

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 11 MARCH 2008** at **7:30 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 1 - 10)

To approve as a correct record the Minutes of the meetings of the Panel held on 12<sup>th</sup> February and 20<sup>th</sup> February 2008.

**Miss N Giles  
387049**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda Item. Please see Notes 1 and 2 overleaf.

**3. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN** (Pages 11 - 16)

In accordance with the agreed procedure, Members are invited to note the Plan and comment on the items contained therein. A copy of the current Forward Plan is attached.

**Miss N Giles  
387049**

**4. CALL CENTRE QUARTERLY REPORT: OCTOBER - DECEMBER 2007** (Pages 17 - 28)

To consider a report outlining the Call Centre's performance during the pervious quarter.

**Ms M Greet  
375882**

**5. MONITORING SECTION 106 AGREEMENTS** (Pages 29 - 46)

To consider the quarterly monitoring report outlining the progress in the expenditure of benefits received from the Section 106 Agreements.

**Miss Y  
Brandstatterova  
388463**

**6. GROWING SUCCESS : PERFORMANCE MONITORING** (Pages 47 - 54)

To consider a report by the Head of Policy and Strategic Services outlining performance management information on Growing Success – the Council's Corporate Plan.

**H Thackray  
388035**

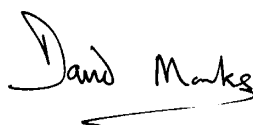
**7. SHARED SERVICES** (Pages 55 - 58)

To receive a report updating Members on the current progress of the Shared Services initiatives.

**T Parker  
388100**

8. **BUILDINGS OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST** (Pages 59 - 74)
- To receive a report outlining the involvement of the District Council in the listing and de-listing of buildings of special architectural or historic interest.
- Louise Brown  
388458**
9. **CAR PARKING STRATEGY - CALL IN** (Pages 75 - 78)
- To consider a report on the Cabinet's decisions to the Panel's recommendations arising from the Call in meeting of the Panel held on 20th February 2008.
- Miss N Giles  
387049**
10. **TOWN CENTRE INITIATIVES WORKING GROUP** (Pages 79 - 84)
- To receive a report outlining the findings of the Town Centre Initiatives Working Group.
- Miss H Ali  
388006**
11. **CYCLING WORKING GROUP** (Pages 85 - 92)
- To consider a report on the Cabinet's decisions in response to the Panel's recommendations arising from the study by the Cycling Working Group.
- Miss H Ali  
388006**
12. **TRAVEL PLAN WORKING GROUP** (Pages 93 - 104)
- To consider a report on the Cabinet's decisions in response to the Panel's recommendations arising from the study by the Travel Plan Working Group.
- Miss N Giles  
387049**
13. **WORKPLAN STUDIES** (Pages 105 - 112)
- To consider, with the aid of a report by the Head of Administration, the programme of studies.
- Miss N Giles  
387049**
14. **OVERVIEW AND SCRUTINY (SERVICE SUPPORT)** (Pages 113 - 124)
- To consider a report by the Head of Administration on decisions taken by the Panel.
- Miss N Giles  
387049**
15. **SCRUTINY** (Pages 125 - 132)
- To scrutinise decisions since the last meeting. A copy of the relevant Decision Digest is attached.
- Miss N Giles  
387049**

Dated this 29 day of February 2008



Chief Executive

## Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
  - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
  - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
  - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
  - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

**Please contact Miss N Giles, Trainee Democratic Services Officer, Tel No 01480 387049/e-mail: [Natalie.Giles@huntsdc.gov.uk](mailto:Natalie.Giles@huntsdc.gov.uk) 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 Panel.**

**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 car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).*

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# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT) held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 12 February 2008.

PRESENT: Councillor J A Gray – Chairman.

Councillors M G Baker, K M Baker, J T Bell, J W Davies, P J Downes, A N Gilbert, P M D Godfrey, D Harty, Ms S Kemp, L W McGuire, M F Newman, R G Tuplin and R J West.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor P H Dakers.

IN ATTENDANCE: Councillors P L E Bucknell and D B Dew.

### **72. MINUTES**

The Minutes of the meeting of the Panel held on 15th January 2008 were approved as a correct record and signed by the Chairman.

### **73. MEMBERS' INTERESTS**

Councillor Ms S Kemp declared a personal interest in Minute No. 75 as an employee of Anglian Water.

Councillors P J Downes, D Harty and L McGuire declared a personal interest in Minute No. 79 as Members of Cambridgeshire County Council.

### **74. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN**

The Panel considered and noted the current Forward Plan of key decisions (a copy of which is appended in the Minute Book) scheduled for consideration by the Cabinet, which had been prepared by the Leader of the Council.

Members agreed that the Shared Services report should be considered at the March meeting of the Panel and the Chairman indicated that he would liaise with the Chairman of the Service Delivery Panel on the mechanism for scrutinising the report on the Environment Strategy when this became available.

### **75. PETITION BY ST AUDREY LANE AREA RESIDENTS, ST IVES**

*(Councillor D B Dew and Mr J Sayer were in attendance for this Item).*

A petition signed by 26 persons was presented by Mr J Sayer of St Audrey Lane, St Ives drawing attention to problems experienced by residents in that area in times of heavy rainfall.

The Panel welcomed the opportunity for Members of the public to speak at a Scrutiny Panel meeting and Members asked Mr Sayer a number of questions with regard to the difficulties which he and his neighbours were encountering. Mr Sayer explained that, in times of even moderate rainfall, the foul sewerage system backed up and discharged in gardens and inside houses. The matter had been raised with Anglian Water Services Ltd. but the problem continued.

Councillor J W Davies drew attention to the latest reply from Anglian Water to the Council's Project Manager in which the company claimed to be unaware of the extent of the problem and that this was caused by surface water entering the system for which the company had no responsibility. On the basis of the information available and in light of the difficulty in identifying the cause of the incidents and how this was to be rectified, the Panel asked for a robust reply to be sent to Anglian Water. In addition, the Panel requested the submission of a report on the respective responsibilities of the relevant agencies with a view to the possible invitation to Anglian Water for a representative from the company to attend a future meeting of the Panel.

#### **76. SPEAKING AT DEVELOPMENT CONTROL PANEL MEETINGS**

Consideration was given to the procedure for public speaking at meetings of the Development Control Panel, with the Chairman reminding Members that this had been implemented in January 2007 with the intention of the process being reviewed after twelve months.

Members felt that the system, which had been introduced after a Scrutiny Panel investigation, had worked very successfully in engaging the public in the decision making process on development control applications. As the process had been instigated by the Panel, it was felt appropriate that the review also should be co-ordinated by this Panel. It was agreed therefore that comments be invited from all Members and co-ordinated for submission to the Development Control Panel.

#### **77. FUTURE IMPROVEMENTS TO RIVERSIDE PARK, HUNTINGDON**

*(Councillor P L E Bucknell, Executive Councillor for Planning Strategy, Environment and Transport was in attendance for this Item).*

Following an introduction by the Executive Councillor for Planning Strategy, Environment and Transport, consideration was given to a report by the Heads of Planning Services, Operations, Environmental Management, Legal and Estates (a copy of which is appended in the Minute Book) to which was attached a draft Management Plan for Huntingdon Riverside Park - Eastern End.

The Development Plans and Implementation Manager informed the Panel of the three key areas proposed for improvement within the park to take advantage of its location and encourage visitors to Huntingdon.

In view of previous public concern regarding changes to the football pitches at the park which it was now proposed to replace with two mini-soccer pitches, the Panel was assured that research had

indicated that there was sufficient capacity elsewhere in Huntingdon for full size pitches and that the demand for informal games could be met by the smaller pitches. However, Members suggested that the current proposal for tree planting to separate the two pitches be withdrawn so that, if the need were to arise, a larger pitch could be reinstated.

In answer to further questions, the Head of Planning Services advised that part of the funding for the project was included in the current Medium Term Plan and that the purpose of the management plan was to provide a more co-ordinated approach to a number of changes that would affect the park in the coming years such as the guided bus project.

Having been informed that the proposals would be the subject of a wide ranging consultation exercise with residents and other users, the Panel endorsed the report for submission to Cabinet for approval.

## **78. CYCLING WORKING GROUP**

*(Councillor P L E Bucknell, Executive Councillor for Planning Strategy, Environment and Transport was in attendance for this Item).*

Further to Minute No. 06/88 and with the assistance of a report (a copy of which is appended in the Minute Book), Councillors K M Baker, P J Downes and P M D Godfrey acquainted the Panel with the outcome of deliberations of the Working Group which had been established to investigate the Council's expenditure on cycling in Huntingdonshire and its effectiveness in providing dedicated cycle paths and promoting cycling as a means of transport. In doing so, the Panel noted that the Group had been unable to establish a clear link from Section 106 contributions for transport to its expenditure on individual cycleway schemes in Huntingdonshire. Councillor L W McGuire advised that, as the relevant portfolio holder at the County Council, he had been investigating the matter with Officers and that his enquiries were continuing.

The Chairman expressed his appreciation for the work undertaken by the Group and requested that the study recommendations be placed on the progress report for future monitoring.

### **RESOLVED**

that the Working Group's report and recommendations as set out below be approved for submission to the Cabinet for consideration:-

- a) that the offer by the County Council to update the Council's existing cycling strategy and to prepare an action plan for its implementation be welcomed and officers requested to conclude this work within the next six months;
- b) that, following completion of the strategy and action plan, specific contributions be sought in Section 106 agreements for cycleway provision in Huntingdonshire in appropriate cases;

- c) that contributions negotiated under (a) above be retained by the District Council for expenditure on implementation of the cycling strategy action plan;
- d) that the district council seek the allocation of specific funding through the Local Transport Plan for cycleway provision in Huntingdonshire; and
- e) that the approval of individual cycleway schemes continue to be the responsibility of the Huntingdonshire Traffic Management Area Joint Committee with District Council expenditure continuing to be allocated on a scheme by scheme basis.

*(In accordance with Council Procedure Rule 14.5, Councillors D Harty and L W McGuire requested that their names be recorded as having abstained from voting on the above resolution).*

## **79. TRAVEL PLAN WORKING GROUP**

*(Councillor P L E Bucknell, Executive Councillor for Planning Strategy, Environment and Transport was in attendance for this Item).*

Further to Minute No. 06/88 and with the assistance of a report (a copy of which is appended in the Minute Book), Councillors M G Baker, P M D Godfrey, J A Gray and R J West acquainted the Panel with the outcome of the deliberations of the Working Group which had been established to investigate the Council's Travel Plan and the question of travel allowances and incentives/disincentives for Members and Officers to use more environmentally sensitive means of transport. In doing so, the Panel noted the Group's belief that the Council should be innovative in its approach to the question of mileage allowances and that incentives should be made available for employees and Members to reduce the use of, in particular, heavily polluting cars as an example of good practice.

The Panel expressed their appreciation and support for the work undertaken by the Group in investigating the Council's Travel Plan.

In response to concern expressed by Councillor P J Downes that the maximum payable under any mileage allowance should not exceed the level set by H. M. Customs and Revenues for taxation purposes, the Chairman pointed out the need for sufficient differentials to encourage the purchase of low emission vehicles and that a Member did not have to claim the maximum allowance permissible.

It was therefore

### **RESOLVED**

that the Working Group's report and recommendations as set out below be approved for submission to the Cabinet for consideration:-

- a) that an alternative form of mileage allowance be introduced for Members of the Council as set out in



paragraph 4.6 above based upon exhaust emission;

- b) that the new mileage allowance be optional for existing Members but compulsory for all newly elected Members with effect from 1<sup>st</sup> May 2008;
- c) that the Members' Independent Remuneration Panel be requested to confirm their agreement to the changes to the mileage allowance for Members;
- d) that the necessary changes be made to the Members Allowance Scheme;
- e) that employees travelling to work by means of car share be permitted to park in Bridge Place car park at a concessionary rate if car parking charges are introduced for that car park by the Council and suitable arrangements be made to enable those who car shared to travel home in an emergency if they are left without suitable means of transport;
- f) that enquiries continue to be made regarding potential funding for the implementation and publicity of the proposed changes to the mileage allowances to Members;
- g) that regular reports be produced highlighting the savings in both emissions and costs to the Council from the use of pool cars; and
- h) that further consideration be given to incentives for employees to use public transport, cycling and walking by the Working Group in the future.

## **80. LOCAL PETITION AND CALLS FOR ACTION**

A report by the Head of Administration was submitted (a copy of which is appended in the Minute Book) regarding the implications of recent legislative change affecting the overview and scrutiny function. Members were informed that further information would be submitted to the Panel when guidance had been issued by the Department for Communities and Local Government (DCLG).

The Panel's attention also was drawn to the publication by DCLG of a consultation paper on local petitions and Councillors' "calls for action" which would enable them to place appropriate items on Committee agenda. Suggested responses to the questions posed in the consultation paper were contained in an annex to the report. In commenting on the responses, Members felt that a minimum of 100 should be required for a local petition but that some local flexibility should be permissible.

In addition, Members suggested that the potential additional workload for Members and Officers if the new measures were used extensively by the public should be reflected in the Council's revenue support grant settlement from the Government.

RESOLVED

that the contents of the report be noted and the suggested answers to the consultation paper set out in the annex to the report now submitted be endorsed, subject to amendments to incorporate the above comments by the Panel.

**81. WORKPLAN STUDIES**

The Panel considered and noted a report by the Head of Administration (a copy of which is appended in the Minute Book) reviewing the Panel's programme of studies.

Members were informed by the Head of Administration of the progress made by the Working Group on Town Centre Initiatives and that it was hoped a report on the findings of the Group would be submitted to the Panel's March meeting.

Further to Minute No. 07/69 the Panel felt that in order to progress a number of new issues, Working Groups be established to investigate aspects of the Council's Section 106 Agreement and Heavy Goods Vehicle parking throughout the District.

RESOLVED

- (a) that a Working Group comprising Councillors P J Downes, D Harty, M F Newman and R G Tuplin be established to investigate the current Section 106 Agreement mechanism for the negotiation of agreements and the distribution of money received; and
- (b) that a Working Group comprising Councillors K M Baker, P H Dakers, P M D Godfrey and L W McGuire be established to identify and review the issue of Heavy Goods Vehicle parking throughout the District.

**82. OVERVIEW AND SCRUTINY (SERVICE SUPPORT)**

The Panel considered and noted a report by the Head of Administration (a copy of which is appended in the Minute Book) reviewing the Panel's progress to date on issues that had been raised previously.

**83. SCRUTINY**

The Panel considered and noted the latest edition of the Council's decision digest, summarising the Council's decision made in the past month.

Chairman

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT) held in Meeting Room 1, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Wednesday, 20 February 2008.

PRESENT: Councillor J A Gray – Chairman.

Councillors M G Baker, J T Bell, J W Davies, P J Downes, A N Gilbert, P M D Godfrey, D Harty, Ms S Kemp, L W McGuire, M F Newman, R G Tuplin and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors K M Baker and P H Dakers

IN ATTENDANCE: Councillors I C Bates and P L E Bucknell.

### **84. MEMBERS INTERESTS**

No declarations were received.

### **85. CAR PARKING STRATEGY PROPOSED ACTION PLAN**

*(Councillor I C Bates, Leader of the Council and Councillor P L E Bucknell, Executive Councillor for Planning Strategy, Environment and Transport were in attendance for this Item).*

The Panel received a report by the Leader of the Council (a copy of which is appended in the Minute Book) outlining a series of suggestions in response to the issues raised.

Further to Minute No. 07/67 Members were reminded that at their meeting held on 15th January 2008, they had decided to raise no objections on a proposed car parking action plan formulated by the Car Parking Working Party but had invited the Cabinet to take into account a number of issues when the Action Plan was considered. As those matters had not been accepted by the Cabinet at its meeting held on 31st January 2008, eight Members of the Panel had called in the Cabinet's decision on the action plan.

The Chairman expressed the Panel's concern and disappointment that its recommendations had not been accepted by the Cabinet. Having considered the revised draft action plan, the Panel remained of the view that the proposed 25% reduction in the cost of a car parking season ticket for vehicles with emissions below 120g/km was not sufficiently ambitious to produce a noticeable impact on the District as this would apply to no more than a handful of vehicles. The Panel reiterated that the Cabinet should take a more innovative approach in creating positive incentives to encourage motorists to purchase and use lower emission vehicles.

The Leader of the Council informed the Panel that the Cabinet had felt that no further information was required on the implications of the Panel's support for greater incentives for the public to use low emission vehicles. In addition this would be influenced by the emerging Environment Strategy and the Leader suggested that any change should be dealt with as part of a wider review of environmental issues.

In the ensuing discussion, the Team Leader for Transportation advised Members of the current administration process for purchasing car parking season tickets by residents in Huntingdonshire and how this could be adapted to meet the needs of a proposed "green badge" scheme with a discount for lower emission vehicles.

In relation to the use of surplus income generated from car parking charges, the Panel drew attention to the statement in the current car parking strategy that the Council would direct surplus income derived from car parking charges to the furtherance of securing measures to promote integrated, sustainable and accessible transport. Having been advised of the Cabinet's view that flexibility should be retained to enable budgets to be managed within a policy adopted by the Council of not ring fencing income, the Panel highlighted the inconsistency between the strategy statement and Council policy. The Leader of the Council acknowledged the anomaly but reaffirmed the view of the Cabinet that income should not be ring fenced in order to maintain flexibility in delivering service improvements.

Following questions by Members regarding the clarity as to how the income from car parking charges was spent, the Leader of the Council suggested that a detailed analysis of all Council expenditure on car parking was likely to demonstrate that the Council did not generate any surplus income from charges. Moreover expenditure on highways and transportation generally by the Council exceeded income from car parks.

The Chairman made reference to the previous meeting of the Panel when Members had been of the view that the Car Parking Working Party's recommendations should be approved in the interest of delivering the action plan, but that a review should commence immediately after their implementation. The Chairman suggested that the Cabinet's decision to undertake a review after 12 months, would effectively mean that the action plan would remain in force until the autumn of 2010 given the time that would be taken in carrying out the review. As the Environment Strategy was due to be approved shortly, technology was changing rapidly and concerns over climate change were rising, the Panel reiterated its view that a delay of this length would be too long.

In the course of the discussion, Members' attention was drawn to a paper circulated by the Leader of the Council on the suggested courses of action to address the Panel's concerns.

#### RESOLVED

that the decisions of the Cabinet on the Car Parking Action Plan be referred back to Cabinet for further consideration in the light of the following recommendations by the Panel:-

- (a) the introduction in the forthcoming car parking order of a proposal to permit free parking for vehicles with CO<sub>2</sub> emissions of 120g/km or less (equivalent to Bands A and B to the current vehicles excise duty rates) in all Council car parks (a “green badge” scheme), the parking to be limited to the normal maximum stay in the respective car parks;
- (b) the wider issues of encouraging the use of low emission vehicles be dealt with in the forthcoming Environment Strategy and in the next review of the car parking action plan;
- (c) removal of the current inconsistency in the Car Parking Strategy vis-à-vis Council policy in terms of the ring fencing of surplus income from car parking charges for integrated, sustainable and accessible transport;
- (d) implementation of the car parking action plan proposals as amended in (a) above during the forthcoming summer;
- (e) the commencement of a review of the car parking action plan with effect from January 2009 to enable the impact of the forthcoming changes to be assessed for six months after their implementation; and
- (f) the acceptance of an invitation by the Leader of the Council for a representative of the Panel to consider with the appropriate Executive Councillor and relevant Officers the initial scoping of the review of the car parking action plan referred to in (e) above.

Chairman

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## FORWARD PLAN OF KEY DECISIONS

Prepared by **Councillor I C Bates**  
 Date of Publication: **13th February 2008**  
 For Period: **1st March to 30th June 2008**

Membership of the Cabinet is as follows:-

Councillor I C Bates	- Leader of the Council	4 Church End Hilton Huntingdon PE28 9NJ  Tel: 01480 830250 E-mail: <a href="mailto:Ian.Bates@huntsdc.gov.uk">Ian.Bates@huntsdc.gov.uk</a>
Councillor L M Simpson	- Deputy Leader of the Council and Executive Councillor for Headquarters and Information Technology	45 Devoke Close Stukeley Meadows Huntingdon Cambs PE29 6XE  Tel: 01480 388946 E-mail: <a href="mailto:Mike.Simpson@huntsdc.gov.uk">Mike.Simpson@huntsdc.gov.uk</a>
Councillor P L E Bucknell	- Executive Councillor for Planning Strategy, Environment and Transport	Compass House Pathfinder Way Warboys PE28 2RD  Tel: 01487 824222 E-mail: <a href="mailto:Peter.Bucknell@huntsdc.gov.uk">Peter.Bucknell@huntsdc.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Leisure Centres	4 Weir Road Hemingford Grey Huntingdon PE28 9EH  Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntsdc.gov.uk">Douglas.Dew@huntsdc.gov.uk</a>
Councillor C R Hyams	- Executive Councillor for Operations, Parks and Countryside	22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ E-mail: <a href="mailto:Colin.Hyams@huntsdc.gov.uk">Colin.Hyams@huntsdc.gov.uk</a>
Councillor A Hansard	- Executive Councillor for Resources and Policy	78 Potton Road Eynesbury St Neots PE19 2NN  Tel: 01480 388942 E-mail: <a href="mailto:Andrew.Hansard@huntsdc.gov.uk">Andrew.Hansard@huntsdc.gov.uk</a>

Councillor Mrs D C Reynolds - Executive Councillor for Housing and Health	17 Virginia Way St Ives PE27 6SQ Tel: 01480 388935 E-mail: <a href="mailto:Deborah.Reynolds@huntsdc.gov.uk">Deborah.Reynolds@huntsdc.gov.uk</a>
Councillor T V Rogers - Executive Councillor for Finance	Honeysuckle Cottage 34 Meadow Lane Earith Huntingdon PE28 3QE Tel: 01487 840477 E-mail: <a href="mailto:Terence.Rogers@huntsdc.gov.uk">Terence.Rogers@huntsdc.gov.uk</a>

Any person who wishes to make representations to the decision maker about a decision which is to be made may do so by contacting Mrs Helen Taylor, Senior Democratic Services Officer on 01480 388008 or E-mail: [Helen.Taylor@huntsdc.gov.uk](mailto:Helen.Taylor@huntsdc.gov.uk) not less than 14 days prior to the date when the decision is to be made.

The documents available may be obtained by contacting the relevant officer shown in this plan who will be responsible for preparing the final report to be submitted to the decision maker on the matter in relation to which the decision is to be made. Similarly any enquiries as to the subject or matter to be tabled for decision or on the availability of supporting information or documentation should be directed to the relevant officer.

Roy Reeves  
Head of Administration

Notes:- (i) Additions/significant changes from the previous Forward Plan are annotated \*\*\*  
(ii) For information about how representations about the above decisions may be made please see the Council's Petitions Procedure at <http://www.huntsdc.gov.uk/NR/rdonlyres/3F6CFE28-C5F0-4BA0-9BF2-76EBAE06C89D/0/Petitionsleaflet.pdf> or telephone 01480 388006

Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Caxton Road Depot, St. Ives - development of new industrial/commercial units	Cabinet	13 Mar 2008	Estates File - C/165	Keith Phillips, Estates Manager and Property Manager Tel No. 01480 388260 or email - <a href="mailto:Keith.Phillips@huntsdc.gov.uk">Keith.Phillips@huntsdc.gov.uk</a>	Not applicable	A Hansard	Service Support
Asset Management Plan	Cabinet	13 Mar 2008	None.	Keith Phillips, Estates Manager and Property Manager Tel No. 01480 388260 or email - <a href="mailto:Keith.Phillips@huntsdc.gov.uk">Keith.Phillips@huntsdc.gov.uk</a>	Approve annual report	A Hansard	Service Support



Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Joint Muncpal Waste Management Strategy 2008 - 2028	Cabinet	13 Mar 2008	Consultation outcomes availbale in Members Room. Draft Strategy documents will be available in March 2008.	Robert Ward, Head of Operations Tel No. 01480 3888635 or email - Robert.Ward@huntsdc.gov.uk	Consultation already carried out.	C Hyams	Service Delivery
Development Control Policies Preferred Options	Cabinet	13 Mar 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
Growing Success Performance Reports	Cabinet	13 Mar 2008	Growing Success	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 - or email - Ian.Leatherbarrow@huntsdc.gov.uk	Overview and Scrutiny Panels	A Hansard	Service Delivery and Service Support
Results of Cambridge Sub-Region Strategic Housing Market Assessment (SHMA)***	Cabinet	3 Apr 2008	<a href="http://www.cambridge-shirehorizons.co.uk/pr ogramme det.asp?id=3678">http://www.cambridge-shirehorizons.co.uk/pr ogramme det.asp?id=3678</a>	Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or email - Trish.Reed@huntsdc.gov.uk	Public consultation 10/12/07 – 4/2/08	Mrs D C Reynolds	Service Delivery
Parish Plans and Local Plan Policy	Cabinet	3 Apr 2008	Previous Cabinet Report - December 2003	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Adopt process of incorporating relevant Parish Plan Policies into Planning Policies	P L E Bucknell	Service Support
To adopt Earith Conservation Area Boundary Changes and Character Statement	Cabinet	3 Apr 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
To adopt Hemingfords Conservation Area Boundary changes and Character Statement	Cabinet	3 Apr 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To adopt the Core Strategy for submission to the Secretary of State	Cabinet	3 Apr 2008	None.	Richard Probyn, Planning Policy Manager Tel No. (01480) 388430 - or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies.	P L E Bucknell	Service Support
Environment Strategy and 2008/09 Action Plan	Cabinet	3 Apr 2008	Environment Strategy and 2008/09 Action Plan	Chris Jablonski, Environment Team Leader Tel No. (01480) 388368 - or email - Chris.Jablonski@huntsdc.gov.uk	The Strategy and Action Plan have been developed through an extended period of discussion with partners and stakeholders and through public consultation.	P L E Bucknell	Service Support
To respond to Regional Spatial Strategy Gypsy & Traveller Policy***	Cabinet	24 Apr 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	N/A	P L E Bucknell	Service Support
Outcome of Cambs Supporting People Home Improvement Agency Review***	Cabinet	24 Apr 2008	None	Steve Plant, Head of Housing Services Tel No. 01480 388240 or email - Steve.Plant@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	24 Apr 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
Sustainable Community Strategy	Cabinet	24 Apr 2008	None.	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 - email - Ian.L Leatherbarrow@huntsdc.gov.uk	Public/Stakeholder Consultation	I C Bates	Corporate Strategic Framework
Huntingdon West Area Action Plan Preferred Options***	Cabinet	5 Jun 2008	Issues and Options Report Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
Draft Planning Contributions Supplementary Planning Document***	Cabinet	5 Jun 2008	Huntingdonshire Development Plans	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for consultation	P L E Bucknell	Service Support
Public Arts Policy***	Cabinet	5 Jun 2008	Public Arts Policy	Ms Viv Peters, Arts Service Manager Tel No. 01480 388057 or email Viv.Peters@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
To adopt Godmanchester Conservation Area Boundary Changes and Character Statement	Cabinet	5 Jun 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Sports Facilities Strategy for Huntingdonshire***	Cabinet	12 Jun 2008	Sports Facilities Strategy for Huntingdonshire***	Ms J Peadon, Leisure Development Manager Tel No. 01480 388048 or email - Jo.Peadon@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
To Adopt Kimbolton Conservation Area Boundary Changes and Character Statement***	Cabinet	26 Jun 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To Adopt Houghton and Wyton Conservation Area Boundary Changes and Character Statement***	Cabinet	26 Jun 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To Adopt Houghton and Wyton Conservation Area Boundary Changes and Character Statement***	Cabinet	26 Jun 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support

# Call Centre Quarterly Performance Report Oct to Dec 2007

## Index

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Contact Officer Michelle Greet, Call Centre Manager  
 01480 375882  
 michelle.greet@huntsdc.gov.uk

## Management summary

All customer service levels were met during the Quarter other than the first week in November, when the speed of answer target was missed at 78% (target 80%). Additionally the speed of answer target was suspended in October. The reasons are given further in this report.

