

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, 8 APRIL 2008 at 7:30 PM** and you are requested to attend for the transaction of the following business:-

PLEASE NOTE THAT THERE WILL BE A BRIEFING FOR ALL MEMBERS AT 7.00PM IN MEETING ROOM 1

Contact
(01480)

APOLOGIES

1. MINUTES (Pages 1 - 8)

To approve as a correct record the Minutes of the meeting of the Panel held on 11th March 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 the any Agenda Item. Please see Notes 1 and 2 overleaf.

3. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN (Pages 9 - 16)

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

**Mrs C Bulman
388234**

4. SEWERAGE PROBLEMS, ST AUDREYS LANE, ST IVES (Pages 17 - 20)

To consider a report by the Projects and Assets Manager on the sewerage problems in St Audrey's Lane, St Ives.

**C Allen
388380**

5. REGIONAL SPATIAL STRATEGY - PLANNING FOR GYPSY & TRAVELLER ACCOMMODATION (DRAFT POLICY) (Pages 21 - 24)

To consider and comment on the Council's response to the draft policy prepared by the East of England Assembly.

**R Probyn
388430
S Plant
388240**

6. WORKPLAN STUDIES (Pages 25 - 32)

To consider, with the aid of a report by the Head of Administration, the programme of studies.

**Mrs C Bulman
388234**

7. **OVERVIEW AND SCRUTINY (SERVICE SUPPORT)** (Pages 33 - 44)

To consider a report by the Head of Administration on progress on decisions taken by the Panel.

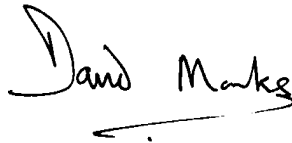
Mrs C Bulman
388234

8. **SCRUTINY** (Pages 45 - 50)

To scrutinise decisions since the last meeting. A copy of the relevant Decision Digest is attached.

Miss C Bulman
388234

Dated this 31st day of March 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 Mrs Claire Bulman, Democratic Services Officer, Tel No 01480 388234/e-mail: Claire.Bulman@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 Committee/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 (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 Council Chamber, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 11 March 2008.

- PRESENT: Councillor J A Gray – Chairman.
- Councillors M G Baker, K M Baker, P L E Bucknell, P J Downes, P M D Godfrey, D Harty, Ms S Kemp, L W McGuire, M F Newman, T D Sanderson, L M Simpson, R G Tuplin and R J West.
- APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors J T Bell, P H Dakers, J W Davies and A N Gilbert.
- IN ATTENDANCE: Councillors P L E Bucknell, T D Sanderson and L M Simpson.

86. MINUTES

The Minutes of the meetings of the Panel held on 12th and 20th February 2008 were approved as correct records and signed by the Chairman.

87. MEMBERS' INTERESTS

Councillors P J Downes, D Harty and L McGuire declared personal interests in Minute Nos. 90, 94, 95, and 96 as Members of Cambridgeshire County Council.

88. 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 Regional Spatial Strategy Gypsy and Traveller Policy report should be considered at a future meeting of the Panel to discuss concerns regarding site specific action and the allocation of pitches.

The Panel were informed of a meeting of the Corporate and Strategic Framework Panel on 1st April 2008 to discuss the emerging Environment Strategy and to which all Members of the Service Delivery and Service Support Panels would be invited.

89. CALL CENTRE QUARTERLY REPORT: OCTOBER - DECEMBER 2007

(Councillor L M Simpson, Executive Councillor for Headquarters and

Information Technology, was in attendance for this item).

Consideration was given to a report and statistics presented by the Head of Information Management and Call Centre Manager (copies of which are appended in the Minute Book), outlining performance by the Call Centre during the period October to December 2007.

Further to Minute No. 07/47, the Call Centre Manager was pleased to report the recent achievement by the Call Centre team in gaining a Charter Mark in recognition of continuous improvement, value for money and investment in people. The Panel was informed of the measures undertaken to achieve the award, including training, recruitment, feedback and development and was pleased to note that motivation levels had reached 94% in the previous quarter.

