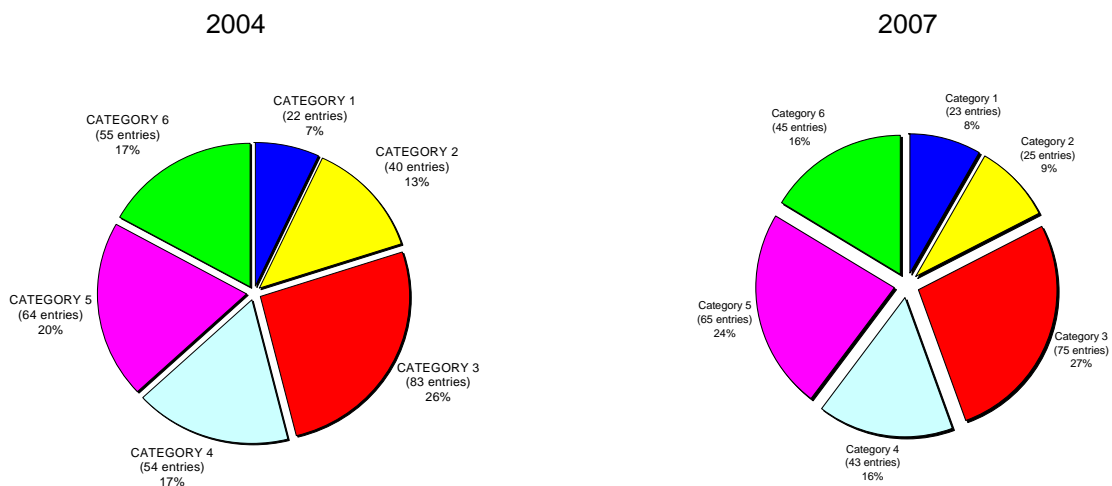
- Risk Categories for each building at risk reflect the condition of buildings, with category 1 buildings being most at risk and category 6 requiring monitoring and localised repair only. This information assists in the allocation of conservation resources such as officer time and funding.
- Those buildings 'at risk' where offers of District Council Financial Assistance under the Section 57 Historic Building Grant Scheme could achieve significant benefit by helping to secure and encourage the necessary repair works or surveys needed to inform repair works.
- Those buildings 'at risk' where the use of statutory powers, detailed further in Section 5 of the Register, may be appropriate to secure the future of a particular building.
- Potential options for the beneficial re-use of redundant buildings that are compatible with planning policies could be discussed with owners.

#### 4. THE RESULTS OF THE 2007 BUILDINGS AT RISK REGISTER

4.1 A brief summary of the findings of the 2007 Register is given below, further details are provided in Section C of the Register.

276 Buildings are included in Categories 1-6 of this 2007 Register (compared with 318 Buildings included in 2004)

*2007 & 2004 Comparative Building at Risk Category Statistics*



**CATEGORY 1:** Represents those buildings at severe and high risk. The number of buildings within this category is the same as in 2004 although there have been notable changes in the buildings held under this category. Six buildings in category 1 in 2004 have been removed from the risk register completely. Four structures new to the risk register now feature under this category with others having been upgraded from lower risk status. The new entries all relate to structures within the grounds of Hinchbrooke House and have been added following specific survey works carried out at Hinchbrooke in 2004.

**CATEGORY 2:** Represents those buildings at high risk. The total number of buildings included in this category has dropped substantially since the 2004 register was produced. This is due to our continued commitment to tackling long-term buildings at risk. Twelve buildings within this category have been removed from the register completely and 11 of those were long-term buildings at risk. Only 3 new buildings have been added to the register within this category.

**CATEGORY 3:** Represents those buildings at moderate risk. This category has the highest percentage of risk buildings within it. The number of buildings within this category has dropped marginally since 2004 although the underlying changes have been more significant as 25 buildings which have appeared under this risk category were removed completely, which is the highest number removed from any category. Thirteen new buildings and structures were added along with the migration of buildings from other risk categories.

**CATEGORY 4:** Represents those buildings and structures that are vulnerable to future decay and will generally not require extensive repair programmes but rather a small scheme of repair. The trend within this category is much the same as category 3 where there has been a slightly drop in the number of buildings



appearing under the category although the underlying changes are more significant. Fourteen buildings within this category since 2004 have been removed however 9 new buildings have also been added during this time.

**CATEGORY 5 & 6:** Buildings require general maintenance and local minor repairs to specific features. Buildings and structures under these categories are monitored for further deterioration although they are not a priority when tackling buildings at risk. In view of this the number of risk buildings under these categories has remained largely unchanged and these categories see the lowest number of buildings coming off them but also the lowest number of buildings added to them, for example 0 new buildings have been added to category 6 since 2004 and only 3 have been removed.

## 4.2 SUMMARY

- 203 (73.5%) of the 276 entries in the 2007 Buildings at Risk Register are located within a Conservation Area.
- 94 (34%) of the 276 entries in the 2007 register relate to residential properties.
- Since the release of the last Buildings at Risk register in January 2004 the District Council has been in contact with the owners/occupiers of 156 (56.5%) of the 276 Listed Buildings currently categorised as being at risk within Huntingdonshire.
- 35 (12.6%) of the 276 entries in the 2007 register have been added to the register since the publication of the 2004 register.
- A total of 74 (23%) of the Buildings at Risk included in the 2004 register have been removed from the 2007 register in recognition of them being fully repaired.
- Of these 74 entries, a total of 26 received financial assistance through the Section 57 Historic Building Grant Scheme towards the cost of their repair. Hence 34% of all properties removed from the buildings at risk register between 2004 – 2007 were removed with financial assistance from the District Council.

## 5. THE BUILDINGS AT RISK STRATEGY 2007

There will be a multi faceted approach to tackling buildings on the at risk register.

### 5.1 PROVISION OF ADVICE AND SUPPORT

Contacting owners or occupiers of buildings at risk regarding the risk concerns and the availability of grant aid will be a priority over the coming years.

All category 1 and 2 buildings and at least 50% of category 3 buildings will be allocated to a specific case officer. These cases will be regularly reviewed and owners will be contacted if active discussions regarding their repair is not already on going.

Over the next three years letters will be written to the owners and occupiers of all buildings included in Categories 1-5 of the register.

Specific attention will be paid to groups of 'at risk' buildings where they are in common ownership and the reasons for their condition are particularly complex.

Structures at Hinchbrooke school and Elton Estate in particular require this tailored approach.

Specific attention will also be paid to category 1 – 4 ‘at risk’ buildings within the main town centres. Targeting these buildings groups will help address urban decay and the blighting affect deteriorating properties have on town centres.

## 5.2 FUNDING

The availability of grant aid is an important factor that will continue to contribute to the future success of the Buildings at Risk initiative in Huntingdonshire. Offers of financial assistance often provide the stimulus that is needed to kick-start action on a problem building or encourages an uncooperative or obstructive building owner into taking responsibility for their assets. In the ‘**Review of the Historic Grants Scheme**’ item also on this agenda it is recommended that grant funding should be targeted only at owners of properties on the Building at Risk register. Funding rates would be increased and ownership criteria relaxed in an attempt to refocus the funding towards the Districts most vulnerable historic buildings.

## 5.3 THE USE OF STATUTORY POWERS

In circumstances where the level of a building’s deterioration is extensive and severe the District Council will look towards the use of the statutory powers available to promote and secure the preservation of listed buildings at risk, as outlined in Section A of the register.

## 6. CONCLUSION

- 6.1 The Buildings at Risk Register is an important monitoring resource. It illustrates the Council’s commitment to conserving the built heritage of Huntingdonshire and allows resources such as officer time and funding to be prioritised to meet these aims. It also provides an account of our achievements in tackling buildings at risk.

## 7. RECOMMENDATION

- 7.1 That the contents of this report and the 2007 Buildings at Risk Register are to be noted and the future strategy, set out in paragraph 5.1 to 5.3 above, endorsed.

**Contact Officer:** Miss Katie McAndrew Conservation Officer  
Tel: 01480 388417

## AGENDA ITEM NO.

COMT  
CABINET

7<sup>th</sup> JUNE 2007.

### ADOPTION OF SUPPLEMENTARY PLANNING DOCUMENTS:

#### HUNTINGDONSHIRE DESIGN GUIDE

#### HUNTINGDONSHIRE LANDSCAPE & TOWNSCAPE ASSESSMENT

(Report by Head of Planning Services)

### 1 INTRODUCTION

- 1.1 This report recommends Cabinet to adopt two Supplementary Planning Documents (SPDs) following public participation.

### 2 BACKGROUND

- 2.1 The first Design Guide and Landscape and Townscape Assessment documents were adopted as Supplementary Planning Guidance in July 2003. The Landscape and Townscape Assessment SPG drew upon a detailed assessment carried out by Landscape Design Associates in 2001.
- 2.2 These documents were updated and revised to take account of recent trends and Government guidance and approved by Cabinet in October 2006 for public participation with the aim of adopting them as Supplementary Planning Documents under the new Development Plan system of Local development Frameworks. The participation period ran from 15<sup>th</sup> December to 9<sup>th</sup> February 2007.
- 2.3 The draft SPDs were sent to a wide range of consultees; a public notice was published in local newspapers to advise the wider public and copies of the document were placed in all libraries and public access points in the District.

### 3 RESPONSES TO THE DRAFT SPDS

- 3.1 A total of 109 responses have been received, the great majority of which relate to the Design Guide. Generally both documents have been welcomed and objections have mostly focussed on the need to strengthen the content of the Design Guide or to seek clarification. Appendix A sets out a summary of all representations on the Design Guide, together with a response and recommendation as to whether or how the document should be amended.
- 3.2 A particular concern from a number of respondents, including the Government Office (GO-East) and the County Council has been the need to take greater

account of sustainability and climate change and a number of changes are recommended in response to this matter. These recommended changes include:

- Revising the introductory pages to explain the status of the SPD and relationship to other planning documents, including the saved policies in the Cambridge and Peterborough Structure Plan, the Local Plan Alteration 2002, and the Interim Planning Policy Statement April 2007
- Revising the ecology section and add a further Appendix to provide more detailed guidance.
- Adding a section on Sustainability and Climate Change to explain the key design concepts concerning sustainable development.
- Providing cross references to the Code for Sustainable Homes and other recent Government guidance, as well as Cambridgeshire County Council documents e.g. the Cambridgeshire Landscape Guidelines and Waste Design Guide.

3.3 Some Parish Councils have also commented on the complexity of the Design Guide which makes it difficult for non-professionals to use. Whilst sympathetic to this, it is important that the document covers the issues thoroughly in order to be effective in advising developers of the approach which should be taken if we are to improve the quality of our built environment. It also confirms the need for further work to be undertaken when specific proposals come forward in order to engage communities in the planning process; this is already highlighted in the SPD.

3.4 Very few comments have been made on the Landscape and Townscape Assessment; these are set out in Appendix B. Only minor changes are recommended as a result of considering these representations.

## **4 RECOMMENDATION**

4.1 It is recommended that Cabinet:

1. Agrees the revisions to the Huntingdonshire Design Guide as set out in Appendix A and adopts the revised document as a Supplementary Planning Document.
2. Agrees the revisions to the Huntingdonshire Landscape and Townscape Assessment as set out in Appendix B and adopts the revised document as a Supplementary Planning Document
3. Delegates any minor consequential amendments to the documents to the Executive Member for Planning Strategy in consultation with the Head of Planning Services.

### **Background Papers:**

Draft Huntingdonshire Design Guide, HDC, 2006

Draft Huntingdonshire Landscape and Townscape Assessment, HDC, 2006

HDC Cabinet Agenda and Minutes, 19th October 2006

**CONTACT OFFICER** - enquiries about this report to Richard Probyn (Planning Policy Manager), on 01480 388430.

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# Appendix A

## Design Guide Representations and Recommended Revisions

<b>Rep No</b>	<b>Organisation/individual</b>	<b>Page Number</b>	<b>Paragraph Number</b>
2	Buckden Parish		
<b>Comment or Representation</b>			
The Examination into Huntingdonshire District's Local Development Framework has been delayed possibly for more than a year. Richard Probyn was quoted (Planning Sept 2006), as saying that "we were not confident that the strategy would be sound and we did not want to go through the examination for it to be thrown out and waste everyone's time". It may well be that this document will also prove to be premature and likely to be amended. Should this re-consultation prove necessary, this Parish Council would wish to be further consulted on any up-dated versions proposed.			
<b>HDC Response</b>			
Noted. This SPD is not related to the now withdrawn Core Strategy ,May 2006, but the Huntingdonshire Local Plan, 1995, the Plan Local Alteration 2003 and the Cambridgeshire and Peterborough Structure Plan. The parish will be consulted on the new Core Strategy and Development Control Policies DPDs. However the SPD is consistent with the Interim Planning Policy Statement adopted by the Council in April 2007.			
<b>HDC Action</b>			
No action required.			

**Rep No**    **Organisation/individual**  
3            Buckden Parish Council

**Page Number**    **Paragraph Number**  
3    1.1.3

**Comment or Representation**  
Format of document

SW/Sust, P.3 considers that 'the ultimate effectiveness of the SPD from the point of sustainable development will depend upon an effective partnership between HDC, prospective developers and the community at large'. They further state that the SPD is essentially a guidance tool for developers...it outlines what planning officers in Huntingdonshire will be seeking from developers through their planning applications...These aims would seem to exclude the community at large from full participation in the planning process.

The statement of Community Involvement make it clear that HDC seeks to welcome the involvement of residents and other local interests in the planning process on applications. However, while all have the right to question or object, the more fully the public is informed, the more relevant will be the reactions. It is therefore crucial that this aim is assisted by outlining essential considerations crisply and with clarity. We consider that the new HDG and its very similar predecessor, the Design Guide 2003/4 (DG03/04), fail to do this in a format designed to aid public participation.

**HDC Response**

Disagree. The SPD is by its very nature a complex document dealing with many design issues. However paragraph 1.2.9 makes it clear that the community will be involved in the development eg. proposals throughout the planning process.

**HDC Action**

None required.



**Rep No**    **Organisation/individual**  
4            Buckden Parish Council

**Page Number Paragraph Number**

**Comment or Representation**

For example, in spite of the fact that the HDG is specifically aimed at developers, householders and/or their agents are asked to sections 1, 2 & 4 before embarking on any application. These are formed of some 50 pages of dense and very often technical discussion with small maps, photographs and a few sketches. In contrast, the Design Guide which preceded DG03/04 was clear, precise and showed many examples by sketch. It also incorporated the appropriate policies in the text for easy guidance, unlike the HDG and DG03/04 which list total policies used throughout the document in an appendix. While the knowledgeable may well find it easy to search for the appropriate policy, many members of the community will not. We consider the revised HDG and DG03/4 are unwieldy, verbose and demonstrably aimed at developers. If HDC desire to retain HDG in its present form, we would ask that the Design Guide which preceded DG03/4 be resurrected, (albeit updated), in order that householders, their inevitably small-scale agents and the community at large have access to a straightforward, clearly understood document. This retention will not only benefit the many non-professional sections of the community, but also, hopefully, help the planning fraternity by limiting inappropriate developments proposed and also reduce the work-load of appeals entered from those who fail to understand why their proposal

**HDC Response**

Disagree: The document needs to be both detailed and technical, reflecting the complexity of current issues and Government guidance.

**HDC Action**

No action.

**Rep No**    **Organisation/individual**  
5            Buckden Parish Council

**Page Number Paragraph Number**

**Comment or Representation**

For this work, it is important that the final document, in a clear and unambiguous form, is available and widely publicised to assist those who desire to submit applications; Parish Councils to assist their decision making and as backing HDC to illustrating the reason behind their ultimate decision. There are moves calling for more planning training for Councillors. Clear unambiguous aids form a crucial part of this aim. It is considered that the earlier Design Guide (once updated), is a better tool for this in terms of household development than either of its successors.

In conclusion, it is important that developers producing large scale schemes ensure that their proposals are appropriate. However, it is equally important that the current fabric of existing development and the amenity of the individual neighbours are not compromised by inappropriate 'one-offs' in the community. To ensure that this does not happen, it is essential that the information disseminated by HDC is appropriate and socially inclusive of all sectors of the community.

**HDC Response**

Disagree: The document needs to be both detailed and technical, reflecting the complexity of current issues and Government guidance.

**HDC Action**

no action

**Rep No Organisation/individual Page Number Paragraph Number**

6 Holywell-cum-Needingworth Parish Council

**Comment or Representation**

The council support the document in its entirety. It is well written and will encourage good design within the district.

**HDC Response**

Support noted.

**HDC Action**

No action.

**Rep No Organisation/individual Page Number Paragraph Number**

7 Catworth Parish Council

**Comment or Representation**

Section 3.4.6 relates to planting in the built environment. It is suggested that the text be amended to include a comment on 'desire lines'. People will always take the shortest route; where this results in paths through landscaping it results in a degradation of the local environment. Landscape design should always include paths along obvious desire lines.

**HDC Response**

Agree to add comment to Paragraph 3.4.6.

**HDC Action**

Add further bullet point to paragraph 3.4.6 to read

"planting designs should reflect pedestrian desire lines."

**Page Number Paragraph Number**

**Rep No Organisation/individual**  
8 Huntingdon Town Council

**Comment or Representation**  
Support

**HDC Response**  
Support noted.

**HDC Action**  
No action required.

**Page Number Paragraph Number**

**Rep No Organisation/individual**  
9 Brampton Parish Council

**Comment or Representation**  
There are good examples of design ideas shown, which unfortunately are not always reflected in some of the planning applications.

**HDC Response**  
Noted.

**HDC Action**  
No action.

**Rep No**    **Organisation/individual**  
10          Brampton Parish Council

**Page Number**    **Paragraph Number**  
1.2.9

**Comment or Representation**

Could the guide suggest examples of local community contacts/involvement opportunities?

**HDC Response**

Noted. The Design Guide sates in paragraph 1.2.9 requirements for local community consultation. The proposed guidance on thte level of consultation required, for example, by developers, should assist.

**HDC Action**

No Action.

**Rep No**    **Organisation/individual**  
11          Brampton Parish Council

**Page Number**    **Paragraph Number**  
Fig 4

**Comment or Representation**

Suggest add a 'key review' from Hinchingsbrooke Park to the south.

**HDC Response**

Disagree. This is not within the scope of this document, it is a matter more appropriate for the Huntingdon West Area Action Plan.

**HDC Action**

None.

**Rep No**    **Organisation/individual**  
12          Somersham Parish Council

**Page Number**    **Paragraph Number**

**Comment or Representation**

Overall principles- completely omits the idea that housing/industrial units should meet an actual need - community locally- community regionally. Hence to build 5 bedroom houses that are sympathetic in style to a village scene is useless if the village desperately requires affordable housing. A state of the art warehousing facility may be good in a small industrial zone at a community edge - apart from heavy traffic does it bring much needed jobs? If this is outside the scope of planning perhaps it should be brought in and this document is precisely the document to do that. Meeting a need is a fundamental principle and it should be clearly stated as such.

**HDC Response**

Disagree. The scope of the document is to address design issues, other DPDs and SPDs address need. Eg Affordable Housing SPD, the Core Strategy.

**HDC Action**

No Action.