Incoming call volumes throughout the Quarter were higher than expected due to unanticipated events.

Customer complaints increased significantly from 0.98% of work requests to 3.8%, due to repeated missed collection reports as refuse crews got used to their new rounds.

Customer satisfaction continued at a high level, with 95% of customers saying they were satisfied or very satisfied that the Call Centre had met its key objectives.

High motivation amongst Call Centre employees was demonstrated by the employee satisfaction rating of 94% in the twice-yearly survey held in December, up from 87% in May 2007.

Finally, in December the Call Centre was awarded the prestigious Charter Mark, central government's national award for customer service excellence. The award was made following rigorous inspection by an external assessor, who in his report described the Call Centre staff as 'professional & highly committed to delivering a high quality service to customers.

To view current information about Call Centre performance click [here](#).

Status Summary	4Q2007	1Q2008
Overall status	G	A
Call service levels	G	G
Email service levels	G	G
People	G	A Change of team leader & 2 advisors
Processes	G	G
Systems	G	G

that the Call Centre had met its key

# Call handling

The graph on the right shows the Call Centre met its weekly speed of answer call target (80% of calls answered within 20 seconds) apart from the following exceptions.

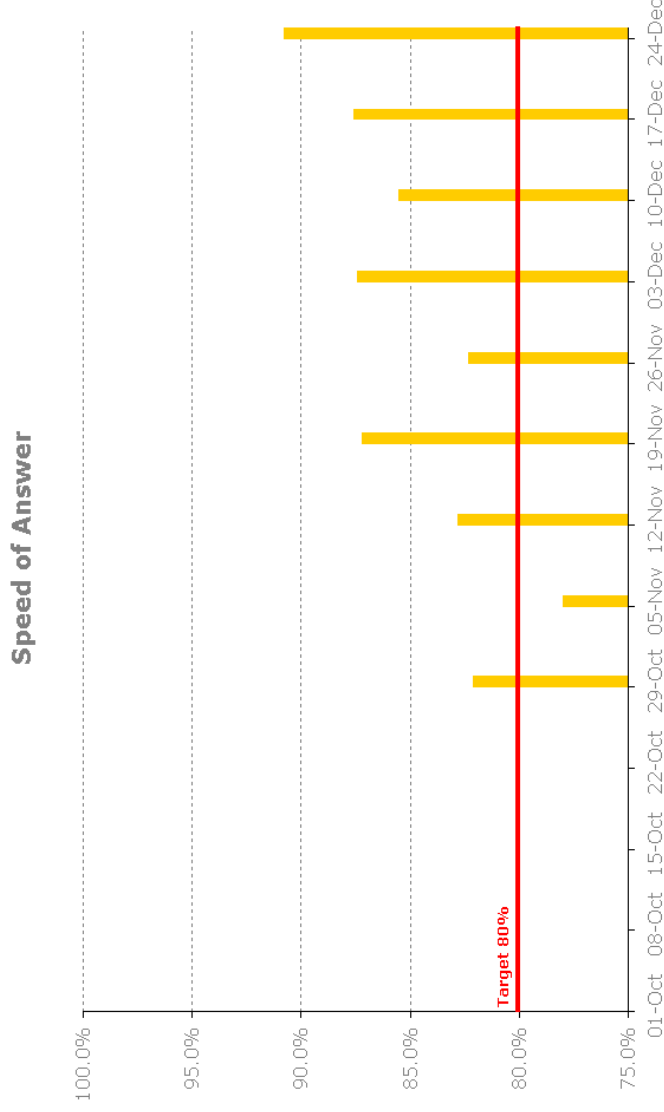
During October the measure was suspended. In anticipation of high levels of customers calling asking for bus pass applications the telephony set up was changed to allow these customer to leave a message with their contact details. Almost a thousand customer enquiries were handled in this way, & this change protected other customer who did need to speak to a customer advisor about one of the existing services offered.

Because the Welcome message had to be extended it was not possible to place a call with a customer advisor within 20 seconds.

During the week beginning Mon 05-Nov the service level was 78%. On the Thu & Fri of that week Payment calls increased dramatically, up to seven times the normal volume. Additionally these calls are one of the longest taken by Advisors. The cause of this unexpected increase was Council Tax reminders sent to customers who understood they were paying by direct debit.

Handled first time targets were met for Streetscene at over 90% & Payments at over 80% (target 80%).

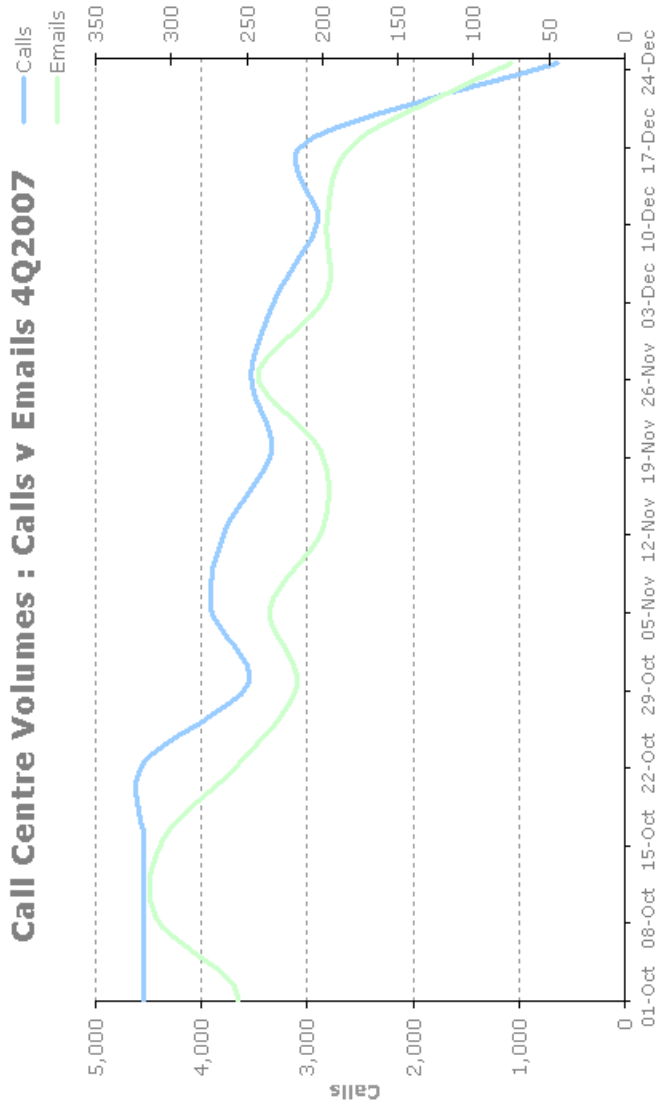
Call performance for the last 12 months is shown in Appendix A.



## Email handling

The average number of emails received weekly peaked at 282 during October, the highest ever received, before reducing as the year-end approached.

Customer emails were handled throughout the period within the service level of 2 working days.





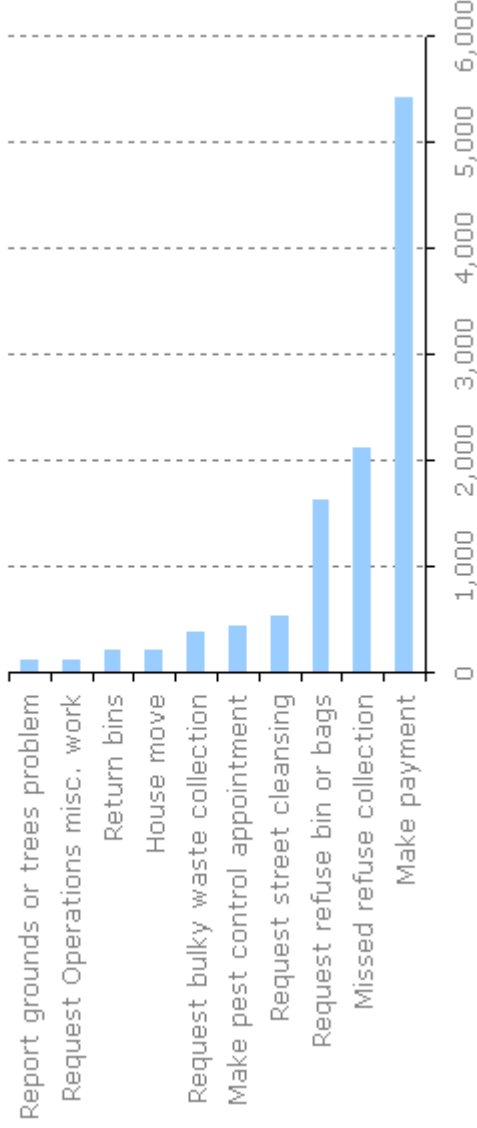
## Service requests raised

The graph on the right shows the most frequent Service Requests raised in the Quarter. The categories shown represent 94% of all those raised. Appendix B gives more details of the Service Requests.

The total of 12,256 service requests were similar to the previous Quarter in spite of reducing call volumes as the year-end approached. There was an increase in payments & missed refuse collection requests.

The number of complaints received from customers during the Quarter was 3.8% of total requests for work, a significant increase on the 0.98% for the previous Quarter. Almost all of the increased number of complaints arose from repeated missed refuse collections. Complaint details are shown in Appendix C.

Most frequent service requests  
(Oct to Dec 2007)



# Customer satisfaction

The graph on the right shows a summary of customers' responses when asked to indicate their satisfaction on how the Call Centre met its key objectives during the Quarter. The objectives customers are asked to score are shown at the foot of this page.

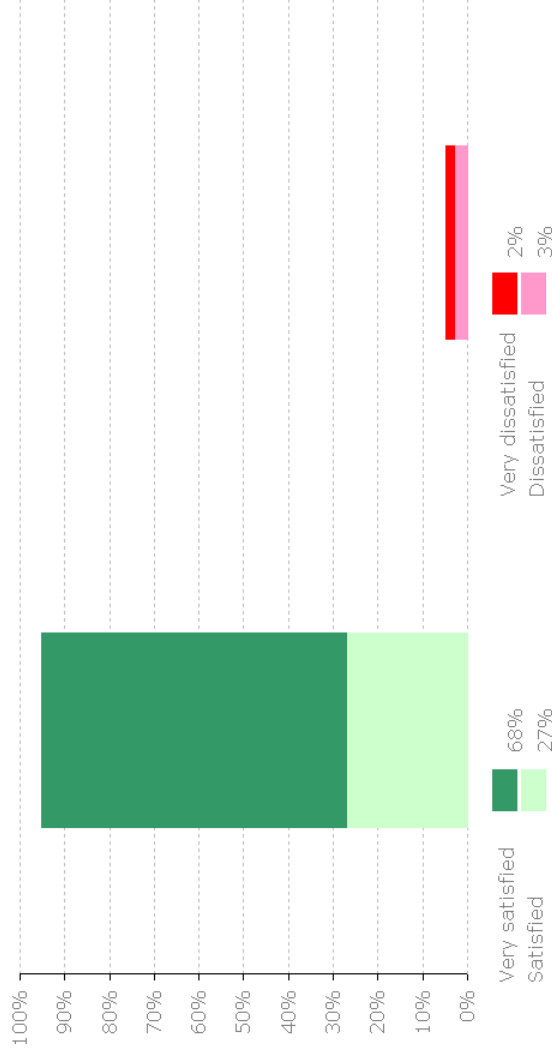
95% of customers were satisfied that the objectives were met, with 68% very satisfied.

Responses are fed back to the individual advisors who handled each customer's call, giving them information on their own customer satisfaction levels.

Each customer was asked how satisfied they were that:

- Your call was answered in a quick & efficient manner
- Our customer advisor was friendly & polite
- Your requirements were established quickly & accurately
- The information you were provided with was accurate & appropriate
- We carefully explained what would happen next
- Your request was carried out as promised
- If your call was transferred, you were put through quickly & correctly

**Call Centre Customer Satisfaction Oct-Dec 2007**



**% Satisfied or very satisfied**

- 98.5%
- 99.7%
- 96.9%
- 93.0%
- 93.6%
- 90.7%
- 91.7%

## Forecast

Performance against the forecast for this Quarter given in the last report is shown in Appendix D.

Incoming calls were higher throughout the Quarter than forecast. Calls were increased above expectations because of a higher than expected incident of repeated missed refuse collections & higher payment calls in November as referred to in page 3.

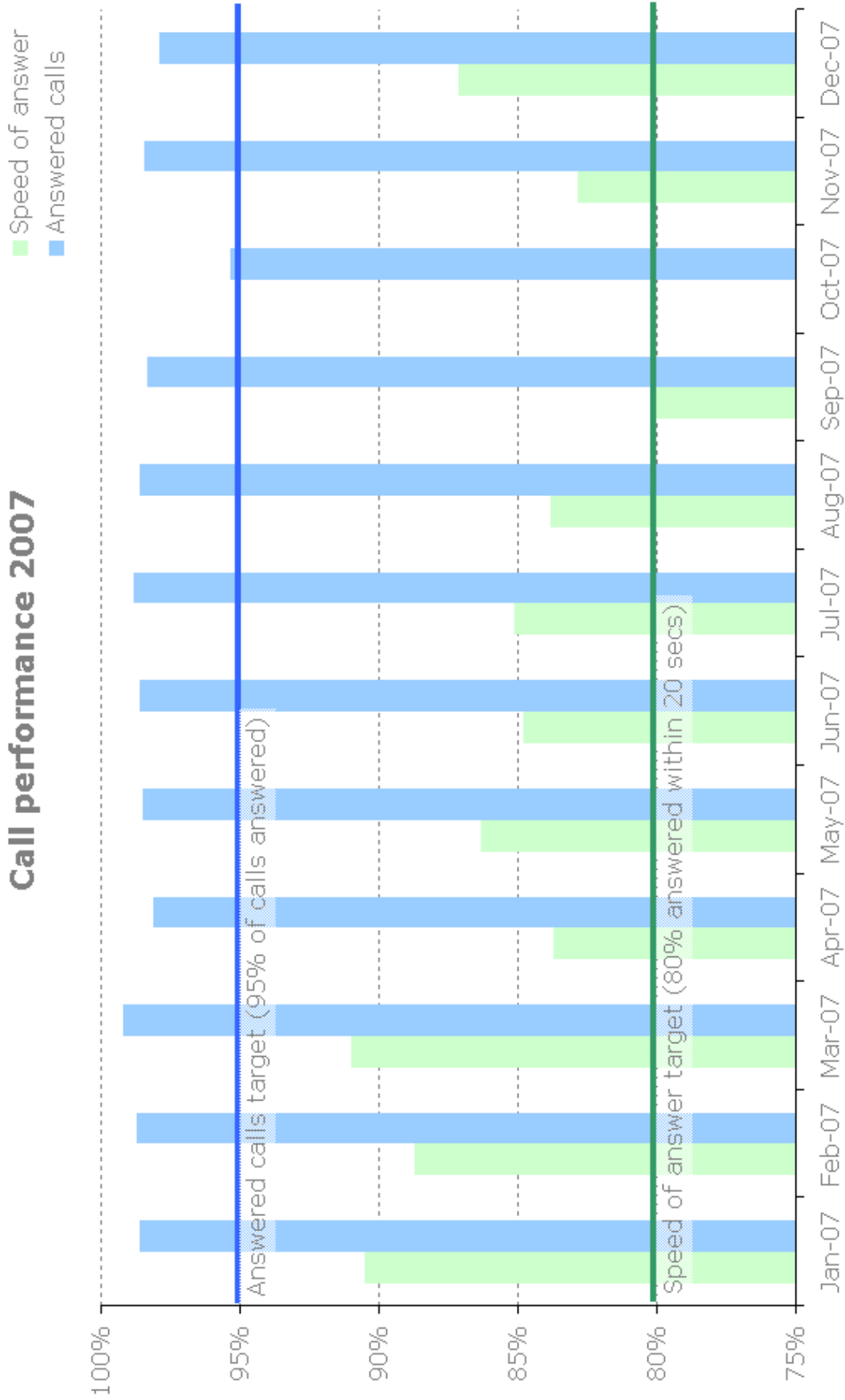
The current forecast for the next 3 months is shown below.

	Target	January	February	March
Call volumes <sup>1</sup>	+/- 5% of forecast	15,219	12,626	12,140
Average call length	+/- 5% of forecast	2 mins 47 secs	2 mins 46 secs	2 mins 44 secs
Speed of answer	80%	84%	85%	83%
(Answered % in 20 secs)				
Calls answered	95%	>95%	>95%	>95%
Handled first time <sup>2</sup>	80%	Meet target	Meet target	Meet target
Emails	Within 2 days	Meet target	Meet target	Meet target

<sup>1</sup> Call volume forecasts are subject to ongoing refinement. In the next report performance against the forecasts will take the last quoted months' volumes, which may be different from those shown above.

<sup>2</sup> Measure is for Streetscene & Payment calls

# Appendix A



# Appendix B

## Service requests raised 4Q2007

Service Request	Oct	Nov	Dec	Grand Total
Make payment	1,667	2,254	1,499	5,420
Missed refuse collection	1,179	548	384	2,111
Request refuse bin or bags	723	579	326	1,628
Request street cleansing	224	184	119	527
Make pest control appointment	154	154	125	433
Request bulky waste collection	148	131	101	380
House move	71	74	58	203
Return bins	93	74	34	201
Request Operations misc. work	38	47	33	118
Report grounds or trees problem	66	34	13	113
Take feedback from customer	64	22	18	104
Send electoral registration forms	40	27	20	87
Request tourism brochure/s	37	17	13	67
Request assisted collection	34	23	9	66
Missed trade waste collection	40	12	6	58
Report asset problem	20	14	10	44
Request Planning documents	19	17	8	44
Request removal of refuse bin	30	9	5	44
Crew behaviour	13	12	13	38
Request asbestos bags	15	7	1	23
Provide refuse collection days information	11	7	2	20
Report street naming or numbering problem	10	6	3	19
Request clinical waste collection	4	6	5	15
Name change	6	7	2	15
Request Decision Notice or Location Plan	2	2	0	4
Confirm why bin rejected	1	1	1	3
Other HDC information	0	0	1	1
Non HDC information	1	0	0	1
Provide pest control information	0	0	1	1
Provide household planning information	1	0	0	1
Provide council tax information	1	0	0	1
Provide democratic services information	1	0	0	1
View electoral register	0	0	1	1
Request Building Control forms	0	0	1	1
Provide planning documents information	0	1	0	1
<b>Total</b>	<b>4,713</b>	<b>4,269</b>	<b>2,812</b>	<b>11,794</b>

# Appendix C

## Complaints raised 4Q2007

Complaint	Oct	Nov	Dec	Grand Total
Missed refuse collection	201	124	64	389
Return bins	13	14	19	46
Missed trade waste collection	9	3	0	12
Crew behaviour	3	0	5	8
Take feedback from customer	4	1	0	5
Provide refuse collection days information	1	0	0	1
Request street cleansing	0	0	1	1
<b>Total</b>	<b>231</b>	<b>142</b>	<b>89</b>	<b>462</b>

# Appendix D

Met or exceeded target	Close to target, Under observation	Missed target Action being taken
------------------------	------------------------------------	-------------------------------------

4Q2007 Forecast v Actual		Target	October	November	December
Call volumes <sup>3</sup>	Forecast	+/- 5% of forecast	15,569	14,181	8,650
	Actual		19,090 (+22.6%)	15,851 (+11.8%)	10,272 (+18.8%)
Average call length	Forecast	+/- 5% of forecast	3 mins 09 secs	2 mins 47 secs	2 mins 52 secs
	Actual		2 mins 39 secs (-16.1%)	2 mins 42 secs (-3.0%)	2 mins 58 secs (+3.5%)
Speed of answer (Answered % in 20 secs)	Forecast	80%	80%	92%	92%
	Actual		Measure suspended	83%	87%
Calls answered	Forecast	95%	>95%	>95%	>95%
	Actual		95%	98%	98%
Handled first time	Forecast	80% <sup>4</sup>	Meet target	Meet target	Meet target
	Actual		Streetscene 94% Payments 83%	Streetscene 93% Payments 82%	Streetscene 91% Payments 91%
Emails	Forecast	Within 2 days	Meet target	Meet target	Meet target
	Actual		Met target	Met target	Met target

<sup>3</sup> Call volume forecasts are subject to ongoing refinement. The forecast figures shown above are the last quoted months' volumes, which may be different from those shown in the last Quarterly report.

<sup>4</sup> Streetscene & Payment calls

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## OVERVIEW & SCRUTINY PANEL (SERVICE SUPPORT)

11<sup>th</sup> March 2008

### MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS) (Report by Head of Policy and Strategic Services)

#### 1. INTRODUCTION

- 1.1 The purpose of this report is to provide the Panel an update on the receipt of S106 monies, their allocation to and expenditure on specific schemes. The report also provides an overview of future benefits from developments that have commenced but where trigger points for collection of the monies have not been reached and future potential benefits from developments which have not yet commenced.
- 1.2 As requested by the Panel, a copy of this report has been made available to all Members of the Council.

#### 2. BACKGROUND INFORMATION

- 2.1 The report has three appendices: Appendix A – Section 106 Account; Appendix B – Future benefits by location (dev. commenced) and Appendix C – Future potential benefits by location (dev. not commenced).
- 2.2 **Appendix A** comprises 4 tables:

- **Table 1. Schemes in place**

This overall sum in this section has been reduced, predominantly due to the £565,765 (514,235 + £51,530 interest) being transferred for the provision of affordable housing in the district. 7 new spending schemes were identified, mainly for projects in the Operations division.

- **Table 2. Maintenance**

As expected, the total amount has remained unchanged. This part of the account is ring-fenced for maintenance of play equipment and open space and will be used in accordance with approved maintenance schedules.

- **Table 3. Unallocated**

One new scheme has been added to this section. However, the overall effect is a reduction in the figure reported for the previous quarter due to the movement of schemes from the Unallocated section to Table 1.

- **Table 4. Money spent in the last quarter**

This table shows the actual spending/transfers of money in the last quarter.

- 2.3 **Appendix B** shows future S106 benefits by location for developments that have commenced but trigger points for the collection of the monies have not yet been reached.
- 2.4 **Appendix C** shows future potential S106 benefits by location for developments that have not yet commenced.

### **3. RECOMMENDATION**

- 3.1 The Panel are invited to review and comment on the contents of the monitoring report.

### **BACKGROUND PAPER**

Town & Country Planning Act 1990  
Section 106 Register and database

**Contact Officer:** Yvona Brandstatterova, Policy Officer  
☎ (01480) 388463

## Section 106 Account

This schedule highlights S106 monies that have been received and are held in a separate account until they are needed for maintenance or transferred to relevant service budgets (or Town or Parish Council) when schemes are ready to proceed. Where appropriate the schedule also includes an expiry date - by which time the money must be spent. It divides the account into four sections –

**Table 1. Schemes in place** – for which money has been received and is earmarked to be spent on a specific scheme.

**Table 2. Maintenance** - money received for future maintenance – usually relating to play equipment or open space. The money will be held in this account until it is drawn down to pay for the maintenance (proportionally over 15 years).

**Table 3. Unallocated** - money received which has yet to be allocated to a particular scheme.

31

**Table 4. Money spent in the last quarter** - money previously held in the account which has been spent or transferred in the last quarter.

Summary	This quarter	Previous quarter
<b>Schemes in place</b>	<b>£267,225</b>	£669,128
<b>Maintenance</b>	<b>£80,769</b>	£80,769
<b>Unallocated</b>	<b>£186,266</b>	£309,803
<b>Spent since the last quarter</b>	<b>£597,394</b>	-
<b>TOTAL</b>	<b>£534,260</b>	£1,059,700

(Note: This schedule was created 13<sup>th</sup> February 2008.)

Table 1. Schemes in place

ID	Date Received	Amount	Location	What the money will be spent on	When it is planned to spend the money	Service responsible	Expiry Date (if any)
3*	20/01/2007	£3,156	St Ives	Hill Rise Park Project	2008	Operations	
25	03/11/1997	£24,866	Huntingdon	Coneygear Park Project	2008	Operations	
66	28/08/2002	£18,840	Eynesbury	Coneygear Park/Henbrook Park – provision and/or maintenance of open space and play equipment	2008	Operations	
75	02/06/2004	£2,574	Huntingdon	Transport Contribution – bus shelter on Kings Ripton Rd. or Coneygear Rd. Works due to commence on site March/April 2008.	2008	Transport	
75	09/05/2007	£58,155	Huntingdon	Off-site Facilities Contribution – provision and/or maintenance of public open space and/or recreational facilities (Money to be transferred to Huntingdon TC in respect of Stukeley Meadows skate park - £20,000 capital; £38,155 maintenance).	2008	Operations	
95	28/08/2002	£7,108	Alconbury Weston	Transport Contribution – bus shelter contribution (works due to commence on site March/April 2008).	2008	Transportation	
103	16/06/2005	£48,764	Eynesbury	On-site Facilities Contribution –to be spent on Local Play Area on	2008	Operations	16/06/2010

						<b>site (Countryside projects)</b>				
<b>188</b>	14/07/2003	£14,642	St Neots			Play Area Contribution – <b>Coneygear Park/Henbrooke Park</b>	2008	Operations	14/07/2008	
<b>192</b>	27/05/2003	£11,265	Somersham			On-site Facilities Contribution – <b>provision of casual &amp; equipped play space; this money has been allocated to the redevelopment of the skate park in Somersham.</b>	2008/2009	Operations		
<b>199</b>	27/11/2003	£13,159	Godmanchester			Off-site Facilities Contribution – <b>St. Judith’s Field Skateboard Ramp</b>	2007/2008	Operations		
<b>205 - NEW</b>	21/11/2007	£15,540	Huntingdon			Off-site Facilities Contribution - <b>Provision &amp; Maintenance of Open Space and Play Equipment off site in the area of Huntingdon; proposal submitted for spend at Hinchingsbrooke Park</b>	2008/2009	Operations		
<b>215</b>	23/10/2006	£19,703	Huntingdon/Godmanchester			Off-site Facilities Contribution - <b>for the provision of public open space, recreation and leisure facilities; 50% to Nursery Rd play area</b> <b>Godmanchester TC are applying for the remainder 50%</b>	2008/2009	Operations	13/10/2013	
<b>247</b>	30/01/2007	£14,030	Huntingdon			Play Area Contribution; <b>Proposal submitted for spend at Hinchingsbrooke Park</b>	2008/2009	Operations		
<b>257</b>	31/01/2007	£15,423	Somersham			Play Area Contribution – <b>allocated to the redevelopment</b>	2008/2009	Operations		

					of the skate park in Somersham		
<b>Total</b>			<b>£267,225</b>				
Last quarter			£669,128				

\*This sum is part of the £5,009 of ID3 assigned for Play Area Equipment and Maintenance in St Ives.