Members discussed the previous high volume of calls received by the Centre in September 2007 as a result of changes in refuse collection days and the Oxmoor fly-tipping campaign. They were also reminded that, at their November 2007 meeting, the Panel had requested that appropriate measures be introduced to ensure that customer-facing services were provided with sufficient notice to enable them to plan accordingly for any resource implications. On reviewing the implementation of this mechanism, the Call Centre Manager reported that the introduction of weekly bulletins had improved communication throughout the Council and in some instances Call Centre staff had received additional training in preparation for customer queries.

The Panel expressed their congratulations to the Call Centre team for their continued efforts and achievement of the Charter Mark award.

90. MONITORING SECTION 106 AGREEMENTS

(Councillor T D Sanderson was in attendance for this item).

With the assistance of a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) the Panel were updated on the receipt and expenditure of money negotiated under Section 106 Agreements by the Council.

At the invitation of the Chairman, Councillor T D Sanderson expressed his concern regarding the current monitoring of Section 106 Agreements and his view that further clarification and action was required in the expenditure of Section 106 money received to prevent increasing delays in the delivery of services. The Chairman informed the Panel that the matter was currently being investigated by a number of Divisions throughout the Council in an effort to improve the present arrangements.

In the ensuing debate, the Panel questioned the involvement of parish and town councils in the distribution and procedural process regarding Section 106 Agreements and Members were acquainted with the policies and technicalities in the negotiation and expenditure of the sums involved. In discussing the question of funding for transportation, the Panel was informed that a meeting had been arranged between a County Council representative and the District Council's Director of Environmental and Community Services to explore the current situation with regard to Section 106 expenditure.

The Panel welcomed the improving communication between officers and agreed to await the outcome of the meeting.

RESOLVED

that the contents of the report be noted.

91. GROWING SUCCESS : PERFORMANCE MONITORING

(Councillor L M Simpson, Executive Councillor for Headquarters and Information Technology was in attendance for this item).

With the assistance of a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book), the Panel considered the performance of the authority against the priority objectives identified in "Growing Success", the corporate plan adopted by the Council in April 2007.

In response to a question regarding the Call Centre's under-achievement in the percentage of calls answered within 20 seconds, Councillor Simpson informed the Panel that this was due to the extension of the welcome message to include an automated bus pass option, thereby increasing the length of the message to exceed 20 seconds. The measure had been formally suspended in October 2007 and Councillor Simpson advised that customer satisfaction levels had not been affected adversely.

RESOLVED

that the contents of the report be noted.

92. SHARED SERVICES

(Councillor T V Rogers, Executive Councillor for Finance, was in attendance for this item).

Consideration was given to a report by the Director of Commerce and Technology (a copy of which is appended in the Minute Book) updating the Panel on current progress regarding shared services initiatives, with the assistance of a grant of £50,000 from the Regional Centre of Excellence towards the project work involved.

Having been informed of meetings held with East Cambridgeshire, South Cambridgeshire and Fenland District Councils and Peterborough City Council regarding the establishment of a shared services organisation, the Executive Councillor reported that progress had been made on the sharing of finance and payroll services. In discussing the financial implications of introducing the initiative, Members' attention was drawn to the potential savings to be made as a result of sharing software and the increased resilience of systems and staffing resources.

RESOLVED

that the content of the report be noted.

93. BUILDINGS OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST

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

By way of a report by the Development Plans and Implementation Manager (a copy of which is appended in the Minute Book), the Panel was acquainted with the consultation and notification procedures for the listing and de-listing of historic buildings.

The Heritage and Conservation Team Leader reported that the Department for Culture, Media and Sport (DCMS) was currently reviewing the procedure for the listing and de-listing of buildings of special architectural or historic interest and English Heritage had become responsible for the administration of the listing system. The Panel was informed of the White Paper, "Heritage Protection for the 21st Century" which was expected to result in legislation in 2010 to introduce clearer documentation for the listing and de-listing of buildings making the protection system simpler, more transparent, and easier to use.