**Rep No**    **Organisation/individual**  
13          Somersham Parish

**Page Number**    **Paragraph Number**  
1.1

**Comment or Representation**

Recommends contacting HDC, but if the design is sympathetic/appropriate to the location Somersham Parish Council recommends that consultation at parish/town council level is vital as they have more knowledge of their own area. Somersham Parish Council would also encourage compliance with locally prepared Design Statements.

**HDC Response**

Noted. Paragraph 1.2.9 actively promotes consultation with parish and town councils, as set out in this representation.

**HDC Action**

No action.

**Rep No**    **Organisation/individual**  
14           Somersham Parish Council

**Page Number**    **Paragraph Number**  
1.2.9

**Comment or Representation**

HDC bypasses the suggestion of proper local consultation. Throughout the guidance, developers are encouraged to only consult through HDC. HDC is the keeper of very overview knowledge and has little knowledge on local matters of detail/interest. Somersham Parish Council consider the tone throughout section 1 is arrogant and suggests only HDC is qualified to comment on local needs, on the basis of a survey where the number of respondents is not detailed. How can the needs of people in Huntingdon Town centre be the same as those in Somersham or Bythorn for example?

**HDC Response**

This is a technical design document. Part of the process for developers will be to consult the local community, but the District Council is the Local Planning Authority and has responsibility to provide appropriate guidance which can be justified through the planning process. The SPD is clear in paragraph 1.2.9 that local community involvement, including parish and town councils, is important.

**HDC Action**

No Action

**Rep No**    **Organisation/individual**  
22           Hemingford Grey Parish Council

**Page Number**    **Paragraph Number**

**Comment or Representation**

Both documents are difficult for the lay-person to read. There is much use of phrases and terminology probably familiar to professionals working in the development and construction process. This seems to us to create an exclusivity that may well deter the lay person from attempting to make full use of the recommendations contained in the documents, and we would recommend a more straight forward use of English grammar.

**HDC Response**

Disagree: By its nature, the document has to be a detailed and technical document. Paragraph 1.2.9 recognises the need for better debate with local communities throughout the planning process, which will help understanding of the technical aspects.

**HDC Action**

No action.

**Rep No**    **Organisation/individual**  
23          Hemingford Grey Parish Council

**Page Number Paragraph Number**

**Comment or Representation**

There is specific reference to reducing CO2 emissions, but we would like to see this expanded into specific points of practice.

**HDC Response**

Accepted; further text will be added to section 4.6 as a result of this and other representations, which will refer developers to the Government's new Building Regulation Standards which seek to reduce CO2 emissions.

**HDC Action**

Add aim to new sentence at the end of the first paragraph at the beginning of 4.6 to read

" The Government has indicated its intention to strengthen Building Regulations over time to move towards more stringent standards for carbon emissions with the aim of ultimately zero carbon homes. The Council will encourage developers to exceed Building Regulation Standards".

**Rep No**    **Organisation/individual**  
24          Hemingford Grey Parish Council

**Page Number Paragraph Number**

**Comment or Representation**

We would request greater clarity of what is guidance and what is mandatory, particularly in areas of energy efficiency and micro generation.

**HDC Response**

Disagree; It is all guidance and is material planning consideration, taken into account when determining a planning application.

**HDC Action**

None

**Rep No** 25  
**Organisation/individual** Hemingford Grey Parish Council

**Page Number Paragraph Number**

**Comment or Representation**

Both documents appear to contain a wealth of experience and good practice, and whilst they can be seen primarily as useful tools for the Development Control process, they would also be useful to Planning Committees at Parish Council level. We therefore recommend their adoption as soon as attention to final recommendations can be accomplished.

**HDC Response**

Support noted.

**HDC Action**

none

**Rep No** 26  
**Organisation/individual** GO-East, Mayo Pitt

**Page Number Paragraph Number**

**Comment or Representation**

Overall, we are pleased to see that the Authority has produced a flexible and comprehensive approach to design with reference to local characteristics, which is entirely appropriate given the importance of this issue.

**HDC Response**

Noted support.

**HDC Action**

No action.



**Comment or Representation**  
Relationship to Emerging Plan Policies

(point 5 of letter)

We note from the section entitled 'status of the document and consultation process' that the Huntingdonshire Design Guide is supplementary to the policies set out in the Core Strategy and that it also supplements policies in the adopted Huntingdonshire Local Plan. We note the inclusion of the relevant development plan policies in Appendix D including those relating to the Core Strategy. However we remind you that it is not possible for SPD to supplement both saved policies from a local plan and an emerging DPD and that an SPD should not be adopted before the development plan policies it supplements. If it is intended to adopt the SPD before the core strategy is adopted, reference to the core strategy

**HDC Response**

Agree. It is intended to adopt the Design Guide before the Core Strategy and therefore references to the Core Strategy will be removed. It is accepted that the SPD will need to be revised to be consistent with new development plans, that is the RSS, Core Strategy and Development Control Policies DPDs, in the future.

**HDC Action**

Appendix D shall be removed and the revised Status of the Document shall read

"SUPPLEMENTARY PLANNING DOCUMENT:  
THE HUNTINGDONSHIRE DESIGN GUIDE

**Status**

This document forms part of the Huntingdonshire Local Development Framework (LDF) as a Supplementary Planning Document.

The new Development Plan system introduced by the Government has replaced Structure and Local Plans with Regional Spatial Strategies (RSS) and Development Plan Documents (DPD). The LDF is made up of DPDs, which have been the subject of statutory procedures, including independent examination, and Supplementary Planning Documents (SPD), which whilst having been through full public participation are not required to be subject to independent examination. Nevertheless, SPDs are a material planning consideration to be taken into account in determining planning applications.

The Huntingdonshire Design Guide was the subject of full public participation over a six week period in late 2006/early 2007, consistent with the Council's Statement of Community Involvement. All the representations received from that participation have been taken into account in revising this document which was adopted as a Supplementary Planning Document by the Council in June 2007.

The Design Guide should be read in conjunction with the Huntingdonshire Landscape and Townscape Assessment which was also adopted as Supplementary Planning Document in June 2007.

**Relationship to the Development Plan**

The Design Guide provides advice to supplement the policies in the Cambridgeshire Structure Plan 2003 and the Huntingdonshire Local Plan 1995 which together form the relevant Development Plan base for this Supplementary Planning Document.

At the same time, it is consistent with the Interim Planning Policy Statement (adopted by Huntingdonshire District Council in April 2007) and the policies in the Proposed Changes to the Regional Spatial Strategy for the East of England, RSS14, (published in November 2006), although these documents do not form part of the Development Plan. RSS14 is due to be adopted later in 2007, when it will become the Development Plan. It will include references to the "saved" policies from the Structure and Local Plan which will continue to have the status of Development Plan policies. However, it should be noted that a number of the policies which are currently saved from the current Development Plan will be replaced by

policies should be removed, policies in the RSS when it is finally approved.

#### The Cambridgeshire Structure Plan 2003

In particular, the Design Guide supplements Key Policy P1/3 of the Cambridgeshire Structure Plan which lists matters on which more detailed guidance is set out in this SPD, including:

- High standards of design and sustainability
- Safe and people-friendly environments
- Direct walking and cycling routes
- Good access by public transport
- Responding to local character
- Integration with adjoining landscapes
- The creation of distinctive skylines, focal points and landmarks
- The creation of variety and surprise within a unified design
- The inclusion of streets, squares and other public spaces with a defined sense of enclosure
- The inclusion of attractive green spaces and corridors for recreation and biodiversity
- The conservation of important environmental assets
- Attention to detail of forms, massing, textures, colours and landscaping
- The inclusion of energy conservation measures and energy efficient siting of buildings
- The use of renewable energy sources, energy from waste or combined heat and power
- Facilities for waste recycling
- Water efficiency measures
- Sustainable drainage systems
- Sustainable construction processes and materials

Other relevant saved policies from the Structure Plan, on which guidance is included are:

P6/3 – Flood defence

P6/4 – Drainage

P7/1 – Sites of Natural and Heritage Interest



P7/2 – Biodiversity

P7/4 – Landscape

P7/6 – Historic Built Environment

P8/2 – Implementing Sustainable Transport for New Development

P8/8 – Encouraging walking and cycling

The Huntingdonshire Local Plan 1995

The following saved policies are relevant: and should be taken into account in preparing proposals:

Policy H31 – requires appropriate standards of privacy and amenity

Policy H32 – sub-division of large plots only allowed where development would be of a size and form sympathetic to the locality

Policy H34 – extensions to dwellings to have regard to amenity and privacy of adjoining properties

Policy En2 – development involving or affecting a Listed Building to have proper regard to scale, form, design and setting of that building

Policy En5 – development within or directly affecting a Conservation Area required to preserve or enhance character or appearance

Policy En6 – a high standard of design with careful consideration of scale and form and use of sympathetic materials in Conservation Areas

Policy En7 – outline applications not acceptable in Conservation Areas or adjoining Listed Buildings without supporting details

Policy En9 – development not permitted where it would impair open spaces, trees, street scenes and views into and out of Conservation areas

Policy En11 – development not permitted where there would be an adverse impact on an Ancient Monument or important archaeological site



Policy En12 – requires archaeological recording where there is archaeological interest

Policy En13 – assessment required in areas of archaeological potential

Policy En18 – protection of important site features including trees, woodlands, hedges and meadowland

Policy En20 – requires conditions requiring approved landscaping scheme

Policy En22 – account to be taken of interests of nature and wildlife

Policy En23 – development not permitted where it would adversely affect a SSSI, National Nature Reserve or Local Nature Reserve or area of special importance for nature conservation

Policy En25 – need to respect scale, form, materials and design of existing buildings and make adequate provision for landscaping and amenity areas

Policy CS8 – need for satisfactory arrangements for water supply, sewerage, sewage disposal, surface water run-off and land drainage

Policy CS9 – development must not prejudice schemes for flood management

The Huntingdonshire Local Plan Alteration 2002

In particular, the Design Guide provides more detailed guidance on Policy HL5 which requires good design in all new housing development including conversions and changes of use.

This policy requires development to:

- Achieve an efficient use of land
- Respect the townscape and landscape of the wider locality, including the pattern of streets and spaces, building traditions and materials, and maintains open spaces, important gaps in development, mature trees and other vegetation which contributes to the quality of the local environment
- Incorporate landscaping as an integral part of the design
- Create attractive, distinctive and safe places and spaces which focus on the needs of pedestrians and cyclists rather than the movement and parking of vehicles
- Promotes energy efficiency.

The Huntingdonshire Interim Planning Policy Statement 2007 (IPPS).



The Council adopted this document which comprises policies from the withdrawn Core Strategy 2006 on 18th April 2007. These policies have been subject to substantial public participation and take full account of recent Government Guidance. It will guide the Council's decision making processes pending the preparation of its updated development Plan Documents.

Although the IPPS is not part of the statutory Development Plan, the Design Guide SPD is consistent with its policies. The following policies are particularly relevant:

<i>Rep No</i>	<i>Organisation/individual</i>	<i>Page Number</i>	<i>Paragraph Number</i>
P1	Sustainable development		
P2	The efficient use of natural resources	28	GO-East, Maydo Pitt
P3	Contributing to the social and economic well-being of the District		Relationship to Emerging Plan Policies
	(point 6 of letter)		
P10	Flood risk restrictions on development		In terms of the SPD, if adopted to supplement saved policies it will remain a material consideration as long as the local plan policies remain part of the development plan. Once these policies have been replaced by DPD policies or deleted altogether, you will need to formally review the SPD; we would not anticipate the SPD simple continuing in the same form to supplement future DPD policies. There is a reasonable public expectation, reflected in national policy, that SPD should be prepared and consulted on in light of relevant impact on open space or recreation facilities policies which it purports to supplement, which in the case of saved policies being replaced in a DPD, are the policies in the DPD.
G2	<b>HDC Response</b>		
	Respecting landscape character		Agree. This SDP will need to be revised in the future to be consistent with the Huntingdonshire Development Plan, that is the RSS, Core Strategy and Development Control DPDs when they are adopted as Council Policy.
G3	Protection of important trees, hedges, meadowland and other environmental features		
	<b>HDC Action</b>		
G4	This document will need to be revised at a later date, after the adoption of the Core Strategy. No immediate action is required.		
G7	Biodiversity		
B1	Requirement for high quality design		
B2	Requirement for positive contribution to street scene		
B3	Accessibility, adaptability and security		
B4	Amenity		



- B5 Energy and water use
- B7 Listed Buildings
- B8 Conservation Areas
- B9 Archaeology".

**Comment or Representation**  
Checklist of Basic Submission Requirements

(Point 7 of letter)

We note that page 4 includes a checklist of basic submission requirements to accompany a planning application. We would expect the Authority to satisfy itself that there is a clear statutory basis, for example, under the General Development Procedure Order, for requiring the submission of those matters outlined in the checklist. If not, the Authority will need to clarify which of those matters are statutory and which are encouraged.

(Point 8 of the letter)

It would also be helpful for the final version of the document to clarify what the two columns of ticks relate to.

**HDC Response**

The District Council's checklist follows the guidelines set out by Government Guidance and it is considered that it would be unhelpful and confusing to distinguish what is a mandatory requirement by Government through the General Development Procedure Order, and what is required by the District Council. However the new mandatory national form, 1APP will replace the District Council requirements in October 2007.

**HDC Action**

Add note to page 4 to say "1APP, a new mandatory national application form, will replace these basic submission requirements in October 2007". In addition the first sentence, second paragraph will read "The checklist details the basic information" which the District Council considers is "required to accompany an application."

**Rep No**    **Organisation/individual**  
30        GO-East, Mayo Pitt

**Page Number**    **Paragraph Number**  
4.6

**Comment or Representation**  
Scope of Planning

(Point 9 of letter)  
We acknowledge that the SPD is only a guide although we note that regard will be had to this in making planning applications. Reading through the document, it would appear that the information contained within the SPD is guidance rather than prescriptive requirements. In relation to paragraph 4.6 relating to sustainable design and construction, we remind you that a number of issues that are mentioned are outside the scope of planning, for example, energy consumption, water conservation etc. We would expect the Authority to make clear that in the case of matters being outside the scope of planning, that these matters will not be pursued inappropriately through the planning system. In such cases, consideration might be given to providing clarification as to which regulatory mechanisms are relevant such as the Building Regulations.

**HDC Response**

Disagree. There is a raft of government guidance such as PPS1, PPS3, PPS22, emerging RSS14, Code for Sustainable Homes, all making the point that planning should have a role to play in delivery of sustainable development.

**HDC Action**  
None

**Rep No**    **Organisation/individual**  
31        East Midlands Regional Assembly, Andrew Pritchard,

**Page Number**    **Paragraph Number**

**Comment or Representation**

Suggests reference to policies included in RSS8 (East Midlands) Regional Planning Guidance.

**HDC Response**

Disagree, Huntingdonshire is not within the East Midlands.

**HDC Action**  
No action.

**Comment or Representation**

Design Guide Comments:

- i) I am pleased to note that suitable reference has been made to:
  - Drainage and flood risk, particularly the reference to the provision of Flood Risk Assessments.
  - Internal Drainage Boards.
- ii) References to PPG 25 should be amended to PPS 25, which was introduced towards the end of 2006.

**HDC Response**

Agree.

**HDC Action**

Amend references to PPG 25 to PPS 25 in further Information boxes on page 9 of part 1 and page 8 of Part 5.

PPS 9 states that, in order that local authorities ensure that the potential impacts of planning decisions on biodiversity are fully considered, " development plan policies and planning decisions should be based upon up- to -date information about the environmental characteristics of their areas". To address this, South Cambridgeshire District Council has produced a Biodiversity Checklist which has to be submitted with all planning applications. This requires applicants to consider designated sites, BAP habitats, protected species and mitigation for every application. This is a very valuable way to ensure that biodiversity has been considered in all planning applications, and hence ensuring that local authorities are complying with government guidelines set out in PPS 9. We believe all local authorities should adopt such an approach and would encourage Hunts DC to consider including a Biodiversity Checklist in their "Checklist of basic submission requirements" outlined on page 4 of the Huntingdonshire Design Guide.

### **HDC Response**

The Council takes into account the Cambridgeshire Biodiversity Checklist. This a requirement for major developments as set out in revised section 1.2.3. which has been

### **HDC Action**

Revise section 1.2.3 to read

"It is good practice for all proposals to complete a biodiversity checklist:

- all major developments should complete the checklist in 'Biodiversity Checklist: Developers Guidance' and consult the guidance in the accompanying 'Biodiversity Checklist for Land Use Planners' (2001). All major developments should undertake surveys as part of the Environmental Impact Assessments and /or Environmental Statements.
- minor householder proposals should consult the 'Householder Biodiversity' leaflet.

All proposals are subject to the five principles set out by the Biodiversity Checklists, which is based on current legislation;

- Protect existing habitats and species, particularly those with Biodiversity Action Plans
- Enhance existing environments and create new where possible
- Mitigate against potentially adverse impacts to habitats and species
- Compensate for losses to these habitats and species where damage is unavoidable.
- Monitor and enforce conditions and agreements.

The Householder Biodiversity leaflet provides advice and guidance about identifying proposals (such as work to roofs, demolition, loss of habitat features) which may have an impact on protected species or habitats. Under the Wildlife and Countryside Act (1981, Species Protection) all wild birds and their nests (whilst in use), a list of plants and fauna, including bats, snakes, great crested newts and certain insect species and their place of shelter are protected by law from damage and destruction. Badgers are similarly protected. It is worth noting that licenses will be required from Natural England to carry out works or remove protected species or their habitat. The time of year will effect when surveys and construction works can take place (see Appendix E for details), for example it is illegal to disturb protected species or nesting birds. Consultation and surveys with ecologists and conservation organisations, such as Natural England and the Wildlife Trust, will be required for legally protected species as part of the planning application and when seeking advice about protection, conservation, and mitigation measures required by planning conditions.

See Appendix E for further information about ecological factors which should be considered and used to inform the design process. The key points are the need to:

- Identify statutory or local designations relating to (or in the immediate vicinity of) the land, such as Sites of Special Scientific Interest (SSSIs) or County Wildlife Sites.
- Survey for protected species such as bats, badgers and great crested newts.
- Ascertain the types and extent of vegetation cover on and around the site, and note potential opportunities for extending habitats both within and beyond the site.

- Examine the maturity of the vegetation and any future management proposals that may be appropriate. If important species or habitats are present and future measures to protect and enhance biodiversity on the site.

Further Information Box to read:

For further guidance on licenses for protected species please refer to Natural England, [www.naturalengland.org.uk](http://www.naturalengland.org.uk) or Natural England, Northminster House, Peterborough, PE1 1UA, for general enquiries tel. 0845 600 3078."

**Rep No**    **Organisation/individual**

34    The Wildlife Trusts

**Page Number**    **Paragraph Number**

3,4.3

**Comment or Representation**

While we acknowledge the mention of the habitat provision in areas of open space, we believe that this point could be strengthened. The planning system presents a major opportunity for habitat creation, with associated benefits for both people and wildlife. This should be promoted within the Design Guide, whereas currently the main emphasis is on formal and recreational open space. This would bring the Design Guide in line with PPS9 which states that "plan policies should promote opportunities for the incorporation of beneficial biodiversity and geological features within the design development".