**Table 2. Maintenance**

ID	Date Received	Amount	Location	What the money has to be spent on	Service responsible
3*	20/01/2007	£1,853	St Ives	Play Area Maintenance	Operations
40	16/01/2001	£4,029	St Neots	On-site Facilities Maintenance	Operations
56	08/02/2000	£23,441	St Ives	Open Space Maintenance	Operations
79	03/02/2006	£34,425	Buckden	Open Space Maintenance	Operations
103	06/12/2006	£5,517	Eynesbury	Play Area Maintenance	Operations
181	15/06/2006	£3,590	St Ives	Open Space Maintenance	Operations
194	03/02/2004	£7,914	Ramsey St Marys	Open Space Maintenance	Operations
<b>Total</b>		<b>£80,769</b>			
Last quarter		£80,769			

**Table 3. Unallocated**

ID	Date Received	Amount	Location	What the money can be spent on	Service responsible	Expiry Date (if any)
69	07/09/2005	£20,251	St Ives	Recreation and Leisure Facilities Contribution – off-site within St Ives. (In	Operations	7/09/2010

						discussions with St Ives TC regarding potential schemes).		
<b>87</b>	30/07/2007	£16,250 <sup>1</sup>	Huntingdon			Transport Contribution – towards a scheme to be identified in Huntingdon Market Town Strategy (awaiting the development of a scheme from CCC as local highway authority).	Transport	
<b>93</b>	21/12/2006	£8,968	Farcet			Off-site facilities contribution – provision and maintenance of children's and youth/adult open space and play equipment. <b>Farcet Parish Council/Operations Division developing a spending scheme.</b>	Operations	21/12/2016
<b>35</b> <b>113 - NEW</b>	21/11/2007	£10,817	Brampton			Off-site Facilities Contribution – <b>leisure and recreation facilities including open space &amp; play equipment</b> (awaiting the village (spending) plan from Parish Council).	Operations	
<b>197</b>	29/09/2005	£10,953	Fenstanton			Off-site Facilities Contribution - <b>provision and/or maintenance of play space in Fenstanton</b> (awaiting the village (spending) plan from PC).	Operations	29/09/2010
<b>206</b>	17/07/2007	£12,090	Yaxley			Recreation Facilities Contribution – <b>provision and or maintenance of open space and play equipment</b> (On going consultation with local Youths to identify scheme).	Operations	
<b>211</b>	22/09/2005	£14,153	Yaxley			Off-site Facilities Contribution – <b>to be transferred to Parish Council after identifying a scheme</b> (On going consultation with local Youths to identify scheme).	Operations	

<b>212</b>	9/10/2006	£28,040	Yaxley (land north of Broadway)	Off-site Facilities Contribution - <b>provision and/or maintenance of Play Space or other recreational facilities</b> (On going consultation with local Youths to identify scheme).	Operations	
<b>216</b>	08/03/2007	£9,934	St Neots	Off-site Facilities Contribution – <b>provision of children or adult/youth open space and play equipment</b> (awaiting the village (spending) plan from Parish Council).	Operations	
<b>224</b>	18/10/2007	£16,010	Ramsey	Off-site facilities - <b>Opens space, recreation and leisure facilities</b> (awaiting the village (spending) plan from Parish Council).	Operations	
<b>235</b>	23/10/2007	£10,800 <sup>2</sup>	Colne	Off-site facilities - <b>Provision and/or maintenance of children's equipped area or other recreational facilities</b> (awaiting the village (spending) plan from Parish Council).	Operations	
<b>248</b>	27/07/2007	£28,000	Brampton	Open Space Contribution (awaiting the village (spending) plan from Parish Council).	Operations	
<b>Total</b>		<b>£186,266</b>				
Last quarter		£309,803				

<sup>1</sup> Sum previously miscalculated, £6,633 (index link) added incorrectly.

<sup>2</sup> Additional £700 received in November 2007 as index link.



**Table 4. Money spent since the last quarter**

<b>ID</b>	<b>Date Received</b>	<b>Amount</b>	<b>Location</b>	<b>What the money has been spent on</b>	<b>Service Responsible</b>	<b>Expiry Date (if any)</b>	<b>Comments</b>
<b>28</b>	11/07/2000	£19,924	Huntingdon	Coneygear Park Project – <b>outdoor gym</b>	Operations		£51,530 added to previous sum (£514,235) as this year's interest.
<b>196</b>	01/07/2004	£565,765	Huntingdon shire	Affordable Housing Contribution	Housing	1/07/2009	These funds are assisting: - The acquisition of an existing property in Huntingdon - Two homes at Vinegar Hill Alconbury - 46 homes at Manor Farm Yaxley (part contribution towards the total grant cost of £525,000)
<b>102</b>	01/04/2007	£11,705	St Neots	Play area	Operations		
<b>Total</b>		<b>£597,394</b>					

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### Future S106 Benefits Listed by Location – developments commenced

This report shows Section 106 clauses with attached monies from developments that have commenced but where trigger points for the collection of the monies have not yet been reached.

Spend Area	ID	Location	Spend Type	Amount expected	Service Responsible
Alconbury Weston	204	Vinegar Hill/Hamerton Road	Education Contribution	£10,000	CCC Education
Bury	82	Bury Road	Open Space Maintenance	£8,000	Operations
Eynesbury	103	Barford Road	On-site Facilities Contribution	£10,000	Operations
Farcet	93	Cross Street	Highways Contribution	£15,000	CCC Transportation
Fenstanton	173	Headlands	Open Space Maintenance	£5,679	Operations
Godmanchester	199	Roman Way	Open Space Contribution	£4,500	Operations
		Roman Way	Play Area Contribution	£8,000	Operations
	244	London Road	Play Area Maintenance	£25,000	Operations
Great Gransden	33	Off Caxton Road	Open Space Maintenance	£12,250	Operations
Houghton & Wyton	256	Thicket Road	Recreation Facilities Contribution	£16,000	Operations
		Thicket Road	Transport Contribution	£8,000	CCC Transportation
Huntingdon	75	Kings Ripton Road	On-site Facilities Maintenance	£19,000	Operations
		Kings Ripton Road	Open Space Maintenance	£6,120	Operations
	186	Hinchingbrooke Park Road	On-site Facilities Maintenance	£27,000	Operations
		Hinchingbrooke Park Road	Open Space Maintenance	£37,000	Operations
	218	Parkway	Open Space Maintenance	£36,000	Operations
		Parkway	Education Contribution	£3,300	CCC Education
		Parkway	Play Area Maintenance	£9,500	Operations
	220	Ullswater and Handscroft Lane	Education Contribution	£120,000	CCC Education
		Ullswater and Handscroft Lane	Off-site Facilities Maintenance	£5,000	Operations

Note: The majority of transportation contributions are paid to Cambridgeshire County Council and are used in partnership with the district council.

		Ullswater and Handscroft Lane	Play Area Contribution	£36,000	Operations
		Ullswater and Handscroft Lane	Play Area Maintenance	£9,500	Operations
	258	Hartford Road	Transport Contribution	£50,000	CCC Transportaion
	260	St Peter's Road	Cycle Paths	£98,000	CCC Transportation
	244	London Road	Transport Contribution	£186,000	CCC Transportation
		London Road	Transport Contribution	£62,000	CCC Transportation
	256	Thicket Road	Affordable Housing Contribution	£142,791	Housing
	223	Mill Lane	Open Space Maintenance	£36,000	Operations
		Mill Lane	Primary Health Care Contribution	£68,000	Primary Care Trust
		Mill Lane	Primary Health Care Contribution	£66,000	Primary Care Trust
		Mill Lane	Primary Health Care Contribution	£66,000	Primary Care Trust
		Mill Lane	Education Contribution	£200,000	CCC Education
		Mill Lane	Education Contribution	£246,000	CCC Education
		Mill Lane	Play Area Maintenance	£24,500	Operations
		Mill Lane	Recreation Facilities Maintenance	£2,000	Operations
		Mill Lane	Education Contribution	£200,000	CCC Education
	180	Gidding Road,	Play Area Contribution	£16,700	Operations
	225	Park Avenue	Education Contribution	£17,000	CCC Education
	228	Burleigh Road	Off-site Facilities Contribution	£30,040	Operations
		Burleigh Road	Open Space Contribution	£12,650	Operations
	223	Mill Lane	Transport Contribution 1.part	£221,500	CCC Transportation
		Mill Lane	Transport Contribution 2.part	£221,500	CCC Transportation
	229	Bushmead Road	Play Area Maintenance	£8,000	Operations
		Bushmead Road	Amenity Strip Maintenance	£7,200	Operations
	237	Cambridge Road	Education Contribution	£100,000	CCC Education

Cambridge Road	Transport Contribution	£100,000	CCC Transportation
Cambridge Road	Education Contribution	£50,000	CCC Education
Cambridge Road	Transport Contribution	£630,000	CCC Transportation
Cambridge Road	Transport Contribution	£150,000	CCC Transportation
Cambridge Road	Transport Contribution	£1,100,000	CCC Transportation
Cambridge Road	Transport Contribution	£50,000	CCC Transportation
Cambridge Road	Transport Contribution	£100,000	CCC Transportation
Cambridge Road	Transport Contribution	£100,000	CCC Transportation
Cambridge Road	Transport Contribution	£2,010,000	CCC Transportation
Cambridge Road	Transport Contribution	£36,000	CCC Transportation
Cambridge Road	Transport Contribution	£515,000	CCC Transportation
Cambridge Road	Transport Contribution	£1,500,000	CCC Transportation
Cambridge Road	Play Area Contribution	£17,000	Operations
Cambridge Road	Education Contribution	£625,000	CCC Education
Cambridge Road	Education Contribution	£100,000	CCC Education
Cambridge Road	Education Contribution	£625,000	CCC Education
Cambridge Road	Education Contribution	£625,000	CCC Education
Cambridge Road	Education Contribution	£625,000	CCC Education
Cambridge Road	Play Area Contribution	£46,800	Operations
Cambridge Road	Education Contribution	£1,100,000	CCC Education
Cambridge Road	Play Area Contribution	£120,000	Operations
Cambridge Road	Play Area Contribution	£78,000	Operations
Cambridge Road	Education Contribution	£1,100,000	CCC Education
Cambridge Road	On-site Facilities Contribution	£138,000	Operations
Cambridge Road	On-site Facilities Contribution	£10,000	Community Initiatives
Cambridge Road	On-site Facilities Contribution	£300,000	Community Initiatives
Cambridge Road	Education Contribution	£70,000	CCC Education
Popes Lane	Open Space Maintenance	£1,043	Operations
Warboys	174		

	210	off High Fen Straight Drove	Environmental conservation contribution	£10,000	Trust Fund
Yaxley	217	Poplar Farm	Open Space Maintenance	£1,206	Operations
	187	Broadway	Open Space Maintenance	£54,000	Operations
	206	Main Street	Education Contribution	£54,000	CCC Education
	212	Broadway	Highways Contribution	£97,000	CCC Transportation
		Broadway	Open Space Contribution	£22,100	Operations
		Broadway	Play Area Maintenance	£29,000	Operations
	252	Church Street	Transport Contribution	£175,000	CCC Education
		Church Street	Education Contribution	£264,000	CCC Education
		Church Street	Education Contribution	£264,000	CCC Education
		Church Street	Off-site Facilities Contribution	£13,000	Operations
		Church Street	On-site Facilities Maintenance	£25,000	Operations
		Church Street	On-site Facilities Maintenance	£8,300	Operations
		Church Street	On-site Facilities Maintenance	£36,000	Operations

## Future Potential S106 Benefits Listed by Location - developments not commenced

This report shows Section 106 clauses with attached monies from developments that have not yet commenced work.

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible
Abbotsley	200	Rectory Road	Education Contribution	£21,000	CCC Education
Bluntisham	200	Rectory Road	Off-site Facilities Contribution	£13,100	Operations
Colne	203	East Street	Recreation Facilities Contribution	£13,000	Operations
		East Street	Education Contribution	£24,000	CCC Education
Godmanchester	261	Wigmore Farm Silver Street	Open Space Contribution	£75,500	Operations
		Wigmore Farm Silver Street	Play Area Maintenance	£8,000	Operations
		Wigmore Farm Silver Street	Play Area Maintenance	£12,000	Operations
		Wigmore Farm Silver Street	On-site Facilities Maintenance	£31,125	Operations
		Wigmore Farm Silver Street	Education contribution 1.part	£128,000	CCC Education
		Wigmore Farm Silver Street	Education contribution 2.part	£128,000	CCC Education
		Wigmore Farm Silver Street	Transport Contribution 1.part	£82,000	CCC Transportation
		Wigmore Farm Silver Street	Transport Contribution 2.part	£82,000	CCC Transportation
Hemingford Grey	262	London Road	Play Area Contribution	£8,000	Operations
		London Road	Off-site Facilities Contribution	£6,500	Operations
		London Road	Play Area Maintenance	£16,000	Operations
Huntingdon	113	32 High Street	Education Contribution	£14,000	CCC Education
	230	Thames Road	Off-site Facilities Contribution	£11,040	Operations
		Thames Road	Play Area Maintenance	£6,180	Operations
		Thames Road	Off-site Facilities Contribution	£48,600	Operations
		Thames Road	Open Space Maintenance	£40,170	Operations
	233	Bus Depot Site 15 Stukeley Rd	Education Contribution	£14,000	CCC Education
	251	Lancaster House	Transport Contribution	£13,750	CCC Transportation
265	Brampton Road	Transport Contribution	£40,000	CCC Transportation	
Little Paxton	222	Bydand Lane & rear of Park Crescent	Primary Health Care Contribution	£14,000	Huntingdonshire PCT
		Bydand Lane & rear of Park Crescent	Education Contribution	£4,450	CCC Education
		Bydand Lane & rear of Park Crescent	Off-site Facilities Contribution	£16,100	Operations
Needingworth	208	Priory Road	Education Contribution	£22,000	CCC Education
Ramsey	226	Bury Road	Off-site Facilities Contribution	£13,400	Operations
		Bury Road	Transport Contribution	£7,000	HDC Transportation
	243	117A Herne Road	Affordable Housing Contribution	£74,520	Housing
		117A Herne Road	Recreation Facilities Contribution	£15,450	Operations
		117A Herne Road	Transport Contribution	£6,000	CCC Transportation
		117A Herne Road	Education Contribution	£1,750	CCC Education
St Ives	175	Station Road/New Road,	Transport Contribution	£30,000	HDC Transportation

Note: The majority of transportation contributions are paid to Cambridgeshire County Council and are used in partnership with the district council.

## Future Potential S106 Benefits Listed by Location - developments not commenced

This report shows Section 106 clauses with attached monies from developments that have not yet commenced work.

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible	
	209	Meadow Lane	Open Space Maintenance	£20,000	Operations	
		Meadow Lane	Highways Contribution	£35,000	CCC Transportation	
	239	Houghton Grange	Play Area Contribution	£72,000	Operations	
		Houghton Grange	Play Area Maintenance	£23,000	Operations	
		Houghton Grange	Transport Contribution	£59,396	CCC Transportation	
		Houghton Grange	Transport Contribution	£44,547	CCC Transportation	
		Houghton Grange	Transport Contribution	£44,547	CCC Transportation	
		Houghton Grange	Transport Contribution	£10,000	CCC Transportation	
		Houghton Grange	Transport Contribution	£65,000	HDC Transportation	
		Houghton Grange	Primary Health Care Contribution	£18,126	Policy and Str. Service	
		242	Houghton Road	Play Area Contribution	£80,000	Operations
	Houghton Road		Play Area Maintenance	£25,000	Operations	
	Houghton Road		Transport Contribution	£84,360	CCC Transportation	
	Houghton Road		Transport Contribution	£63,270	CCC Transportation	
	Houghton Road		Transport Contribution	£63,270	CCC Transportation	
	Houghton Road		Transport Contribution	£10,000	CCC Transportation	
	Houghton Road		Transport Contribution	£30,000	CCC Transportation	
	Houghton Road		Transport Contribution	£50,000	CCC Transportation	
	Houghton Road		Primary Health Care Contribution	£21,952	Policy and Str. Service	
	Houghton Road		Transport Contribution	£50,000	CCC Transportation	
	254		Orchard House Houghton Road	Play Area Maintenance	£72,000	Operations
			Orchard House Houghton Road	Transport Contribution	£184,184	CCC Transportation
		Orchard House Houghton Road	Transport Contribution	£160,000	CCC Transportation	
		Orchard House Houghton Road	Transport Contribution	£80,352	CCC Transportation	
		Orchard House Houghton Road	Primary Health Care Contribution	£19,132	Policy and Str. Service	
	264	East Street	Play Equipment Contribution	£22,000	Operations	
		East Street	Education Contribution	£33,400	CCC Education	
	St Neots	201	Colmworth Brook And	Highways Contribution	£120,000	CCC Transportation
		231	Huntingdon Street	Off-site Facilities Contribution	£29,000	Operations
			Huntingdon Street	Transport Contribution	£42,840	CCC Transportation
			Huntingdon Street	Education Contribution	£40,000	CCC Education
		236	516 Great North Road	Education Contribution	£12,000	CCC Education
			516 Great North Road	Education Contribution	£28,000	CCC Education
516 Great North Road			Off-site Facilities Contribution	£6,000	Operations	
516 Great North Road	Off-site Facilities Contribution		£14,000	Operations		



## Future Potential S106 Benefits Listed by Location - developments not commenced

This report shows Section 106 clauses with attached monies from developments that have not yet commenced work.

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible
		516 Great North Road	Transport Contribution	£6,000	CCC Transportation
		516 Great North Road	Transport Contribution	£14,000	CCC Transportation
	238	15 Church View	Off-site Facilities Contribution	£30,750	Operations
		15 Church View	Transport Contribution	£60,000	CCC Transportation
		15 Church View	Education Contribution	£14,000	CCC Education
	241	Tesco Superstore Barford Rd	Play Area Maintenance	£5,000	Operations
		Tesco Superstore Barford Rd	Off-site Facilities Contribution	£54,400	Operations
		Tesco Superstore Barford Rd	On-site Facilities Contribution	£14,000	Operations
		Tesco Superstore Barford Rd	Education contribution 1.part	£70,000	CCC Education
		Tesco Superstore Barford Rd	Education contribution 2.part	£70,000	CCC Education
		Tesco Superstore Barford Rd	Play Area Maintenance	£5,500	Operations
		Tesco Superstore Barford Rd	Transport Contribution 1.part	£178,000	CCC Transportation
		Tesco Superstore Barford Rd	Transport Contribution 2.part	£178,000	CCC Transportation
Tesco Superstore Barford Rd		Open Space Maintenance	£9,000	Operations	
Yaxley	195	Broadway	Transport Contribution	£12,000	HDC Transportation
		Broadway	Transport Contribution	£8,000	HDC Transportation
<b>Grand Total</b>				<b>£3,541,431</b>	

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Note: The majority of transportation contributions are paid to Cambridgeshire County Council and are used in partnership with the district council.

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**GROWING SUCCESS - PERFORMANCE MONITORING  
(Report by the Head of Policy and Strategic Services)**

**1. INTRODUCTION**

1.1 The purpose of this report is to present to Members performance management information on “Growing Success” – the Council’s Corporate Plan

**2. BACKGROUND INFORMATION**

2.2 In January 2007 the Council adopted a revised Corporate Plan “Growing Success”. The plan includes around 50 short, medium and long term objectives to help achieve aims and ambitions for Huntingdonshire’s communities and the Council itself. In addition the Council have identified a small number, 12, objectives which were considered to be a priority for the immediate future.

**3. Performance Management**

3.1 Progresses against all 50 or so objectives are reported to Chief Officer Management Team on a quarterly basis. A progress report from each Division includes performance data in the form of achievement against a target for each of the objectives that those services contributes towards and is supported by narrative on achievements and other issues or risks.

3.2 Members of the Overview and Scrutiny Panel have an important role in the Council’s comprehensive Performance Management framework and the process of regular review of performance data has been established over the last couple of years. In adopting the updated version of Growing Success, and in particular in prioritising objectives, it was intended that members should concentrate their monitoring on a small number of objectives to enable them to take a strategic approach which in turn would build confidence that the Council priorities are being achieved. Members can view all performance reports on the Councils intranet. Members of the Overview and Scrutiny Panels may find broader performance information of help to them in undertaking their review and scrutiny functions. This information can be provided on a regular or ad-hoc basis

3.3 Following discussion with the chairman of the Panels the priority objectives have been allocated between Panels as follows:

<b>Service Support</b>	<b>Service Delivery</b>
To promote development opportunities in and around the market towns	To lower carbon emissions
To enhance public, community and specialist transport into and around the market towns	To enable the provision of affordable housing
To improve access to Council services	To achieve a low level of homelessness
To make our performance management more effective and transparent	To promote healthy lifestyle choices
To reduce the number of car journeys to	

work by employees	
To build the new operations centre and headquarters	
To be an employer people want to work for	
To re-balance saving and spending to ensure resources are available to achieve the Council's priorities	

#### 4 PERFORMANCE MONITORING

The following performance data is appended for consideration:

**Annex A** - a summary of the achievements, issues and risks relating to the objectives identified by the Heads of Service

**Annex B** - Set out in tables the performance data from services across the Council which contribute to the objectives listed above. For each calculated measure there is a target, actual performance against target, forecasted performance for the next period and a comments field, with comments where appropriate. The actual column is colour coded as follows:

- green – achieving target or above;
- amber – between target and an “intervention level (the level at which performance is considered to be unacceptable and action is required);
- red – the intervention level or below; and
- grey - data is currently unavailable

#### 5. REVIEW OF GROWING SUCCESS

In line with the agreed process it was intended to initiate the annual review of Growing Success (objectives/targets etc) so that an updated version could be presented to members by end of June. However, the preparation of a new Sustainable Community Strategy (SCS) and Local Area Agreement (LAA) for Cambridgeshire presents an opportunity for the Council to examine our organisational objectives and targets so that we can contribute to these broader outcomes for the benefit of Huntingdonshire. The timing of these documents mean the review of Growing Success will take place in late summer and be submitted to the Council in September. It is proposed this will be adopted as the timetable for the review of Growing Success in future years as this provides a better fit with the Councils business planning, budget, MTP and service planning process.

#### 6. RECOMMENDATION


##### 6.1 Members are recommended to;

Consider the results of performance for priority objectives and to comment to the cabinet as appropriate.