In discussing the implications locally for the de-listing of buildings, Members' attention was drawn to the Pike and Eel Public House at Needingworth where the special interest of the building had been significantly eroded by numerous extensions and alterations which had meant that it no longer met the criteria for inclusion on the list. In the ensuing discussion, the Heritage and Conservation Team Leader acquainted Members with the specialised process and knowledge required for the de-listing and listing of buildings and explained that although an increased involvement of parish and town councils would be welcomed, it was unlikely that they would have the specialist capabilities to become more actively involved. In response to a question by Councillor P M D Godfrey in relation to the previous consultation processes involved in the de-listing of the Pike and Eel, the Head of Planning Services undertook to supply him with detailed information on the reasons behind the decision in response to his concerns.

The Chairman thanked the Executive Councillor and Officers for their work in producing a comprehensive report.

94. CAR PARKING STRATEGY - CALL IN

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

Further to Minute No. 07/85, the Panel received a report by the Head of Administration (a copy of which is appended in the Minute Book) on the outcome of the Panel's call in of decisions by the Cabinet on the Car Parking Strategy Action Plan which had been considered at a meeting held on 21st February 2008.

Members were reminded that they had previously raised no objection on the proposed car parking action plan formulated by the Car

Parking Working Party at their meeting held on 15th January 2008 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 and had invited Councillors I C Bates and P L E Bucknell to attend as Leader of the Council and appropriate Executive Councillor respectively a meeting of the Panel held on 20th February 2008. As a result, the Panel had made a number of further recommendations to Cabinet in relation to incentives for low emission vehicles, the ring-fencing of surplus income, and the commencement of a review of the car parking action plan with effect from January 2009.

The Executive Councillor explained that, with the aid of further research regarding incentives for drivers with vehicles of CO₂ emissions of 120g/km or less, the Cabinet had resolved to introduce a reduction of 50% in the cost of a car parking season ticket and resident permit. Taking into account inflation, the Executive Councillor informed the Panel that a revised Option 1 charging structure was to be submitted to the meeting of the Cabinet on 13th March 2008 upon which the views of the Panel were invited. Following questions by Members in relation to whether the focus of car parking charges reflected environmental issues or revenue generation, the Head of Planning Services explained that it was important to find a balance between economic and environmental factors. In the ensuing debate, the Head of Planning Services informed the Panel that detailed analysis of Council expenditure on car parking was likely to demonstrate that the Council did not generate any surplus income from charges and that expenditure on highways and transportation generally by the Council exceeded income from this source.

In discussing the revised Option 1 charging structure, Members noted that the proposals put forward for parking for 2 and 3 hours in inner, mid and Waitrose car parks would both provide for a £1 charge and felt that there should be a differential in charge for parking for those lengths of time. In addition, the Panel did not consider that the charge for parking on street for one hour should be increased to 60p and should be limited to 50p as originally proposed in Option 1.

In relation to the issue of ring fencing surplus income generated from car parking charges, the Panel reiterated that the Cabinet's view was at variance with the policy approved as part of the existing Car Parking Strategy and suggested again that this anomaly be rectified to remove any confusion.

RESOLVED

that the Cabinet be informed that the Panel would welcome a rescission of the Cabinet's decision to introduce Option 2 parking charges and welcome a return to Option 1 as originally agreed, subject to the comments referred to above on the revision now proposed to that charging structure.

95. 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. 07/78, the Panel was reminded that they had previously approved the recommendations of the Cycling Working Group's report at their meeting held on 12th February 2008 for submission to Cabinet.

Having discussed the Working Group's report, the Executive Councillor acquainted the Panel with the decisions of the Cabinet to request a further report addressing the wider issues of Section 106 funding and partnership working and to invite the County Council to enter into discussions regarding their offer to update the Huntingdonshire Cycling Strategy as detailed in paragraph 7.1 of the appended report. In responding to Members' questions regarding clarity over the wider issues of Section 106 funding highlighted by the Cabinet, Councillor Bucknell explained that discussion had focused on wider issues such as the need for workplace storage and shower facilities and increased safety measures. In response, Members drew attention to the original recommendations as set out in the appended report and pointed out that the Cabinet's request would be dealt with in recommendation (a) and that the focus at present should be to increase the number of cycling routes to link market towns and other areas in the District.