**HDC Response**

Agree; habitat creation should be an aim of the Design Guide and will strengthen paragraph 3.4.4.

**HDC Action**

Add statement at the end of paragraph 3.4.4 to read

"Further information about habitat creation and conservation of other beneficial biodiversity and geological features can be found in PPS9 Good Practise Guide and Biodiversity by Design 2004, published by Town & Country Planning Associates."

**Rep No**    **Organisation/individual**  
35            The Wildlife Trusts

**Page Number**    **Paragraph Number**  
3.4.4

**Comment or Representation**

We acknowledge the inclusion of this section and the emphasis on the preservation of habitats and species, and the use of green corridors and native planting. However, this section does not fully explain how planning can be used for major biodiversity enhancements, such as the creation of new habitats. We believe stronger wording could be used to promote the inclusion of natural open space within developments which will be of benefit to both people and wildlife. This would bring the Design Guide in line with PPS9, which states that "plan policies should promote opportunities for the incorporation of beneficial biodiversity and geological features within the design development".

**HDC Response**

Agree; habitat creation should be an aim of the Design Guide and will strengthen paragraph 3.4.4.

**HDC Action**

Add statement at the end of paragraph 3.4.4 to read

"Further information about habitat creation and conservation of other beneficial biodiversity and geological features can be found in PPS9 Good Practise Guide and Biodiversity by Design 2004, published by Town & Country Planning Associates."

**Rep No**    **Organisation/individual**  
36            Home Builders Federation

**Page Number**    **Paragraph Number**  
3.5.1

**Comment or Representation**

With regard to on-street parking, suitable regard needs to be had to the expectations and requirements of new residents. It must be recognised that many of them will be seeking secure parking provision next to their properties when seeking to purchase their new homes.

Reference is made to under-croft parking, this is likely to be extremely expensive to implement, as would any related requirement for the provision of lifts. Furthermore, the removal of very large amounts of soil will require significant additional lorry movements. This would not be sustainable. Technical considerations and site-specific abnormalities will also have an impact on achievability of such a limiting design solution. Furthermore, it would seemingly present very serious crime and safety issues, which would be likely to deter many potential home purchasers. Whilst underground parking will be appropriate in some circumstances, it will be inappropriate for the vast bulk of housing development schemes.

**HDC Response**

Noted, but it is considered that no changes need to be made as paragraph 3.5.1 talks about the need for creative solutions to accommodate the car. Undercroft parking is mentioned as an option, as part of the suite of creative solutions.

**HDC Action**

None required.

**Comment or Representation**  
Sustainability

The document is light on its treatment of sustainability and given the current policy guidance and the latest emphasis on climate change it needs to ensure that it has comprehensively covered all aspects throughout.

**HDC Response**

Agree. A new section in part 1 page 17 should be added to strengthen the issue of sustainability and climate change.

**HDC Action**

Add new section for page 17 part 1 to read

" 1.3.4A      Sustainability and Climate Change.

The Government has brought forward a number of measures to help planners address the issue of Climate Change, notably through PPS1, in the new Building Regulations, and guidance such as the Code for Sustainable Homes. The key principle behind the policies is that of sustainable development; creating sustainable communities using innovative design solutions for the built environment which are also in balance with the natural environment, both now and for future generations. Development should undergo climate proofing.

Sustainable Development should therefore take account of:

- Building layout, massing, orientation and landscaping should be designed to minimise energy consumption; balancing solar gain with seasonal variation in temperature; maximising opportunities for natural ventilation in the summer, as well as taking into account likely local noise and ambient air quality; insulation of buildings.
- New development should incorporate opportunities to provide a proportion of its own decentralised energy supply through renewable energy resources at different scales from, eg. A biofuel plant to heat water centrally for the whole development, or incorporating micro renewable energy technology eg. Small wind turbines, solar panels.
- New development should provide opportunities to promote and enhance biodiversity rather than create adverse local environmental conditions. Open space, both public and private, should offer an accessible choice of shade and shelter.
- managing surface water run-off and flood risk through sustainable urban drainage systems, in particular the potential contribution to be gained from rain water harvesting and accommodating grey water recycling.
- Sustainability includes the idea of being adaptable; for example adaptable buildings which can be used for different functions over their lifespan; developments should be able to adapt to changing climate, for example the landscape planting which can adapt to hotter drier summers or adapt to an increase in winter rainfall and the resulting surface water management;
- Developments should be resource efficient; using sustainable and local construction materials/resources, and; in terms of its inputs and outputs, recycling instead of creating waste; eg. grey water recycling; sustainable waste management, including provision for recycling of household waste.
- Developments should create sustainable transport opportunities; providing permeable streets and safe walking, cycling and highways routes, appropriate car and cycle parking, and good access to public transport."



**Rep No** 38  
**Organisation/individual** Cambridgeshire County Council

**Page Number Paragraph Number**

**Comment or Representation**

Status of existing Supplementary Planning Guidance and Good Practice Guidance

The status of documents referred to in boxes and in particular to the Sustainable Construction in Cambridgeshire Good Practice Guide (Section 4.6) and the Cambridgeshire Landscape Guidelines (Section 5.4) is uncertain. Whilst we welcome the references to these documents we are concerned that information in these documents may not be given due consideration by developers and householders. Given that the content of these documents is only referred to and not included as part of the design guide it is only a relevant material consideration to be considered as part of the planning application process. It is therefore suggested that the relevant information from the documents referred to should be included in this Supplementary Planning Document to ensure that it forms part of the Local Development Framework and therefore is given due weight.

**HDC Response**

Disagree. Unfortunately, these documents have not been the subject to full public participation. The Inspector at 32 High Street Brampton gave little weight to Sustainable Construction Guidelines due to lack of consultation. Therefore it is not considered possible to include them as there would be little additional value to be gained including extracts

**HDC Action**

None

**Comment or Representation**  
Sustainable Design and Construction

The section on Sustainable Design and Construction is neither prominent nor explicit about what is required from developers to address the issues identified. This is inconsistent with the reference in the text that this may directly impact on layout and design and that it should form an integral part of the design process from an early stage.

It is therefore suggested that this section should apply to all development not just housing design and detailing, as this would be consistent with Policy CP3 of the Huntingdonshire Core Strategy. In addition we would suggest that it sits more comfortably in Part 1 of the document to avoid "tokenism" at the end of the design process. The guide should provide guidance and advice on sustainable development/sustainability through all the important design elements of land use development, re-development and renovation.

**HDC Response**

Disagree. Although we agree that it may be appropriate to refer to this in Chapter 1, the Council cannot refer to the Core Strategy (see GO East earlier comments) in this SPD.

**HDC Action**

Add revised text to read at the end of paragraph 1.1.0

"Although much of this document focuses on housing, all types of development have an impact on the quality of the built environment and the principles should be followed for those developments as well."

**Rep No** 40  
**Organisation/individual** Cambridgeshire County Council  
**Comment or Representation** Waste Management

**Page Number Paragraph Number**

With regard to waste management the County Council, together with the Cambridgeshire Districts as waste collection authorities, is preparing a Design Guide to incorporate waste management within development. It is therefore suggested that this SPD should include reference to this emerging guidance.

**HDC Response**

Agree. Make reference to emerging guidance.

**HDC Action**

Add the following text to the end of the second paragraph in section 3.5.2

"Further information is given in the Waste Design Guide, May 2007, published by Cambridgeshire County Council, which describes how to incorporate waste management within the development."

The County Council welcomes the reference made to the emerging Design Manual in the Draft SPD. However Section 3.3.4 on Highway Design should be revised to reflect the final version of this Manual and any subsequent revisions.

**HDC Response**

Agreed. Amendments to Section 3.3.4 will be made to reflect the emerging guidance in the draft SPD Design Manual.

**HDC Action**

Sec. 3.3.4, Highway Design, will be amended to read

2nd paragraph

"Cambridgeshire County Council, as local Highway Authority, and the District Council, now utilise the principles set out in Manual for Streets (Communities and Local Govt. and Department for Transport), when considering proposed highway layouts. A Cambridgeshire Design Manual for Streets and Public Realm is also in the process of development and this will be further utilised in the development of highway layouts.

There are now a number of points that should be emphasised in the consideration of highway design in residential areas including;"

1st bullet point change to;

- "For too long the focus has been on the movement function of residential streets. The result has often been places that are dominated by motor vehicles to the extent that they fail to make a positive contribution to the quality of life'. The MfS aims to demonstrate good design principles and setting-out a clear approach to the creation of place within residential streets that work for all members of the community in a range of ways;"

2nd bullet point change to;

- "Strict highway design should not be the leading factor in determining settlement form. MfS indicates that many of the criteria historically and routinely applied in street design have been based on questionable and outdated practice. The MfS looks to address these issues by 'recommending key geometric design criteria to allow streets to be designed as places in their own right while still ensuring that road safety is maintained'."

3rd bullet point – leave unchanged

Under the sub heading Tracking the 1st bullet point will be changed to;

- "Whilst all forms of movement need to be considered, MfS looks to assign a higher priority to pedestrians and cyclists 'by setting out an approach to residential streets that recognises their role in creating places that work for all members of the community'."

3rd bullet point – leave unchanged

4th bullet point change to;

- "Street furniture should be provided to provide amenity to users but clutter and excessive provision should be avoided. Likewise, signage should be appropriate for the place with

good street name plate provision possibly rendering other signage unnecessary. Non-statutory signage can also contribute to the sense of place of a street "

5th bullet point change to;

- "Lighting at all its levels should be planned as an integral part of the street layout and to European standards. It should cover issues such as reducing night-time accidents, assist in the protection of property, to discourage crime and vandalism, to enhance the appearance of an area after dark and to make residents and street users feel secure. "

6th bullet point. The first sentence should change to;

- "Traffic calming should be achieved through the arrangement of buildings and spaces and through good design, to keep vehicle speeds at or below 20mph on residential streets. A grid-based layout " .....

remainder unchanged except last paragraph which should be as follows;

**Comment or Representation**  
Climate Change

There is very limited material on adaptation to climate change. This affects outdoor space and planting (shading/cooling) and needs for adaptation to extreme weather events. Whilst there is good material on embodied energy there is virtually no guidance on micro-renewables, which we would like to see receiving positive and encouraging treatment. This aspect is likely to become an increasing issue with the Climate Change Bill and other Government Action to promote micro-renewables and therefore the SPD is not in the spirit of the emerging supplement to PPS1. Additional information on climate change could be usefully linked to that on Sustainable Drainage Systems and water efficiency.

**HDC Response**

Agree. This is an important issue. Central Government is currently consulting on an annex to PPS1 on Sustainable Development which deals with Climate Change. Given the importance of this matter, a new section should be introduced to chapter 1 as below.

**HDC Action**

New text to be added page 17, part 1 to read

"1.3.4A    Sustainability and Climate Change.

The Government has brought forward a number of measures to help planners address the issue of Climate Change, notably through PPS1, in the new Building Regulations, and guidance such the Code for Sustainable Homes. The key principle behind the policies is that of sustainable development; creating sustainable communities using innovative design solutions for the built environment which are also in balance with the natural environment, both now and for future generations. Development should undergo climate proofing.

Sustainable Development should therefore take account of:

- Building layout, massing, orientation and landscaping should be designed to minimise energy consumption; balancing solar gain with seasonal variation in temperature; maximising opportunities for natural ventilation in the summer, as well as taking into account likely local noise and ambient air quality; insulation of buildings.
- New development should incorporate opportunities to provide a proportion of its own decentralised energy supply through renewable energy resources at different scales from, eg. A biofuel plant to heat water centrally for the whole development, or incorporating micro renewable energy technology eg. Small wind turbines, solar panels.
- New development should provide opportunities to promote and enhance biodiversity rather than create adverse local environmental conditions. Open space, both public and private, should offer an accessible choice of shade and shelter.
- managing surface water run-off and flood risk through sustainable urban drainage systems, in particular the potential contribution to be gained from rain water harvesting and accommodating grey water recycling.
- Sustainability includes the idea of being adaptable; for example adaptable buildings which can be used for different functions over their lifespan; developments should be able to adapt to changing climate, for example the landscape planting which can adapt to hotter drier summers or adapt to an increase in winter rainfall and the resulting surface water management;
- Developments should be resource efficient; using sustainable and local construction materials/resources, and; in terms of its inputs and outputs, recycling instead of creating waste; eg. Grey water recycling; sustainable waste management, including provision for recycling of household waste.
- Developments should create sustainable transport opportunities; providing permeable streets and safe walking, cycling and highways routes, appropriate car and cycle parking, and good access to public transport."

**Rep No** 43  
**Organisation/individual** Cambridgeshire County Council

**Page Number Paragraph Number**

**Comment or Representation**  
Surface Water Management

The Design Guide makes reference to the implementation of Sustainable Drainage Systems (SuDs) in the context of both larger housing sites and industrial sites only. Both Policy P6/4 of the Structure Plan and Policy ENV7 of the emerging RSS require the implementation of SuDs in all new development. It is therefore suggested that the Design Guide should make reference to the implementation of SuDs in all development.

**HDC Response**

Agree to amend the document accordingly.

**HDC Action**

New paragraph to be added at the bottom of section 1.2.5 to read

" The management of surface water to minimise flood risk must also be considered within the site. All new development should incorporate Sustainable Drainage Systems (SuDs) where this is technically feasible. Further details and information follows in sections 3.4.5 and 5.4.3."

With regard to the Cambridgeshire Landscape Guidelines, this contains a section (Chapter 4 Cherish Landscape Character) on the county's landscape character areas and details how the character of these areas should be maintained and enhanced through a series of principles for landscape improvement and management, and also lists appropriate native plant species for landscape schemes. The Guidelines document also highlights that there are local variations and that landscape schemes should be responsive to these. The Huntingdonshire Landscape and Townscape Assessment also takes this approach in that it uses the county landscape character areas but identifies sub-divisions within them. It then goes on to make reference to the landscape management principles and lists a number of them. Although the general approach is supported, the County Council recommends that the Design Guide be strengthened to include all the landscape management principles identified in the Cambridgeshire Landscape Guidelines together with appropriate species planting lists for each character area. This could be as an appendix and will ensure that these landscape considerations form part of the Local Development Framework.

**HDC Response**

Disagree; this would make the SPD unwieldy and long. It is more appropriate to cross reference to the Cambridge Landscape Guidelines.

**HDC Action**

None, apart from clearer cross referencing at page 9, Part 1, at the end of the first paragraph before the final sentence to read

"Proposals should take account of the Huntingdonshire Landscape and Townscape Assessment and the Cambridgeshire Landscape Guidelines as they will assist with identifying distinctive features which help contribute to our sense of place"

In addition the Further Information box will say

"Refer to Cambridgeshire Landscape Guidelines, 1991, published by Cambridgeshire County Council, for further landscape management principles".

Also further reference has been made as part of new Appendix E

"As a guide for developers and householders the following factors should be assessed:

- the landscape character puts specific habitats into context and allows the design to incorporate and conserve distinctive landscape features, both the Huntingdonshire Landscape & Townscape Assessment and the Cambridgeshire Landscape Guidelines may assist with this.
- If there are statutory or local designations (including any adjacent designated land) which may be a Site of Special Scientific Interest (SSSIs) or County Wildlife Sites, Geological Conservation sites."



**Comment or Representation**

Scope of the document

If this guide is intended to cover all aspects of design and separate guidance is not going to be produced then coverage of some elements needs to be more comprehensive. For instance, with regards to:

- Ecology (Section 1.2.3) - the reader needs to be made aware of their responsibilities regarding ecology and reference to the relevant legislation should be made including where further guidance may be sought. The text should note that for some species a licence will be required and works may need to be undertaken at specific times to ensure impacts are minimised.
- Landscape (Section 1.2.6) - information from the Cambridgeshire Landscape Guidelines is necessary to ensure that features distinctive to the area that is being developed are incorporated.

The existing references to these elements, though welcome, are few and far between, are not well supported by underlying explanatory text and are not interlinked. It would be more helpful to provide practical advice and direction on these aspects for designers, developers, architects and builders to utilise.

**HDC Response**

Agree to strengthen the Ecology Section 1.2.3. However we disagree with the representation about Landscape section 1.2.6 as already there is adequate practical advice and direction. Add reference to the Cambridgeshire Landscape Guidelines is made in Section 1.2.6 but it is not appropriate to repeat advice given by the Guidelines as it is beyond the scope of this document and why the document has been published in conjunction with the Huntingdonshire Landscape and Townscape Assessment.

**HDC Action**

Replace Section 1.2.3 with the following:

"It is good practice for all proposals to complete a biodiversity checklist:

- all major developments should complete the checklist in 'Biodiversity Checklist: Developers Guidance' and consult the guidance in the accompanying 'Biodiversity Checklist for Land Use Planners' (2001). All major developments should undertake surveys as part of the Environmental Impact Assessments and /or Environmental Statements.
- minor householder proposals should consult the 'Householder Biodiversity' leaflet.

All proposals are subject to the five principles set out by the Biodiversity Checklists, which is based on current legislation;

- Protect existing habitats and species, particularly those with Biodiversity Action Plans
- Enhance existing environments and create new where possible
- Mitigate against potentially adverse impacts to habitats and species
- Compensate for losses to these habitats and species where damage is unavoidable.
- Monitor and enforce conditions and agreements.

The Householder Biodiversity leaflet provides advice and guidance about identifying proposals (such as work to roofs, demolition, loss of habitat features) which may have an impact on protected species or habitats. Under the Wildlife and Countryside Act (1981, Species Protection) all wild birds and their nests (whilst in use), a list of plants and fauna, including bats, snakes, great crested newts and certain insect species and their place of shelter are protected by law from damage and destruction. Badgers are similarly protected by the Badger Act, 1992. It is worth noting that licenses will be required from Natural England to carry out works or remove protected species or their habitat. The time of year will effect when surveys and construction works can take place (see Appendix E for details), for example it is illegal to disturb protected species or nesting birds. Consultation and surveys with ecologists and conservation organisations, such as Natural England and the Wildlife Trust, will be required for legally protected species as part of the planning application and when seeking advice about protection, conservation, and mitigation measures required by planning conditions.

See Appendix E for further information about ecological factors which should be considered and used to inform the design process. The key points are the need to:



- Identify statutory or local designations relating to (or in the immediate vicinity of) the land, such as Sites of Special Scientific Interest (SSSIs) or County Wildlife Sites.
- Survey for protected species such as bats, badgers and great crested newts.
- Ascertain the types and extent of vegetation cover on and around the site, and note potential opportunities for extending habitats both within and beyond the site.
- Examine the maturity of the vegetation and any future management proposals that may be appropriate. If important species or habitats are present then measures should be put in place to protect and enhance biodiversity on the site.

Further Information Box to read:

For further guidance on licenses for protected species please refer to Natural England, [www.naturalengland.org.uk](http://www.naturalengland.org.uk) or Natural England, Northminster House, Peterborough, PE1 1UA, for general enquiries tel. 0845 600 3078.