#### BACKGROUND INFORMATION

Performance Management reports produced from the Council's CPMF software system

Growing Success: Corporate Plan

**Contact Officer:** Howard Thackray, Policy & Research Manager  
 01480 388035

Objective		
<b>To promote development opportunities in and around the market towns</b>	Achievements:	Local Economy strategy written and approved by members. An action plan being developed in conjunction with Local Economy forum. Huntingdonshire's first food festival, September 07, (a Partnership project) was successful in promoting local procurement across the district.
	Issues:	The delivery of strategy in part dependent on external funding
	Risks:	All Partners need to engage successful delivery of strategy
<b>To enhance public, community and specialist transport into and around the market towns</b>	Achievements:	Sustainable Transport schemes (including the Market Town Transport strategies) are continuing to come to fruition with public transport initiatives being delivered (including the Guided Bus) and an updated car parking strategy to be adopted/delivered. Community Transport schemes continue to operate with coverage over the majority of the District
	Issues:	CCC ability to adequately resource MTTS may impact upon the planned delivery of schemes. Community Transport schemes continue to be reliant on volunteer resources to deliver overall objectives
	Risks:	Community Transport highly vulnerable to changes in funding streams and grant availability. Schemes tend to operate financially via a number of different sources. The loss of any one source and the inability to secure alternative funding leaves operational services at high risk of termination
<b>To improve access to Council services</b>	Achievements:	The customer service centre brings together the full range of council services which had previously been located across a number of floors within the council's offices at Pathfinder House. Since the new centre opened at the end of July the customer services team has seen nearly 40,000 people and in a recent survey 99% of customers thought the service was good/excellent.
	Issues:	Resourcelink scheduled to be fully operational by April 2008
	Risks:	HR & Payroll Services had a skeleton service from June 2007 until all new staff were in post (17/09/2007) which resulted in some delays to non-essential service provision. Additional capacity being sought via MTP bid.
<b>To make our performance management more effective and transparent</b>	Achievements:	All services entering data into Performance Management system.
	Issues:	Timeliness of data entry necessary to feed into reporting cycle.
	Risks:	Failure to use performance management data could delay development of comprehensive performance management system and affect quality of decision making.
<b>To reduce the number of car journeys to work by employees</b>	Achievements:	Continued involvement in Camshare, promotion of Cycle Scheme and introduction of pool car fleet have all assisted in reducing car usage through increasing alternatives. Eastfield House site specific plan in place
	Issues:	Providing officer time to promote travel plan issues and monitoring targets set within corporate and site specific plans
	Risks:	Considerable officer time required to roll out site specific travel plans and to monitor and update those currently in place within the corporate plan
<b>To build the new operations centre and</b>	Achievements:	A supplementary agreement was concluded with Alfred McAlpine in December 2007 which modified the initial Development Agreement to allow for the retention of Castle Hill House and the omission

<b>headquarters</b>		of Building A. One wing of Pathfinder House has been vacated and demolished with minimal interruption to service delivery. An initial planning application for the residential use of the site of Building A was made. Following a rejection the scheme has been revised to address the issues raised by the Development Control Panel.
	Issues:	Experience from the successful occupation of Eastfield House is informing the planning for the relocation of staff from Pathfinder House to Building D in December 2008. The programme implications of a slightly extended period of archaeological activity and the cost implications of dealing with additional asbestos and discharging planning conditions for the headquarters site are being negotiated with Alfred McAlpine.
	Risks:	The property strategy assumes that a residential consent is obtained for Building A to enable the site to be marketed
<b>To be an employer people want to work for</b>	Achievements:	The number of applications received locally imply that we are well thought of as an employer.
	Issues:	From staff survey June 07 - 71% Stated that "I am satisfied with Council as my employer"
	Risks:	If HDC were not well thought of this would impact on number of application received and an increasing staff turnover
<b>To re-balance saving and spending to ensure resources are available to achieve the Council's priorities</b>	Achievements:	
	Issues:	The Budget/MTP being considered by Council on the 20 February identifies the spending adjustments required to meet the Councils Financial Strategy over the next 10 years. The report identifies how the target will be met in 2008/09 and describes actions underway to deal with ensuing years.
	Risks:	

Community/Council Aim: A strong, diverse economy						
Objective: To promote development opportunities in and around the market towns						
Division: Policy and Strategic Services						
Divisional Objective: To promote development opportunities in and around the market towns						
Key Activity(s) only to deliver service objective:	Key Measure:	Target :	Actual	Forecast	Comments:	
Review the Local Economy strategy & identify priorities	% of LES actions/milestones on track	90	100	100		QR T
Divisional Objective: To support town centres to be economically viable and vibrant						
Key Activity(s) only to deliver service objective:	Key Measure:	Target :	Actual	Forecast	Comments:	
Support the sustainable development of Town Centre Partnerships	% of town centre projects on track as specified in their annual action plans	90	90	90		QR T
Community/Council Aim: Access to Services and Transport						
Objective: To enhance public, community and specialist transport into and around the market towns						
Division: Planning						
Divisional objective: To encourage more sustainable forms of transport						
Key Activity(s) only to deliver service objective:	Key Measure:	Target :	Actual	Forecast	Comments:	
Develop car parking strategy	To complete car parking strategy and develop Action plan for post – April 2008 delivery	1	1	1		YR L
Development of market town transport strategies (to set the policy framework)/Develop targeted proposals and initiatives (to encourage specific provision)	Membership of Nene and Ouse community transport	850	857	850		QR T
	More than 18.5% modal share for daily bus, cycle and pedestrian trips across all 4 market towns (Ave. Figure)	18.5			Annual measure, data to follow 17.25% was achieved by March 2006 A 12 hour traffic flow survey was undertaken in each of the 4 towns	YR L
Objective: To improve access to council services						
Division: IMD						
Divisional Objective: To review how customers can access Council Services and, if necessary, to deliver change projects as part of the customer First Programme.						
Key Activity(s) only to deliver	Key Measure:	Target	Actu	Forec	Comments:	

<b>service objective:</b>		<b>:</b>	<b>al</b>	<b>ast</b>		
Deliver elements of the temporary Customer Service Centre project as defined in the PID	Progress towards review of the customer service strategy and implementation of authorised projects on target	1	1	1	1=on target – CS strategy to Cabinet in February 2008	QR T
Provide Access to Council Services Via the Call Centre and to deliver Phase 2 – Roll-out Services to call Centre (from late Autumn 2007)	Percentage of calls answered with 20 Seconds	80	69	80	Result is affected by October, when the welcome announcement was changed to allow for a flood of bus pass enquiries. The measure for that month was 46.4%, but was formally suspended. Result for Nov was 83%, & Dec 87%.	QR T
	Percentage of residents rate access to council services as good/excellent in the Council-wide annual survey	70			Annual measure, data to follow (March 08). In Feb 2006 58% rated access as good/excellent	YR L
To implement and additional Kiosk in St Neots	Progress towards the implementation of a temporary customer service centre and St Neots kiosk on target	1	1		Implemented	QR T
<b>Division: Revenue and Benefits</b>						
<b>Divisional Objective: To provide a prompt and effective service to customers</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target :</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
Dealing with callers at the CSC	Average waiting time (in minutes)	<5.00	4	4.9 mins	Average waiting time per customer per day over the qrt	QR T
	Maximum waiting time (in minutes)	<60.00	31	<60	Maximum waiting time any one person had to wait per day over the qrt	QR T
	Number of visitors per quarter	13500	17622	13500	High volume due to over 3000 customers enquires regards concessionary travel scheme	QR T
<b>Division: Personnel</b>						
<b>Divisional Objective: To enable e-recruitment</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target :</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
Advertise posts via Cambs Jobs Portal	Number of hits (opening and looking at post details) per post, per quarter	80	106	80	Measure recently amended in light of available information	QR T



Resourcelink – Recruitment Module	Project plan – implementation on track	1	1	1	All modules to be loaded to Resourcelink and operational by 31 <sup>st</sup> March 2008	QR T
<b>Community/Council Aim: To improve our systems and practices</b>						
<b>Objective: To build the new operations centre and headquarters</b>						
<b>Division: Technical Services</b>						
<b>Divisional Objective: Deliver Headquarters and other accommodation project ensuring buildings are completed to specification, on time and to budget</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target :</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
Ensure delivery proceeds in accordance with approves programme	Unauthorised delay relative to items on critical path of approved development programme	0	0	0		QR T
Ensure developer complies with the council's requirements	Non-financial/timing disputes referred for expert adjudication	0	0	0		QR T
Ensure that variations are ordered only after additional funding has been approved	Value of unfunded ordered variations	0	0	0		QR T
<b>Objective: To make our performance management more effective and transparent</b>						
<b>Division: Policy and Strategic Services</b>						
<b>Divisional objective: To make our performance management effective and more transparent</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target :</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
Link all divisional reports to Council and Community objectives	Reports available for COMT on monthly basis	1	1	1	1=on target reports produced monthly	QR T
Set up, maintain divisional reports/Ensure all appropriate data is entered into the system in time to produce management reports. Generate scheduled reports via Corvu	Reports available for Members on a quarterly basis	1	1	1	1=on target reports produced monthly	QR T
<b>Objective: To reduce the number of car journeys to work by employees</b>						
<b>Division: Technical Services</b>						
<b>Divisional objective: To reduce the number of car journeys to work by employees</b>						
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target :</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>	
Introduce site specific travel plans at each of the Councils main sites	<b>Reduce</b> the % of employees who drive to work by sole use of car	68	64	64 (06/07 annual	Data from the Annual Travel to Work survey results published December	QR T

			survey )	2007.	
<b>Community/Council Aim: To learn and develop</b>					
<b>Objective: To be and Employer People Wish to Work For</b>					
<b>Division: Personnel</b>					
<b>Divisional Objective: To create a culture via policies and procedures that attracts and retains staff</b>					
<b>Key Activity(s) only to deliver service objective:</b>	<b>Key Measure:</b>	<b>Target :</b>	<b>Actual</b>	<b>Forecast</b>	<b>Comments:</b>
Policies and procedures that keep up to date with modern working patterns	Biennial staff survey - % level of satisfaction	80	71		From staff survey June 07 - 71% Stated that "I am satisfied with Council as my employer. Next survey due in 2009
Recruitment package	% of posts filled within one round of recruitment	90	91	90	91% is an estimate (system in Resourcelink for auto collection not available) only two posts had to be re-advertised

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

**11TH MARCH 2008**

**CABINET**

**13TH MARCH 2008**

## **SHARED SERVICES**

**(Report by Director of Commerce & Technology)**

### **1. Introduction**

- 1.1 The purpose of this report is to inform the Panel of progress with shared services initiatives and to seek a delegated authorisation to enter into an arrangement for sharing financial software and payroll services.

### **2. Background**

- 2.1 Shared services are seen by many as offering an opportunity to generate economies of scale which can release savings that can be shared between each of the participating organisations. With this in mind there has been significant Government encouragement for local authorities to explore and enter into shared service arrangements with a view to making efficiency savings.

- 2.2 During the course of 2007, Huntingdonshire District Council has led a group of local district councils to investigate the possibility of establishing a shared services organisation. The group comprises:

Huntingdonshire District Council  
East Cambridgeshire District Council  
South Cambridgeshire District Council  
Fenland District Council

- 2.3 A project board has been established comprising of the Chief Financial Officers of each of the four authorities, chaired by Huntingdonshire's Director of Commerce and Technology and supported by HDC project management staff. In order to support the work of the group, Huntingdonshire District Council obtained funding of £50,000 from the Regional Centre of Excellence for project work.

### **3. Financial Services**

- 3.1 The group agreed that the first services to consider sharing were finance and payroll services as these were considered back office services where there was likely to be little political or service differences between the districts.

- 3.2 Progress has now been made with proving the concept and technical feasibility of the propositions and work is underway to establish a detailed timetable for implementing the shared services. It is currently thought that implementation will be phased with two districts coming together to share software and then being joined by a third and fourth.

- 3.3 The group has considered issues arising in respect of procurement, contracting, legal governance and powers for operating these shared services. In doing this the group has concluded that there are no obstacles that would prevent the establishment of this administrative venture.
- 3.4 An initial business case identified the opportunity for some costs savings and also some improvements to the resilience of services, in particular payroll services. However further work needs to be undertaken to complete the detailed implementation plan which will establish the extent of future cost savings.
- 3.5 Each of the partner authorities will confirm their participation in the shared service arrangements once the detailed implementation plan has been drawn up. In the meantime the group has agreed to explore further expressions of interest received from Forest Heath District Council (in relation to accounting support) and Cambridgeshire Fire and Rescue (in relation to payroll support).

#### **4. Further Opportunities**

- 4.1 It is hoped that the successful sharing of financial services will lay the foundations for sharing other services. With this in mind particular emphasis is being placed on ensuring that the governance arrangements reflect the partnership nature of the venture.
- 4.2 Partially as a result of the shared financial service projects further opportunities have been identified to be worthy of investigation with a view to sharing. These include building control, conservation of historic buildings and fleet management. However each of these are at very early stages of consideration.

#### **5. Conclusion**

- 5.1 Good progress has been made in establishing the case for sharing financial systems and payroll. It is likely that plans to share financial systems between East Cambridgeshire and Fenland District Councils and subsequently Huntingdonshire District Council and to share payroll in a phased approach across all four Districts will shortly be agreed. Extending sharing financial systems to South Cambridgeshire is largely dependent upon the costs of integrating systems and the financial case for this has not yet been established.
- 5.2 The project board has established strong working relations that have enabled it to agree to consider further extension of the shared working.
- 5.3 Savings are likely to arise as a result of sharing software. Additional benefits may relate to increased resilience of systems and of staffing (in particular in relation to payroll staff). No staff reductions or redundancies are anticipated and employees have been kept informed of this project as it has progressed.

## **6. Recommendations**

### **6.1 Cabinet is**

Recommended

- (a) to note the content of this report; and
- (b) delegate authority to the Director of Commerce & Technology, after consultation with the Executive Councillors for Finance and Resources & Policy, to finalise arrangements for sharing financial accounting software services and payroll services.

### **Background Papers:**

#### **Contact:**

Terry Parker – Director of Commerce & Technology ☎ (01480) 388100

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**HISTORIC BUILDINGS – THE PROCESS  
OF LISTING AND DELISTING**  
(Report by Development Plans & Implementation Manager)

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**1. WHY BUILDINGS ARE LISTED**

- 1.1 A listed building is a building or structure which is included on the statutory list of buildings of 'special architectural or historic interest'. The District of Huntingdonshire currently contains 2209 listed buildings, the majority of these are grade II ( the lowest of the 3 grades).
- 1.2 When considering if a building should be included on the list special emphasis is placed on the buildings national significance. This cannot be defined precisely, for instance, the best examples of local vernacular building types will normally be listed (see **appendix 1** for fuller explanation of the criteria of listing and an explanation of the 3 grades). Many buildings which are valued for their contribution to the local scene, or for local historical associations, will not merit national listing but they are often included within Conservation Areas. The loss of these buildings will then be controlled under conservation area legislation.
- 1.3 The statutory list was originally compiled by the Secretary of State for Culture, Media and Sport (DCMS) acting on advice from English Heritage. In April 2005 the system was amended enabling English Heritage to be responsible for the administration of the listing system.
- 1.4 This change forms part of the proposed reform of the heritage protection system indicated by the DCMS in the document "*Protecting our historic environment: Making the system work better*" published in July 2003 and the DCMS Report of June 2004, "*Review of Heritage Protection: The Way Forward*", These documents have culminated in the white paper 'Heritage protection for the 21<sup>st</sup> Century' which is expected to be placed before Parliament in 2009 with enactment in 2010.
- 1.5 New notification and consultation procedures for owners and local authorities will be introduced as well as clearer documentation for list entries and justifications for delisting. Some changes have already been made however many amendments to the system will not come forward until the ratification of the new Act. The government's intention is to make the heritage protection system simpler, more transparent, and easier for everyone to use.

## **2. WHO CAN APPLY FOR LISTING**

- 2.1 Currently anyone can apply for a building to be listed or re-graded by writing to English Heritage. Recent applications from this District have come from the Local Authority, local history societies and members of the public. The majority (approx 70%) of applications do not result in a building being listed as it is deemed that the buildings are not of sufficient merit to be included on the list. In addition to these 'Spot listing cases' English Heritage also undertakes programmes of thematic listing selecting the best examples of different types of buildings. Recent programmes have included schools, industrial heritage, pubs and the defence of Britain including cold war architecture. These procedures will not change under the new Act.
- 2.2 The more information that can be supplied about the special merits of the building, the easier the listing application can be dealt with, English Heritage guidance states that it usually takes up to 6 months to deal with a simple application however in recent case at Alconbury airfield the application has taken up to 5 years to process. Under the recent amendments the amount of information provided by English Heritage to the Local Authority has significantly increased. Where as in the past there would have been a short paragraph on the importance of the building the more recent list descriptions have run to several pages (see **appendix 2** new style list descriptions for building at Alconbury Airbase)

## **3. THE ASSESSMENT**

- 3.1 English Heritage assess any candidate for listing against a series of national criteria published in Planning Policy Guidance 15 (**appendix 1**). In 2006 the system was amended so that the owner, national amenity bodies and the local authority are now informed that listing is being considered (unless the building is considered to be under immediate threat), and asked for comments regarding the special architectural or historic interest of the building.
- 3.2 If there is any doubt about the significance of the building, English Heritage may undertake historical and documentary research, and make comparisons with other examples of the same building type. In most cases an inspection will be undertaken, although this is not always necessary. Where English Heritage considers an inspection is desirable, the owner's permission will be sought.
- 3.3 When the assessment is complete and any comments from the consultees have been considered, the recommendation is forwarded to the Department for Culture, Media and Sport. Before taking a decision the Secretary of State may seek advice from others who she considers has special knowledge or interest in historic buildings. After the Secretary of State has come to a decision, the owner, applicant and local authority will be notified, and sent a letter detailing the reasons for the decision.
- 3.4 If someone is unhappy with the decision to list a building, they may write to the Department for Culture, Media and Sport within 28 days of notification of the decision, requesting that it be reconsidered. Aside from this review process, decisions not usually revisited unless



there is significant new evidence about the special architectural or historic interest of a building, or a material change of circumstances affecting the assessment of its architectural or historic interest.

#### **4. REMOVING A BUILDING FROM THE STATUTORY LIST**

- 4.1 The Secretary of State will remove a building from the list if it no longer meets the statutory requirement that the building is of '**Special architectural or historic interest**'. It may be an old or attractive building but that in itself is not sufficient to merit its retention on the list.
- 4.2 This may be because of new evidence about the special architectural or historic interest of the building, or a material change of circumstances (for example, fire damage that has affected the special interest of the building). The Secretary of State can only take into account a building's architectural or historic interest when considering an application for de-listing.
- 4.3 Applications for de-listing are made to English Heritage in the same way as listing applications. They will not generally be considered if the building is currently the subject of an application for listed building consent, or an appeal against refusal of consent, or if action by a local planning authority is in hand. This is because both listed building consent and enforcement appeal procedures give appellants the right to argue that a building is not of special interest and should be removed from the list. Where this process is already underway, the issue of de-listing is more properly addressed in this way.
- 4.4 The Pike and Eel public house in Needingworth was put forward for delisting by the current owners. This followed the withdrawal of applications proposing the substantial extension of the building. The special interest of this building had been significantly eroded by numerous extensions and alterations and it no longer met the criteria of inclusion on the list (the English Heritages inspectors report is attached at **appendix 3**)

#### **5. BUILDING PRESERVATION NOTICES**

- 5.1 In addition to the process of listing Local authorities do have the power to serve Building Preservation Notices (BPN). The Local Authority can serve a notice on the owner of a building which is not listed, but which they consider is of special architectural or historic interest and is in danger of demolition or alteration in such a way as to affect their character as buildings of such interest.
- 5.2 A BPN provides protection to a building in that, for a period of six months after service of the BPN, it is subject to the same rules as if it were in fact listed, allowing time for a formal assessment to be carried out. The planning authority generally serves a BPN on the owner of the building and then notifies the Secretary of State, requesting that the building be considered for listing. The Secretary of State must decide within six months whether to list the building. If it is not listed, compensation may be payable if loss has been sustained as a result

of the BPN. Realistically this process is rarely used because of the uncertainty of securing a listing and the liability for compensation.

## **BACKGROUND INFORMATION**

Appendix 1

Appendix2

Appendix 3

**Contact Officer: Louise Brown ~ Conservation and Design Team  
Leader**  
 **01480 388458**

## Appendix 1

### LISTING CRITERIA

The main criteria for listing a building are:

- architectural interest: all buildings which are nationally important for the interest of their architectural design, decoration and craftsmanship; also important examples of particular building types and techniques, and significant plan forms.
- historic interest: this includes buildings which illustrate important aspects of the nation's social, economic, cultural or military history
- close historical association with nationally important buildings or events
- group value, especially where buildings comprise an important architectural or historic unity or are a fine example of planning (such as squares, terraces and model villages)

The older and rarer a building is, the more likely it is to be listed. All buildings built before 1700 which survive in anything like their original condition are listed, as are most built between 1700 and 1840. After that date, the criteria become tighter with time, because of the increased number of buildings erected and the much larger numbers which have survived, so that post-1945 buildings have to be exceptionally important to be listed. Buildings less than 30 years old are only rarely listed, if they are of outstanding quality and under threat.

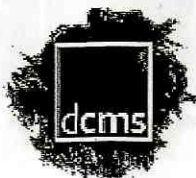
Listed buildings are graded to show their relative importance:

- Grade I buildings are those of exceptional interest
- Grade II\* are particularly important buildings of more than special interest
- Grade II are of special interest, warranting every effort to preserve them

Nationally there are 370,000 or so list entries currently protected by listing, and of those by far the majority - over 92% - are Grade II.

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# APPENDIX 2



## SCHEDULE

The following buildings have been added to the list:-

	ALCONBURY	
502671		ALCONBURY AIRFIELD The Avionics Building
		II*

The Avionics building, constructed c. 1989 by US Air Force, is a two storey, partly sunken reinforced concrete bunker, rectangular in plan. The building accommodates a drive-through access roadway and is capped with a rough concrete buster cap designed to absorb the impact of a missile before penetrating the bunker's roof.

**INTERIOR:** The purpose of the avionics building was to service the electronic components of reconnaissance aircraft and process the data retrieved. The interior of the building housed life support systems, stainless steel decontamination rooms, electronics workshops, photographic dark rooms, handling and storage areas. It is protected internally by subterranean 'portcullis' type blast doors on a hydraulic release mechanism. By the main doors are a suite of decontamination rooms and male and female toilets. An internal vehicular decontamination facility is also present. Large rooms on the lower floor housed the computers (now removed) where the data was downloaded and analysed. One of these rooms has a painted motto 'Aircrews live by the knowledge, skill, awareness and integrity of their maintenance people' over the door. A unique feature is the system for maintaining air pressure in the case of attack, by the use of compressed air cylinders on the lower floor, still present. All fixtures and fittings apart from the air cylinders and generators, floor surfaces, wall panelling and doors have been removed.

### HISTORY:

Land for an airfield at Alconbury was first acquired in 1938 as a satellite landing ground for RAF Upwood and when war broke out, the base was used by Blenheims from RAF Wyton. As part of the US 8th Air Force, it fulfilled a variety of roles until being handed back to the RAF in November 1945. In June 1953, the base was reactivated for the US 3rd Air Force and from 1959, Alconbury assumed its principal Cold War role as the home to various reconnaissance squadrons. In 1983, U2/TR-1 spy planes were permanently based at Alconbury, resulting in the construction of a number of hardened structures including the Avionics building and a number of Hardened Aircraft Shelters which have group value. Following the cessation of the Cold War, flying ceased in March 1995 and the base was released for disposal.

### SOURCES:

RCHME/English Heritage 'MPP Cold War Survey' 1999.  
Cocroft, W.D and Thomas, R.J.C 'Cold War, Building for Nuclear Confrontation 1946-1989', English Heritage, 2003.

### SUMMARY OF IMPORTANCE:

The hardened Avionics building at Alconbury airfield was constructed by the US Air Force in 1989. It is a very rare surviving example of this building type, and along with other buildings from this period, represents the physical manifestation of the global division between capitalism and communism that shaped the history of the late 20th century. A building of this date must have outstanding architectural and historic interest and be under serious threat to be designated. The Avionics building is unique amongst the few such buildings in England, because of its size, form and internal survival of the vehicular decontamination unit and compressed air re-pressurising system. It is uniquely associated with the U2/TR1 aircraft, stationed only at Alconbury. As



# APPENDIX 2

English Heritage (Listing)

Adviser's Report

11 SEP 2007

ADDRESS

The Avionics Building, ALCONBURY AIRFIELD, ALCONBURY

Parish ALCONBURY  
District HUNTINGDONSHIRE  
County CAMBRIDGESHIRE

Case UID: 162879

Date First Listed:

Formerly Listed As:

Adviser: Ms Gibson

Outcome: Yes, list

Advice Comments/Reason for No Previous Listing:

RECOMMENDATION

Recommended Grade: II\*

HPS		OPERATIONAL SERVICES PLANNING DIVISION  12 SEP 2007  RECEIVED	TL	
PPM			ACK	
DCM			REPLY	
OM			OFF	

15-NOV-2006

Reason For Decision: After examining all the papers on this file and other relevant information and having carefully considered the architectural and historic interest of this case, the criteria for listing are fulfilled.

## CONTEXT.

RAF Alconbury ceased operational duties in 1995 and the site currently has commercial and storage uses. A planning inquiry conducted in 2001 granted permission for the redevelopment of the site to provide commercial storage and a rail freight facility which would have resulted in the demolition of most of the structures. A new planning application for the site is due to be submitted in due course, which may have a similar impact on the site. The Cold War MPP survey identified a number of structures including the Avionics Building and a sample of Hardened Aircraft Shelters (HAS) as being of national importance and consequently separate assessments for listing the Avionics building and a pair of HAS are under consideration.

## HISTORY.

Land for an airfield at Alconbury was first acquired in 1938 as a satellite landing ground for RAF Upwood and when war broke out, the base was used by Blenheims from RAF Wyton. Facilities were rudimentary until 1941 when runways were laid and the base was subsequently used by Stirlings and Wellingtons to mount raids against Germany. In August 1942, Alconbury became an American base for Liberators flying bombing missions. As part of the US 8th Air Force, it fulfilled a variety of roles until being handed back to the RAF in November 1945. In June 1953, the base was reactivated for the US 3rd Air Force and by 1954, major reconstruction was underway to extend the runway and construct hangars and bomb stores. In 1955 the 85th Bomb Squadron arrived, departing in August 1959. From this time, Alconbury assumed its principal Cold War role as the home to various reconnaissance squadrons. In 1976 the airfield was substantially remodelled with the construction of 28 hardened aircraft shelters. In 1983, U2/TR-1 spy planes were permanently based at Alconbury, resulting in the remodelling of the north of the airfield to accommodate these specialised aircraft. The works included the construction of five pre-fab ready sheds, 13 extra wide HAS, a squadron HQ, Avionics and Photography Centre and new concrete aprons and taxi-ways.

Following the cessation of the Cold War, flying ceased in March 1995 and the base was released for disposal. Most of the USAF Cold War and some RAF WWII structures survive as alternative uses for some of the structures have been found. Much of the military topography, comprising runways, concrete aprons, bunds, the perimeter road and bomb dump remain.

## DESCRIPTION.

The Avionics building, constructed c. 1989 by the US Air Force, is a two storey, partly sunken, steel, reinforced concrete bunker, rectangular in plan. The building accommodates a drive-through access roadway and is capped with a rough concrete buster cap designed to absorb the impact of a missile before penetrating the bunker's roof. The purpose of the avionics building was to service the electronic components of reconnaissance aircraft and process the data retrieved.

INTERIOR. The interior of the building housed life support systems, stainless steel decontamination rooms, electronics workshops, photographic dark rooms, handling and storage areas. It is protected internally by subterranean 'portcullis' type blast doors on a hydraulic release mechanism. By the main doors are a suite of decontamination rooms and male and female toilets. An internal vehicular decontamination facility is also present. Large rooms on the lower floor housed the computers (now removed) where the data was downloaded and analysed. One of these rooms has a painted motto 'Aircrews live by the knowledge, skill, awareness and integrity of their maintenance people' over the door. A unique feature is the system for maintaining air pressure in the case of attack, by the use of compressed air cylinders on the lower floor, still present. All fixtures and fittings apart from the air cylinders and generators, floor surfaces, wall panelling and doors have been removed.

## ASSESSMENT.

Buildings less than thirty years old are only usually listed if they are of outstanding quality and under serious threat. For military structures high levels of special interest will have to be identified and military, technological and functional interest, architectural quality, rarity, intactness and group value are key considerations. The heritage assets associated with the Cold War are the physical manifestation of the global division between capitalism and communism that shaped the history of the late 20th century. As such, they are representative of a unique, but relatively short-lived period in the country's history, where the threat of nuclear war, and its terrible devastation, was a constant feature of every-day life.

Structures hardened to withstand conventional, biological and chemical attack are found on all NATO (RAF and USAF) main bases in operation during the 1970s and 1980s. They reflect contemporary NATO policy to be able to withstand pre-emptive strike by the Warsaw Pact and to be able to mount a retaliatory attack, without in the first instance escalating the conflict to the use of nuclear weapons. Key structures which were hardened include command and communication centres, telephone exchanges, Squadron Headquarters, fuel tanker shelters, and combat support shelters to house local airfield defence teams. Characteristically they are constructed from reinforced concrete with few openings and are designed to operate independently of the main airfield for a number of days.