In noting that officers would be compiling a report in relation to Section 106 funding and partnership working, the Panel agreed to delay any response or further action until this had been circulated and discussed.

96. TRAVEL PLAN WORKING GROUP

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

Following an introduction by the Chairman, the Panel were reminded that they had approved the recommendations of the Travel Plan Working Group's report at the meeting held on 12th February 2008 for submission to Cabinet.

In Cabinet's consideration of the Group's report, Councillor Bucknell explained that questions had been raised regarding the change in mileage allowances for Members as opposed to employees and that it had been felt that further work was required into alternative methods of transport to discourage the use of private cars by employees in travelling to and from work. Having approved the Working Group's report, the Cabinet had requested that the recommendations be investigated in the context of the emerging Environment Strategy, car parking action plan and the Council's existing travel plan.

Further to Minute No. 07/79, Councillor P J Downes reiterated his concern that the minimum payable under any mileage allowance should not exceed the level set by H. M. Revenues and Customs for taxation purposes. In the ensuing debate, Members of the Panel were of the opinion that in order to put forward any innovative

approach, sufficient differential was required to encourage the purchase of low emission vehicles.

The Panel acknowledged that in order to take forward the recommendations in respect of Members Allowances it would be necessary for them to be considered by the Corporate Governance Panel in advance of their submission to Council. The Panel also agreed to draw the attention of the Head of Environmental Management to the Working Group's recommendations for his information. It was therefore,

RESOLVED

- (a) that the Corporate Governance Panel be requested to consider the content of recommendations (a) to (d) of the Working Group's report and, subject to the subsequent approval by the Independent Remuneration Panel, the recommendations be submitted to the Council for consideration be convened; and
- (b) that the Head of Environmental Management be invited to consider the implications of recommendations (e) to (h) of the Working Group's report in conjunction with the preparation of the Environment Strategy.

97. TOWN CENTRE INITIATIVES WORKING GROUP

Further to Minute No. 06/78 and with the assistance of a report (a copy of which is appended in the Minute Book), Councillors K M Baker, A N Gilbert and R J West acquainted the Panel with the outcome of the deliberations of the Town Centre Initiatives Working Group which had been established to investigate the purpose, cost and achievements of the town centre initiatives across the District. In doing so, the Panel was informed that uncertainty over funding was an issue for the individual Partnerships and detracted from their ability to achieve their aims and objectives.

Members were informed that, at present, the Partnerships each received an annual grant of £19,200 from the District Council in addition to direct officer support at Head of Service level, the servicing of meetings by the Democratic Services Section, and a donation of £600 towards printing costs. As this funding was largely used by each Partnership to cover the Town Centre Manager's post, the Panel was informed that other source of funding had to be pursued in order to support other operational and project costs.

The Panel expressed their appreciation to the Working Group, relevant Officers and the Sustainable Economic Development Section for their efforts in producing the report and it was;

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 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 an 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.

98. 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.

The Panel considered the template and terms of reference for the new Heavy Goods Vehicle and Section 106 Working Groups and requested a meeting with the Leader of the Council at an early stage of the latter study to seek strategic guidance to ensure that the work of the Group did not duplicate similar investigations by the Executive.

In discussing the studies identified for future Working Group's, the Chairman requested that Members provide feedback for the April 2008 meeting regarding the priority in which the studies should take.

99. 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.