#### Appendix E

As a guide for developers and householders the following factors should be assessed:

- Identify the landscape character which puts specific habitats into context and allows the design to incorporate and conserve distinctive landscape features; both the Huntingdonshire Landscape & Townscape Assessment and the Cambridgeshire Landscape Guidelines may assist with this.
- If there are statutory or local designations (including any adjacent designated land) which may be a Site of Special Scientific Interest (SSSIs), County Wildlife Sites, or Geological Conservation sites.
- the site specific wildlife interest (for large developments this should be taken from the Environmental Statement or other evidence) including:
  - details of vegetation cover and maturity of habitats such as ponds, water courses, grassland, woodland, scrub, farmland, orchards and man-made features such as walls and rubble piles. It is important to identify different habitat types found on a site as they may potentially support legally protected species. Note should be taken of potential opportunities for extending habitats both within and beyond the site. Habitats provide a distinctive character which should be incorporated, if technically feasible, into the design of the development.
  - details about trees and shrub species, as well as hedgerows, in particular anything covered by a Tree Protection Order. Locally occurring species give clues for appropriate new



planting and existing specimen trees or mature hedgerows create distinctive design features. Tree Surveys should be carried out BS2837:2005 recommends that a full site assessment of trees is made before the Tree Constraints Plan helps to inform site layout and design.

- details of flora and fauna, in particular those protected species such as bats, badgers and great-crested newts and other species listed by the Cambridgeshire Biodiversity Action Plan. Protected species may require a license to carry out work to the site. Some sites may have identified protected species, for further information the Biological Record Centre should be consulted, see details in Further Information. Large development sites and smaller sites which may contain protected species, should be the subject of a detailed survey by an ecologist.

- any external influence of development on adjacent land should be identified, such as watercourses, wildlife corridors, the potential for habitat fragmentation or increased public pressure to designated sites. Protection, enhancement or mitigation measures may be required to these adjacent areas as part of the development scheme.

Future Management proposals may be appropriate to conserve important species or habitats present. A detailed ecological management plan, prepared by ecologists, may be required describing present and future measures to protect and enhance biodiversity or conserve geological features. These mitigation measures may include improving opportunities that may exist to create new habitats, enhance existing and incorporate artificial wildlife measures such as nest boxes, walls with appropriate nesting space for birds or bat bricks. PPS9 Good Practice Guide should be consulted for further examples, many of which are relevant being located in Cambridgeshire.

Surveys should be carried out at optimum periods within the year:

Badgers	best carried out between February- April and October-November
Bats	best carried out during the spring and summer
Breeding Birds	best carried out mid March- mid June
Newts	optimum period April- June
Grassland	May- June
Woodland	April-May
Waterbodies	April- mid June"



**Comment or Representation**  
Biodiversity

The document fails to provide adequately for biodiversity. The Good Practice Guide to PPS9, states that the development control process is a critical stage in delivering the protection and enhancement of biodiversity and geological conservation. Examples of good practice include identifying ways to build biodiversity and geological conservation into the design of new development.

**HDC Response**  
Agree

**HDC Action**

Replace Section 1.2.3 with the following:

"It is good practice for all proposals to complete a biodiversity checklist:

- all major developments should complete the checklist in 'Biodiversity Checklist: Developers Guidance' and consult the guidance in the accompanying 'Biodiversity Checklist for Land Use Planners' (2001). All major developments should undertake surveys as part of the Environmental Impact Assessments and /or Environmental Statements.
- minor householder proposals should consult the 'Householder Biodiversity' leaflet.

All proposals are subject to the five principles set out by the Biodiversity Checklists, which is based on current legislation;

- Protect existing habitats and species, particularly those with Biodiversity Action Plans
- Enhance existing environments and create new where possible
- Mitigate against potentially adverse impacts to habitats and species
- Compensate for losses to these habitats and species where damage is unavoidable.
- Monitor and enforce conditions and agreements.

The Householder Biodiversity leaflet provides advice and guidance about identifying proposals (such as work to roofs, demolition, loss of habitat features) which may have an impact on protected species or habitats. Under the Wildlife and Countryside Act (1981, Species Protection) all wild birds and their nests (whilst in use), a list of plants and fauna, including bats, snakes, great crested newts and certain insect species and their place of shelter are protected by law from damage and destruction. Badgers are similarly protected by the Badger Act, 1992. It is worth noting that licenses will be required from Natural England to carry out works or remove protected species or their habitat. The time of year will effect when surveys and construction works can take place (see Appendix E for details), for example it is illegal to disturb protected species or nesting birds. Consultation and surveys with ecologists and conservation organisations, such as Natural England and the Wildlife Trust, will be required for legally protected species as part of the planning application and when seeking advice about protection, conservation, and mitigation measures required by planning conditions.

See Appendix E for further information about ecological factors which should be considered and used to inform the design process. The key points are the need to:

- Identify statutory or local designations relating to (or in the immediate vicinity of) the land, such as Sites of Special Scientific Interest (SSSIs) or County Wildlife Sites.
- Survey for protected species such as bats, badgers and great crested newts.
- Ascertain the types and extent of vegetation cover on and around the site, and note potential opportunities for extending habitats both within and beyond the site.
- Examine the maturity of the vegetation and any future management proposals that may be appropriate. If important species or habitats are present then measures should be put in place to protect and enhance biodiversity on the site.

Further Information Box to read:

For further guidance on licenses for protected species please refer to Natural England, [www.naturalengland.org.uk](http://www.naturalengland.org.uk) or Natural England, Northminster House, Peterborough, PE1 1UA, for general enquiries tel. 0845 600 3078.

#### Appendix E

As a guide for developers and householders the following factors should be assessed:

- Identify the landscape character which puts specific habitats into context and allows the design to incorporate and conserve distinctive landscape features; both the Huntingdonshire Landscape & Townscape Assessment and the Cambridgeshire Landscape Guidelines may assist with this.
- If there are statutory or local designations (including any adjacent designated land) which may be a Site of Special Scientific Interest (SSSIs), County Wildlife Sites, or Geological Conservation sites.
- the site specific wildlife interest (for large developments this should be taken from the Environmental Statement or other evidence) including:
  - details of vegetation cover and maturity of habitats such as ponds, water courses, grassland, woodland, scrub, farmland, orchards and man-made features such as walls and rubble piles. It is important to identify different habitat types found on a site as they may potentially support legally protected species. Note should be taken of potential opportunities for extending habitats both within and beyond the site. Habitats provide a distinctive character which should be incorporated, if technically feasible, into the design of the development.
  - details about trees and shrub species, as well as hedgerows, in particular anything covered by a Tree Protection Order. Locally occurring species give clues for appropriate new planting and existing specimen trees or mature hedgerows create distinctive design features. Tree Surveys should be carried out BS2837:2005 recommends that a full site assessment of trees is made before the Tree Constraints Plan helps to inform site layout and design.
  - details of flora and fauna, in particular those protected species such as bats, badgers and great-crested newts and other species listed by the Cambridgeshire Biodiversity Action Plan. Protected species may require a license to carry out work to the site. Some sites may have identified protected species, for further information the Biological Record Centre should be consulted, see details in Further Information. Large development sites and smaller sites which may contain protected species, should be the subject of a detailed survey by an ecologist.
- any external influence of development on adjacent land should be identified, such as watercourses, wildlife corridors, the potential for habitat fragmentation or increased public pressure to designated sites. Protection, enhancement or mitigation measures may be required to these adjacent areas as part of the development scheme.

Future Management proposals may be appropriate to conserve important species or habitats present. A detailed ecological management plan, prepared by ecologists, may be





required describing present and future measures to protect and enhance biodiversity or conserve geological features. These mitigation measures may include improving **Rep No**

**Organisation/individual**

opportunities that may exist to create new habitats, enhance existing and incorporate artificial wildlife measures such as nest boxes, walls with appropriate nesting space for birds or bat bricks. PPS9 Good Practice Guide should be consulted for further examples, many of which are relevant being located in Cambridgeshire. 47 Cambridgeshire County Council

**Page Number Paragraph Number**

Surveys should be carried out at optimum periods within the year: **Comment or Representation**

Green Infrastructure Strategy	best carried out between February- April and October-November	Account has not been taken of the Cambridgeshire Horizon's Green Infrastructure Strategy for the Cambridge sub-region
Badgers	best carried out during the spring and summer	
Bats	and the opportunities that design of new development	
Breeding Birds	best carried out mid March- mid June	provides to help deliver this.
Newts	optimum period April- June	
Grassland	May- June	<b>HDC Response</b>
Woodland	April-May Agree	
Waterbodies	April- mid June"	

**HDC Action**

Add to Section 3.4.4, paragraph 2, after the first sentence

"Cambridgeshire Green Infrastructure Strategy, published by Cambridgeshire Horizons, 2006, shows how new development may contribute to the connectivity of open spaces by creating green corridors and green fringes around Market Towns. Major new developments should incorporate multifunctional green spaces which link existing habitats, e.g. existing water courses, hedgerows and woodland to enhance wildlife habitats and landscape character whilst providing access for residents, e.g. more rights of way, recreation and leisure

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**Page Number Paragraph Number**

**Comment or Representation**

Impact of development

It is considered that the impacts of new development should be included as a "basic consideration" in Section 1.1 rather than as part of Section 1.3 (Presenting Concepts and Proposals). Assessments may raise issues that need to be considered in the early stages of design, leading to the necessity to incorporate mitigation and/or compensatory measures e.g. for air quality, biodiversity.

**HDC Response**

Disagree. Impact Assessments (section 1.3) should not be moved to "Basic Considerations, section 1.1. They are an integral part of the whole design process which is why they have their own section in part 1 "The Design Process". The text points out to the reader in "Using this Design Guide" that each part sets out the principles that will help achieve good design, the order that these principles are presented in is subjective and has no bearing on the overall outcome, therefore no changes should be made.

**HDC Action**

No further action required.



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**Comment or Representation**  
Validation of Planning Applications

The checklist of basic submission requirements only lists the compulsory requirements for planning applications as set out in the Best Practice Guidance on the Validation of Planning Applications (March 2005). It is therefore suggested that the Design Guide should make explicit reference to any additional information which may be required e.g. biodiversity, open space and the form it should take.

**HDC Response**  
Agreed

**HDC Action**

Add new statement to read at the beginning of the revised ecology section 1.2.3  
" It is good practice for all proposals to complete a biodiversity checklist:

- all major developments should complete the checklist in 'Biodiversity Checklist: Developers Guidance' and consult the guidance in the accompanying 'Biodiversity Checklist for Land Use Planners' (2001). All major developments should undertake surveys as part of the Environmental Impact Assessments and /or Environmental Statements.
- minor householder proposals should consult the 'Householder Biodiversity' leaflet. "

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**Page Number Paragraph Number**

**Comment or Representation**  
Structure of the document

The document may benefit from some minor reorganisation in order to avoid repeating information that applies to all types of development. Consideration by topic would reduce the need for repetition and enable issues to be covered in the depth they require. We also suggest that checklists should be placed at the end, or printed on different colour paper, so they are easy to locate.

**HDC Response**  
Disagree: it is not considered that this would significantly improve the document. However, it is accepted that the introduction page for Parts 2,3,4 and 5 do repeat unnecessary information and should be deleted.

**HDC Action**  
Delete the first paragraph with bullets on design principles at the introduction page for Parts 2,3,4 and 5.

**Comment or Representation**

Introduction: Purpose of this guide

1. The wording of the fourth bullet point is cumbersome. It is presumably meant to cover all aspects of sustainability so suggest it is separated into 2 bullet points covering e.g. (i) efficient use of water, energy, reduction in need to travel and (ii) opportunities to conserve and enhance biodiversity and landscape.
2. The last bullet should be amended to add "... including to climate change" after "adapt".
3. An additional bullet point should be added to ensure that schemes are environmentally, socially and economically sustainable.

**HDC Response**

Agree

**HDC Action**

In addition to the fourth bullet point 'conserve natural resources through their siting, design and construction' and add the two bullet points:  
" conserve natural resources by efficient use of water, energy and by reducing the need to travel"

and

"make opportunities to conserve and enhance biodiversity and landscape".

Add to the end of the bullet point 'are practical to build, maintain and adapt', the words", including to climate change."

Add the additional bullet point at the end of the list " are environmentally, socially and economically sustainable" (the word sustainable to be made bold).

**Comment or Representation**  
Part 1 Design Process Pg 1: Basic Considerations

Suggest including an additional bullet  
take account of sustainability issues

In the paragraph below this bullet amend second sentence to read:  
"This can pay dividends in terms of the scheme's attractiveness, sustainability and its ultimate value."

**HDC Response**  
Agree.

**HDC Action**  
Make changes to text on page 1 , 1.1.0 as follows:

Additional bullet point below the other bullet points to read  
" take account of sustainability issues"

The second sentence in the paragraph below to have the word sustainability inserted so that it reads  
'This can pay dividends in terms of the scheme's attractiveness, sustainability and its ultimate value.'

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53            Cambridgeshire County Council

**Page Number**    **Paragraph Number**  
1    1.1.1

**Comment or Representation**

Part 1 Design Process Pg 1: 1.1.1 Check any legal issues

Reference should be made here to Public Rights of Way as they have statutory protection and are part of the highway network.

**HDC Response**

Agree

**HDC Action**

Add new sentence at end of paragraph 1.1.1 to read

" You should also be aware that Public Rights of Way have statutory protection as part of the highway network."

**Rep No**    **Organisation/individual**  
54            Cambridgeshire County Council

**Page Number**    **Paragraph Number**  
1    1.1.3

**Comment or Representation**

Part 1 Design Process Pg 2: 1.1.3 Study the site and its surroundings

Bullet 7 - suggest including "... now or potentially in the future" at the end of the line

**HDC Response**

Agree.

**HDC Action**

The words "now or potential in the future." will be added to the end of bullet point 7.

**Rep No**    **Organisation/individual**  
55            Cambridgeshire County Council

**Page Number**    **Paragraph Number**  
2    1.1.3

**Comment or Representation**

Part 1 Design Process Pg 2: 1.1.3 Study the site and its surroundings

In order to make the guide more comprehensive the first list of bullet points should refer to legally protected species and site designations such as SSSI or CWS.

The second list of bullet points should also include surrounding land uses and opportunities to improve and enhance wildlife/green corridors.

**HDC Response**

Agree

**HDC Action**

Make changes to page 2, section 1.1.3 by adding a bullet point to the bottom of the first list to read

"whether there are legally protected species or designated conservation sites e.g. County Wildlife Sites, Sites of Special Scientific Interest (SSSI)" and adding a further bullet point to the second list to read

" adjacent landuses and any opportunities to improve and enhance wildlife areas or green corridors."

**Rep No**    **Organisation/individual**  
56            Cambridgeshire County Council

**Page Number**    **Paragraph Number**  
2    1.1.4

**Comment or Representation**

Part 1 Design Process Pg 3: 1.1.4 Develop your proposal

The list should also include consideration of how important features can be retained and incorporated into the design; for instance, with regards to ecological features.

**HDC Response**

Agree

**HDC Action**

Add a further bullet point to section 1.1.4 to say

"important site features, e.g. trees, hedgerows and other ecological/ landscaping features should be retained and incorporated in the design to conserve the character of the area."



**Comment or Representation**

This comment relates to the section on parking courts. It suggested that the following principles should be added to them being small in scale/overlooked etc:-

" The courtyard should not facilitate a public through route, nor give the impression from the street that the access to the courtyard is public. This can be achieved by:-

- a. The use of access controls- gates/barriers etc
- b. The use of narrow entrances through buildings.
- C. Arranging the access so pedestrians have to walk past the front doors of the properties and across semi-private space.
- D. Ensuring that surface materials differ significantly from the public highway. In this way, the access to the parking court will not appear to be a continuation of the public realm."

This is taken from the adopted Bedfordshire Community Safety Guide. This can be downloaded at [www.bedford.gov.uk/Default.aspx/Web?communitySafety1](http://www.bedford.gov.uk/Default.aspx/Web?communitySafety1). This was produced by all of the planning authorities in Bedfordshire in conjunction with Liwewlyn Davis and Bedfordshire Police and flows from studies into what works best in practice.

**HDC Response**

Disagree; this is contrary to the separate document about Car Courts, produced by this Council to which, reference should be made.

**HDC Action**

Add a further information box to at paragraph 3.5.1 to read

" Further information is available in "Car Courts: A designers guide" leaflet, from Planning Services, Huntingdonshire District Council or online at [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (follow the planning links)."

**Rep No**    **Organisation/individual**  
57            Cambridgeshire County Council

**Page Number Paragraph Number**  
3    1.1.5

**Comment or Representation**

Part 1 Design Process Pg 3: 1.1.5 Applying for planning permission

It should be noted that even a 'small straightforward' scheme can have implications for ecology such as bats, and therefore this should be included as a key issue for consideration and evidence should be supplied that indicates that the applicant has taken this into account.

**HDC Response**

Agree.

**HDC Action**

Add new statement to the end of paragraph 1.1.5 to read,

"It is good practise for all proposals to consider the needs of wildlife, biodiversity and geological conservation. Major developments are required to take into account the Cambridgeshire Biodiversity Checklist, an Environmental Impact Assessment and Environmental Statements."

**Rep No**    **Organisation/individual**  
58            Cambridgeshire County Council

**Page Number Paragraph Number**  
3

**Comment or Representation**

Part 1 Design Process Pg 3: Key sources of information

The Cambridgeshire & Peterborough Biological Record Centre should be added as a vital source of information for species that will help applicants determine if their proposal may affect a legally protected species.

CPBRC Tel 01954 713570

data@cpbrc.org.uk

www.cpbrc.org.uk

**HDC Response**

Agree

**HDC Action**

Add to further information box

" For further information about legally protected species contact the Cambridgeshire & Peterborough Biological Record Centre, CPBRC Tel 01954 713570  
data@cpbrc.org.uk, www.cpbrc.org.uk"

**Comment or Representation**

Part 1 Design Process Pg 5: Understanding the site and its context

This section could usefully include text covering:

Assessment of the viability/opportunities to incorporate specific sustainable technology, materials and designs.

**HDC Response**

Agree, the following text should be inserted into the chapter.

**HDC Action**

Make changes to the second paragraph of 1.2.0 by altering the second sentence to read;

"This is so that constraints and opportunities are fully understood, and to provide a basis for a design that integrates "sustainably" and effectively with its surroundings."

A further bullet point to be added to section 1.3.5 'Design and access statements' to say

" how the scheme shall incorporate specific sustainable technology, materials and design opportunities."

In addition add to the final paragraph, " to increase sustainable development" in the sentence as follows:

"Design and access statements are intended to assist the design process, to increase sustainable development and to generate higher quality outcomes."

**Rep No** 60  
**Organisation/individual** Cambridgeshire County Council

**Page Number Paragraph Number**  
5 1.2.1

**Comment or Representation**  
Part 1 Design Process Pg 5 : 1.2.1 Existing site features

Suggest bullet 3 needs the following text added " ... or as potential sources of flooding"

**HDC Response**  
Agree

**HDC Action**  
Further wording to be added to bullet point 3 paragraph 1.2.1 as follows:  
" ...or as potential sources of flooding."

**Comment or Representation**

Part 1 Design Process Pg 5 : 1.2.1 Existing site features

The list should highlight that all habitats on site should be surveyed – scrub, grassland, orchards and man made features such as walls and rubble piles are currently omitted from the list. Whilst it is recognised that the list is not supposed to be inclusive broad habitat types from the Biodiversity Action Plan could be used to draw attention to the areas the applicant should be expected to consider.