Avionics buildings were present at Cold War airfields where reconnaissance was a main role. The only other bases with these facilities are Upper Heyford and Lakenheath and thus they are a very rare building type. They were built to maintain the complex electronics of the specialist reconnaissance aircraft in hostile conditions and included decontamination rooms, electronics workshops, photographic darkrooms and life support systems. The Avionics building at Alconbury is a massive, late 1980s, hardened interpretation bunker, known affectionately as the 'magic mountain'. It is the largest of the hardened Avionics buildings constructed in England and as one of the last Cold War bunkers built, it is said to be the most sophisticated hardened structure in the country. It is unique in its form and size, and the only example to have an internal vehicular decontamination facility. These elements distinguish it from the other examples. Crucially, the building retains its compressed air cylinder system for re-establishing overpressure in the building

# APPENDIX 2

when the outer doors were opened. This feature is believed to be unique in England.

Hardened structures are deemed to be of national importance if they survive intact and are part of their original cluster with other contemporary hardened structures, thereby reflecting the facilities required by an operational unit. The Avionics building at Alconbury is part of a group of structures associated with the U2/TR1 reconnaissance from the base, including the HAS and associated infrastructure, with which the Avionics building has group value. The building is under serious threat of demolition as a result of the disposal of the airfield and the proposed redevelopment.

## CONCLUSION.

The Avionics building at Alconbury airfield is a very rare building type associated with the Cold War. It is intact and considered to have very special architectural and historic interest and should be added to the statutory list at Grade II\*.

## Summary of Importance:

The hardened Avionics building at Alconbury airfield was constructed by the US Air Force in 1989. It is a very rare surviving example of a hardened Cold War Avionics building, and along with other buildings of this period, represents the physical manifestation of the global division between capitalism and communism that shaped the history of the late 20th century. This Avionics building is unique amongst the few such buildings in England, because of its size, form and internal survival of the vehicular decontamination unit and compressed air re-pressurising system. It is uniquely associated with the use of U2/TR1 aircraft, only stationed at Alconbury, and has group value with the planes' widened Hardened Aircraft Shelters (HAS). As one of the last Cold War structures built in the country, it is the most sophisticated hardened structure remaining and as such has very special architectural and historic interest and should be included on the statutory list at Grade II\*.

## VISITS

24-FEB-2006 Full inspection



# APPENDIX 2

English Heritage (Listing)

Adviser's Report

11 SEP 2007

## COUNTERSIGNING

First Countersigning Adviser: Mr Calladine

Comments: Agreed, yes list,

One of three avionics buildings in the country, this is the largest and most sophisticated. It is an example of a rare building type, of outstanding historic interest as a Cold War structure. It has group value along with the hardened aircraft shelters at Alconbury, also being assessed for listing, and should be listed at Grade II\*. The building is threatened as result of the disposal and redevelopment of the airfield. It is understood that in the event of designation a new use can be found. 15 Jan 2007

Second Countersigning Adviser: Dr R Bowdler

Comments: Agreed also. Alconbury was a highly significant Cold War airbase, and this building has very strong claims to special interest. Our understanding of Cold War sites is based on extensive research, which enables a clear appraisal of significance to be arrived at. Designation at this time will provide clarity to the planning process.  
16 February 2007

HP Director:

Comments:

Proposed List Entry

### ALCONBURY

ALCONBURY AIRFIELD  
The Avionics Building

II\*

Case UID: 162879

Proposed LBS UID: 502671

The Avionics building, constructed c. 1989 by US Air Force, is a two storey, partly sunken reinforced concrete bunker, rectangular in plan. The building accommodates a drive-through access roadway and is capped with a rough concrete buster cap designed to absorb the impact of a missile before penetrating the bunker's roof.

INTERIOR: The purpose of the avionics building was to service the electronic components of reconnaissance aircraft and process the data retrieved. The interior of the building housed life support systems, stainless steel decontamination rooms, electronics workshops, photographic dark rooms, handling and storage areas. It is protected internally by subterranean 'portcullis' type blast doors on a hydraulic release mechanism. By the main doors are a suite of decontamination rooms and male and

# APPENDIX 2

English Heritage (Listing)

Adviser's Report

11 SEP 2007

female toilets. An internal vehicular decontamination facility is also present. Large rooms on the lower floor housed the computers (now removed) where the data was downloaded and analysed. One of these rooms has a painted motto 'Aircrews live by the knowledge, skill, awareness and integrity of their maintenance people' over the door. A unique feature is the system for maintaining air pressure in the case of attack, by the use of compressed air cylinders on the lower floor, still present. All fixtures and fittings apart from the air cylinders and generators, floor surfaces, wall panelling and doors have been removed.

## HISTORY:

Land for an airfield at Alconbury was first acquired in 1938 as a satellite landing ground for RAF Upwood and when war broke out, the base was used by Blenheims from RAF Wyton. As part of the US 8th Air Force, it fulfilled a variety of roles until being handed back to the RAF in November 1945. In June 1953, the base was reactivated for the US 3rd Air Force and from 1959, Alconbury assumed its principal Cold War role as the home to various reconnaissance squadrons. In 1983, U2/TR-1 spy planes were permanently based at Alconbury, resulting in the construction of a number of hardened structures including the Avionics building and a number of Hardened Aircraft Shelters which have group value. Following the cessation of the Cold War, flying ceased in March 1995 and the base was released for disposal.

## SOURCES.

RCHME/English Heritage 'MPP Cold War Survey' 1999.

Cocroft, W.D and Thomas, R.J.C 'Cold War, Building for Nuclear Confrontation 1946-1989', English Heritage, 2003.

## SUMMARY OF IMPORTANCE:

The hardened Avionics building at Alconbury airfield was constructed by the US Air Force in 1989. It is a very rare surviving example of this building type, and along with other buildings from this period, represents the physical manifestation of the global division between capitalism and communism that shaped the history of the late 20th century. The Avionics building is unique amongst the few such buildings in England, because of its size, form and internal survival of the vehicular decontamination unit and compressed air re-pressurising system. It is uniquely associated with the U2/TR1 aircraft, stationed only at Alconbury. As one of the last Cold War structures built in the country, it is the most sophisticated hardened structure remaining and as such has very special architectural and historic interest.

Listing NGR:TL2156476885

# APPENDIX 3

Appendix 3 25 JAN 2008

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## ADDRESS

Pike and Eel Inn, OVERCOTE LANE (S), HOLYWELL CUM  
NEEDINGWORTH

Parish HOLYWELL CUM NEEDINGWORTH Case UID: 162400  
District HUNTINGDONSHIRE  
County CAMBRIDGESHIRE

Date First Listed: 04-NOV-1982

Formerly Listed As:

## RECOMMENDATION

Adviser: Ms P Roberts

Outcome: Yes, de-list

Recommended Grade: DL

26-MAR-2007

Advice Text: After examining all the papers on this file and other relevant information and having carefully considered the architectural and historic interest of this case, the item should be de-listed.

## CONTEXT

We have been asked to assess the Pike and Eel Inn at Needingworth for removal from the statutory list. The public house was listed in 1982 as a C17 inn with a 1960s two storey extension. Since its listing, planning permission and Listed Building Consent have been granted for further extensions. There is a current application for planning permission, submitted in 2005, to replace and extend the kitchen and service area, adding bedroom accommodation above. An application for Listed Building Consent was submitted at the same time, but was withdrawn in November 2006.

## HISTORY

The Pike and Eel Inn is on the bank of the River Ouse to the east of Needingworth, where it seems to have served travellers using the ferry crossing to Over. The earliest part of the inn dates to the C17, when it was a two unit single storey building with attics. Sometime in the C19 the northern half was raised to two storeys with attic room above, and the front door was moved slightly to the north, where it opened onto the chimney stack, rather than directly into a room. Late C19 or early C20 photographs show a neat building with external shutters either side of the window south of the front door: the window has horizontally sliding small paned sashes, as do the windows in the upper storey and attics. To the north of the house the 1888 OS map and subsequent historic maps show a courtyard of outbuildings, which can be seen on the photographs to consist of brick built stables on the west side of the yard, with dentilled eaves cornice matching that on the north half of the house; cart or wagon sheds to the north, and a weatherboarded building to the south. This courtyard is now occupied by the extension built in the 1960s, and by those that followed in the 1980s.

## DESCRIPTION

At the time of listing in 1982 the Pike and Eel Inn consisted of a C17 two unit house, the northern half higher than the south, having been raised from one and a half storeys to two in the C19. The house is brick built with steeply pitched tiled roofs, the east slopes of which have been recently recovered with modern tiles. The back of the south half of the house has an outshut with catslide over, and signs of repair in the brickwork of the south gable indicate possible re-roofing and rebuilding of the back, west, wall. The south elevation has a canted bay window, the sash windows of which have been replaced with metal framed casements, while the narrow casement window above is a replacement for a wider horizontal sliding sash. Both halves of the front, east, elevation

have dormer windows, both modern replacements. All window openings in the front, east, elevation have been enlarged, and the original windows replaced with casements. The front door has been moved to the north end of the building, replacing a second ground floor window. Around it is a large porch set in the corner between the original house and 1960s extension. In place of the C19 doorway there is now a porthole window.

The interior of the C17 house is divided into three rooms, one to the south divided from the two to the north by a substantial chimney stack, containing back to back fireplaces with bressumers over: the modern stretcher bond brickwork around the fireplace in the south room indicates its rebuilding. To the west of the fireplace in the south room is a cupboard with six panelled door. All three rooms have one beam running from north to south. The north room, now the bar, has an additional modern beam inserted under the joists, which are here visible, but which in the other two rooms have been either completely or partially ceiled over. Access to the enclosed staircase was through a six panelled door in the north west corner of the central room: the staircase has been removed, but the door survives, opening onto a blank wall.

The upper storey has been recently refurbished, and now consists of a suite of three rooms and a corridor: the two main rooms are divided by the chimney stack. Access is from a staircase in the 1960s extension to the north. This was the first major extension to be built; and although it more than doubled the footprint of the building, attempts were made to replicate the period feeling of the original house by using similar building materials, and by the liberal use of exposed timbers on interior ceilings and walls. The 1982 dining and kitchen extension to the north also used similar materials, scale and roofline, but once again nearly doubled the overall size. The 1988 flat roofed single storey extension to the east employs consciously modern design, and now encloses those built in the 1960s and 1982, while the most recent large, partially conservatory style bar and dining area to the west runs the length of the rear elevation, obscuring the west elevation of the early house.

## ASSESSMENT

By the time the C17 Pike and Eel Inn was listed in 1982 it had already undergone some alteration and additions. The earliest of these took place in the late C19, but in the mid C20 the pace and scale of change increased significantly. Successive additions have enlarged the footprint of the building, initially to the north and east, over the area once occupied by the stable yard. However, the total area occupied by the new buildings is now much greater than that, enclosing the C17 house on two sides, and extending further to the north and east. The north elevation has been lost, while the west elevation is almost completely obscured by the most recent extension, which is now the view presented to the approach road from Needingworth.

The growth of the inn also involved alterations to the fabric of the original house, as it had survived into the late C19, which affected its appearance and character: these included changes to the style and size of windows, the re-siting of the front door, and the addition of a porch. Repair and rebuilding have involved loss of fabric, including the rebuilding of the rear wall, the repair and possible replacement of part of the west slope of the roof, and on the east slope, the renewal of dormers and re-roofing using modern tiles. Internal features have fared better, and although there has been loss of fabric in the course of rebuilding the fireplace in the south room, and removing the original staircase, the character of the two main rooms survives. However, although the beams and joists in the north room remain, the addition of an extra beam and the incorporation of the room into the large bar area of the 1960s extension ensure its loss of identity.

The Pike and Eel Inn belongs to the period before 1700 when all buildings that retain a significant

proportion of their original fabric are listed. However, its extension and absorption into a far larger building has compromised its integrity, external appearance and special qualities, while alterations, repairs and modernisation have resulted in considerable loss of fabric. However, the survival in part of internal features have ensured that the interiors of the two main ground floor rooms retain their character, and the inn itself remains of local historical significance.

## CONCLUSION

The Pike and Eel Inn is a C17 vernacular building which has suffered considerable loss of fabric due to alterations carried out as part of the building of a series of extensions which have greatly increased the footprint of the building, compromising its integrity and special qualities. It no longer merits inclusion on the statutory list.

Conclusion:

Reasons For Designation Decision:

The Pike and Eel Inn was originally a modest vernacular house, few of which have escaped alteration; it belongs to the period before 1700 when all buildings that retain a significant proportion of their original fabric are listed. The evidence of change, important in any building type, has particular value in those that have adapted incrementally over several hundred years, and these were the kind of changes that affected the Pike and Eel until the early C20. However, in the mid C20 the pace of change quickened, resulting in a building that externally bears little resemblance to the original. Its footprint has grown to several times its original size, and modern extensions conceal or obscure its north and west elevations. The building of these has involved alterations to the C17 building, which has also undergone repairs and modernisation, resulting in loss of fabric. The plan form survives in part, as do internal structural features, serving as a reminder of the early origins of the building, and ensuring that it retains local historical interest; but it no longer merits inclusion on the statutory list.

## VISITS

05-MAR-2007 Full inspection

# APPENDIX 3

English Heritage (Listing)

Adviser's Report

25 JAN 2008

## COUNTERSIGNING

First Countersigning Adviser: Dr D Dishon

Comments: Agree, yes de-list.

Successive phases of extension and alteration have eroded the historic character of this building, so that it no longer has special interest and should be removed from the List.

Second Countersigning Adviser: Mr Calladine

Comments: Yes, de-list.

Removal of a building from the list is a major decision. However, it is unfortunate that incremental changes and additions allowed over a number of years have swallowed the listed building such that both internally and externally its character has been extinguished. Little is now apparent which highlights the special interest it had at the time of listing. The special interest has been so compromised that the building should be de-listed.

5 July 2007

HP Director:

Comments:

Proposed List Entry

## HOLYWELL CUM NEEDINGWORTH

04-NOV-1982

OVERCOTE LANE  
(South side)  
NEEDINGWORTH  
Pike and Eel Inn  
DL

Case UID: 162400

Proposed LBS UID:

C17 Inn. Three unit plan with outshut to rear. One-storey and attic. Range to right hand of stack, raised to two-storeys in C19. Local gault brick, plain tile roofs. Ridge stack of local brick and red brick. Dentil eaves cornice. Two gable roofed dormers with modern casements. Modern casements at ground-floor, and canted bay window added to left hand gable. Porch of reused carved oak in angle of original building and modern extension to right hand. Interior: Two inglenook hearths; chamfered ceiling beams, four oak panelled doors with cock's head hinges.

Listing NGR: TL3601271334

**CAR PARKING STRATEGY – ACTION PLAN  
(Report by the Head of Administration)**

**1. INTRODUCTION**

At its meeting held on 15<sup>th</sup> January 2008, the Overview and Scrutiny Panel (Service Support) considered a report by the Head of Planning Services regarding the development of a Car Parking Strategy and Action Plan.

1.2 The conclusions of the Car Parking Working Party originally had been presented to the Scrutiny Panel in October 2007 when the Panel had made a number of recommendations on the content of the report. Cabinet subsequently asked the Working Party to investigate further the recommendations of the Panel and also additional ideas suggested by Cabinet itself.

1.3 Following consideration of those issues, the Working Party's further report was considered by the Panel at its January meeting.

**2. VIEWS OF THE PANEL**

2.1 Although appreciative of the additional work undertaken by the Car Parking Working Party, the Panel still had reservations about some aspects of its recommendations. In order not to delay the matter any further, the Panel decided to raise no objections to the report but to invite the Cabinet to take into account the following issues when considering the Working Party's recommendations.

- The Panel was disappointed that the Working Party decided not to change its proposal that there should be a 25% reduction in the cost of a car parking season ticket for cars with CO<sub>2</sub> emissions of 120g/km or less. The Panel felt that this did not provide sufficient incentive to encourage motorists to purchase low emission vehicles and that the percentage reduction should be greater.
- The Panel remained of the view that any surplus income generated by increased car parking charges should be ring-fenced to provide integrated, sustainable and accessible transport.
- The Panel was concerned that few of the recommendations previously made by both itself and the Cabinet had been accepted by the Working Party and considered that a further review of car parking should be commissioned by Cabinet as soon as possible after the new charges had been implemented in

the forthcoming summer, with particular emphasis on actions to encourage environmentally sensitive forms of car use.

### **3. CABINET DECISION**

- 3.1 The Cabinet, at its meeting held on 31<sup>st</sup> January 2008, concluded that a reduction of 25% in the cost of a car parking season ticket for cars with CO<sub>2</sub> emissions of 120 g/km or less represented a fair and equitable discount. With regard to surplus income generated by increased car parking charges, the Cabinet decided that it would not be appropriate to ring fence income in this way. The Cabinet therefore resolved to make an order to implement the increased charges and other proposals recommended by the Car Parking Working Party with effect from 1<sup>st</sup> June 2008 and to review the arrangements following a period of 12 months after their introduction.

### **4. CALL IN**

- 4.1 Following publication of the Cabinet's decision, 8 Members of the Overview and Scrutiny Panel (Service Support) called in the matter. This was discussed again at a special meeting of the Panel held on 20<sup>th</sup> February which Councillors I C Bates and P L E Bucknell as Leader and appropriate Executive Councillor respectively attended.
- 4.2 At that meeting, the Panel made clear its concern and disappointment that its recommendations had not been accepted by the Cabinet. The Panel explained that, from the research it had undertaken, the proposed 25% reduction in the cost of a car parking season ticket for vehicles with emissions below 120 g/km would have minimal impact in the District as this would apply to no more than a handful of vehicles. The Panel was of the opinion that the Cabinet should take a more innovative approach and set positive incentives that encouraged motorists to purchase and use low emission vehicles.
- 4.3 On the question of the use of surplus income from car parking charges, the Panel drew attention to the current Car Parking Strategy which states that the Council will direct surplus income derived from car parking charges to the furtherance of securing measures to promote integrated, sustainable and accessible transport. The Panel was advised that the Cabinet wished to retain flexibility to manage its budgets, within a policy adopted by the Council of not ring-fencing income from its various services. Nevertheless, the Panel pointed out the inconsistency between the statement in the Car Parking Strategy and the Council's policy which was both misleading and confusing. The Panel therefore invited the Cabinet to rectify this anomaly.
- 4.4 In terms of the next review of the car parking action plan, the Panel suggested that the Cabinet's decision to undertake a review 12 months after the implementation of the current proposals in June 2008 would effectively mean that the latter would remain in force until the autumn of 2010 given the time taken to carry out the review. As technology was rapidly changing, the implications for climate change were becoming more widely appreciated and the Council would shortly be approving an Environment Strategy, the Panel reiterated its view that a delay of this length was too long.



- 4.5 The Panel therefore referred the matter back to Cabinet for further consideration of the recommendations set out in Minute No 07/85 of the meeting which is reproduced elsewhere on the agenda.

## **5. CABINET RESPONSE**

- 5.1 The Cabinet, at its meeting held on 21<sup>st</sup> February 2008 discussed the Panel's recommendations and resolved as follows:-

- (a) that the views expressed by the Overview & Scrutiny (Service Support) Panel be noted;
- (b) that a reduction of 50% in the cost of a car parking season ticket for cars with CO<sup>2</sup> emissions of 120g/km or less be introduced as part of the implementation of the car parking action plan with effect from 1<sup>st</sup> June 2008;
- (c) that the wider issues of encouraging the use of low emission vehicles, public transport, cycling and walking be dealt with in the development of the Environment Strategy and in the next review of the car parking action plan;
- (d) that surplus income from car parking charges be not ringed fenced for integrated, sustainable and accessible transport;
- (e) that the resolution in Minute No 99 (c) of the meeting of the Cabinet held on 31<sup>st</sup> January 2008 be amended and the proposed car parking charges outlined as the second option in Annex D of the Car Parking Strategy Action Plan be approved and advertised;
- (f) that the resolution in Minute No 99 (d) of the meeting of the Cabinet held on 31<sup>st</sup> January 2008 be amended and issues relating to climate change in the car parking action plan be reviewed following a period of 6 months after the introduction of the revised charges; and
- (g) that further consideration be given by the Executive Councillor for Planning Strategy, a representative of the Overview and Scrutiny Panel (Service Support) and relevant officers to the initial scoping of the review of the Car Parking Action Plan referred to in (f) above.

- 5.2 Following the meeting of the Cabinet, 7 Executive Councillors signed a Notice of Motion, under Standing Order 13.1 of the Council Procedure Rules contained in the Council's Constitution, to rescind (e) above. The options for car parking charges will therefore be referred back to Cabinet for further consideration at their meeting scheduled for 13<sup>th</sup> March 2008.

## **6. CONCLUSION**

- 6.1 The Panel is invited to note the Cabinet's decisions as a result of the call in as set out in paragraph 5.1 above.

## **BACKGROUND INFORMATION**

Minutes of the meetings of the Overview & Scrutiny Panel (Service Support)  
held on 9<sup>th</sup> October 2007, 15<sup>th</sup> January and 20<sup>th</sup> February 2008  
Car Parking Strategy: Draft Action Plan – Report by the Head of Planning  
Services

**Contact Officer:**     **Miss N Giles**  
                                      **01480 387049**

## OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)

11<sup>TH</sup> MARCH 2008

### TOWN CENTRE INITIATIVES (Report by the Town Centre Initiatives Working Group)

#### 1. INTRODUCTION

- 1.1 At its meeting held on 13<sup>th</sup> February 2007, the Overview and Scrutiny Panel (Service Support) decided to establish a working group to investigate the purpose, cost and achievements of the Town Centre Initiatives across the District. The suggestion for the study had originated from Councillor J D Ablewhite, a member of the Overview and Scrutiny Panel (Service Delivery).
- 1.2 The working group comprised Councillors K M Baker, A N Gilbert and R J West and met on a number of occasions over the ensuing months. Councillor J D Ablewhite was also appointed to the working group as a result of his interest in the matter but he was unable to attend any of the meetings.
- 1.3 Discussions have been held with the relevant District Council officers nominated to attend the Town Centre Partnership's Board meetings and interviews arranged with the individual Partnership Chairmen and Town Centre Managers. The working group is also grateful for the support provided to them during the study by the Sustainable Economic Development Section, which is responsible for liaising with the Partnerships.

#### 2. BACKGROUND

- 2.1 Town Centre Initiatives have been established in the market towns of Huntingdon, St Neots, St Ives and Ramsey for a number of years. Their creation arose from a review of the Council's Economic Development service in the last decade prior to which the Council had employed a single Town Centre Manager to look after the interests of all four market towns. A decision then was made to devolve the money used to fund the post to the individual Partnerships so that it could be used to target specific local schemes and enable the Partnerships to set their own priorities to reflect the individual characteristics of each of the towns.
- 2.2 St Neots was the first of the Partnerships to be established in November 1997, with Huntingdon and St Ives following shortly thereafter. The Ramsey Partnership was the last to be set up, with its launch taking place in 1999.
- 2.3 The formation of the Town Centre Initiatives coincided with a movement nationally towards the establishment of town centre organisations to address a growing decline in town centre trade and with a view to enhancing the character and vitality of the towns. Professional groups such as the Association of Town Centre Management and Association of Market Towns have been set up to disseminate good practice and lobby government on town centre issues.

### **3. MEMBERSHIP AND STRUCTURE**

The working group found that all four of the Partnerships encourage a wide local membership usually comprising town and district councillors, local businesses and retailers (both national and independent), members of the local community and other stakeholders in the town.

Huntingdon and St Ives Partnerships have become companies limited by guarantee and St Neots is in the process of following suit while Ramsey remains an unincorporated association. All of the Partnerships have a board of directors that meets on a monthly basis, with the exception of St Neots that meets bi-monthly. A number of sub-groups have also been established to undertake particular projects which report directly to the board of directors.

The working group was advised that each Partnership has an elected Chairman and has appointed a Treasurer and Secretary. Each employs a Town Centre Manager to undertake project work, co-ordinate the Partnership's work and provide a point of contact for general enquiries. All four of the Town Centre Managers are employed on a part time basis.

A constitution containing membership rules, an elections procedure and accountancy requirements has been drawn up by each of the Partnerships, under the guidance of the Legal and Estates Division of the District Council. Each constitution is tailored to meet the Partnership's own organisational needs and has been worded widely to encompass the Partnership's range of activities and the type of work that they undertake.

### **4. AIMS AND OBJECTIVES**

- 4.1 Each of the Partnerships share a common aim of improving the town centres. This is being achieved successfully by a variety of means including the promotion of the towns, improved communication, enhancing the physical environment, creating community pride and promoting local trade.
- 4.2 Each of the Partnerships has produced its own business plan which is reviewed and updated on a regular basis. An action plan of three or five years duration has also been developed for each Partnership, outlining projects and activities that will be completed over that period. The plans highlight the Partnership's own priorities and objectives for each of the market towns. In compiling the action plans, advice is sought from relevant officers within the District Council who seek to ensure that the priorities and objectives accord with the Council's own corporate objectives.

### **5. FUNDING**

- 5.1 The working group was advised that the District Council gives each of the Partnerships an annual grant of £19,200. In addition, the District Council provides direct officer support at Head of Service level at board meetings to advise on matters of policy and procedure and the monthly board meetings and annual general meetings are serviced by the Democratic Services Team. Additionally, the Sustainable Economic Development Section provides continuous support and advice to the Partnerships and acts as a general point of contact for them. On average, the total cost of officer support

amounts to £6,975 per annum for each Partnership with around £600 worth of printing being donated by the Council to each Partnership.

- 5.2 In the current financial year, a forecast of the total financial support provided by the Council, which includes grants, officer time and printing, to the Partnerships is as follows:-

	<b>FORECAST SUPPORT £</b>
St Neots	28,126
Huntingdon	26,300
St Ives	25,350
Ramsey	26,426

- 5.3 The working group was advised that although the District Council grant is largely used to cover the Town Centre Managers' posts, other money is generated by the Partnerships through membership fees, business sponsorship and a number of fundraising activities. Grants from the respective town councils are also sought by each of the partnerships on an annual basis.
- 5.4 In seeking to identify other potential means of funding, the working group was advised that the establishment of the Partnerships has enabled each to apply for financial support from other sources which the District Council does not have access to.
- 5.5 Over the last two financial years, each partnership has accrued the following additional income above the amount provided by the Council.

	<b>2005/06</b>	<b>2006/07</b>
St Neots	£21,366	£51,417
Huntingdon	£59,528	£42,543
St Ives	£22,611	£14,154
Ramsey	£8,899	£5,348

- 5.6 The additional income generated is largely used to assist with other operational and project costs or to assist in arranging special events and promotions.