100. SCRUTINY

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

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by **Councillor I C Bates**
 Date of Publication: **14 March 2008**
 For Period: **1 April 2008 to 31 July 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: Ian.Bates@huntsdc.gov.uk
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: Mike.Simpson@huntsdc.gov.uk
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: Peter.Bucknell@huntsdc.gov.uk
Councillor D B Dew	- Executive Councillor for Leisure Centres	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntsdc.gov.uk
Councillor C R Hyams	- Executive Councillor for Operations, Parks and Countryside	22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ E-mail: Colin.Hyams@huntsdc.gov.uk
Councillor A Hansard	- Executive Councillor for Resources and Policy	78 Potton Road Eynesbury St Neots PE19 2NN Tel: 01480 388942 E-mail: Andrew.Hansard@huntsdc.gov.uk

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

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 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
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

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
Results of Cambridge Sub-Region Strategic Housing Market Assessment (SHMA)	Cabinet	24 Apr 2008	http://www.cambridge-shirehorizons.co.uk/pr-ogramme-det.asp?id=3678	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
To adopt Earith 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
He To adopt Hemingfords Conservation Area Boundary changes and Character Statement	Cabinet	24 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 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
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
Growing Success - Performance Monitoring Report***	Cabinet	12 Jun 2008	Performance report	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No 01480 388035 or e-mail - Ian.L Leatherbarrow@huntsdc.gov.uk		A Hansard	Service Delivery and Service Support
Economic Development Strategy***	Cabinet	12 Jun 2008	Huntingdonshire in Perspective Regional Economic Development Strategy EEDA	Tel No - 01480 388005 or email - Ian.L Leatherbarrow@huntsdc.gov.uk	Stakeholder	A Hansard	Corporate Strategic Framework
St Ives Environmental Improvements***	Cabinet	12 Jun 2008	None.	Chris Allen, Project and Assets Manager Tel No 01480 388360 or email - Chris.Allen@huntsdc.gov.uk	Public consultation	P L E Bucknell	Service Delivery
MTP Process***	Cabinet	12 Jun 2008	Dependent upon Proposals	Steve Couper, Head of Financial Services Tel No 01480 388103 or e-mail - Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (CSF) – 3rd June 2008.	T V Rogers	Corporate Strategic Framework
Sustainable Community Strategy***	Cabinet	12 Jun 2008	Policy Framework Documents - Corporate Strategies	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No 01480 388005 or e-mail - Ian.L Leatherbarrow@huntsdc.gov.uk	Public/Stakeholder	A Hansard	Corporate Strategic Framework

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 Municipal Waste Management Strategy 2008 - 2028	Cabinet	12 Jun 2008	Consultation outcomes available in Members Room. Draft Strategy documents will be available in March 2008.	Robert Ward, Head of Operations Tel No. 01480 388635 or email - Robert.Ward@huntsdc.gov.uk	Consultation already carried out.	C Hyams	Service Delivery
To adopt the Core Strategy for submission to the Secretary of State	Cabinet	12 Jun 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
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	12 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
Report on adoption of local standards for the provision of sports facilities in Huntingdonshire***	Cabinet	12 Jun 2008	Local Standards for the provision of sports facilities in Huntingdonshire	Ms J Peadon, Leisure Development Manager Tel No 01489 388048 or e-mail - Jo.Peadon@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
Development Control Policies Preferred Options***	Cabinet	17 Jul 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve for consultation	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 Urban Design Framework for south of High Street, Ramsey***	Cabinet	17 Jul 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 Design Brief for former Primrose Lane Hospital, Huntingdon***	Cabinet	17 Jul 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 Design Brief for Mayfield Drive, Huntingdon***	Cabinet	17 Jul 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
Public Arts Policy	Cabinet	17 Jul 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
Development Control Policies Preferred Options	Cabinet	17 Jul 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
To adopt Godmanchester Conservation Area Boundary Changes and Character Statement	Cabinet	17 Jul 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
To adopt Kimbolton Conservation Area Boundary Changes and Character Statement	Cabinet	17 Jul 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	17 Jul 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 Urban Design Framework for land at Buttsgrove Way, Mayfield Drive, Huntingdon***	Cabinet	17 Jul 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

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**SEWERAGE PROBLEMS, ST AUDREY LANE, ST IVES
(Report by Chris Allen, Projects and Assets Manager)**

1. INTRODUCTION

- 1.1 A petition was presented to the February meeting of the Overview and Scrutiny Panel by residents of the St Audrey Lane area of St Ives, highlighting the problems they experience with their sewerage system during times of storm. At these times, the sewers have overflowed and they loose toilet facilities.
- 1.2 This Council through its Projects and Assets Manager has written to Anglian Water about this matter.
- 1.3 The Committee requested that a further letter be written to Anglian Water and that a report be prepared for this committee explaining the sewerage system and the responsible parties involved in the drainage of this area.