**HDC Response**

Agree, these are important features but more appropriately included in the ecology section.

**HDC Action**

Replace Section 1.2.3 with the following:

"It is good practice for all proposals to complete a biodiversity checklist:

- all major developments should complete the checklist in 'Biodiversity Checklist: Developers Guidance' and consult the guidance in the accompanying 'Biodiversity Checklist for Land Use Planners' (2001). All major developments should undertake surveys as part of the Environmental Impact Assessments and /or Environmental Statements.
- minor householder proposals should consult the 'Householder Biodiversity' leaflet.

All proposals are subject to the five principles set out by the Biodiversity Checklists, which is based on current legislation;

- Protect existing habitats and species, particularly those with Biodiversity Action Plans
- Enhance existing environments and create new where possible
- Mitigate against potentially adverse impacts to habitats and species
- Compensate for losses to these habitats and species where damage is unavoidable.
- Monitor and enforce conditions and agreements.

The Householder Biodiversity leaflet provides advice and guidance about identifying proposals (such as work to roofs, demolition, loss of habitat features) which may have an impact on protected species or habitats. Under the Wildlife and Countryside Act (1981, Species Protection) all wild birds and their nests (whilst in use), a list of plants and fauna, including bats, snakes, great crested newts and certain insect species and their place of shelter are protected by law from damage and destruction. Badgers are similarly protected by the Badger Act, 1992. It is worth noting that licenses will be required from Natural England to carry out works or remove protected species or their habitat. The time of year will effect when surveys and construction works can take place (see Appendix E for details), for example it is illegal to disturb protected species or nesting birds. Consultation and surveys with ecologists and conservation organisations, such as Natural England and the Wildlife Trust, will be required for legally protected species as part of the planning application and when seeking advice about protection, conservation, and mitigation measures required by planning conditions.

See Appendix E for further information about ecological factors which should be considered and used to inform the design process. The key points are the need to:

- Identify statutory or local designations relating to (or in the immediate vicinity of) the land, such as Sites of Special Scientific Interest (SSSIs) or County Wildlife Sites.
- Survey for protected species such as bats, badgers and great crested newts.
- Ascertain the types and extent of vegetation cover on and around the site, and note potential opportunities for extending habitats both within and beyond the site.
- Examine the maturity of the vegetation and any future management proposals that may be appropriate. If important species or habitats are present then measures should be put in place to protect and enhance biodiversity on the site.

Further Information Box to read:

For further guidance on licenses for protected species please refer to Natural England, [www.naturalengland.org.uk](http://www.naturalengland.org.uk) or Natural England, Northminster House, Peterborough, PE1 1UA, for general enquiries tel. 0845 600 3078.

#### Appendix E

As a guide for developers and householders the following factors should be assessed:

- Identify the landscape character which puts specific habitats into context and allows the design to incorporate and conserve distinctive landscape features; both the Huntingdonshire Landscape & Townscape Assessment and the Cambridgeshire Landscape Guidelines may assist with this.
- If there are statutory or local designations (including any adjacent designated land) which may be a Site of Special Scientific Interest (SSSIs), County Wildlife Sites, or Geological Conservation sites.
- the site specific wildlife interest (for large developments this should be taken from the Environmental Statement or other evidence) including:
  - details of vegetation cover and maturity of habitats such as ponds, water courses, grassland, woodland, scrub, farmland, orchards and man-made features such as walls and rubble piles. It is important to identify different habitat types found on a site as they may potentially support legally protected species. Note should be taken of potential opportunities for extending habitats both within and beyond the site. Habitats provide a distinctive character which should be incorporated, if technically feasible, into the design of the development.
  - details about trees and shrub species, as well as hedgerows, in particular anything covered by a Tree Protection Order. Locally occurring species give clues for appropriate new planting and existing specimen trees or mature hedgerows create distinctive design features. Tree Surveys should be carried out BS2837:2005 recommends that a full site assessment of trees is made before the Tree Constraints Plan helps to inform site layout and design.
  - details of flora and fauna, in particular those protected species such as bats, badgers and great-crested newts and other species listed by the Cambridgeshire Biodiversity Action Plan. Protected species may require a license to carry out work to the site. Some sites may have identified protected species, for further information the Biological Record Centre should be consulted, see details in Further Information. Large development sites and smaller sites which may contain protected species, should be the subject of a detailed survey by an ecologist.
- any external influence of development on adjacent land should be identified, such as watercourses, wildlife corridors, the potential for habitat fragmentation or increased public pressure to designated sites. Protection, enhancement or mitigation measures may be required to these adjacent areas as part of the development scheme.

Future Management proposals may be appropriate to conserve important species or habitats present. A detailed ecological management plan, prepared by ecologists, may be



required describing present and future measures to protect and enhance biodiversity or conserve geological features. These mitigation measures may include improving **Rep No**  
**Organisation/individual** **Page Number Paragraph Number**

opportunities that may exist to create new habitats, enhance existing and incorporate artificial wildlife measures such as nest boxes, walls with appropriate nesting space for birds or bat bricks. PPS9 Good Practice Guide should be consulted for further examples, many of which are relevant being located in Cambridgeshire. 62 Cambridgeshire County Council  
 1.2.2

Surveys should be carried out at optimum periods within the year: **Comment or Representation**

Part 1 Design Process Pg 5: 1.2.2 Topography and ground conditions  
 Badgers best carried out between February- April and October-November  
 Bats best carried out during the spring and summer For the paragraph on "Ground stability" we suggest highlighting the need to assess in the light of projected increased intensity of wet-dry cycles as a result of climate change (may  
 Breeding Birds best carried out mid March- mid June alter subsidence rates)  
 Newts optimum period April- June  
 Grassland May- June **HDC Response**  
 Woodland April-May Agreed.  
 Waterbodies April- mid June"

**HDC Action**

Add the following additional text to the beginning of the paragraph mentioning Ground Stability to read,

" Ground stability should be considered, in particular the risk of subsidence caused by the projected increase in the intensity of wet-dry cycles as the result of climate change. The nature and extent of contamination will need....." as before.

**Rep No Organisation/individual**  
 63 Cambridgeshire County Council

**Page Number Paragraph Number**  
 7 1.2.3

**Comment or Representation**

Part 1 Design Process Pg 7: 1.2.3 Ecology

This section could benefit from being structured in a similar way to the sequential approach as shown in the Checklist for Planners.

The section should also point out that some species, for example beech, may not be viable in the area in the long-term

**HDC Response**

Disagree; this would not be appropriate as it could introduce a sense of priorities which is not intended. Viability of species in the long term is a much too detailed consideration and beyond the scope of this document.

**HDC Action**

No action





**Rep No**    **Organisation/individual**  
64            Cambridgeshire County Council

**Page Number**    **Paragraph Number**  
7

**Comment or Representation**  
Part 1 Design Process Pg 7:Further information

PPS9 in itself does not give much information so it is suggested that the ODPM Circular (06/05) and the Good Practice Guide which accompanies PPS9 are listed.

It is also important that the contact details of the Biological Record Centre are included here for desk studies to be undertaken in relation to species.

**HDC Response**

Agreed

**HDC Action**

Add text to the further information box at the bottom of the page to read

"For desktop studies/ ecological data please contact the Biological Record Centre, Manor House, Broad Street, Camborne, Cambridgeshire, CB23 6DH. Email: data@cpbrc.org.uk, Tel: 01954 713570, Fax: 01954 710051. "

**Rep No**    **Organisation/individual**  
65            Cambridgeshire County Council

**Page Number**    **Paragraph Number**  
8    1.2.5

**Comment or Representation**  
Part 1 Design Process Pg 8: 1.2.5 Drainage and Flood Risk

We suggest words are added highlighting the need to account for increases resulting from climate change when assessing watercourse flow regimes

**HDC Response**

Agree

**HDC Action**

At the end of paragraph 4 of 1.2.5 add,

"You should also seek advice from the Environment Agency as to the implication of changes to watercourses flow regimes resulting from Climate Change".

**Rep No**    **Organisation/individual**  
66            Cambridgeshire County Council

**Page Number Paragraph Number**  
11 1.2.9

**Comment or Representation**

Part 1 Design Process Pg 11: 1.2.9 Community Consultation and Involvement in the Planning Process

Suggest including an additional bullet along the lines of:

Raise awareness of and facilitate sustainable lifestyle choices, especially in relation to energy and water generation/consumption, waste management and transport.

**HDC Response**

Disagree; this is not the purpose of the section on community consultation. The matter of sustainability is raised elsewhere in the document and has been given greater emphasis following other representations.

**HDC Action**

No action.

**Rep No**    **Organisation/individual**  
67            Cambridgeshire County Council

**Page Number Paragraph Number**  
15 1.1.3

**Comment or Representation**

Part 1 Design Process Pg 15: 1.3.3 Design codes

Design should also include the treatment of different areas of greenspace that need to be included.

**HDC Response**

Agree

**HDC Action**

Add into paragraph 1.3.3, " greenspace" before "and street furniture."

**Rep No**    **Organisation/individual**  
68            Cambridgeshire County Council

**Page Number Paragraph Number**  
18 1.4

**Comment or Representation**

Part 1 Design Process Pg 18: 1.4 Considering impacts

This section should also make it clear that design should incorporate opportunities for improvement and enhancement e.g. with landscape and benefits to biodiversity.

**HDC Response**

Agree.

**HDC Action**

Add additional bullet point at 1.4 to read

" an assessment of how the development can incorporate opportunities for improvement and enhancement of the natural environment including landscape and biodiversity".

**Rep No**    **Organisation/individual**  
69            Cambridgeshire County Council

**Page Number Paragraph Number**  
2 2.1.2

**Comment or Representation**

Part 2 House Extensions Pg 2: 2.1.2

The guidance on porches cuts across energy objectives. A more flexible approach, acknowledging role of enclosed porches in energy conservation, would be helpful.

**HDC Response**

Disagree. All houses do not necessarily need a porch, the issue of energy conservation could be solved in other ways, for example a small internal hallway. The text at this point does mention that porches could be appropriate in some circumstances.

**HDC Action**

no action required

**Rep No**      **Organisation/individual**  
70              Cambridgeshire County Council

**Page Number Paragraph Number**  
14 3.4.1

**Comment or Representation**  
Part 3 Large Housing Estates Pg 14 & 15: 3.4.1 & 3.4.2  
Landscape features

Much of this text is applicable to a wide range of applications on different scales however it is only given in detail under larger housing sites. The County Council suggests that elements could be included in earlier sections to ensure all developments are of high quality design integrated into their surroundings.

**HDC Response**

Disagree. The importance of landscape and townscape is highlighted in Part 1, 1.2.6, in addition, in the section 'How to use this guide' the text makes it clear that relevant sections of the guide should be consulted.

**HDC Action**

no further action required

**Rep No**      **Organisation/individual**  
71              Cambridgeshire County Council

**Page Number Paragraph Number**  
16 3.4.3

**Comment or Representation**  
Part 3 Large Housing Estates Pg 16: 3.4.3 Open space and recreation

This section would benefit from including more design guidance on the creation of Parks and Open Space. Reference should be made to appropriate CABE documents

**HDC Response**

Agreed.

**HDC Action**

Add further text to the end of the section/ chapter to read

" Developers can find further information regarding design guidance and best practise in "Start with a Park; creating sustainable urban green spaces in areas of housing growth and renewal" published by CABE, July 2005."

**Comment or Representation**

Part 3 Large Housing Estates Pg 18: 3.4.4 Habitats and wildlife

This section is weak and could be improved by stressing the opportunities that may exist to create new habitats, enhance existing and incorporate artificial wildlife measures such as nest boxes into design contributing to the Biodiversity Action Plan. Additional sources of information here could be useful such as the PPS 9 Good Practice Guide and the Green Infrastructure Strategy. Consideration needs to be given as to how the open space, wildlife and habitats associated with new development may contribute to the Green Infrastructure Strategy for the Cambridge Sub-Region

**HDC Response**

Agree

**HDC Action**

A new Appendix E will be added to address the areas of weakness.  
Add new Appendix E to address areas of weakness:

"Appendix E

As a guide for developers and householders the following factors should be assessed:

- Identify the landscape character which puts specific habitats into context and allows the design to incorporate and conserve distinctive landscape features; both the Huntingdonshire Landscape & Townscape Assessment and the Cambridgeshire Landscape Guidelines may assist with this.
- If there are statutory or local designations (including any adjacent designated land) which may be a Site of Special Scientific Interest (SSSI), County Wildlife Sites, or Geological Conservation sites.
  - the site specific wildlife interest (for large developments this should be taken from the Environmental Statement or other evidence) including:
    - details of vegetation cover and maturity of habitats such as ponds, water courses, grassland, woodland, scrub, farmland, orchards and man-made features such as walls and rubble piles. It is important to identify different habitat types found on a site as they may potentially support legally protected species. Note should be taken of potential opportunities for extending habitats both within and beyond the site. Habitats provide a distinctive character which should be incorporated, if technically feasible, into the design of the development.
    - details about trees and shrub species, as well as hedgerows, in particular anything covered by a Tree Protection Order. Locally occurring species give clues for appropriate new planting and existing specimen trees or mature hedgerows create distinctive design features. Tree Surveys should be carried out BS2837:2005 recommends that a full site assessment of trees is made before the Tree Constraints Plan helps to inform site layout and design.
    - details of flora and fauna, in particular those protected species such as bats, badgers and great-crested newts and other species listed by the Cambridgeshire Biodiversity Action Plan. Protected species may require a license to carry out work to the site. Some sites may have identified protected species, for further information the Biological Record Centre should be consulted, see details in Further Information. Large development sites and smaller sites which may contain protected species, should be the subject of a detailed survey by an ecologist.
    - any external influence of development on adjacent land should be identified, such as watercourses, wildlife corridors, the potential for habitat fragmentation or increased public pressure to designated sites. Protection, enhancement or mitigation measures may be required to these adjacent areas as part of the development scheme.

Future Management proposals may be appropriate to conserve important species or habitats present. A detailed ecological management plan, prepared by ecologists, may be required describing present and future measures to protect and enhance biodiversity or conserve geological features. These mitigation measures may include improving opportunities that may exist to create new habitats, enhance existing and incorporate artificial wildlife measures such as nest boxes, walls with appropriate nesting space for birds or

bat bricks. PPS9 Good Practice Guide should be consulted for further examples, many of which are relevant being located in Cambridgeshire.

Surveys should be carried out at optimum periods within the year:

Badgers	best carried out between February- April and October-November
Bats	best carried out during the spring and summer
Breeding Birds	best carried out mid March- mid June
Newts	optimum period April- June
Grassland	May- June
Woodland	April-May
Waterbodies	April- mid June"

**Rep No**    **Organisation/individual**

73            Cambridgeshire County Council

**Page Number**    **Paragraph Number**

19    3.4.6

**Comment or Representation**

Part 3 Large Housing Estates Pg 19: 3.4.6 Planting

Third bullet (second set of bullets) – we suggest adding “ ... and projected future changes in climate”

**HDC Response**

Agreed.

**HDC Action**

Text to be added to the end of bullet point 3 (second set of bullets), pg 19 of Part 3, Large Housing Estates, section 3.4.6 as follows  
" ..and projected future changes to climate."

**Rep No** 74  
**Organisation/individual**  
Cambridgeshire County Council

**Page Number Paragraph Number**  
19 4.6

**Comment or Representation**  
Part 4 House Design Pg 19: 4.6 Sustainable Design

A waste design guide is under preparation by our Waste Management Team and should be referred to, especially with regard to storage of recyclables

**HDC Response**  
Agreed

**HDC Action**  
Add additional text to the Further Information Box:

"Further Information can be obtained from Cambridgeshire County Council in the Waste Design Guide, 2007"

**Rep No** 75  
**Organisation/individual**  
Cambridgeshire County Council

**Page Number Paragraph Number**  
5.4.2

**Comment or Representation**  
Part 5 Industrial Areas: 5.4.2 Parking areas

There is no reference made to provision for cycle parking.

**HDC Response**  
Agreed. The local plan makes reference to cycle parking provision and this should be cross referenced in the SPD

**HDC Action**  
Add text shall be added to the end of the second paragraph in section 5.4.2 to read,

"In addition appropriate provision for cycle parking should be made; further information is available in Policy T2 of the Interim Planning Policy Statement, April 2007."



**Rep No**    **Organisation/individual**  
76            Cambridgeshire County Council

**Page Number Paragraph Number**

**Comment or Representation**  
Appendix A : The Development Plan

The correct reference is Cambridgeshire County Council and the structure plan covers Cambridgeshire and Peterborough

**HDC Response**  
Agree

**HDC Action**

Change text to read "Cambridgeshire" instead of Cambridge in the reference to the Cambridgeshire County Council and Cambridgeshire and Peterborough Structure Plan.

**Rep No**    **Organisation/individual**  
77            Cambridgeshire County Council

**Page Number Paragraph Number**

**Comment or Representation**  
Appendix B

The County Council contact details are incorrect, and should be "Environment and Community Services".

**HDC Response**  
Agree

**HDC Action**

Make changes to text to read "Environment and Community Services" instead of Environment and Transport Directorate.

**Rep No** **Organisation/individual**  
78 Cambridgeshire County Council

**Page Number Paragraph Number**  
9

**Comment or Representation**  
Appendix C Pg 9

A more design-orientated and expanded definition of sustainable development might be more helpful.

**HDC Response**  
Agree

**HDC Action**

Add to the end of the definition of Sustainable Development the words in Appendix C, page 9 ,

"In terms of design, true sustainability requires planners and designers to balance high quality site and building design with a host of other elements that will impact on the well-being of the residents of the site as well as wider environmental interests. For example: resources should be locally sourced materials and have low embodied energy in construction; energy efficiency devices, materials and on-site renewable energy sources; climatic factors such as maximising solar gain, rainwater holding facilities and sustainable drainage; navigable transportation routes allowing access by foot, cycle or public transport to services and amenities; household recycling and composting facilities and; landscaping using local species promoting biodiversity & ecology in greenspace. "

**Rep No** **Organisation/individual**  
79 EERA: REGIONAL PLANNING PANEL STANDING COMMITTEE

**Page Number Paragraph Number**

**Comment or Representation**  
Aim of the Design Guide

The aim is to improve the quality of new development in Huntingdonshire District.

Response: This aim is consistent with Policy ENV7 of the Proposed Changes which requires all new development to be of high quality.

**HDC Response**  
Noted support for the document.

**HDC Action**  
No action required.

**Rep No**    **Organisation/individual**

80            EERA: REGIONAL PLANNING PANEL STANDING COMMITTEE

**Page Number**    **Paragraph Number**

**Comment or Representation**

Design Process

The Design Guide has a section which sets out the need for developers to have an understanding their site and its context prior to any design work being undertaken.

Response: This section of the Design Guide is consistent with Policy ENV7 of the Proposed Changes which requires new development to be based upon a clear site analysis.

**HDC Response**

Noted support for the document.

**HDC Action**

No action required.