## **6. THE WORK OF THE PARTNERSHIPS**

- 6.1 The Partnerships are involved in delivering a wide variety of events and activities in each town, with a view to enhancing the local economy and encouraging visitors. Examples that have been held across all four market towns include the following:-

- The co-ordination of special markets such as Farmers Markets, Normandy Markets, Continental Markets and Christmas Markets
- Production of town publications
- Organising festivals
- Producing town guides
- Compiling local business directories
- Hosting members network events

- Staging public consultation meetings on matters concerning the town
- 6.2 In addition, the working group found that communicating and networking with partners and stakeholders is key to the existence and success of the Partnerships. The Partnership present an opportunity for those with a stake in the future of the towns to influence their direction and work together towards the achievement of common aims.
- 6.3 A common thread running through the discussions with the Partnership Chairman and Town Centre Managers was the question of finance. The Partnerships are dependent upon the annual grant made available by the Council without which they would be unable to fund the employment of Town Centre Managers. The Partnerships rely heavily on voluntary and in-kind support, both from board members and the Town Centre Managers, all of whom tend to work in excess of their contracted part time hours. It was apparent to the working group that uncertainty over funding is an issue for the Partnerships and can detract from their concentration on achieving their aims and objectives.

## **7. GOVERNANCE ARRANGEMENTS AND PERFORMANCE MONITORING**

- 7.1 The working group found that each of the Partnerships have their own performance monitoring systems in place, largely via the board meetings. It is a legal requirement for each partnership to minute their board meetings, produce an annual set of accounts, develop action plans and set performance indicators, with progress reviewed periodically and at their annual general meetings. The working group was satisfied that the Partnerships are complying satisfactorily with these arrangements and are able to demonstrate that a transparent and accountable system is in place.
- 7.2 The working group was informed that a Town Centre Liaison Group has been established to bring all four Partnerships together on a quarterly basis to share good practice and to exchange information. This meeting is chaired by Councillor J M Sadler and provides a mechanism by which Partnership activities are monitored via the submission of project progress reports.
- 7.3 Additionally, monthly meetings are also held between the Town Centre Managers and the Sustainable Economic Development Section to discuss current issues and initiatives for each of the towns.

## **8. CONCLUSIONS**

- 8.1 Members of the working group wish to extend their appreciation to Chairmen of the Partnerships, the Town Centre Managers, and the District Council officers for their helpful assistance during the course of the review.
- 8.2 The working group is firmly of the belief that the work of the Partnerships is extremely beneficial to the District, providing good value for money and adding significant value to the local economy. The working group is satisfied that appropriate monitoring mechanisms are in place and that all partnerships are adhering to good working practices. Clear objectives have been set which

are in line with the Council's corporate objectives and all are working in an open and accountable environment.

- 8.3 Whilst acknowledging that each Partnership is at different stages of their establishment, it is clearly evident that they all have little financial stability, given that the District Council grant is determined on an annual basis. The working group is of the view that a longer term arrangement could bring substantial benefits for the Partnerships by eliminating the annual concern over whether grants will continue in the ensuing year. This will enable the Partnership to offer longer term contracts to the Managers, reduce administration work and enable them to concentrate on pursuing their business plans with greater certainty. Having regard to the valued placed upon the role of the Partnership by the Council, there is little likelihood that grants will be discontinued in the short term. Moreover, it can be seen from paragraph 5.5 above that the Partnerships attract external funding to Huntingdonshire each year which is at least equivalent to the grants made available by the Council. The working group therefore feels that the Cabinet should consider entering into an agreement with the Partnerships to secure the payment of grants over a fixed period with a suitable clause that will enable the Council to terminate the arrangement if it is felt that a Partnership is no longer acting broadly in line with the Sustainable Community Strategy.

## **9. RECOMMENDATION**

- 9.1 The working group therefore

### **RECOMMEND**

- (a) that the District Council enter into an agreement with individual Partnerships for a period of five years to pay a grant annually updated for inflation, based on the existing level of support and with a suitable break clause to enable the agreement to be terminated in appropriate circumstances; and
- (b) that the District Council continue to provide officer support as outlined in this report to the Partnerships.

## **BACKGROUND INFORMATION**

Year End Accounts for all Partnerships for the 2006/07 financial year  
Articles of Association/Constitutions/Memorandums of Association for all Partnerships  
Previous Town Centre Liaison Group Minutes  
Partnership Publications – Huntingdon Live, SuggeStlves, Priorities and Ramsey Matters  
Town Centre Managers Job Descriptions  
Partnership Membership Lists

**Contact Officer: Miss H Ali, Democratic Services Officer**  
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## **OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)**

**11<sup>TH</sup> MARCH 2008**

### **CYCLING (Report by the Head of Administration)**

#### **1. INTRODUCTION**

- 1.1 At its meeting held on 21<sup>st</sup> February 2008, the Cabinet considered the report and recommendations of the Cycling Working Group which had been endorsed by the Panel. The purpose of this report is to acquaint the Panel with the Cabinet's decisions.

#### **2. BACKGROUND**

- 2.1 At its meeting held on 12<sup>th</sup> February 2008, the Panel had endorsed the findings of a study on the Council's expenditure on cycling in Huntingdonshire and its effectiveness in providing dedicated cycle paths and promoting cycling as a means of transport. A copy of the report is appended for ease of reference.

#### **3. CABINET DECISION**

- 3.1 At its meeting, the Cabinet noted the Working Group's recommendations and requested a further report by officers addressing the wider issue of Section 106 funding and partnership working. The Cabinet also agreed that discussions should be held with Cambridgeshire County Council regarding their offer to update the Huntingdonshire Cycling Strategy and the issue of partnership working on cycling provision.

#### **4. CONCLUSION**

- 4.1 Having regard to the Cabinet's decisions, the Panel is invited -
- to note the decisions of the Cabinet; and
  - to consider how the Panel wishes to monitor the Cabinet's further deliberations in response to the Working Group's recommendations.

#### **BACKGROUND INFORMATION**

Draft minutes of the meeting of the Cabinet held on 21st February 2008  
Report of the Cycling Working Group (as appended)  
Minutes of the meeting of the Overview and Scrutiny Panel (Service Support)  
held on 12th February 2008.

**Contact Officer: Miss Natalie Giles**  
 **01480 387049**

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**CYCLING  
(Report by the Cycling Working Group)**

**1. INTRODUCTION**

- 1.1 At their meeting held on 13th March 2007, the Overview and Scrutiny Panel (Service Support) decided to establish a Working Group to investigate the Council's expenditure on cycling in Huntingdonshire and its effectiveness in providing dedicated cycle paths and promoting cycling as a means of transport. The Working Group comprised Councillors K M Baker, P J Downes and P M D Godfrey and has met on a number of occasions in the ensuing months.

**2. BACKGROUND**

- 2.1 The Panel's initial interest in the subject was prompted by concern expressed by a ward member over a lack of progress in providing a cycleway in his Ward, notwithstanding a financial contribution under a Section 106 Agreement. This led to a discussion in October 2006 when the Panel considered the level of expenditure on cycleway development in Huntingdonshire, vis-a-vis the provision made in the Council's medium term plan and in Section 106 Agreements with developers.
- 2.2 The Panel acknowledged at the outset that the authority with principal responsibility for cycling is Cambridgeshire County Council and that both Councils have agreed previously that it would not be practical to scrutinise the level of service provision by each other. Nevertheless, the Panel was conscious that the District Council plays an active role in cycling provision in a number of ways, namely –
- ◆ contributing towards expenditure on cycleway provision in Huntingdonshire;
  - ◆ the negotiation of Section 106 Agreements for transportation provision with money being paid by developers direct to the County Council and its expenditure through the market town transport strategies;
  - ◆ financial contributions towards the County Council's safe cycle routes programme;
  - ◆ the provision of cycle racks in the market towns;
  - ◆ the production of leaflets on cycle routes in Huntingdonshire;
  - ◆ working with Sustrans on the national cycle network, two of the major routes of which pass through the District; and
  - ◆ the adoption in 2000 of a cycling strategy for Huntingdonshire.
- 2.3 Having regard to that level of investment and involvement, the Panel sought information from the County Council on their programme and financial commitment to cycleway provision and the promotion of cycling in Huntingdonshire. In the context of the partnership arrangements between

the two authorities, the relevant executive councillor and officer of the County Council were invited to attend a Scrutiny Panel meeting but the invitation was declined.

- 2.4 The Panel therefore established a Working Group to review the Council's strategy, plans and expenditure on cycling in Huntingdonshire and examine the influence which the Council's financial commitment was having in the practical delivery of new routes and the growth of cycling in the District.

### **3. PROMOTION OF CYCLING**

- 3.1 The Working Group recognised the many benefits of encouraging the use of cycles both in terms of reducing traffic congestion and town centre pollution and in improving the fitness and health of the cyclist. During the course of its study, other issues have emerged to reinforce that view, including the growing concern over climate change and each individual's carbon footprint and the development of the Council's Environment Strategy.

- 3.2 The evidence of the health benefits of physical activity is well documented. People who are physically active reduce their risk of developing major chronic diseases (such as coronary heart disease, stroke and type 2 diabetes) by up to 50% and reduce the risks of premature death by 20-30%. Regular physical activity also has benefits for mental health and a sense of well-being. The National Institute of Health and Clinical Excellence published Public Health Guidance on 'Physical Activity and the Environment' in January 2008 which offers the first national, evidence-based recommendations on how to improve the physical environment to encourage physical activity. Recommendations are aimed at those developing Local Development Frameworks and Local Transport Plans and the emerging Huntingdonshire Sustainable Community Strategy seeks to promote active and healthy lifestyles, as well as tackle obesity in both children and adults. A major contributor to this work will be increasing local levels of physical activity, including the promotion of active travel.

- 3.3 Nevertheless the volume of traffic on Huntingdonshire's roads can tend to discourage cycling unless dedicated cycleways or paths have been provided. The Working Group did not seek evidence to support its perception but the view held by Members was that most casual cyclists would be deterred from using the more busy roads in the District. Observations suggest that cyclists often use footways adjoining carriageways in such circumstances which can lead to conflict between the pedestrian and the cyclist.

### **4. CURRENT ARRANGEMENTS**

- 4.1 The promotion of cycling is encouraged in the Local Transport Plan prepared by Cambridgeshire County Council and to which the District Council is a partner signatory. In the towns, the development of cycling initiatives is promoted through the market town transport strategies compiled by the County Council, again in partnership with the District Council, and approved by the Huntingdonshire Traffic Management Area Joint Committee. The picture is less clear outside the market towns and the Working Group found little or no evidence of any active district-wide policy to link settlements by the construction of cycleways or to connect those living on the outskirts of the market towns with the town centres.

4.2 That being said, the attention of the Working Group has been drawn to the existing cycling strategy adopted by the Council in 2000 which has the following objectives –

- ◆ to maximise the role of cycling as a transport mode in order to reduce the use of the private car;
- ◆ to develop a safe, convenient, efficient and attractive transport infrastructure which encourages and facilitates cycling within and beyond Huntingdonshire and which minimises reliance on and discourages unnecessary use of private cars;
- ◆ to ensure that policies to increase cycling and meet the needs of cyclists are fully integrated into the Local Plan and in all complementary strategies including transport, environmental improvement, leisure, tourism and Local Agenda 21 strategies;
- ◆ to ensure that the development of cycle networks in Huntingdonshire considers, where appropriate, the views of the general public and other interest groups through regular consultation.

4.3 In conjunction with the approval of the strategy, the Council approved a list of 41 priority routes for future consideration containing a mixture of urban and rural locations. The urban routes are considered as part of the market town transport strategies but progress on the rural routes that were identified has been slow. No specific provision is contained in the Local Transport Plan for new cycleways in Huntingdonshire and, given the relatively high cost of construction of dedicated cycle paths, it appears unlikely that the rural routes will be addressed unless additional resources are made available.

## **5. FINANCIAL PROVISION**

5.1 The Working Group found that, over the past five years, the District Council's direct expenditure on cycling provision has amounted to just over £600,000, comprising –

safe cycle routes - £243,000  
cycle shelters - £59,000  
specific cycleway provision - £299,000.

Included in the MTP for the current and next four years is a total of £347,000 for safe cycle routes to school plus £524,000 for St. Neots pedestrian bridges (which can be used by cyclists) and £505,000 towards schemes (not specifically identified for cycling) in the market town transport strategies.

5.2 Section 106 contributions play an increasingly important role in the delivery of the latter strategies. Some contributions for specific schemes are negotiated with developers by the District Council, such as those relating to development west of St. Ives which make provision for a new cycleway as part of improvements to the St Ivo Outdoor Centre. Others form part of the wider transportation contribution which is paid direct to the County Council and spent under the market town transport strategies with individual schemes being approved by the Huntingdonshire Traffic Management Area Joint Committee.

- 5.3 The Working Group wished to establish the precise extent of any County Council funding that might be available for cycleway provision in the District.

## **6. WORKING GROUP INVESTIGATIONS**

- 6.1 The Working Group found that, although not the authority with principle responsibility for this function, the District Council makes a significant contribution to the promotion of cycling in Huntingdonshire, both by way of financial expenditure and the promotion of cycling as an environmentally friendly and healthy alternative to the car.

- 6.2 On that basis, the Working Group was disappointed that officers of the County Council had not been prepared to attend a meeting of the Overview and Scrutiny Panel to discuss the subject. During the course of the Working Group's study, Councillor Downes, in his role as a County Councillor, met one of the highways officers to discuss the partnership arrangements and the County Council's expenditure on cycling provision in Huntingdonshire. This was followed up by a meeting between District and County Council officers.

- 6.3 Notwithstanding the efforts of the Working Group, it has not been possible to identify the precise extent of the County Council's past or planned expenditure on cycleway provision in Huntingdonshire. Principally this seems to be because, unlike the District Council, there is no specific allocation for cycling in the County Council's transportation budget. Similarly an analysis of recent Section 106 Agreements shows numerous references to contributions by developers towards transportation provision of up to £2,000 per dwelling but more limited references to cycleway provision which are usually site specific. Most of that expenditure is being allocated through the market towns transport strategies with little likelihood that rural routes will be progressed

- 6.4 Although expenditure on cycleway provision is dependent on a variety of sources from Government grant through the Local Transport Plan to County and District Councils budgetary allocations and Section 106 Agreements, the Working Group was disappointed that it was unable to establish the precise amount of available funding and plans for its expenditure, whether in the market towns or elsewhere.

## **7. OUTCOMES**

- 7.1 A significant development from the working party's inquiries is an offer by County Council officers to update the District Council's cycling strategy to align its content with the Local Transport Plan and to prepare, in conjunction with District Council officers, an action plan for its implementation, including the identification of inter-urban routes. A similar exercise has already been carried out for South Cambridgeshire District Council which has led to an allocation of funding from the Local Transport Plan each year for cycleway provision in that District.

- 7.2 With limited exceptions where an individual scheme can be identified, Section 106 Agreements do not tend to make specific provision for a financial contribution towards cycleway development. The adoption of an action plan to implement the cycling strategy will enable more Agreements

to target expenditure on specific cycleway provision. If those receipts were to be made payable to the District Council as opposed to the County Council, this should establish a clearer link to the implementation of the cycling strategy.

- 7.3 With regard to the market towns, the Working Group has been unable to distinguish with any accuracy how much money is available for expenditure on cycleway provision through the market town transport strategies. Where the Council itself has allocated specific funding, the Working Group has been informed that this is released on a scheme by scheme basis following approval by the Area Joint Committee with District officers often designing the individual projects. The Working Group feels that this practice should continue.
- 7.4 The Working Group had hoped, at the outset of the study, that it might be possible to establish what influence the District's Council's expenditure and involvement in cycling provision had in encouraging and promoting investment in cycleway development in Huntingdonshire. Despite the enquiries made, it has not been possible to identify the amount of funding available nor a programme for cycleway development outside the market towns. The Working Group has therefore concluded that it is impractical to pursue this matter any further.

## **8. CONCLUSION**

- 8.1 Members of the Working Group wish to extend their appreciation to the District Council's officers in the Planning Division for their assistance during the course of the review and for their candid advice and views.
- 8.2 The Working Group had hoped to establish a clear link from Section 106 contributions for transportation to its expenditure on individual cycleway schemes but this has not proved possible. The updating of the cycling strategy and an associated action plan will however enable the Council to distinguish between contributions for cycleway provision and transportation generally in appropriate cases. Given the District's existing commitment to cycling provision, the Working Group considers that the contributions negotiated for cycling should be paid by developers to the District Council as opposed to the County Council. The funding available for expenditure can be monitored by the Overview and Scrutiny Panel (Service Support) in the same way as existing Section 106 receipts with the money being committed to individual schemes approved by the Area Joint Committee as currently.
- 8.3 The updated strategy and action plan should hopefully attract specific funding through the Local Transport Plan which, together with targeted Section 106 receipts, will enable progress to be made in the creation of inter-urban cycleway routes in Huntingdonshire and thereby encourage more people to cycle with all of the associated benefits in terms of reduced traffic congestion, improved air quality and a healthier population.

## **9. RECOMMENDATIONS**

9.1 The Working Group therefore

### **RECOMMEND**

- (a) that the offer by the County Council to update the Council's existing cycling strategy and to prepare an action plan for its implementation be welcomed and officers requested to conclude this work within the next six months;
- (b) that, following completion of the strategy and action plan, specific contributions be sought in Section 106 Agreements for cycleway provision in Huntingdonshire in appropriate cases;
- (c) that contributions negotiated under (b) above be retained by the District Council for expenditure on implementation of the cycling strategy action plan;
- (d) that the District Council seek the allocation of specific funding through the Local Transport Plan for cycleway provision in Huntingdonshire;
- (e) that the approval of individual cycleway schemes continue to be the responsibility of the Huntingdonshire Traffic Management Area Joint Committee with District Council expenditure continuing to be allocated on a scheme by scheme basis.

## **BACKGROUND INFORMATION**

Notes of the Cycling Working Group

Medium Term Plan

Reports and Minutes of meetings of the Overview and Scrutiny Panel (Service Support) and the Section 106 Agreement Advisory Group

Market Town Transport Strategies

Cycling Strategy for Huntingdonshire 2000

Local Transport Plan

National Institute for Health and Clinical Excellence (2006). Transport Interventions Promoting Safe Cycling and Walking: Evidence Briefing.

National Institute for Health and Clinical Excellence (2008). Promoting and creating built or natural environments that encourage and support physical activity.

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## **OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)**

**11<sup>TH</sup> MARCH 2008**

### **TRAVEL PLAN (Report by the Head of Administration)**

#### **1. INTRODUCTION**

- 1.1 The purpose of this report is to acquaint Members with the decision by Cabinet at its meeting held on 21<sup>st</sup> February 2008 in response to the report and recommendations of the Travel Plan Working Group which had been approved by the Panel.

#### **2. BACKGROUND**

- 2.1 At its meeting held on 12<sup>th</sup> February 2008, the Panel had endorsed the findings of a study into the Council's Travel Plan, a copy of which is attached for ease of reference.

#### **3. CABINET DECISION**

- 3.1 At its meeting, the Cabinet approved the Working Group's recommendations and requested that they be investigated in the context of the emerging Environment Strategy, the car parking action plan and the travel plan.

#### **4. CONCLUSION**

- 4.1 Having regard to the Cabinet's decision, the Panel is invited -
- to note the decision of the Cabinet;
  - to consider how the Panel wishes to monitor the investigation by the Cabinet into the Working Group's recommendations in the context of the other strategy and plans referred to;
  - to consider whether to invite the Travel Plan Working Group to give further consideration to the question of incentives for employees to use public transport, cycling and walking in advance of the outcome of the Cabinet's investigation.

#### **BACKGROUND INFORMATION**

Draft minutes of the meeting of the Cabinet held on 21<sup>st</sup> February 2008  
Report of the Travel Plan Working Group (as appended)  
Minutes of the meeting of the Overview and Scrutiny Panel (Service Support)  
held on 12th February 2008.

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**TRAVEL PLAN  
(Report by the Travel Plan Working Group)**

**1. INTRODUCTION**

- 1.1 At their meeting held on 13<sup>th</sup> March 2007, the Overview and Scrutiny Panel (Service Support) decided to establish a Working Group to investigate the Council's Travel Plan and the question of travel allowances and incentives/disincentives for Members and Officers to use more environmentally sensitive means of transport.
- 1.2 The Working Group comprised Councillors M G Baker, J A Gray and R J West and has met on a number of occasions in the ensuing months. (Councillor D B Dew was initially appointed to the working group but was replaced by Councillor Gray when he ceased to be a member of the Scrutiny Panel).

**2. BACKGROUND**

- 2.1 The Council's Travel Plan was approved by the Cabinet in October 2006. It applies equally to employees and Members of the Council and is intended to encourage them to make better travel choices by reducing inefficient car usage and promoting healthier travel. In discussing the Plan prior to its approval by Cabinet, the Overview and Scrutiny Panel (Service Support) doubted whether the actions proposed would be sufficient to achieve the targets identified. Members also felt that there was a lack of incentives for employees to discourage the use of private cars to travel to and from work and that there was a need for further consideration to be given to possible concessions to employees to encourage the use of alternative forms of transport such as reductions on season tickets for bus travel.
- 2.2 The Panel also discussed the current scheme for the payment of mileage allowances and was concerned that these tended to favour the use of cars with larger engine sizes. The Panel therefore felt that the Plan provided an opportunity to review both the employees and Members schemes.
- 2.3 The employees' car mileage allowances form part of their contracts of employment with the Council. Although pay negotiations are determined locally, travel allowances are part of the wider national agreement approved by the National Joint Council for Local Government Services. Mileage rates are currently determined by engine size as shown in Appendix A attached.
- 2.4 Allowances for Members are set by the Council, having regard to the recommendations of an Independent Remuneration Panel. The mileage rates currently are aligned with those of the employees. These were last reviewed by the Panel in their report of November 2006. The Panel had received representations that the mileage allowance for members be reduced to 40 pence per mile which is the rate above which income tax is payable to HM Customs and Revenues. The Panel concluded that

the members' rate should be fixed to that of the employees on the grounds of equity but should track the employees' rate if that should vary at any time in the future.

- 2.5 In establishing a study of the subject, the Service Support Panel asked the working group to look at ways of encouraging the use of more energy efficient vehicles and whether greater incentives could be made available to discourage the use of the car.

### **3. INFORMATION**

- 3.1 The Working Group made extensive enquiries on the websites of other local authorities into their travel allowances and incentives and the content of their travel plans. Information was obtained on the estimated costs of running a car provided on the Royal Automobile Club's website and the taxable allowances operated by HM Customs and Revenues. Enquiries were made into the car sharing arrangements available for employees in Cambridgeshire.

- 3.2 Extensive use was made of the [vcacarfueldata](http://www.vcacarfueldata.org.uk) website which contains data on the emissions of all recently manufactured vehicles.

### **4. VEHICLE EMISSIONS**

- 4.1 With the emerging Environment Strategy and a growing recognition of the importance of carbon footprints, the Working Group felt that the current mileage rates for employees and Members based on engine size with no regard to emission values was becoming rapidly outdated. With only three engine bands and the highest being for vehicles with an engine size over 1,200 cc, the great majority of employees and Members will be eligible for the maximum rate of 54.4 pence per mile. Tax is payable on that element of reimbursement over 40 pence per mile which HM Customs and Revenues regard as 'profit'.

- 4.2 The Working Group did not feel that it was within its remit to propose an alteration to the mileage rates paid to employees which, as mentioned above, forms part of their contracts of employment. Any change would have to be the subject of negotiation between the Council and the employees and could result in a move from the national to a locally determined scheme.

- 4.3 However, the Working Group did consider that Members could demonstrate their commitment to reducing emissions, reducing their carbon footprint and improving local air quality. By altering the mileage rate for Members to one based on emission rates, the Working Group is of the opinion that this may set an example for others to follow.

- 4.4 Information on exhaust emission ratings or 'Euro' standards (expressed as the amount of grams per kilometre of CO<sub>2</sub> emitted) is readily available on [www.vcacarfueldata.org.uk](http://www.vcacarfueldata.org.uk). These have been converted to bandings for the purposes of vehicle excise duty which are shown in the following table, together with the VED rates –

Vehicles registered on or after 1st March 2001		Diesel Car TC 49		Petrol Car TC 48		Alternative Fuel Car TC 59	
Bands	CO <sub>2</sub> Emission Figure (g/km) *	12 months rate £	6 months rate £	12 months rate £	6 months rate £	12 months rate £	6 months rate £
Band A	Up to 100	<u>0.00</u>	-	<u>0.00</u>	-	<u>0.00</u>	-
Band B	101 to 120	<u>35.00</u>	-	<u>35.00</u>	-	<u>15.00</u>	-
Band C	121 - 150	<u>115.00</u>	<u>63.25</u>	<u>115.00</u>	<u>63.25</u>	<u>95.00</u>	<u>52.25</u>
Band D	151 - 165	<u>140.00</u>	<u>77.00</u>	<u>140.00</u>	<u>77.00</u>	<u>120.00</u>	<u>66.00</u>
Band E	166 - 185	<u>165.00</u>	<u>90.75</u>	<u>165.00</u>	<u>90.75</u>	<u>145.00</u>	<u>79.75</u>
Band F	186 - 225	<u>205.00</u>	<u>112.75</u>	<u>205.00</u>	<u>112.75</u>	<u>190.00</u>	<u>104.50</u>
Band G	226+	<u>300.00</u>	<u>165.00</u>	<u>300.00</u>	<u>165.00</u>	<u>285.00</u>	<u>156.75</u>

4.5 Exhaust emissions are not available for vehicles first registered before 1<sup>st</sup> March 2001. Some examples of the types of cars that fall in the various bands are shown in Appendix B.

4.6 Taken together with the varying excise duty rates, the Working Group considers that the payment of mileage rates based upon emissions may influence Members to choose cars that have less impact on the local environment. A suggested alternative to a mileage allowance based on engine size is:

	First 8,500 miles	thereafter	Element of expense liable to tax
Band A	64.0p	32.0p	24.0p
Band B	56.0p	28.0p	16.0p
Bands C&D	40.0p	20.0p	0p
Bands E&F	36.0p	18.0p	0p
Band G	30.0p	15.0p	0p
Vehicles registered before 1/1/2001	30.0p	15.0p	0p
Motorcycles	24.0p	24.0p	0p

4.7 The allowance is intended to be attractive to those who drive a low emission car and penalise those with a heavy polluting vehicle. The rates are deliberately drawn much wider than the existing allowance based on engine size to provide a greater incentive to change.

4.8 The Working Group do not think that this should be mandatory for existing Members but would hope that most will opt to be paid on the new basis. All newly elected Members would be paid on the emissions rating allowance. This would mean that the Council would have to operate two systems of payment at a small additional administrative cost which the Working Group feels would be far outweighed by the benefits both to the Council and the local environment.

4.9 Any alteration to the Members mileage allowance would have to be agreed by the Independent Remuneration Panel. Enquiries have been

made with the Chairman of the Panel as to whether it would be necessary to reconvene the Panel to approve the change but his view is that this can be dealt with in a convenient manner without the expense of holding a meeting of the Panel.