**Rep No**    **Organisation/individual**

81            EERA: REGIONAL PLANNING PANEL STANDING COMMITTEE

**Page Number**    **Paragraph Number**

**Comment or Representation**

Urban Design Principles

The second part of the design guide sets out the urban design principles which should be considered in the most common types of development which are as follows:

- Housing extensions and residential "infilling"
- Larger Housing Sites
- House design and detailing
- Industrial and Storage buildings

Response: Policy ENV7 of the Proposed Changes requires new development to be founded on urban design principles. The document should make it clear that urban design principles should be applied to all types of development in accordance with both the Proposed Changes and Policy B1 of the Core Strategy.

**HDC Response**

Disagree; The RSS policy is not yet adopted as part of the Development Plan, and the Core Strategy has been withdrawn.

**HDC Action**

none.

**Comment or Representation**

Sustainable Design and Construction

The Design Guide identifies a range of potential improvements to the design and construction of new development:

- Adapting to climate change
- Energy e.g. reductions in energy consumption
- Waste: maximising on-site recycling and the reuse of construction and demolition waste and promotion of recycling
- Water: conservation of water resources
- Materials: sustainable construction methods

Response: EERA welcomes the references made to these potential improvements. However it is considered that the Design Guide should not be limited to housing design and should be more explicit about the way in which these improvements could be delivered. This would enable the successful implementation of the Proposed Changes in particular policies SS1, ENV7, ENG1, WAT1 and WM6. In particular there is a need to consider how the requirement for 10% of energy to be from renewable energy will be provided and potentially exceeded as part of development in accordance with Policy B5 of the Core Strategy and Policy ENG1 of the Proposed Changes document. More generally there is a need to consider the Government's agenda to move towards Carbon neutral development e.g. Building a Greener Future consultation paper.

**HDC Response**

Disagree: whilst this is a very important matter, it has to be recognised that the SPD emphasises Development Plan Policies and cannot amplify emerging policies in other

**HDC Action**

no action

**Rep No**    **Organisation/individual**

83    EERA: REGIONAL PLANNING PANEL STANDING COMMITTEE

**Page Number**    **Paragraph Number**

**Comment or Representation**

Surface Water Management

The Design Guide makes reference to exploring the incorporation of sustainable urban drainage (SUDs) for both larger housing sites and industrial and storage buildings. Specific reference is made to permeable paving on larger housing sites.

Response: Policy WAT4 of the Proposed Changes requires SUDs to be employed in all appropriate developments. To be consistent with both the Proposed Changes and Policy CP10 of the Core Strategy the Design Guide should therefore refer to the implementation of SUDs in the context of all appropriate developments.

**HDC Response**

Disagree; Proposed changes to RSS are not yet adopted. However, in response to other representations, it recommended that new text be added to 1.2.5 making it clear that SUDs apply to all development.

**HDC Action**

New paragraph to be added at the bottom of section 1.2.5 to read

" The management of surface water to minimise flood risk must also be considered within the site. All new development should incorporate Sustainable Drainage Systems (SuDs) where this is technically feasible. Further details and information follows in sections 3.4.5 and 5.4.3."

**Comment or Representation**

EEDA receives a number of requests of this kind, as a statutory consultee, and unfortunately cannot reply in detail to each one. While EEDA has no comments to make in relation to the Draft Supplementary Planning Documents, our experience to date suggests a number of points with regards to Sustainability Appraisal reports which your authority may wish to consider.

EEDA's principal role is to improve the East of England region's economic performance. Our main concern with sustainability appraisal reports is therefore that they address whether or not the document to which they refer will help deliver, and provide the spatial framework for:

- sustainable economic development and regeneration in the East of England, and in particular, the new Regional Economic Strategy (A Shared Vision: the regional economic strategy for the East of England, 2004).

In our experience, Sustainability Appraisal reports usually provide only limited reference to the 'socio-economic' impacts of the documents. EEDA considers that they usually need to be expanded to identify the wider socio-economic issues, benefits and costs.

The Regional Economic Strategy (RES) is an important policy and reference source and point of comparison in this respect. RES provides a vision for the region as a leading economy with high and growing levels of wealth, increasing levels of economic participation and inclusion, and sustainable and dynamic rural economies.

In this context the impacts of proposed development on the following issues are likely to be particularly significant and we request that, where appropriate, they should consider:

- provision for businesses (particularly based in science and technology, research and innovation) including the supply of high quality business premises in sustainable locations;
- improving the region's skills base and human capital (and especially to address skills gaps and shortages);
- tackling deprivation and social exclusion, equality and diversity (giving communities improved opportunities to participate fully in the regional economy);
- improving provision of port, airport and transport infrastructure so as to enable corridors of economic activity, and deliver growth and sustainable communities;
- promoting sustainable development, urban renaissance and rural vitality, including the supply of high quality and affordable housing/ residential environments, balanced with provision for employment;
- managing growth and development sensitively and effectively;
- complementing and enhancing the position of London as a world city; and
- protecting and enhancing the region's landscapes and environmental assets.

By addressing these key elements of RES the sustainability appraisal will provide the context needed to appraise whether the Plan will help maintain the prosperity of the East of England, enhancing its regional competitiveness and giving support to business growth.

**HDC Response**

Noted; no specific representation has been made therefore no specific action is required.

**HDC Action**

None.

**Rep No** 85  
**Organisation/individual** Godmanchester Town Council

**Page Number Paragraph Number**

**Comment or Representation**

Godmanchester Town Council welcomes the opportunity to comment on the draft Design Guide. The Design Guide will help to improve the standard of design and liveability of new development in Huntingdonshire. Our comments are confined to a few suggestions to make the Guide clearer for applicants and consultees and help the District become an exemplar for sustainable design and construction.

**HDC Response**

Support noted. Suggested changes are dealt with in response to each section.

**HDC Action**

No action.

**Rep No** 86  
**Organisation/individual** DLP Planning

**Page Number Paragraph Number**  
1.2.9

**Comment or Representation**

We note at paragraph 1.2.9 reference to the preparation of guidance on developer consultations for certain types of development dependant on location and sensitivity of the site. It implies that the Council will expect developers to show how they have informed the local community of all such relevant facts, involved them in the design process, and taken on broad comments. Such guidance in the form of an SPD is not referred to in the prevailing Local Development Scheme and in light of the Barker Report which calls for less reather than more prescription in the way that development proposals are managed (para 4.35 and recommendation 17). This SPD should simply avoid references to documents that the Council has not produced and which it is not scheduled to produce.

**HDC Response**

Disagree. Section 1.2.5 gives general guidance to developers on how they can engage with local communities. It would be to the advantage to the developer if they can do so as it may reduce conflict at a later stage in the process.

**HDC Action**

None required.

**Comment or Representation**

Reference to the use of DB32 and Places, Streets and Movement in the preparation of highway and access schemes.

We welcome the acknowledgement that the Highway Authority- and the Planning Authority- has embraced highway standards in a rigid and unimaginative manner and that, by implication, there is great scope for improvement. However there is merely a footnote reference to the draft Manual Design Manual which is due for publication shortly and the guidance gives no indication of how more sympathetic and innovative transport solutions should be designed and how they will be received.

Manual for Streets wholly revisits existing guidelines and is expected to be adopted in March 2007. We consider that before this SPD is adopted, this entire section should be re-drafted to provide clearer guidance on flexible and contemporary highway access standards which are emerging at national and county level. Setting out clearly the current thinking on achieving more sustainable, safe and pedestrian friendly access networks is fundamental to good contemporary design whether of a typical vernacular form or more contemporary interpretation. Highways and access are fundamental to site layouts and the creation of a sense of place and to securing safe and functionality in any development. This document cannot set out a framework for securing the commonly held objectives of improving design and character and retaining and promoting a sense of place unless it sets out very clearly the opportunities and advantages arising from the most up to date guidance.

**HDC Response**

Agree; section 3.3.4 should be redrafted to reflect new the new "manual for Streets", to replace DB32, "Places, Streets & Movement", as has been done in response to other representations.

**HDC Action**

Sec. 3.3.4, Highway Design, amend to read

2nd paragraph

"Cambridgeshire County Council, as local Highway Authority, and the District Council, now utilise the principles set out in Manual for Streets (Communities and Local Govt. and Department for Transport), when considering proposed highway layouts. A Cambridgeshire Design Manual for Streets and Public Realm is also in the process of development and this will be further utilised in the development of highway layouts.

There are now a number of points that should be emphasised in the consideration of highway design in residential areas including:"

1st bullet point change to:

- "For too long the focus has been on the movement function of residential streets. The result has often been places that are dominated by motor vehicles to the extent that they fail to make a positive contribution to the quality of life'. The MfS aims to demonstrate good design principles and setting-out a clear approach to the creation of place within residential streets that work for all members of the community in a range of ways,"

2nd bullet point change to:

- "Strict highway design should not be the leading factor in determining settlement form. MfS indicates that many of the criteria historically and routinely applied in street design have been based on questionable and outdated practice. The MfS looks to address these issues by 'recommending key geometric design criteria to allow streets to be designed as places in their own right while still ensuring that road safety is maintained' ."

3rd bullet point – leave unchanged

Under the sub heading Tracking the 1st bullet point will be changed to:

- "Whilst all forms of movement need to be considered, MfS looks to assign a higher priority to pedestrians and cyclists 'by setting out an approach to residential streets that



recognises their role in creating places that work for all members of the community. "

2nd bullet point – leave unchanged

3rd bullet point – leave unchanged

4th bullet point change to;

- "Street furniture should be provided to provide amenity to users but clutter and excessive provision should be avoided. Likewise, signage should be appropriate for the place with good street name plate provision possibly rendering other signage unnecessary. Non-statutory signage can also contribute to the sense of place of a street "

5th bullet point change to;

- "Lighting at all its levels should be planned as an integral part of the street layout and to European standards. It should cover issues such as reducing night-time accidents, assist

**Comment or Representation**

Section 4.7, reference to sustainable forms of construction.

We would think it appropriate to make reference to the Government's intention to move towards the production of zero carbon homes through progressive alterations to building regulations over the next 10 years. Clearly it will be necessary for buildings to comply with prevailing regulations and the SPD should indicate that it will view sympathetically buildings that exceed building regulation standards and have regard to the implications of doing so for the development of more contemporary forms of building design.

**HDC Response**

Agree, however this is more appropriate to section 4.6

**HDC Action**

Add aim to new sentence at the end of the first paragraph at the beginning of 4.6 to read

" The Government has indicated its intention to strengthen Building Regulations over time to move towards more stringent standards for carbon emissions with the aim of ultimately zero carbon homes. The Council will encourage developers to exceed Building Regulation Standards".

Also add to grey box

"Further Information can be obtained from Government Guidance, the Code for Sustainable Homes, Dec 2006 (see [www.communities.gov.uk](http://www.communities.gov.uk))."

**Rep No** 89  
**Organisation/individual** Godmanchester Town Council

**Page Number Paragraph Number**

**Comment or Representation**

The type of application we deal with most frequently is for house extensions. Fig 1 in section 2.1.1 gives a good guide to an extension on the back or a dwelling not overwhelming the adjacent property. We would like to see similar diagrams included to clarify the appropriate distance and scale between an extension and a facing dwelling.

**HDC Response**

Disagree; there is no standard which could be illustrated.

**HDC Action**

No action.

**Rep No** 90  
**Organisation/individual** Godmanchester Town Council

**Page Number Paragraph Number**

**Comment or Representation**

We welcome the section on larger housing sites and support the measures proposed. It is a pity that so many of the photos in the section are of old traditional townscapes. We feel this is indicative of the failure of district councils in the region to lead the good design of housing estates over the last few decades.

**HDC Response**

Agree; consideration will be given to the opportunity to update some photos.

**HDC Action**

Add some relevant new photos to the guide as appropriate.

**Rep No**    **Organisation/individual**  
91            Godmachester Town Council

**Page Number**    **Paragraph Number**

**Comment or Representation**

The principles in the section on house design and detailing are welcomed but we would like to see the District become an exemplar for sustainable design and construction. It could adopt for example some of the proposals in the Proposed Changes to the Draft RSS14, for example on water and energy efficiency and green infrastructure; and also adopt the level 3 standards in the Code for Sustainable Homes (3 star) as mandatory standards for all development, not just for publicly funded development. We believe this could be done within this Supplementary Planning Document, in a similar way to the standards introduced by the Mayor of London in May 2006.

**HDC Response**

Disagree; whilst important the RSS is yet to be adopted.

**HDC Action**

No action.

**Rep No**    **Organisation/individual**  
15            Somersham Parish Council

**Page Number**    **Paragraph Number**

**Comment or Representation**

Finally, there is no support for Village Design Statements, where is the encouragement for planning at the local level to meet local interests/needs and allow local people to shape their own community. The whole process mitigates against local influence over planning and to that extent runs directly contrary to the spirit of current government policy.

**HDC Response**

Agree.

**HDC Action**

Add new paragraph at the end of 1.2.9 to read:

"Village Design Statements are another way in which local interests and the local community can become involved in improving the quality of design and local distinctiveness".

**Rep No Organisation/individual**

16 Brett A J Lovett Architect, Castlemore Securities

**Page Number Paragraph Number**

**Comment or Representation**

Always a good urban design idea to ensure comprehensiveness in terms of different schemes providing linkage and 'knitting' into the existing fabric of the town. To couple this with a rise in design standards is a positive move. Minimum standards are not what we should be striving for anywhere. Some of our European neighbours strive for more and if we consider ourselves as goos, if not better when it comes to town planning, urban design, architecture and public realm then we should be constantly challenging ourselves to achieve more. Castlemore are active in Huntingdon and we hope to play out part in the regeneration in the true sense of the word but only where it is truly necessary and doesn't upset the current historic nature of the town. Sometimes a little 'urban dentistry' is all that's required!

**HDC Response**

Support noted.

**HDC Action**

No action needed.

**Rep No Organisation/individual**

17 Ronald Mckay, Bedford Borough Council

**Page Number Paragraph Number**

1.2.7

**Comment or Representation**

Whilst ease of access for pedestrians and cyclists is important, the degree to which a development is accessible and is connected to an existing urban area needs to be considered having regard to the community safety of the whole neighbourhood (both existing and new). There needs to be a balance between accessibility and maintaining the community safety of neighbourhoods and the text should be amended to reflect this.

**HDC Response**

Agree that text should be amended reflect the balance accessibility and community safety.

**HDC Action**

Add new bullet point to 1.2.7 to read

"any potential conflict between accessibility and community safety."

**Rep No** 18  
**Organisation/individual** Bedford Borough Council

**Page Number Paragraph Number**  
2.2.2

**Comment or Representation**

This comment relates to part of para 2.2.2 which deals with surfacing.

The guide should recognise that materials can be used effectively to reinforce the distinction between the 'public areas' such as the public highway/footways etc and semi-private space such as private driveways and parking courts.

**HDC Response**

Agree that at paragraph 2.2.2 the guide should reinforce the distinction between public and private spaces.

**HDC Action**

Add new sentence to 1st paragraph 2.2.2 to state

" Materials can help to distinguish between 'public areas' such as the public highway and footpaths and 'semi-private areas' such as driveways and parking courts".

**Comment or Representation**

This comment relates to Section 3.3 paras 3.3.1- 3.3.3.

The guide gives considerable emphasis to the need to achieve a high degree of permeability in particular accessibility for pedestrians and cyclists. It needs to recognise that in a residential context, connections need to be well defined, allowing for convenient movement without compromising security. This is consistent with the Government's guidance 'Safer Places' which recognises that all routes should be necessary.

From this flows the need to decide which routes need to be through routes (eg to provide access to schools/shops etc and to facilitate public transport routing) and importantly, where streets should not be, or do not need to be through routes. Unlike town and city centres residential streets have relatively small amounts of activity especially during the day and there is a need to channel what activity there is onto certain routes in order to achieve active streets. Too much permeability and too many choices of routes only serves to dilute that activity.

The diagram at the bottom of page 10 only serves to perpetuate the myth that grids are good and cul-de-sac are bad. Clearly there is a place for both and the guide should recognise this and take a less polarised standpoint.

The whole issue of permeability and through routes v's cul-de-sac is one which has taxed planners and designers in recent years. In order to resolve this issue and the impact on community safety issues, all of the planning authorities in Bedfordshire have prepared (in conjunction with Llewelyn Davis and Bedfordshire Police) and adopted the Bedfordshire Community Safety Design Guide. This can be downloaded at [www.bedford.gov.uk/Default.aspx/Web/CommunitySafety](http://www.bedford.gov.uk/Default.aspx/Web/CommunitySafety)<sup>1</sup>.

The guide includes a methodology which seeks to achieve the benefits of a block structure whilst achieving high levels of accessibility and layouts which take community safety issues into account. Such an approach has been applied successfully to large schemes through the development control process and I would commend this approach to you.

**HDC Response**

Disagree, the Guide does not take such a polarised view that grids are good and cul-de-sacs bad, as seen in diagram on page 10.

**HDC Action**

No action.

**Rep No**    **Organisation/individual**  
92            Godmanchester Town Council

**Page Number Paragraph Number**

**Comment or Representation**

The industrial and storage buildings section is also supported. It is good to see some local examples of well designed modern buildings in the Guide.

**HDC Response**

Noted.

**HDC Action**

No action needed.

**Rep No**    **Organisation/individual**  
93            Godmanchester Town Council

**Page Number Paragraph Number**

**Comment or Representation**

Surface water management is an important issue where large areas of hardstanding or roofs are created. Sustainable drainage systems are to be encouraged but it is vital that the long term operation and maintenance arrangements are clear. We believe this should be mentioned in both this section and the earlier section on new housing estates.

**HDC Response**

Agree.

**HDC Action**

Add new paragraph at the end 3.4.5 to read:

" Consideration should be given to appropriate and effective long-term operation and maintenance arrangements."



**Rep No** 94  
**Organisation/individual** Godmanchester Town Council

**Page Number Paragraph Number**

**Comment or Representation**

Lack of car parking space is a perennial problem in Godmanchester and many other parts of the District. The car park on the London Road office site is completely inadequate and most days cars are parked on nearby residential streets. Similarly, the parking arrangements on the new Roman Way development in Godmanchester are not working with cars frequently parked on pavements. We believe further reference needs to be made to travel and transport plans, as well as the need to provide adequate parking, in the SPD.

**HDC Response**

Disagree; Section 3.5 refers to more creative options when incorporating parking spaces. It is not within the scope of this document to refer to travel and transport plans nor address the number of car parking spaces allocated per dwelling, as this is a matter dealt with by other policies and documents.

**HDC Action**

None.

**Rep No** 95  
**Organisation/individual** Godmanchester Town Council

**Page Number Paragraph Number**

**Comment or Representation**

Overall however, we welcome the Guide and look forward to seeing it adopted.