## **5. INCENTIVES TO EMPLOYEES**

- 5.1 Having regard to the nature of the public transport system and the impracticality of walking or cycling to work because of the distance involved and the lack of dedicated cycleways, the Working Group acknowledge that, for many of the Council's employees, the car will remain for some time the only viable means of travel to work.
- 5.2 That being the case, the Working Group feels that greater encouragement should be given to car sharing which has clear benefits in reducing pollution and improving air quality. The Working Group's attention has been drawn to a number of car sharing initiatives that have been developed with an ability to search on various websites for possible people with whom to share. Car sharing remains, however, a matter of choice for the individual and there is no incentive to encourage the Council's employees to share with colleagues or others travelling to the same location.
- 5.3 Circumstances will change if the Cabinet decide to accept the recommendations of the Car Parking Working Party and introduce car parking charges for the Riverside, Huntingdon and Bridge Place, Godmanchester car parks which will represent a negative incentive to car share for employees to avoid paying parking charges. The Working Group feels that the Council should take a more positive step by reducing charges for those who do car share. This could be limited to one car park only such as Bridge Place where charges currently do not apply. The loss of income that the Council would incur is difficult to predict as this would depend upon take up but, as no charge has been made for this car park in the past, this should not result in any reduction in income compared to previous years. As employees will no longer have the option of free parking in future, this may also help to cushion the impact of charging later in the year.
- 5.4 The Working Group is aware of a concern that an employee who has come to work by car share may encounter a problem in travelling home either during the day in an emergency or at the end of the day if the driver has had to leave early in similar circumstances. Such occasions are likely to be rare but in those isolated incidents, it is suggested that the Council meet the cost of a taxi for the employee to travel home if public transport is unavailable.
- 5.5 The Working Group has discussed how a concession for car sharing might be administered, bearing in mind that tickets will be dispensed by machine for the Bridge Place car park. Information has been presented to the Panel previously that ticket machine are likely to become more sophisticated in their programming which will create an opportunity for greater flexibility in the charging structure. Until that time, a concession for employees could simply be by way of a monthly claim for reimbursement by the driver of a vehicle who has carried a passenger. Verification, if considered necessary, could be undertaken by checking

CCTV records with false claims being a disciplinary offence in the same way as any other allowances claim.

- 5.6 The Working Group also discussed briefly possible incentives for employees to use public transport or travel by foot or cycle. Further investigations will be necessary before any recommendations would be formulated and in order not to further delay this report, the Group will report to this subject at a future date.

## 6. POOL CARS

- 6.1 The Working Group investigated the use of the District Council's pool car status and the frequency/mileage of each car to date. The fleet comprises three diesel powered Toyota Yaris and a petrol/electric hybrid Toyota Prius. The pool cars have been specifically chosen for their low carbon emission output. The Toyota Yaris, tax band B, has an engine capacity of 1.3 and emits 119 g/km of CO<sub>2</sub> whilst the Prius, also tax band B, has an engine capacity of 1.5 and emits 104 g/km of CO<sub>2</sub>. Although these were not actively promoted during their first quarter (April – June 2007), their usage has provided encouraging results:

Month	Mileage	Cost per mile – private car (54.4p)	Cost per mile – pool car (40p)	Saving £
May	1789	966.06	715.60	250.46
June	1430	772.20	572.00	200.20
July	3756	2,028.24	1,502.40	525.84
August	2714	1,465.56	1,085.60	379.96
September	2625	1,417.50	1,050.00	367.50
October	3616	1,952.64	1,446.40	506.24
November	3871	2,090.36	1,548.40	541.96

- 6.2 As anticipated, active promotion of the pool cars coupled with the loss of onsite parking has caused an increase in their usage in the second quarter reflecting the positive incorporation of the pool car into everyday work. The charge of 40p per mile includes the running costs of the vehicle and, as shown in the table above, highlights the increasing savings made by the Council through their use. The Group welcomes the use of the lower emission vehicles purchased by the Council and foresee their use to a greater extent in the future with increased publicity of their availability to employees and Members.
- 6.3 The Group felt that it would be useful also if it were possible to assess what the saving in CO<sub>2</sub> emissions was from the use of pool cars and in order to monitor the continuous use of the cars, the Group suggest that regular reports be made available highlighting the reductions in both costs to the Council and CO<sub>2</sub> emissions.

## 7. FINANCIAL PROVISION

- 7.1 As the concept of changing mileage rates to emission rates is an innovative approach, the group researched the potential availability of

funding for publicity and the implementation of the scheme. To date no source has been identified but further enquiries may lead to possible opportunities for support.

## **8. CONCLUSION**

- 8.1 The Working Group is firmly of the belief that the Council should be innovative in its approach to the question of mileage allowances and that incentives should be made available for employees and Members to reduce the use of cars in general and the more heavily polluting cars in particular.
- 8.2 By moving to a different basis for the payment of mileage allowances to members, the Working Group hopes that the Council will be seen as offering an example of good practice that will be followed by others. Positive incentives for car sharing by employees will help to make this more attractive as opposed to individual travel to work in single occupancy vehicles and again may be regarded as a step towards reducing traffic congestion and improving air quality.

## **9. RECOMMENDATIONS**

The working group therefore

### **RECOMMEND**

- (a) that an alternative form of mileage allowance be introduced for Members of the Council as set out in paragraph 4.6 above based upon exhaust emissions;
- (b) that the new mileage allowance be optional for existing Members but compulsory for all newly elected Members with effect from 1<sup>st</sup> May 2008;
- (c) that the Members' Independent Remuneration Panel be requested to confirm their agreement to the changes to the mileage allowance for Members;
- (d) that the necessary changes be made to the Members Allowance Scheme;
- (e) that employees travelling to work by means of car share be permitted to park in Bridge Place car park at a concessionary rate if car parking charges are introduced for that car park by the Council and suitable arrangements be made to enable those who have car shared to travel home in an emergency if they are left without suitable means of transport;
- (f) that enquiries continue to be made regarding potential funding for the implementation and publicity of the proposed changes to the mileage allowances to Members;
- (g) that regular reports be produced highlighting the savings in both emissions and costs to the Council from the use of pool cars; and



- (h) that further consideration be given to incentives for employees to use public transport, cycling and walking by the Working Group in the future.

**Background papers**

See Appendix C

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### Mileage Rates

#### Inland Revenue approved mileage rates

Tax Year	Business Miles	Engine <1000cc	Engine 1001-1500cc	Engine 1501-2000cc	Engine >2000cc
2007/08	< 10,000	40 p/mile	40 p/mile	40 p/mile	40 p/mile
2007/08	> 10,000	25 p/mile	25 p/mile	25 p/mile	25 p/mile

#### Current Huntingdonshire District Council (Councillor)

Mileage Bands	451-999cc	1000-1199cc	1200-1450cc
< 8,500	39.7p	43.1p	54.4p
> 8,500	12.1p	12.0p	14.3p

**APPENDIX B**

**Examples of Vehicles within Tax Bands A – G**

TAX BAND (emissions)	MAKE	MODEL	ENGINE CAPACITY	FUEL	CO2 (g/km)
A (up to 100)	Seat	Ibiza	1.4 TDI	Diesel	99
	Volkswagen	Polo	1.4 TDI	Diesel	99
B (101-120)	Citroen	C3	1.6 HDI	Diesel	118
	Peugeot	207	1.4 HDI	Diesel	120
	Fiat	500	1.2	Petrol	119
	Daihatsu	Sirion		Petrol	118
C (121-150)	Honda	Civic - Type S	2.2	Diesel	138
	Toyota	Avensis	2.2	Diesel	146
	Chevrolet	Matiz	1	Petrol	139
	Ford	Ka	1.3	Petrol	150
D (151-165)	Audi	A4 Saloon	1.9 TDI	Diesel	152
	Hyundai	Sonata	2	Diesel	159
	Renault	Clio	1.6	Petrol	160
	Suzuki	SX4	1.6	Petrol	165
E (166-185)	Mazda	5 series	2	Diesel	173
	Renault	Coupe	1.9	Diesel	180
	Chrysler Jeep	Sebring	2	Petrol	185
	Alfa Romeo	159	1.8	Petrol	181
F (186-225)	Skoda	Superb	2.5	Diesel	206
	Land Rover	Freelander 2	2.2	Diesel	224
	Kia	Sportage	2	Petrol	194
	Audi	Cabriolet	2	Petrol	197
G (226+)	Citroen	C6	2.7	Diesel	230
	Nissan	Patrol	3	Diesel	313
	Ford	Galaxy	2.3	Petrol	242
	Toyota	Land Cruiser	4	Petrol	291

### BACKGROUND INFORMATION

- Notes of the Travel Plan Working Group
- Reports and Minutes of meetings of the Overview and Scrutiny Panel (Service Support)
- LGA Members' Allowance Scheme
- NJC Officer Mileage Rates
- HDC's Travel Plan
- RAC Report on Motoring 2006: Chapter 4 – Greener Motoring
- East of England Development Agency
- HM Revenue and Customs
- Manchester Green City Campaign
- Driver and Vehicle Licensing Agency
- DVLA Sustainable Development Action Plan (SDAP) April 2007 – March 2008

### Websites for the following Councils:

Birmingham City  
Bristol City  
Dundee City  
South Bedfordshire District  
Cambridgeshire County  
London Boroughs of Bromley  
Camden  
Havering and Islington  
Manchester City  
Newcastle Upon Tyne City  
North Lincolnshire  
West Oxfordshire District  
Sheffield City  
Sandwell Metropolitan Borough  
Southampton City  
Warwickshire County

### WEBSITES

[www.vcacarfueldata.org.uk](http://www.vcacarfueldata.org.uk)  
[www.huntsdc.gov.uk](http://www.huntsdc.gov.uk)  
[www.rac.co.uk](http://www.rac.co.uk)  
[www.lga.gov.uk](http://www.lga.gov.uk)  
[www.hmrc.gov.uk/green-transport/travel-plans.htm](http://www.hmrc.gov.uk/green-transport/travel-plans.htm)  
[www.camshare.co.uk](http://www.camshare.co.uk)  
[www.peterboroughcarshare.com](http://www.peterboroughcarshare.com)  
[www.liftsharesolutions.com/carbudi.asp](http://www.liftsharesolutions.com/carbudi.asp)  
[www.globalactionplan.org.uk/transportfacts.aspx](http://www.globalactionplan.org.uk/transportfacts.aspx)

**OVERVIEW AND SCRUTINY PANEL  
(SERVICE SUPPORT)**

11<sup>th</sup> MARCH 2008

**WORK PLAN: STUDIES  
(Report by the Head of Administration)**

**1. INTRODUCTION**

1.1 The purpose of this report is to allow Members of the Panel to review their programme of studies.

**2. STUDIES**

2.1 The Council has a duty to improve the social, environmental and economic well-being of the District. This gives the Overview and Scrutiny Panels a wide remit to examine any issues that affect the District by conducting in-depth studies.

2.2 Studies are allocated according to the Panels' respective terms of reference. These are currently:-

**Service Delivery:**

Environment & Transport  
Leisure  
Housing & Public Health  
Operations

**Service Support:**

Finance  
Resources & Policy  
Information Technology  
Planning Strategy

2.3 Ongoing studies have been allocated between the Panels accordingly -

STUDY	PANEL	STATUS
Older Persons Public Health Needs	Service Delivery	Report to Cabinet, requested further information on financial implications.
Cleaning Regimes in Town Centres	Service Delivery	Report expected at April meeting.
The Promotion of Services provided for improved home energy efficiency.	Service Delivery	Recommendation made for inclusion in Environment Strategy – to April meeting.
Processes and Procedures involved with the adoption of roads and sewers.	Service Delivery	Meeting to be arranged.
Traffic Enforcement	Service Delivery	Awaiting report following decision by AJC.
The Processes Involved in Applying for Community Development Grant Aid and the Effectiveness of Grant Schemes.	Service Delivery	Meeting of the Group with relevant Officers arranged for late March 2008.
Disability Access	Service Delivery	Presentation by Directions Plus representative arranged for April meeting.
State of the District Consultation	Service Delivery	Report presented to Cabinet. Information sought on financial implications and a

		clearer link to be established to the Council's Consultation and Engagement Strategy.
Parish Charter for Huntingdonshire	Service Support	Awaiting response from Parish Charter questionnaire. Report expected at the April meeting.
Town Centre Initiatives	Service Support	Report expected at the March 2008 meeting.
Heavy Goods Vehicle	Service Support	Research being collated for the first meeting of the Group.
Section 106	Service Support	Research being collated for the first meeting of the Group.

2.4 The Service Support Panel have also identified the following as future studies:-

Internal Communication with Members	Service Support
Review of the Council's Housing Needs Assessment Process	Service Support
Review of the incentives of the Council's Travel Plan.	Service Support

2.5 The Service Delivery Panel have also identified the following as possible future studies:-

Joint working between the three tiers of local government and the implications of the white paper	Service Delivery
Role and effectiveness of the East of England Regional Assembly.	Service Delivery
Support for vulnerable people	Service Delivery
The Council's Plans in terms of Tourism and Sports Infrastructure in preparation for the 2012 Olympics.	Service Delivery

### 3. RECOMMENDATION

3.1 The Panel is requested to note the progress of the studies selected.

**Contact Officer: Miss N Giles - ☎ (01480) 387049.**

#### **BACKGROUND DOCUMENTS**

Minutes and Reports from previous meetings of the Overview and Scrutiny Panels.

<b>AREA OF REVIEW</b>	<b>DETAILS/COMMENTS</b>
<b>Title of Study</b> (name of Working Group)	Parish Charter Working Group
<b>Appointing Panel</b>	Overview and Scrutiny (Service Support) Panel
<b>Members Assigned</b> (including date Working Group appointed)	Councillors J W Davies, P J Downes and R G Tuplin. Appointed by Panel on 12 <sup>th</sup> June 2007.
<b>Possible Co-Options to the Group</b>	N/A
<b>Interests Declared</b>	None received,
<b>Rapporteur</b>	Councillor P J Downes
<b>Officer Support</b>	Mr Roy Reeves – Head of Administration, HDC Mrs Karen Pauley – Support Services Assistant, HDC Miss Natalie Giles – Trainee Democratic Services, HDC
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To review the draft parish Charter for the Council's relationship with town and parish councils in the District and to make recommendations to Cabinet.
<b>Rationale</b> (key issues and/or reason for conducting a study)	As identified above.
<b>Terms of Reference</b>	Government Quality Parish Council Initiative Establishment of more formalised arrangements with Town and Parishes in Huntingdonshire.
<b>Links to Council Policies/Strategies</b>	Yes ~ to achieve the Council aim identified in the Corporate Plan "to improve our systems and practices".

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	Consultation with County and other District Councils in Cambridgeshire.
<b>External/Specialist Support</b>	N/A
<b>Existing Documentation</b>	Existing draft charter Government Quality Parish Council initiative Impending legislation change
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	<ul style="list-style-type: none"> <li>• Research cost of services that could potentially be devolved</li> <li>• Progress made by Cambridgeshire County Council and other District councils towards Charter implementation</li> <li>• Consultation with CALC</li> <li>• Consultation with parish councils</li> </ul>
<b>Reference Sites</b>	None
<b>Investigations</b>	With the Town and Parish Councils.
<b>Witnesses</b>	Town and Parish Clerks.
<b>Site Visits (if necessary)</b> (where and when)	N/A

<b>Meetings of the Working Group</b>	<p>First meeting held ~ 28<sup>th</sup> August 2007</p> <p>Second meeting held ~ 26<sup>th</sup> September 2007.</p> <p>Meeting to be arranged following the questionnaire outcome.</p>
<b>Costs</b> (resource requirements, additional expenditure, time)	<p>Officer time – both to conduct research and provide support.</p> <p>No other external costs identified to date.</p>
<b>Possible Barriers to the Study</b> (potential weaknesses)	<p>N/A</p>
<b>Projected Timescale</b> (Start and end times)	<p>Start ~ 12<sup>th</sup> June 2007</p> <p>Completion of Study expected March 2008</p>



<b>AREA OF REVIEW</b>	<b>DETAILS/COMMENTS</b>
<b>Title of Study</b> (name of Working Group)	Heavy Goods Vehicle Working Group
<b>Appointing Panel</b>	Overview and Scrutiny (Service Support) Panel
<b>Members Assigned</b> (including date Working Group appointed)	Councillors K M Baker, P H Dakers, P M D Godfrey and L W McGuire.  Appointed by Panel on 12 <sup>th</sup> February 2008.
<b>Possible Co-Options to the Group</b>	N/A
<b>Interests Declared</b>	None received.
<b>Rapporteur</b>	To established at the first meeting of the Group in March/April 2008.
<b>Officer Support</b>	Mr Roy Reeves – Head of Administration, HDC Miss Natalie Giles – Trainee Democratic Services, HDC Mr Stuart Bell – Transportation Team Leader, HDC
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To establish and investigate the pertinent issues relating to HGV parking throughout the District.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Study was suggested by the Overview and Scrutiny Panel (Service Support) to address the issues raised above.
<b>Terms of Reference</b>	HDC's Accountancy Section Department for Transport Highways Agency HDC's Transport policy
<b>Links to Council Policies/Strategies</b>	Links to the community aim of Access to Services and Transport. One of the key activities identified is Transport Planning.

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	To establish at the first meeting of the Group
<b>External/Specialist Support</b>	N/A
<b>Existing Documentation</b>	Truckstop Guides in England Existing Council parking charges HGV parking concerns documentation Dover Harbour reports Lorry Forum Existing studies Existing Council reports
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	Most of the evidence will be obtained by the Democratic Services Team and from the Transportation Team Leader.
<b>Reference Sites</b>	Department of Transport <a href="http://www.dft.gov.uk/">http://www.dft.gov.uk/</a> Highways Agency

	Port of Dover
<b>Investigations</b>	To be agreed at the first meeting of the Working Group
<b>Witnesses</b>	To be confirmed at the first meeting of the Working Group
<b>Site Visits (if necessary)</b> (where and when)	N/A
<b>Meetings of the Working Group</b>	Date to be confirmed ~ March / April 2008
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time ~ both to provide support and conduct research. Meetings of Working Group usually last around 1.5 hours. Time to arrange and conduct interviews.  No other external costs identified to date.
<b>Possible Barriers to the Study</b> (potential weaknesses)	None identified at present.
<b>Projected Timescale</b> (Start and end times)	Start ~ 12 <sup>th</sup> February 2008

<b>AREA OF REVIEW</b>	<b>DETAILS/COMMENTS</b>
<b>Title of Study</b> (name of Working Group)	Section 106 Working Group
<b>Appointing Panel</b>	Overview and Scrutiny (Service Support) Panel
<b>Members Assigned</b> (including date Working Group appointed)	Councillors P J Downes, D Harty, M F Newman and R G Tuplin  Appointed by Panel on 12 <sup>th</sup> February 2008.
<b>Possible Co-Options to the Group</b>	N/A
<b>Interests Declared</b>	None received.
<b>Rapporteur</b>	To be established at the first meeting of the Group
<b>Officer Support</b>	Mr Roy Reeves – Head of Administration, HDC Miss Natalie Giles – Trainee Democratic Services, HDC Mr Andy Moffat – Development Control Manager, HDC Mr Colin Meadowcroft – Head of Legal and Estates Legal, HDC
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To investigate the current Section 106 Agreement mechanism for the negotiation of agreements and distribution of money received.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Arising from Cycling Working Group study – hard to trace audit of money spent by different authorities.
<b>Terms of Reference</b>	Section 106 Agreements monitoring reports Other sources to be agreed at the first meeting of the Group.
<b>Links to Council Policies/Strategies</b>	Links to the Council aims of Improving our Systems and Practices and Maintaining Sound Finances.

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	To be established at the first meeting of the Group
<b>External/Specialist Support</b>	N/A
<b>Existing Documentation</b>	Current monitoring reports Report of the Cycling Working Group ~ Feb 2008
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	Most of the evidence will be obtained by the Democratic Services Team together with information from Operational Services Directorate.
<b>Reference Sites</b>	To be established
<b>Investigations</b>	To be agreed at the first meeting of the Working Group
<b>Witnesses</b>	To be agreed at the first meeting of the Working Group

<b>Site Visits (if necessary)</b> (where and when)	N/A
<b>Meetings of the Working Group</b>	To be confirmed ~ March / April 2008
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time ~ both to provide support and to conduct research.  No other external costs identified to date.
<b>Possible Barriers to the Study</b> (potential weaknesses)	None identified.
<b>Projected Timescale</b> (Start and end times)	Start ~ 12 <sup>th</sup> February 2008

## **OVERVIEW & SCRUTINY PANEL (SERVICE SUPPORT)**

11<sup>TH</sup> MARCH 2008

### **PROGRESS TO DATE (Report by the Head of Administration)**

#### **1. INTRODUCTION**

- 1.1 The Panel have asked for the submission of a brief progress report to their monthly meetings to monitor action taken and the response to any recommendations which they have made.

#### **2. PROGRESS REPORT**


- 2.1 The monthly progress report therefore is attached which covers all outstanding items. Actions previously reported upon as having been completed have been deleted from the report as the process rolls forward. The report is in tabular form and comprises a brief synopsis of the Panel's decisions and the subsequent action taken.

#### **3. CONCLUSION**

- 3.1 The Panel are requested to note the contents of the attached report.

#### **BACKGROUND INFORMATION**

Minutes and Reports of the Overview & Scrutiny Panel (Planning and Finance/  
Service Support)

**Contact Officer:** Miss N Giles – Trainee Democratic Services Officer  
 (01480) 387049

<b>Panel Date</b>	<b><u>Decision</u></b>	<b><u>Action</u></b>	<b><u>Response</u></b>	<b><u>Date</u></b>
<b><u>14/11/06</u></b>	<b><u>The Council's Travel Plan</u></b> Agreed to continue to monitor the Council's Travel Plan.	Corporate & Strategic Framework Panel to consider an item at their January meeting updating Members on Office Accommodation and the Travel Plan.	Update on Travel Plan received by Corporate & Strategic Framework Panel. Agreed that a further update should be submitted to Corporate & Strategic Framework Panel in September 2007.	<b>Sept 2007</b>
			Working Group met on 17 <sup>th</sup> July 2007. Second meeting held on 20 <sup>th</sup> December 2007.	<b>Dec 2007</b>
			Final report of the Working Group expected at the Panel's February 2008 meeting.	<b>Jan 2008</b>
<b><u>12/02/08</u></b>	The Panel endorsed the final report of the Working Group to be submitted to Cabinet where the recommendations have been approved and investigated in the context of the emerging Environment Strategy, the car parking action plan and the Council's travel plan.		Report sent to Cabinet 21/02/08	<b>Feb 2008</b>
<b><u>14/4/05</u></b>	<b><u>Use of S106 monies</u></b> Quarterly reports to be submitted to the Panel.		Advised by Head of Planning Services that Government consultation regarding possible levels/ways of working would be available later in the year and he will report back to Panel at this time.	
<b><u>12/12/06</u></b>	Requested additional information for future statements including comparative information for previous quarters, a reinstatement of future potential agreement statistics and the expiry date for money to be expended.			
	Following a recent announcement on possible planning gain supplement development tax which would lead to changes in planning policy, asked Head of Planning	Update on Section 106 and the introduction of Planning Gain Supplement to be requested.	E-mail from Head of Planning Services circulated to Panel.	<b>June 2007</b>

<p><b><u>14/04/05</u></b></p> <p><b><u>11/09/07</u></b></p> <p><b><u>11/12/07</u></b></p> <p><b><u>12/02/08</u></b></p>	<p>Services to consult the Panel on the consultation draft as this became available.</p> <p>Consideration to be given to the monitoring of expenditure by Cambridge Horizons on infrastructure development at a future meeting.</p> <p>Requests made for further information on the mechanisms for ensuring that money received from S106 Agreements is spent for the purpose specified in the Agreement.</p> <p>Requests made by Panel at the meeting for the Executive Councillor for Operations, Parks and Countryside to consult with the Panel on any proposals that emerged from his investigations in to the review of the S106 process.</p> <p>Requested that future monitoring reports include details of any non-monetary receipts as well as income in the future.</p> <p>The Panel discussed the mechanism for use of Section 106 monies and agreed to establish a Working Group to investigate the current Section 106 Agreement mechanism for the negotiation of agreements and the distribution of money received.</p>	<p>Requests forwarded to the Head of Policy and Strategic Services.</p>	<p>Panel discussed the possibility of establishing a S106 Working Group.</p> <p>Section 106 Working Group established.</p>	<p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
<p><b><u>14/11/06</u></b></p>	<p><b><u>“Growing Success”: A Corporate Plan</u></b></p> <p>Revised Plan - Growing Success, endorsed by Corporate &amp; Strategic Framework Panel. Asked to review targets in 2007.</p>		<p>Advised by Head of Policy that next performance monitoring report is to be submitted in June 2007. Quarterly reports likely to follow thereafter. Discussions to be held with Chairmen at next Joint Chairmen’s meeting.</p> <p>Working Group to liaise with Head of Policy and report back to June meeting. Working Group</p>	

			<p>also to act as conduit between the Panel and LAA Board.</p> <p>Corporate Plan submitted to Council in June 2007.</p> <p>Meeting of the Working Group to be arranged for January/February 2008.</p> <p>Quarterly monitoring report expected at Panel's March 2008 meeting.</p> <p>Meeting of the Working Group being arranged for late March 2008.</p>	<b>Feb 2008</b>
	<p><b><u>ICT Developments</u></b></p> <p><b><u>12/09/06</u></b> Requested further information on the current status of the Pilot of mobile technology within the Benefits Division.</p> <p><b><u>9/01/07</u></b> Requested sight of forthcoming reports prior to their consideration by Cabinet:-</p> <ul style="list-style-type: none"> <li>❖ Flexible Working Strategy</li> <li>❖ Revised Customer Service Strategy</li> </ul>	<p>Report on progress of trial and demonstration submitted to December meeting.</p> <p>Request sent to Head of IMD.</p>	<p>Further report on the outcome to be submitted to Panel meeting prior to consideration by Cabinet.</p> <p>Reports anticipated for April meeting. Finished Customer Service Strategy may not be available – so an update may be provided.</p> <p>Update submitted to April meeting of Panel.</p> <p>Briefing note on Flexible Working Strategy submitted at Panel's September meeting by Director of Commerce &amp; Technology. Requests made for the outcome of home working</p>	<b>Sept 2007</b>



<b><u>11/12/07</u></b>	Joint O&S Chairmen and Vice-Chairmen agreed that the Consultation and Engagement Strategy, Communications and Marketing Strategy and Customer Service Strategy should all be considered at a special meeting of the Corporate and Strategic Framework Panel in February 2008.		<p>project to be submitted to the Panel.</p> <p>Special meeting of the Corporate and Strategic Framework Panel arranged for Wednesday 6<sup>th</sup> February 2008.</p> <p>Panel endorsed the content of the three corporate strategies.</p>	<p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
<b><u>10/01/06</u></b>	<p><b><u>Local Area Agreements</u></b></p> <p>Head of Policy to investigate feasibility of the results of the quarterly monitoring of the LAA and LPSA performance being reported to the relevant O&amp;S Panels.</p>	<p>Issue being discussed at County level. Report to be submitted to Corporate &amp; Strategic Framework Panel in January 2007.</p>	<p>Presentation given to Corporate &amp; Strategic Framework Panel by Head of Policy, recommendations submitted to LAA Board.</p> <p>Corporate Plan Working Group to act as conduit between the Panel and LAA Board. Report to June meeting in conjunction with Corporate Plan update.</p> <p>Meeting of Cambridgeshire Together Joint Accountability Committee held on 19<sup>th</sup> December 2007.</p> <p>Next meeting planned for March 2008.</p>	<p><b>Feb 2008</b></p>

<u>09/01/07</u>	<p><b><u>Local Procurement</u></b></p> <p>Agreed to endorse the outcome of the working group's deliberations. In light of issues raised, agreed that the Chairman, Vice Chairman, Executive Councillor and Members of the Working Group should meet with representatives of the Huntingdonshire Business Network, Federation of Small Businesses and the Chamber of Trade.</p>	<p>Arrangements being made to convene this meeting.</p>	<p>Meeting held on 28<sup>th</sup> Feb 2007 between Working Group and representatives from local business.</p> <p>Positive outcome from meeting, suggestions made for improving communication between local business and Council, via website. Suggested a future meeting to keep communication channels open.</p> <p>Working Group meeting held on 22<sup>nd</sup> November 2007 reviewing progress made since 28<sup>th</sup> February. Positive outcome from meeting – report presented at Panel's December meeting.</p> <p>RSS link to contracts register now live and operational.</p> <p>RSS link fully operational.</p>	<p><b>Ongoing</b></p> <p><b>Dec 2007</b></p> <p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
<u>04/07/06</u>	<p><b><u>Raising the Profile of Overview &amp; Scrutiny</u></b></p> <p>Discussed ways in which profile of the overview and scrutiny function could be raised with the local community.</p>	<p>Councillor A Gilbert investigating the use of E-Forums and Blogs to promote the activities of the Panel.</p> <p>Head of Policy &amp; Communications Manager made presentation to January meeting.</p>	<p>Initial report considered at Panel meeting on 14<sup>th</sup> November. Councillors D B Dew, A N Gilbert and G S E Thorpe requested to pursue matter further.</p> <p>Panel agreed to extend remit of E-Forum Working Group to include communications across Overview &amp; Scrutiny.</p>	

<p><b><u>13/11/07</u></b></p>	<p>Panel advised of the forthcoming “community call for action” proposal by the Government which intended to enable the public to raise issues for scrutiny.</p>	<p>Report by Head of Administration to be presented to Panel once guidance has been issued by the Government.</p>	<p>Final report submitted to Panel’s September meeting. Recommendations endorsed by the Panel. Requests made for a further report to be submitted to the Panel on the possible use of the website and the procedure for handling online petitions before considering the formulation of recommendations to Cabinet. Report expected at Panel’s November meeting.</p> <p>Report to go before Corporate Governance Panel on 12<sup>th</sup> December 2007 and Cabinet on 13<sup>th</sup> December 2007.</p> <p>Report expected at the February 2008 meeting of the Panel.</p> <p>Awaiting guidance document to be issued.</p>	<p><b>Sept 2007</b></p> <p><b>Nov 2007</b></p> <p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
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<p><b><u>10/10/06</u></b></p> <p><b><u>14/11/06</u></b></p> <p><b><u>09/01/07</u></b></p>	<p><b><u>Cycling in Huntingdonshire</u></b></p> <p>Relevant Executive Councillor and an officer of the County Council to be invited to attend a future meeting to discuss ways of improving the relationship and arrangements with the District Council to deliver and promote cycling schemes.</p> <p>Identified a number of issues requiring further information / clarification. Agreed that Panel may wish to pursue these following their discussions with the County Council.</p> <p>Emphasised importance of this matter being a partnership issue. Agreed to send invitation to Executive Councillor directly.</p>	<p>Invitation sent 19<sup>th</sup> October. Reminder sent 16th and 30th November.</p> <p>Invitation sent to Cllr McGuire.</p>	<p>County Council Officers declined invitation to attend. Believe that officers and Members should not be discussing County Policy &amp; Procedures at another Authority’s Scrutiny Panel. Welcomed opportunity to discuss issues with officers involved.</p> <p>Cllr McGuire will discuss with officers and advise ASAP.</p>	
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<p><u>12/02/08</u></p>	<p>The Panel endorsed the final report of the Working Group to be submitted to Cabinet. Cabinet noted the recommendations of the Group and requested that a further report be submitted addressing the wider issue of Section 106 funding and that discussions take place with CCC regarding the updating of the Huntingdonshire Cycling Strategy.</p>		<p>Response received from Cllr McGuire suggesting that issues could be raised through AJC.</p> <p>Working Group met on 31<sup>st</sup> May, good debate with S Bell, P Downes agreed to contact CCC directly to discuss queries on S106 funding.</p> <p>Working Group met on 28<sup>th</sup> June 2007, received comments from meeting of Cllr P Downes and CCC. DC and CCC Officer meeting held. Working Group meeting held on 30<sup>th</sup> November 2007.</p> <p>Final report of Working Group expected at Panel's February 2008 meeting.</p> <p>Report to Cabinet 21/02/08</p>	<p><b>July 2007</b></p> <p><b>Feb 2008</b></p>
<p><u>14/11/06</u></p>	<p><b><u>District Council Call Centre</u></b></p> <p>Requested that future quarterly monitoring reports contain further information on trends and comparable statistics for previous years rather than a snapshot of the past quarter.</p> <p>Queried the process by which savings were identified from a service once calls had been transferred to the Call Centre. Emphasised need to ensure that savings were quantifiable.</p>	<p>Next report due November 2007.</p> <p>Information on savings circulated and noted.</p>	<p>Monitoring Report submitted in November 2007 – includes comparable data as requested.</p>	<p><b>Nov 2007</b></p>

<b><u>13/11/07</u></b>	Quarterly monitoring reports to be circulated informally to Members. Reports to be presented 6 monthly to the Panel.		Report to be presented to the Panel by the Head of Administration at the February 2008 meeting. ( <i>Deferred</i> )  Report to be presented to the Panel by the Head of Information Management Division at the March 2008 meeting.	<b>Jan 2008</b>  <b>Feb 2008</b>
<b><u>12/12/06</u></b>	<b><u>HQ</u></b>  Update on Pathfinder House to be submitted to Joint meeting in January 2007 (including car parking).	Report provided for Corporate & Strategic Framework Panel in February.	Update received by Corporate & Strategic Framework Panel.  Further update received at Corporate and Strategic Framework Panel's September meeting.  Panel received an update at the January 2008 meeting.	<b>Feb 2007</b>  <b>Sept 2007</b>  <b>Jan 2008</b>
<b><u>13/02/07</u></b>	<b><u>Town Centre Initiatives</u></b>  Working Group established to investigate the purpose, cost and achievements of the Town Centre Initiatives across the District.	Two meetings held with the Sustainable Economic Development Manager.	Meeting held with the District Councillors and Officers on 13 <sup>th</sup> December 2007.  Interviews with the Chairman and TCM's held on 23 <sup>rd</sup> January 2008.  Final report expected at the March 2008 meeting of the Group.	<b>Jan 2008</b>  <b>Feb 2008</b>

<b><u>9/10/07</u></b>	<b><u>HGV Parking Throughout the District</u></b>  Panel requested that preliminary work should commence on drawing together pertinent issues relating to HGV parking throughout the District, in preparation for a future study.	Requests made with the Team Leader for Transportation to investigate the matter and forward details on to the Panel.  Discussions with the Team Leader for Transportation to investigate the matter and forward details to the Working Group for future meetings.	Report expected at March/April 2008 meeting.  Working Group established to consider issues of HGV parking throughout the District.	<b>Jan 2008</b>  <b>Feb 2008</b>
<b><u>13/11/07</u></b>	<b><u>Affordable Housing SPD</u></b>  Panel advised that a strategic market assessment was proposed in the SPD, having considered the document at the Panel's November meeting.	Chairman requested that copies of the report be circulated to Panel Members when this became available.		
<b><u>11/12/07</u></b>	<b><u>Buildings of Special Architectural or Historic Interest</u></b>  Questions raised regarding the District Council's involvement in the listing and de-listing of buildings of special architectural or historic interest. Requests made for a report to be submitted to a future meeting of the Panel on the process involved.	Request forwarded on to the Development Plans and Implementation Manager.	Report expected at Panel's March 2008 meeting.	<b>Jan 2008</b>
<b><u>11/04/06</u></b>  <b><u>14/11/06</u></b>	<b><u>Forward Plan</u></b>  <b><u>Review of payments from recycling credits</u></b>  Circulate report to Members when available.  <b><u>Environment Strategy</u></b>  Outlined ongoing interest and emphasised the need for consideration to be given to the issue prior to its	Further information requested by Chairman (10/10/06).  Discussed at Meeting of Chairmen and Vice-Chairmen on 6 <sup>th</sup> December 2006.	Position will not be reviewed until outcome of investigations into kerbside glass collections is known.  Meeting of Corporate & Strategic Framework Panel to	

	consideration by Cabinet.		be held on 20 <sup>th</sup> February 2007. All O&S Members to be invited to attend.	
<b><u>14/11/06</u></b>	<b>Car Parking Strategy</b>  Requested submission of a progress report to their next meeting.		Report to April meeting of Panel.  O&S (SD) asked to see Strategy again before it is published.	<b>Feb 2008</b>
			Car Parking Working Group established by Cabinet, first meeting to be a Workshop on 17 <sup>th</sup> April 2007.	<b>Oct 2007</b>
			Draft Strategy brought to Panel for consideration in October – comments forwarded to Cabinet.	<b>Dec 2007</b>
			Report presented to Panel's January 2008 meeting, seeking approval of strategy and revised car parking charges.	<b>Dec 2007</b>
			Information circulated to Panel Members via email.	<b>Jan 2008</b>
			Panel Members approved the strategy and revised car parking charges with recommendations.	<b>Feb 2008</b>
<b><u>13/11/07</u></b>	Questions raised concerning the development of the County Council's on street parking policy in relation to the District Council's off street parking policy. Clarification sought as to whether the two documents were being considered together.	Requests made with the Team Leader for Transportation.		
<b><u>12/02/08</u></b>	The Car Parking Strategy Action Plan was called in by 8 Members of the Service Support Panel and a meeting	Report submitted to Cabinet following the call in meeting of the Panel with a	Called in by 8 Members of the Panel.	<b>Feb 2008</b>

	held on 20 <sup>th</sup> February 2008 with the Leader of the Council and the Executive Councillor. A number of recommendations were made. Cabinet's decisions are outlined on the covering report for the March 2008 meeting of the Panel.	number of recommendations.		
<b><u>11/09/07</u></b>	<b>Development Control Policies Preferred Options</b>  Circulate report when this becomes available.		Report expected March 2008.	<b>Feb 2008</b>
<b><u>9/10/07</u></b>	<b>Huntingdon West Area Action Plan</b>  Circulate report when this becomes available.  <b>Kerbside Collection of Glass</b>  Taken off the Forward Plan for the time being. Requested sight of the document as soon as it becomes available.			
<b><u>13/11/07</u></b>	<b>Parish Plans and Local Plan Policy</b>  Circulate report when this becomes available.	Requests made with Developments Plans and Implementation Manager.		



## HDC Decision Digest

**Edition 81**

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 4th to 29th February 2008.

### FINANCIAL MONITORING

The Head of Financial Services has drawn to the Cabinet's attention variations to the approved Capital Programme and spending variations in the revenue budget for the current year.

### MEDIUM TERM PLAN – REQUESTS FOR THE RELEASE OF FUNDS

The Cabinet has agreed to release funding from the Medium Term Plans for the award of disabled facilities grants and for the replacement of network and survey equipment.

### CAR PARKING STRATEGY – PROPOSED ACTION PLAN

The Cabinet has been updated on development of the Car Parking Strategy Action Plan.

The Cabinet has been reminded that the plan was the subject of a consultation exercise carried out by the Car Parking Working Party during November and December 2007 and has been considered by the Overview and Scrutiny Panel (Service Support). In discussing the Panel's response to the Working Party's recommendations, Executive Councillors have expressed their

support for a reduction of 25% in the cost of a car parking season ticket for cars with CO<sub>2</sub> emissions of 120g/km or less being of the opinion that this represents a fair and equitable discount. With regard to the Panel's view that any surplus income generated by increased car parking should be ring-fenced to provide integrated, sustainable and accessible transport, the Cabinet has suggested that this would be inappropriate. In total, the Cabinet has –

- ◆ endorsed the contents of the Car Parking Strategy Action Plan for Huntingdonshire;
- ◆ requested that steps be taken to amend the current Off-Street Parking Places Order to reflect the changes proposed in the Action Plan and their implementation with effect from 1st June 2008;
- ◆ approved the proposed car parking charges referred to as the first option; and
- ◆ endorsed a review of the arrangements following a period of 12 months with effect from the introduction of the revised charges.

Further information can be obtained from the Democratic Services Section ☎ (01480) 388007

Subsequently, the Cabinet's decision regarding this matter was called-in by the Overview and Scrutiny Panel (Service Support). The Panel were disappointed that the Cabinet decided to accept the Car Parking Working Party's recommendation of 25% rather than an innovative 100% and expressed reservations as to the use of surplus income and the review of the new arrangements. As a result, the Cabinet has reconsidered their previous decision and have –

- ◆ agreed to introduce a reduction of 50% in the cost of a car parking season ticket for cars with CO<sub>2</sub> emissions of 120g/km or less as part of the implementation of the Car Parking Action Plan with effect from 1st June 2008;
- ◆ requested that the wider issues of encouraging the use of low emission vehicles, public transport, cycling and walking be dealt with in the development of the Environment Strategy and in the next review of the Car Parking Action Plan;
- ◆ confirmed that surplus income from car parking charges would not be ring-fenced for integrated, sustainable and accessible transport;
- ◆ amended their previous decision to introduce car parking charges based on the first option deciding on the second option instead;
- ◆ amended their previous resolution to review arrangements after 12 months and agreed that issues relating to climate change in the Car Parking Action Plan should be reviewed following a period of 6 months after the introduction of the revised charges; and
- ◆ requested that further consideration be given by the Executive Councillor for Planning Strategy, a representative of the Overview and Scrutiny Panel (Service Support) and relevant officers to the initial scoping for the next review of the Car Parking Action Plan.

### ST. NEOTS OUTDOOR POOL

The Cabinet has authorised the Chief Executive, after consultation with the Leader of the Council, to approve terms for the disposal of the former St. Neots Outdoor Pool site by the St. Neots Swimming Pool Trust. The outdoor pool had been operating at a loss for many years and, subject to the consent of the Charity Commission, the Trust wished to dispose of the site and reinvest the proceeds of the sale in an alternative recreation facility to serve St. Neots.

### FUTURE IMPROVEMENTS TO RIVERSIDE PARK, HUNTINGDON

In discussing a Masterplan for the enhancement of the Riverside Park, Huntingdon, the Overview and

Scrutiny Panel (Service Support) has suggested that the current proposal for tree planting to separate the two mini soccer pitches be withdrawn so that, if the need were to arise, a larger pitch could be reinstated. Their views will be incorporated into a larger consultation exercise for the document which has been given the go ahead by the Cabinet. The proposed enhancement scheme includes new planting, footpaths and cycleways, additional recreational areas, new hard surfacing, moorings and signage.

### **STATE OF THE DISTRICT ENGAGEMENT EVENTS**

The Cabinet has been acquainted with the findings of a review by a Working Group of the Overview and Scrutiny Panel (Service Delivery) into the principle and potential benefits of holding events to engage Huntingdonshire residents in discussing the Council's strategies and services. Having raised issues regarding the accuracy of the predicted resource and financial implications of holding four events per annum against the original concept of a bi-annual "state of the district" half-day conference, the Cabinet requested a further report on the financial implications of the proposal and its link with the Council's Consultation and Engagement Strategy.

### **ENFORCEMENT POLICIES**

The Cabinet has been informed of the publication of a regulators' compliance code by the Department for Business Enterprise and Regulatory Reform. The new code

will form a central part of the Government's better regulation agenda with the aim of ensuring a risk based, proportionate and flexible approach to regulatory inspection and enforcement that allows and encourages economic progress. The Cabinet has authorised the relevant Heads of Service to review their enforcement policies having specific regard to the content of the new code and to approve any necessary changes after consultation with the relevant Executive Councillor. The Licensing and Protection Panel have endorsed this course of action.

### **STREET TRADING**

The Licensing and Protection Panel has reviewed the present arrangements in terms of street trading within the District as a result of the range of events organised recently by various town centre management groups and others. As speciality markets fall outside the definition of an established market and should only take place on designated streets, the Panel has decided to issue a street trading consent charging the appropriate fee to the relevant organiser, making them responsible for the individual traders. The Panel has also agreed to change the designation of Market Hill, Bridge Street, Crown Street and the Broadway in St. Ives and part of the Great Whyte, Ramsey from prohibited streets to consent streets to enable trading to take place in those streets.

### **DESIGNATED PUBLIC PLACES ORDER – WHEATFIELDS, ST. IVES**

Further information can be obtained from the Democratic Services Section ☎ (01480) 388007

The Panel was updated on the effectiveness, from a policing perspective, of the Designated Public Places Order made for the Wheatfields Recreation Area, St. Ives which came into force on 1st May 2007. Whilst the order has proved beneficial in assisting the Police to reduce anti-social behaviour associated with irresponsible alcohol consumption, further information on the ongoing situation is awaited before further requests for additional orders are considered.

### **LICENSING ACT 2003 - DELEGATIONS**

The Committee has been informed of an amendment to the Licensing Act 2003 which enables licensing authorities, on receipt of an application from a Senior Police Officer in cases of serious crime and disorder, to attach interim conditions to premises licences pending a full review. As action will be required within 48 hours this may mean communicating with sub-committee Members electronically or by telephone. There are also new powers for local authorities and Police to designate alcohol disorder zones as a last resort to tackle alcohol related crime and disorder, this will enable a local authority to charge licensees for additional enforcement activity affecting all licensed premises within the zone. Although the new power has yet to be brought into effect by Regulation, further information will be brought to the Committee's

attention when the Regulations are made and guidance issued by the Secretary of State.

### **LOCAL GOVERNMENT ACT – 2000: FORWARD PLAN**

A suggestion has been made by the Overview and Scrutiny Panel (Service Delivery) to invite Executive Councillors whose responsibilities are linked to the Panel to future meetings to discuss their planned work in the next year. Suggestions have also been made to review the remit of the Panels, particularly in respect of the procedures involved in the allocation of Section 106 money.

### **LOCAL PETITIONS AND CALLS FOR ACTION**

The Overview and Scrutiny Panels (Service Delivery) and (Service Support) have received a report on legislative change which could affect the overview and scrutiny function and suggested responses to the Consultation Paper on Local Petitions and Calls for Action. The Panels have noted that the powers of the Overview and Scrutiny Committees would be enhanced, with crime and disorder matters to be referred to the Service Delivery Panel. The Service Support Panel has commented that a minimum of 100 signatures should be required for a local petition but that some flexibility should be permissible. Members of both Panels expressed support for the changes and have endorsed the response to the consultation paper subject to the

inclusion of the comments made by both Panels.

The Cabinet has similarly been acquainted with the implications for the Council's overview and scrutiny function of the Local Government and Public Involvement and Health Act 2007 and the Police and Justice Act 2006 which are likely to be introduced later this year and has authorised the Head of Administration to respond to the consultation paper on behalf of the Council.

#### **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - PROGRESS**

The Overview and Scrutiny Panel (Service Delivery) has been acquainted with the progress of its ongoing studies. Members noted that the Town Centre Cleaning Regimes report would be available in April and it was noted that a presentation on disability access would be arranged in the near future.

#### **GROWING SUCCESS: CUSTOMER SERVICE, COMMUNICATIONS AND MARKETING AND CONSULTATION AND ENGAGEMENT STRATEGIES**

The Overview and Scrutiny Panel (Corporate and Strategic Framework) has considered the Customer Service, Communications and Marketing and Consultation and Engagement Strategies, which have been revised following the adoption of an updated version of Growing Success, the Council's Corporate Plan, in June 2007. The Strategies will be reviewed every three years

and their respective action plans on an annual basis.

With regard to the Customer Service Strategy, the Panel has been advised that the formation of a Customer Services Team under the direct responsibility of a single Head of Service together with the effective use of resources will support the delivery of the Strategy. The Panel has been informed of the background to the decision to expand and strengthen the former Communications and Consultation Strategy by creating two separate Strategies for Communication and Marketing and Consultation and Engagement.

The documents will be used primarily as internal corporate Strategies, with an executive summary of each being made available on the website for public use. Performance against the Strategies will be reported through the performance management system. The Panel and the Cabinet, to which the strategies also had been referred, have expressed support of the documents and looked forward to their implementation.

#### **PETITION BY ST AUDREY LANE RESIDENTS, ST IVES**

The Overview & Scrutiny Panel (Service Support) has been informed of the problems experienced by residents of St Audrey Lane, St Ives in relation to inadequate foul sewerage systems discharging into homes and gardens in times of even moderate rain fall. The Panel expressed concerns

regarding clarity over where the responsibility for such matters lay. The Panels noted that correspondence from Anglian Water suggested that they were unaware of the extent of the problem. In the light of the information and evidence available, the Panel has asked for a robust reply to be sent to the company in addition to a report collated on the responsibilities of the relevant agencies with a view to inviting Anglian Water to attend a future meeting of the Panel.

### **SPEAKING AT DEVELOPMENT CONTROL PANEL MEETINGS**

The Overview & Scrutiny Panel (Service Support) has reviewed the procedure for public speaking at meetings of the Development Control Panel. Public speaking was introduced following a Scrutiny Panel investigation. The Panel has discussed the success of engaging the public in the decision making process on development control applications and has agreed to coordinate the review inviting comments from all Members before submitting the outcome to the Development Control Panel.

### **CYCLING WORKING GROUP**

The Overview & Scrutiny Panel (Service Support) has approved the findings of the Cycling Working Group for submission to the Cabinet. It was the Working Group's objective to investigate the Council's expenditure on cycling in Huntingdonshire and its effectiveness in providing dedicated cycle paths and promoting cycling

as a means of transport. The Panel has discussed the need to establish a clear link between Section 106 contributions for transport and its expenditure on individual cycleway schemes in Huntingdonshire and has made a number of recommendations to Cabinet.

Subsequently the Cabinet has noted the Panel's recommendations and have requested a further report addressing the wider issue of Section 106 funding and partnership working, that discussions be held with Cambridgeshire County Council on the Cycling Strategy and on the issue of partnership working on cycling provision.

### **TRAVEL PLAN WORKING GROUP**

As part of the Working Group's study of the Council's Travel Plan, the question of travel allowances and incentives/disincentives for Members and Officers to use more environmentally sensitive means of transport has been considered by the Overview & Scrutiny Panel (Service Support) and their conclusions submitted to Cabinet. The Panel believe that the Council should be innovative in its approach to the question of mileage allowances and the availability of incentives to reduce, in particular, use of heavily polluting cars as an example of good practice.

In approving the Working Group's recommendations, the Cabinet has asked why changes had only been proposed for mileage allowances for Members and not employees and suggested that further work be

undertaken into alternative forms of transport. Furthermore, the Cabinet has requested that consideration be given to linking this work with the emerging Environment Strategy, Car Parking Action Plan and Travel Plan.

### **WORK PLAN STUDIES – SERVICE SUPPORT**

The Overview & Scrutiny Panel (Service Support) has agreed to establish two new Working Groups; one to investigate aspects of the Council's Section 106 Agreement mechanism for the negotiation of agreements and the distribution of money received; the other to identify and review the issue of Heavy Goods Vehicle parking throughout the District.

### **THE HEMINGFORDS AND EARITH CONSERVATION AREAS: BOUNDARY REVIEW AND CHARACTER ASSESSMENT CONSULTATION DOCUMENTS**

The Development Control Panel has welcomed the publication of consultation documents for the Hemingford and Earith Conservation Areas and congratulated Officers on the quality of the documents.

The Council is committed to the production of Character Assessments to provide an analysis of the special interest of all 60 Conservation Areas in the District. These documents will be used to guide decisions on planning matters and other changes to ensure that the character and appearance of the Conservation Area is not diminished. The Boundary Reviews of both

villages have been undertaken to update the boundaries last drawn in 1974 for the Hemingfords and 1979 in Earith. The content of all documents has been endorsed by the Panel and recommended for adoption as Council policy to the Cabinet. During their discussion, Councillor T V Rogers drew the Panel's attention to the potential for construction traffic, serving the proposed Northstowe development to take a route to the site via the A1123 and Earith to avoid congestion on the A14. The Panel acknowledged that this potential increase in HGV traffic could have an impact on the Conservation Area through damage to buildings and subsidence.

### **CONSULTATION – CREATION OF NEW TOWN AT NORTHSTOWE AND ASSOCIATED COMMUNITY AND HIGHWAY INFRASTRUCTURE WORKS**

The Council has formally been consulted by South Cambridgeshire District Council on proposals for the development of the new town of Northstowe. The Panel has indicated its support for the development and encouraged South Cambridgeshire to secure early delivery of the new town and its related infrastructure improvements to avoid the possibility of any increase on the growth pressures facing Huntingdonshire.

Given Councillor Roger's comments on the impact of construction traffic on the Earith Conservation Area, the Panel has requested South Cambridgeshire to require by condition, the submission of a

construction access scheme and for the District Council to be re-consulted on the conditions to be attached to the planning consent for the development.

Control Manager, to vary the list as appropriate to reflect changes in government guidance and local circumstances.

### **ENFORCEMENT ACTION**

The Development Control Panel has endorsed the approach to be adopted by the Head of Planning Services in the investigation which will discover whether there have been breaches of planning control relating to the unauthorised occupation of various lodges, houseboats, narrowboats, boats and flats at the Hartford Marina in Wyton.

### **ENFORCEMENT ACTIVITY 2007 AND PROPOSED OBJECTIVES FOR 2008**

The Development Control Panel has noted the extent of enforcement activity undertaken by the Enforcement Team during 2007 and endorsed seven new objectives for the Team in 2008 which include the updating of the Team's web pages to raise the profile and understanding of enforcement work.

### **VALIDATION OF PLANNING APPLICATIONS: STANDARDISATION OF PLANNING APPLICATION FORMS**

Following consultation, the Development Control Panel has adopted a list of local requirements which the District Council can require to validate a planning application submitted under the new IAPP system and authorised the Head of Planning Services, or in his absence the Development