**HDC Response**

Noted

**HDC Action**

None

## **Other Changes to be made to the SPD which have arisen as a result of considering representations and other matters:**

### **Changes to the Design Guide:**

1. Part 1, Page 4 Checklist of basic submission requirements, change “Tree survey where trees may be affected by the development” to “Tree Survey, Tree Constraints Plan, Arboricultural Method Statement, and Tree Protection Plan, where trees may have an influence on the planning and use of a development site.”
2. Add a Further Information box to Part 1, page 4 and page, “Refer to the British Standard 5837:2005 Trees in Relation to Construction “
3. Add to Part 1, Page 18, 1.4, The Design Process, Considering Impacts, “ Redevelopment proposals should take account of the impact existing trees or new ones will have on the Design process. BS2837:2005 recommends that a full site assessment of trees is made before the Tree Constraints Plan helps to inform site layout design” .
4. Part 3, page 15, 3.4.2. Omit last sentence “Care should be taken to avoid conflicts between tree planting and the provision of effective street lighting” as this is unnecessary repetition.
5. Part 4, page 18, diagrams of garages are incorrectly labelled, the top one needs changing to tick symbol whilst the bottom diagram needs changing to a cross symbol.

# ***Appendix B Landscape and Townscape Assessment Representations and Recommended Revisions***

<b><i>Rep No</i></b>	<b><i>Organisation</i></b>	<b><i>Page number</i></b>	<b><i>Paragraph number</i></b>
	2 Hemingford Grey Parish Council		0
<b><i>Comment 1</i></b> Both documents are difficult for the lay-person to read. There is much use of phrases and terminology probably familiar to professionals working in the development and construction process. This seems to us to create an exclusivity that may well deter the lay person from attempting to make full use of the recommendations contained in the documents, and we would recommend a more straight forward use of English grammar.			
<b><i>HDC Summary</i></b> Disagree; both documents deal with complex design issues which also need to be fit for purpose for developers and planners as part of determining planning applications, and therefore need to be technical documents.			
<b><i>HDC response</i></b> No action.			

<b>Rep No</b>	<b>Organisation</b>	<b>Page number</b>	<b>Paragraph number</b>
3	Hemingford Grey Parish Council	0	0

**Comment 1**  
We would request greater clarity of what is guidance and what is mandatory, particularly in areas of energy efficiency and micro generation.

**HDC Summary**  
Noted. The Design Guide is all guidance.

**HDC response**  
No action.

<b>Rep No</b>	<b>Organisation</b>	<b>Page number</b>	<b>Paragraph number</b>
4	Hemingford Grey Parish Council	0	0

**Comment 1**  
Both documents appear to contain a wealth of experience and good practice, and whilst they can be seen primarily as useful tools for the Development Control process, they would also be useful to Planning Committees at Parish Council level. We therefore recommend their adoption as soon as attention to final recommendations can be accomplished.

**HDC Summary**  
Noted support

**HDC response**  
No action.







**Comment 1**

EEDA receives a number of requests of this kind, as a statutory consultee, and unfortunately cannot reply in detail to each one. While EEDA has no comments to make in relation to the Draft Supplementary Planning Documents, our experience to date suggests a number of points with regards to Sustainability Appraisal reports which your authority may wish to consider.

EEDA's principal role is to improve the East of England region's economic performance. Our main concern with sustainability appraisal reports is therefore that they address whether or not the document to which they refer will help deliver, and provide the spatial framework for:

- sustainable economic development and regeneration in the East of England, and in particular;
  - the new Regional Economic Strategy (A Shared Vision: the regional economic strategy for the East of England, 2004).
- In our experience, Sustainability Appraisal reports usually provide only limited reference to the 'socio-economic' impacts of the documents. EEDA considers that they usually need to be expanded to identify the wider socio-economic issues, benefits and costs.

The Regional Economic Strategy (RES) is an important policy and reference source and point of comparison in this respect. RES provides a vision for the region as a leading economy with high and growing levels of wealth, increasing levels of economic participation and inclusion, and sustainable and dynamic rural economies.

In this context the impacts of proposed development on the following issues are likely to be particularly significant and we request that, where appropriate, they should consider:

- provision for businesses (particularly based in science and technology, research and innovation) including the supply of high quality business premises in sustainable locations;
- improving the region's skills base and human capital (and especially to address skills gaps and shortages);
- tackling deprivation and social exclusion, equality and diversity (giving communities improved opportunities to participate fully in the regional economy);
- improving provision of port, airport and transport infrastructure so as to enable corridors of economic activity, and deliver growth and sustainable communities;
- promoting sustainable development, urban renaissance and rural vitality, including the supply of high quality and affordable housing/ residential environments, balanced with provision for employment;
- managing growth and development sensitively and effectively;
- complementing and enhancing the position of London as a world city; and
- protecting and enhancing the region's landscapes and environmental assets.

By addressing these key elements of RES the sustainability appraisal will provide the context needed to appraise whether the Plan will help maintain the prosperity of the East of England, enhancing its regional competitiveness and giving support to business growth.

**HDC Summary**

Noted. This representation provides no specific response just general policy, therefore there is no specific action.

**HDC response**

None.



<b>Rep No</b>	<b>Organisation</b>	<b>Page number</b>	<b>Paragraph number</b>
	11 Buckden Parish Council	0	1.3
<b>Comment 1</b>			
page : para1.1.3 & 3.4			
proposal : support			
comments :			
The report (L/T) makes it clear (Section 1 p.3) that, other than local communities, the users of this document are likely to be those responsible for policy development. We would therefore wish to bring to the attention of those who will be determining policies and evaluating planning proposals the following:-			
<p>While central Buckden is not in a flood plain, land at its periphery, in the region of the quarry workings and Buckden Marina, is. For several decades the area has been the focus for large quarrying developments. In addition, there have been many applications in past years for residential and leisure developments in that area. All along the Ouse Valley river banks there is a need for more decisive action to be taken with regard to inappropriate new development and quarry workings within the flood plain areas.</p>			
We would therefore support the aims identified in Section 3 p.34 of the report.			
<b>HDC Summary</b>			
Support noted.			
<b>HDC response</b>			
No action			



**Rep No** **Organisation** **Page number** **Paragraph number**

14 Cambridgeshire County Council 0

**Comment 1**

Cambridgeshire Landscape Guidelines

The status of the document Cambridgeshire Landscape Guidelines referred to in Section 3 Landscape Character is a point of concern. Whilst the County Council welcomes the references to this document we are concerned that important information may not be given due consideration by developers and householders. The Cambridgeshire Landscape Guidelines contains a section (Chapter 4 Cherish Landscape Character) on the county's landscape character areas and details how the character of these areas should be maintained and enhanced through a series of principles for landscape improvement and management, and also lists appropriate native plant species for landscape schemes. It also highlights that there are local variations and that landscape schemes should be responsive to these. The Huntingdonshire Landscape and Townscape Assessment also takes this approach in that it uses the county landscape character areas but identifies sub-divisions within them. It then goes on to make reference to the landscape management principles and lists a number of them. As with the Design Guide SPD, we would recommend that all the landscape management principles identified in the Cambridgeshire Landscape Guidelines are included as an appendix in the Huntingdonshire Landscape and Townscape Assessment. Similarly the appropriate native species planting lists for each character area should be included as an appendix in the Supplementary Planning Document. This will ensure that this information forms part of the Local Development Framework.

**HDC Summary**

Disagree: It is considered that the status of the Cambridgeshire Landscape Guidelines is given appropriate coverage in Part 3. A further information box will be added guiding developers to refer Chapter 4, Cherish Landscape Character, the landscape management principles and native plant species list, but it is felt that to add further appendix to the Huntingdonshire Townscape & Landscape Assessment would make the document overly long and cumbersome. In addition it is inappropriate to be prescriptive about native plant species as there is a greater diversity than given, nor does the Cambridgeshire Landscape Guidelines take into account climate change and the impact on native species.

**HDC response**

No action.

**Rep No** **Organisation** **Page number** **Paragraph number**

15 Cambridgeshire County Council 0

**Comment 1**

Throughout Chapters 3 and 4: Items under 'Some key issues'

The bulleted lists that occur throughout both chapters of 3 and 4 with the heading 'Some key issues' should not be taken as inclusive. The items listed appear to be a mixture of detrimental issues and areas where opportunities to enhance the landscape and townscape could be pursued. The title seems erroneous and the mixture of points the document is trying to get across is confusing to the reader. It is suggested that issues of concern are separated out from opportunities to enhance. This would make the document clearer and help the user of the document to see what the assessment is encouraging/suggesting.

**HDC Summary**

Disagree; the title 'Some Key Issues' clearly provides the reader with a number of landscape features which need to be considered when designing new developments whether they need to be enhanced or conserved within the specific area.

**HDC response**

None.

18 May 2007

Page 9 of 10

<b>Rep No</b>	<b>Organisation</b>	<b>Page number</b>	<b>Paragraph number</b>
	16 Cambridgeshire County Council	38	
<b>Comment 1</b>			
pg 38: Some key issues			
A potential conflict exists between the final bullet point regarding the planting of tree and woodland belts along major roads with highway verge maintenance and the value some verges have to biodiversity. Either a caveat needs to be added or the text amended.			
<b>HDC Summary</b>			
Agree.			
<b>HDC response</b>			
Add a caveat at the end the last bullet point, page 38 to read ", subject to the needs of highway maintenance, safety of motorists and the need to maintain verge biodiversity."			

**Other Changes to be made to the SPD which have arisen as a result of considering representations and other matters:**

**Changes to the Landscape and Townscape Assessment:**

Update the first page, 'Clarification to Status of the Document' to read:

**“SUPPLEMENTARY PLANNING DOCUMENT:  
THE HUNTINGDONSHIRE LANDSCAPE & TOWNSCAPE ASSESSMENT**

***Status***

This document forms part of the Huntingdonshire Local Development Framework (LDF) as a Supplementary Planning Document.

The new Development Plan system introduced by the Government has replaced Structure and Local Plans with Regional Spatial Strategies (RSS) and Development Plan Documents (DPD). The LDF is made up of DPDs, which have been the subject of statutory procedures, including independent examination, and Supplementary Planning Documents (SPD), which whilst having been through full public participation are not required to be subject to independent examination. Nevertheless, SPDs are a material planning consideration to be taken into account in determining planning applications.

The Huntingdonshire Landscape and Townscape Assessment was the subject of full public participation over a six week period in late 2006/early 2007, consistent with the Council's Statement of Community Involvement. All the representations received from that participation have been taken into account in revising this document which was adopted as a Supplementary Planning Document by the Council in June 2007.

The Huntingdonshire Landscape and Townscape Assessment should be read in conjunction with the Design Guide which was also adopted as Supplementary Planning Document in June 2007.

### ***Relationship to the Development Plan***

The Landscape and Townscape Assessment provides advice to supplement the policies in the Cambridgeshire Structure Plan 2003 and the Huntingdonshire Local Plan 1995 which together form the relevant Development Plan base for this Supplementary Planning Document.

At the same time, it is consistent with the Interim Planning Policy Statement (adopted by Huntingdonshire District Council in April 2007) and the policies in the Proposed Changes to the Regional Spatial Strategy for the East of England, RSS14, (published in November 2006), although these documents do not form part of the Development Plan. RSS14 is due to be adopted later in 2007, when it will become the Development Plan. It will include references to the “saved” policies from the Structure and Local Plan which will continue to have the status of Development Plan policies. However, it should be noted that a number of the policies which are currently saved from the current Development Plan will be replaced by policies in the RSS when it is finally approved.

### ***The Cambridgeshire Structure Plan 2003***

In particular, the Landscape and Townscape Assessment supplements Key Policy P1/3 of the Cambridgeshire Structure Plan which lists matters on which more detailed guidance is set out in this SPD, including:

- High standards of design and sustainability
- Safe and people-friendly environments
- Direct walking and cycling routes
- Good access by public transport
- Responding to local character
- Integration with adjoining landscapes
- The creation of distinctive skylines, focal points and landmarks
- The creation of variety and surprise within a unified design
- The inclusion of streets, squares and other public spaces with a defined sense of enclosure
- The inclusion of attractive green spaces and corridors for recreation and biodiversity
- The conservation of important environmental assets
- Attention to detail of forms, massing, textures, colours and landscaping
- The inclusion of energy conservation measures and energy efficient siting of buildings
- The use of renewable energy sources, energy from waste or combined heat and power
- Facilities for waste recycling
- Water efficiency measures

- Sustainable drainage systems
- Sustainable construction processes and materials

Other relevant saved policies from the Structure Plan, on which guidance is included are:

P7/1 – Sites of Natural and Heritage Interest

P7/2 – Biodiversity

P7/4 – Landscape

P7/4 –Urban Fringe

P7/6 – Historic Built Environment

*The Huntingdonshire Local Plan 1995*

The following saved policies are relevant: and should be taken into account in preparing proposals:

Policy En5 – development within or directly affecting a Conservation Area required to preserve or enhance character or appearance

Policy En6 – a high standard of design with careful consideration of scale and form and use of sympathetic materials in Conservation Areas

Policy En18 – protection of important site features including trees, woodlands, hedges and meadowland

Policy En21 – takes into account the adverse effect development could have on Area of Best Landscape

Policy En22 – account to be taken of interests of nature and wildlife

Policy En25 – need to respect scale, form, materials and design of existing buildings and make adequate provision for landscaping and amenity areas

*The Huntingdonshire Local Plan Alteration 2002*

In particular, the Landscape and Townscape Assessment provides more detailed guidance on Policy HL5 which requires good design in all new housing development including conversions and changes of use. This policy requires development to:

- Achieve an efficient use of land
- Respect the townscape and landscape of the wider locality, including the pattern of streets and spaces, building traditions and materials, and maintains open spaces, important gaps in development, mature trees and other vegetation which contributes to the quality of the local environment
- Incorporate landscaping as an integral part of the design
- Create attractive, distinctive and safe places and spaces which focus on the needs of pedestrians and cyclists rather than the movement and parking of vehicles
- Promotes energy efficiency.

#### *The Huntingdonshire Interim Planning Policy Statement 2007 (IPPS).*

The Council adopted this document which comprises policies from the withdrawn Core Strategy 2006 on 18<sup>th</sup> April 2007. These policies have been subject to substantial public participation and take full account of recent Government Guidance. It will guide the Council's decision making processes pending the preparation of its updated development Plan Documents.

Although the IPPS is not part of the statutory Development Plan, the Landscape and Townscape Assessment (and Design Guide) SPD is consistent with its policies. The following policies are particularly relevant:

- P1- Sustainable development
- P2- The efficient use of natural resources
- P3- Contributing to the social and economic well-being of the District
- P10- Flood risk restrictions on development
- G1 - Impact on open space or recreation facilities
- G2 -Respecting landscape character
- G3- Protection of important trees, hedges, meadowland and other environmental features



- G4- Protected habitats and species
- G7- Biodiversity
- B1- Requirement for high quality design
- B2- Requirement for positive contribution to street scene
- B3 -Accessibility, adaptability and security
- B5- Energy and water use
- B7- Listed Buildings
- B8- Conservation Areas
- B9- Archaeology” .

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**COMT  
CABINET**

**22<sup>nd</sup> May 2007  
7th June 2007**

## **CREATION OF PUBLIC FOOTPATH LAND AT FLAMSTEED DRIVE HUNTINGDON**

**(Report by Planning Policy Manager)**

### **1. Introduction**

- 1.1 To seek approval to enter into a Public Path Agreement with Cambridgeshire County Council for the dedication of a Public Right of Way over land in the control of the District Council.

### **2. Background**

- 2.1 Since the completion of the residential development west of Hinchingsbrooke Hospital it is apparent there is need for a pedestrian link between Flamsteed Drive and Hinchingsbrooke Business Park over an area of public open space. At present there is an informal route used by residents in the area to the business park and nearby nursery (see plan attached to this report). This informal route is muddy in wet weather and the surface is inadequate for pushchair use.
- 2.2 While the District Council recognises the need for a surfaced path over its land, in the short term there are no funds for this. Cambridgeshire County Council has recommended formalising the route as a public footpath as a first step. The County would then be responsible for maintenance of the path and surface the path when funding is available.

### **3. Issues**

- 3.1 Present informal use clearly indicates a need for a pedestrian link to the business park unforeseen when the development was first considered.
- 3.2 The new Public Right of Way will link into existing public rights of way and a cycleway which links to Huntingdon town centre. A good clear path will encourage pedestrian use as an alternative to using car based transport.
- 3.3 Other than staff time it is not envisaged that there will be any significant financial implications to the District Council entering into a creation agreement with Cambridgeshire County Council.

#### **4. Recommendation**

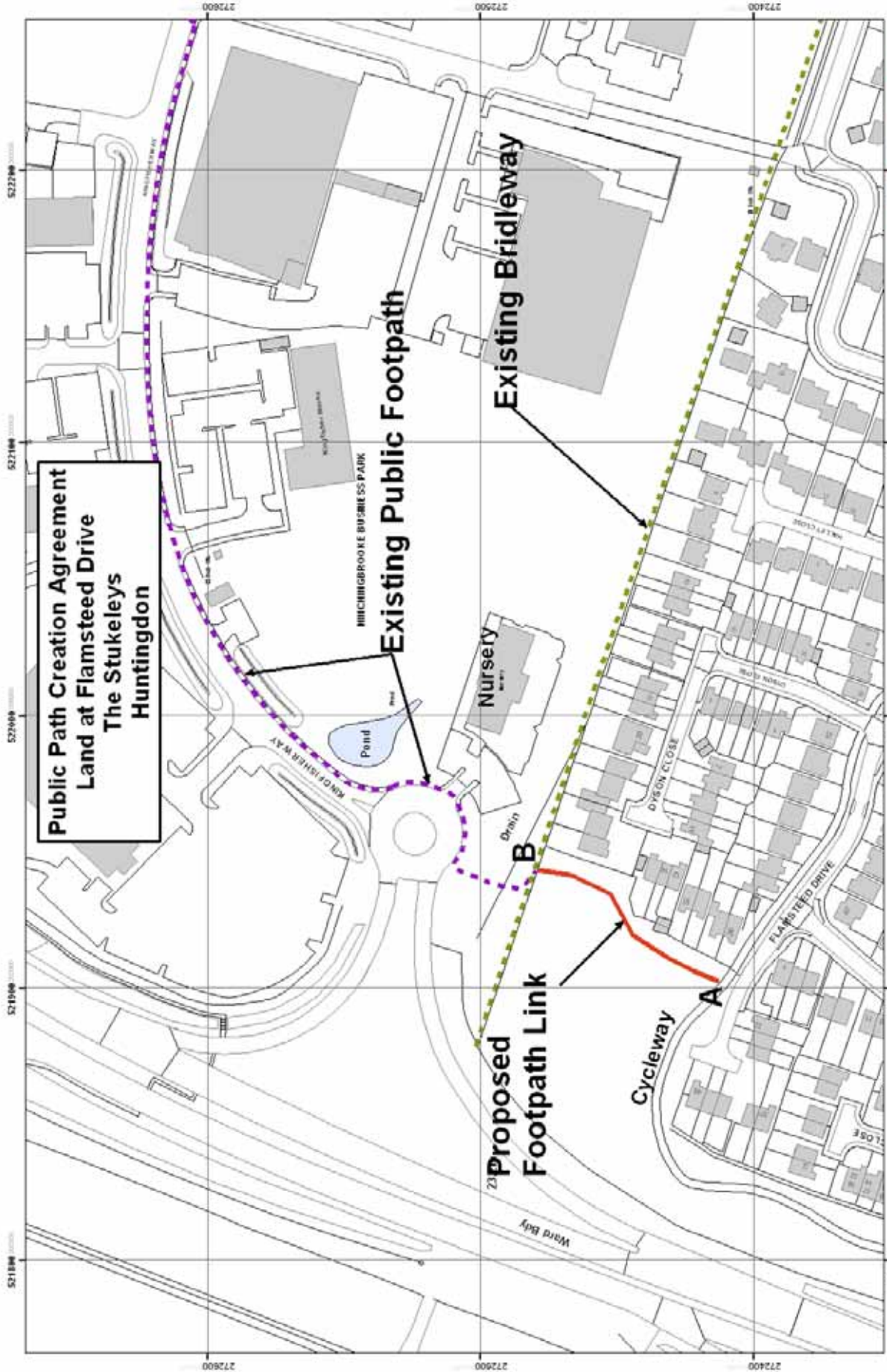
- 4.1 That approval is given to enter into a Public Path Agreement with Cambridgeshire County Council for the dedication of a Public Right of Way over land in the control of the District Council at Flamsteed Drive, in accordance with the provisions of section 25 of the Highways Act 1980.

#### **BACKGROUND INFORMATION**

Nil

**Contact Officer: Mr R Probyn, Planning Policy Manager**  
**☎ 01480 388430**





**Public Path Creation Agreement  
Land at Flamsteed Drive  
The Stukeleys  
Huntingdon**

CABINET

7<sup>TH</sup> JUNE 2007

## REPRESENTATION ON ORGANISATIONS

(Report by the Head of Administration)

### 1. INTRODUCTION

- 1.1 The Council's representation on a variety of organisations is reviewed annually. Listed in the attached schedule are those organisations to which the Council has been invited to nominate representatives for 2007/08.

### 2. RECOMMENDATION

- 2.1 The Cabinet are therefore invited to make their nominations where required to the organisations referred to in the schedule appended hereto.
- 2.2 In the event that changes are required to the District Council's representation during the course of the year the Deputy Leader and Vice Chairman of the Cabinet be authorised to nominate alternative representatives as necessary.

### BACKGROUND PAPERS

File held in the Administration Division of the Central Services Directorate.

**Contact Officer:** Helen Taylor  
Senior Democratic Services Officer  
(01480) 388008

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## REPRESENTATION ON ORGANISATIONS 2007/2008

	Nominating/ Appointing Panel	Representative(s) for 2006/2007	Proposed Representative(s) for 2007/2008	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T - Travelling
Archives County Advisory Group	Cabinet	Cllr J E Garner	Cllr J E Garner	3 at Huntingdon, Wisbech, Cambridge	S & T
Arts Forum for Cambridgeshire and Peterborough	Cabinet	Cllr Mrs D C Reynolds and Head of Environmental & Community Health (Substitute: Mrs Chandler)	Cllr Mrs D C Reynolds and Head of Environmental & Community Health (Substitute: vacant)	2	S & T
<del>Bus Strategy Reference Group</del>	<del>Cabinet</del>	<del>Cllr N J Guyatt</del>	<del>-----</del>	2	S & T
Cambridgeshire Age Concern Liaison Committee	Cabinet	Mrs N F Wagstaffe	<b>Mrs J Chandler</b>	AGM - Cambridge 1  Half Yearly Mtg - Ely 1  Members meeting/ Forum – Chatteris 2  Members meeting/ Forum - Huntingdon 1  2 at Pathfinder House, Huntingdon	S & T
Cambridgeshire Association of Local Councils – Liaison Group	Cabinet	Cllr I C Bates	Cllr I C Bates		S & T
Cambridgeshire Chamber of Commerce – Huntingdonshire Area	Cabinet	Cllr A Hansard	Cllr A Hansard		S & T
Cambridgeshire Consultative Group for the Fletton Brickworks Industry	Licensing & Protection	Cllr E R Butler and Director of Operational Services	Cllr E R Butler and Director of Operational Services	2	S & T
Cambridgeshire Councils Association	Cabinet	Leader of the Council, vacancy, N J Guyatt (Substitute: Deputy Leader)	Leader of the Council, <b>Cllr P L E Bucknell</b> , (Substitute: Deputy Leader) <b>Cllr C R Hyams</b>	County Branch meets 5/6 times per annum	S & T
Cambridgeshire County Council Association – Member Forum on Waste Management	Cabinet	Cllr Mrs P J Longford		6	S & T
Cambridgeshire Enterprise Services (Steering Group for Huntingdonshire Enterprise Agency)	Cabinet	Cllr A Hansard	Cllr A Hansard	2	S & T
Cambridgeshire Horizons	Cabinet	Cllr I C Bates	Cllr I C Bates		S & T
Cambridgeshire Museums Advisory Partnership	Cabinet	Cllr J E Garner	Cllr J E Garner	1 (AGM)	S & T

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	Nominating/ Appointing Panel	Representative(s) for 2006/2007	Proposed Representative(s) for 2007/2008	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T – Travelling
Community Safety Task Groups –	Cabinet				
Huntingdon		Cllr T D Sanderson	Cllr T D Sanderson	4	S & T
North Huntingdonshire Area (Yaxley)		Cllr J S Watt	Cllr J S Watt	4	S & T
Ramsey		Cllr P A Swales	Cllr P A Swales	4	S & T
St Ives		Cllr D B Dew	Cllr P H Dakers	4	S & T
St Neots		Cllr D Harty	Cllr D Harty	4	S & T
Violence		Cllr J D Fell	Cllr J D Fell	4	S & T
Consultation on Treasury Management Matters	Cabinet	Cllrs K Reynolds, T V Rogers and L M Simpson	Cllrs K Reynolds, T V Rogers and L M Simpson	3	S & T
Cromwell Museum Management Cttee	Cabinet	Cllrs M G Baker and T D Sanderson	Cllrs M G Baker and T D Sanderson	2	S & T
Cow Lane, Godmanchester Landfill Site Liaison Cttee	Licensing & Protection	Cllrs Mrs C A Godley and C R Hyams	Cllrs Mrs C A Godley and C R Hyams	2	S & T
DIAL Druglink – East of England –	Cabinet	Cllr Mrs M Wheeler	Mrs M Wheeler	6	S & T
Regional Assembly	Cabinet	Cllr I C Bates (Substitutes: Cllrs N J Guyatt and L M Simpson and Cllr G Harper [Leader of Fenland District Council])	Cllr I C Bates (Substitutes: Cllrs P L E Bucknell and L M Simpson and Cllr G Harper [Leader of Fenland District Council])	7/8	S & T
Envar Ltd, St Ives Composting Facility – Site Liaison Forum	Cabinet	Cllr M F Newman	Cllr M F Newman		S & T
Great Fen Project Steering Group	Cabinet	Cllr P L E Bucknell	Cllr P L E Bucknell	12	S & T
Greater Cambridge Development Board	Cabinet	Cllr I C Bates	Cllr I C Bates		S & T
Home Improvement Agency – Advisory Committee	Cabinet	Cllr Mrs Reynolds	Cllr Mrs Reynolds	4/5	S & T
Huntingdon Business Against Crime	Cabinet	Cllr J M Sadler	Cllr J M Sadler	4	S & T
Huntingdon Freemens' Charity	Cabinet	Cllr J D Fell	Cllr J D Fell	11	S & T
Huntingdonshire Citizens' Advice Bureau****	Cabinet	Cllr T V Rogers (General Meeting) and Mr J C Muggleston (Trustee – Board)	Cllr T V Rogers (General Meeting) and Mr J C Muggleston (Trustee – Board)	General Meeting – 4 Board – 12	S & T
Huntingdonshire Federation of Volunteer Bureaux	Cabinet	Cllr J M Sadler	Cllr J M Sadler	4	S & T
Huntingdonshire Flood Forum	Cabinet O&S (P&F)	Cllr P L E Bucknell	Cllr P L E Bucknell	2	S & T
Huntingdonshire (Local) Strategic Partnership –	Cabinet			1	S & T
Children and Young People		Cllr A Hansard	Cllr A Hansard	6	S & T
Culture and Leisure		Cllr Mrs J Chandler	Cllr L M Simpson	4	S & T
Economic Forum		Cllr A Hansard	Cllr A Hansard	8	S & T
Environment		Cllr Mrs P J Longford	Cllr C R Hyams	3	S & T
Health, Housing & Social Care		Cllr Mrs D C Reynolds	Cllr Mrs D C Reynolds		S & T
Transport and Access		Cllr N J Guyatt	Cllr P L E Bucknell	1	S & T
Community Safety Board	Cabinet	Cllr Mrs D C Reynolds	Cllr Mrs D C Reynolds	3	S & T
Huntingdonshire Learning Partnership	Cabinet	Cllr L M Simpson	Cllr L M Simpson	6	S & T

	Nominating/ Appointing Panel	Representative(s) for 2006/2007	Proposed Representative(s) for 2007/2008	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T – Travelling
Huntingdonshire Strategic Partnership Board	Cabinet	Cllr I C Bates (Deputy: Cllr L M Simpson)	Cllr I C Bates (Deputy: Cllr L M Simpson)	4/5 various locations – hosted by main partners	S & T
Ramsey Area Partnership Board	Cabinet	Cllr P L E Bucknell	Cllr P L E Bucknell		S & T
Town Centre Management Initiatives –	Cabinet				S & T
Huntingdon		Cllr J M Sadler (Deputy: Cllr L M Simpson)	Cllr J M Sadler (Deputy: Cllr L M Simpson)	12	
Ramsey		Cllr I R Muir (Deputy: Cllr P A Swales)	Cllr I R Muir (Deputy: Cllr P A Swales)	12	
St Ives		Cllr D B Dew (Deputy: Mrs D Reynolds)	Cllr D B Dew (Deputy: Mrs D Reynolds)	12	
St Neots		Cllr D Harty (Deputy: Cllr K J Churchill)	Cllr D Harty (Deputy: Cllr K J Churchill)	12	
Huntingdonshire Regional College Board – until 1/3/09	Cabinet	Cllr J M Sadler	Cllr J M Sadler	4	S & T
Huntingdonshire Society for the Blind	Cabinet	Cllr P L E Bucknell	Cllr P L E Bucknell	4 at Ambury Road Day Centre, Huntingdon	S & T
Internal Drainage Boards - until 1.6.05	Cabinet				
Alconbury and Ellington		Cllrs M G Baker, K M Baker, Messrs C Allen, E K Heads and Mrs S V Vanbergen.	Cllrs M G Baker, K M Baker, Messrs C Allen, E K Heads and Mrs S V Vanbergen.	2	S & T
Benwick		Mr I Lack	Mr I Lack	2	S & T
Bluntingsham		Mr I Lack	Mr I Lack	2	S & T
Conington and Holme		Cllrs P G Mitchell and J S Watt together with Mr C Allen	Cllrs P G Mitchell and J S Watt together with Mr C Allen	1/2	S & T
Ramsey First (Hollow)		Mr I Lack	Mr I Lack	2	S & T
Ramsey Fourth (Middle Moor)		Cllr P A Swales and Mr I Lack	Cllr P A Swales and Mr I Lack	2	S & T
Ramsey, Upwood and Great Raveley		Cllrs J T Bell and P A Swales and Mr C Allen	Cllrs J T Bell and P A Swales and Mr C Allen	2	S & T
Sawtry		Cllrs J E Garner and R G Tuplin, Mr C Allen, *** Chairman of Sawtry Parish Council and Mrs J Day	Cllrs J E Garner and R G Tuplin, Mr C Allen, *** Chairman of Sawtry Parish Council and Mrs J Day	1	S & T
Sutton and Mepal		Mr I Lack	Mr I Lack	2	S & T
The Ramsey		Cllrs E R Butler, P A Swales and Mr I Lack	Cllrs E R Butler, P A Swales and Mr I Lack	1	S & T
Warboys, Somersham and Pidley		Cllrs M F Newman and Mr I Lack	Cllrs M F Newman and Mr I Lack	2/3	S & T
Whittlesey		one vacancy Mr C Allen	one vacancy Mr C Allen	4	S & T

	Nominating/ Appointing Panel	Representative(s) for 2006/2007	Proposed Representative(s) for 2007/2008	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T – Travelling
Woodwalton		Cllr J T Bell	Cllr J T Bell	1/2	S & T
Little Barford Power Station Liaison Ctee	Licensing & Protection	Cllr A Hansard and Director of Operational Services	Cllr A Hansard and Director of Operational Services	2	S & T
Little Gransden Aerodrome Consultative Committee	Cabinet	Cllr Mrs B E Boddington	Cllr Mrs B E Boddington	2	S & T
Local Area Agreement Board for Cambridgeshire	Cabinet	Leader of the Council	Leader of the Council		S & T
Local Government Association –	Cabinet				
General Assembly		Leader of the Council	Leader of the Council		
Rural Commission		<i>vacancy</i>	Cllr K M Baker	2	
Strategic Aviation Special Interest Group		Cllr P L E Bucknell	Cllr P L E Bucknell	4	
Luminus Homes *	Cabinet	Cllrs M G Baker, Mrs M Banerjee, P L E Bucknell, K J Churchill and Mr J Burniston	Cllrs M G Baker, Mrs M Banerjee, <i>one vacancy</i> K J Churchill and Mr J Burniston	8	S & T
Luminus Homes – Group Structure**	Cabinet				S & T
Diversa (development)		Mr K Fleming	Mr K Fleming	5	
Luminus (parent)		Cllr C R Hyams	Cllr C R Hyams	5	
Oak Foundation (sheltered/charitable)		Cllr Mrs M Wheeler	<i>Mrs M Wheeler</i>	3	
Middle Level Commissioners – until 1.6.08	Cabinet	Mrs J Day	Mrs J Day	2 (and Annual Inspection)	S & T
National Autistic Society	Cabinet	Cllr Mrs Chandler	.....	3	S & T
National Sailing Academy Project Committee at Grafham Water Centre	Cabinet	Mr A H Duberly	Mr A H Duberly	6 at Grafham	S & T
Needingworth Quarry Local Liaison Ctee	Licensing & Protection	Cllrs T V Rogers and K Reynolds	Cllrs T V Rogers and K Reynolds	4	S & T
Neighbourhood Policing Panels (formerly Police Local Consultation Groups) –	Cabinet				S & T
Huntingdon		<i>one vacancy</i>	Cllr L M Simpson	3	
Peterborough (South)		Cllr Mrs M Banerjee	Cllr Mrs M Banerjee	3	
St Ives		Cllr Mrs J Chandler	Cllr P H Dakers	4	
St Neots		<i>one vacancy</i>	<i>one vacancy</i>	3/4	
Oxmoor Community Action Group (OCAG)	Cabinet	Cllr L M Simpson	Cllr L M Simpson		S & T
Oxmoor Opportunities Partnership Forum	Cabinet	Cllr L M Simpson	Cllr L M Simpson		S & T
Pensions Consultative Group	Cabinet	Cllr T V Rogers	Cllr T V Rogers	2/3	S & T
Rail Policy (Service Advisory) Group	Cabinet	Cllr N J Guyatt and Head of Planning Services (for nominee)	.....	2	S & T
Red Tile Wind Farm Community Fund	Cabinet	Cllr P L E Bucknell	Cllr P L E Bucknell		

	Nominating/ Appointing Panel	Representative(s) for 2006/2007	Proposed Representative(s) for 2007/2008	Approx No. of Meetings Per Annum	Allowance Payable S – Subsistence T – Travelling
Road Safety Citees –	Cabinet	Cllrs Mrs C A Godley, C R Hyams and L M Simpson	Cllrs Mrs C A Godley, C R Hyams and L M Simpson	6	S & T
Huntingdon and Godmanchester Area		Cllrs E R Butler and J S Watt	Cllrs E R Butler and J S Watt	12	
Norman Cross Area		Cllrs Mrs J Chandler, M F Newman and T V Rogers	Cllrs, M F Newman and T V Rogers and Mrs J Chandler	6	
St. Ives Area		Cllrs D Dew and S J Criswell together with Head of Planning Services	Cllrs D Dew and S J Criswell together with Head of Planning Services	2	S & T
St Ives/Fen Drayton Quarries Restoration and after use forum	Licensing & Protection	Cllr A Hansard	Cllr A Hansard	6	S & T
St. Neots Museum Management Committee	Cabinet	one vacancy	one vacancy	5 & AGM	S & T
St. Neots Volunteer Bureau Management Committee	Cabinet	Cllr Mrs S A Mencer	Mrs S A Mencer	6 at Huntingdon	S & T
The Law Centre, Huntingdon (formerly AICH)	Cabinet				Organisation reimburses travelling
Trustees of Kimbolton School Foundation	Cabinet	Cllr J A Gray	Cllr J A Gray	3	S & T
Warboys Landfill Local Liaison Cttee	Licensing & Protection	Head of Environmental Health Services and of Planning Services (or their nominees) one vacancy	Head of Environmental Health Services and of Planning Services (or their nominees) one vacancy		
Yaxley Youth Work Support Forum	Cabinet	Cllr J S Watt	Cllr J S Watt	6 at Yaxley	S & T

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\* Five representatives to be appointed directly by the District Council from which one will be nominated to by the HHP Board to Luminus and the Oak Foundation  
\*\* Five representatives to be appointed directly by the HHP Board to Luminus and the Oak Foundation.  
\*\*\* Nomination should be Chairman of Sawry Parish Council and not named individual.  
\*\*\*\* In nominating two representatives to the Bureau, in this way the District Council is accepting its responsibilities as a member organisation

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**CABINET**

**Agenda Item 11B  
7TH JUNE 2007**

## **GROWING SUCCESS – CORPORATE PLAN**

**(Report by the Head of Policy and Strategic Services)**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to invite the Cabinet to review Growing Success, the Council's Corporate Plan, and specifically performance data for 2006/07. Due to the timing of meetings outstanding data will be incorporated into the Plan prior to its consideration by the council on 27<sup>th</sup> June.

### **2. BACKGROUND**

- 2.1 Growing Success was adopted by the Council in December 2006 and it was intended that the main focus of performance review would be directed at the achievement against targets set for 2007/08. However, the plan also included local indicators with a target for 2007; in these circumstances an update on performance and a new target for 2007/08 has been included in the attached copy, highlighted in red.
- 2.2 As in previous years the Council is required to publish a Best Value Performance Plan. However, as an 'excellent' authority, the Council is in a position to take advantage of "freedoms and flexibilities" by incorporating national performance data - in the form of Best Value Performance Indicators (BVPI's) - as part of its normal business planning process by attaching such data to the corporate plan. Growing Success, as attached, therefore includes a schedule of performance data for the relevant national BVPI's for 2006/07 and targets for future years. Comments to explain significant variations in performance have been included in the schedule where available.
- 2.3 Improvement Plan –Growing Success also incorporates the Councils initially produced following the Comprehensive Performance Assessment and related following assessments. The specific actions are largely complete and will be updated to reflect areas of improvement identified from the Auditor's Use of Resources Assessment and the Audit Commission's Direction of Travel statement in due course, when they have been finalised and agreed by the Corporate Governance Panel.

### **3. RECOMMENDATIONS**

- 3.1 The Cabinet are requested to review Growing Success and the BVPI data, prior to re-adoption and publication by the Council.

### **BACKGROUND INFORMATION**

Growing Success, the Council's Corporate Plan  
Best Value Performance Indicators

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