2. RESPONSIBILITIES OF AUTHORITIES

- 2.1 There are several authorities who have responsibilities or powers regarding sewerage systems in the area:
- 2.2 Anglian Water are the Statutory Undertaker for the sewerage system. They own the foul, surface and combined public sewers. The definition of these are:
 - Foul sewer – pipework taking discharges from internal drainage systems from the houses and industrial units. This is from toilets, sinks, baths, washing machines, etc.
 - Surface water sewer – pipework taking rainwater from roofs, drives, paths and roads. (See also Highway Drains)
 - Combined sewer – where there is only one system of pipes in the road, these will often take foul and surface water, and therefore are classed as combined. Recent developments would mostly have separate systems, whereas the older town areas mostly have combined systems.
 - Pumping Stations – these collect the sewage from catchments and pump it either direct to the sewage works (terminal pumping stations) or into another catchment (in-line pumping stations).
- 2.3 Cambridgeshire County Council Highways are responsible for the adopted roads and pavements, and the associated gulleys. In roads where the pipes only take highway drainage and no flows from properties, then the piped system could be adopted by the County as a Highway Drain.
- 2.4 Huntingdonshire District Council has no ownership of drains in the road. It did own private drains when it owned the Council Houses, but the responsibility went either to new owners or to Luminus when the properties were sold.

- 2.5 The District Council has power through Environmental Health legislation to serve notice on properties which have defective private or shared drainage to get repairs carried out.
- 2.6 The District Council has permissive powers to carry out repairs to village drains. These are drains which take mainly land drainage, and are usually the old piped ditches laid in highway verges. None of these are known in this area of St Ives. We also have permissive power to get ditches cleaned out if necessary.
- 2.7 The Environment Agency has permissive powers for the maintenance of the main rivers, such as the Gt Ouse and Parsons Drove to the east of St Ives. It would also be the leading authority in checking of pollution of watercourses from discharges from foul sewers into watercourses and taking action.

3. ST AUDREY LANE SEWERAGE SYSTEM

- 3.1 The information given in this section is taken from the information available to the Council and should be taken as indicative of the situation, and not the full detail. To gain the full information would require a full investigation and full access to Anglian Water records.
- 3.2 The town centre of St Ives is mainly on a combined system and drains to a pumping station on Meadow Lane. This pumps the foul flow back into the Pig Lane catchment, with excess storm flows being pumped direct to the river near the lock.
- 3.3 The St Audrey Lane area of houses drains to the pumping station in Pig Lane adjacent to the school. It has a catchment of a large area of St Ives as shown on the attached plan in Annex A. It has a combination of separate and combined sewers depending on the age of the development. There is a surface water system which flows down St Audrey Lane, and out through Warners Park. This takes some of the flows from the roads to the north of St Audrey Lane.
- 3.4 The pumping station is a terminal pumping station which pumps direct to the sewage treatment works to the north of St Ives. It is the capacity of this plant which determines how quickly the water is removed from the system. It is known that the station has been uprated previously, but not what its present capacity is, especially with regards to the flows it can receive. The ability and cost to uprate these pumps is dependant on the size of the station structure and the capacity of the pumping main to take the flows. It is expected that the pumping main is running at its maximum capacity already. Laying a larger main would be expensive as the pipe is laid close to houses and through public open space.

4. CORRESPONDENCE WITH ANGLIAN WATER.

- 4.1 Following discussion with Cllr Davies over problems with the sewers in the area, a letter was written to Anglian Water regarding the problems.
- 4.2 Anglian Water's responses have basically stated that:
- Although they are aware of problems in the area, they do not receive many complaints and not enough to justify upgrading the station
 - They have no plans to upgrade the pumping station

- They consider that the problem is related to severe weather, but that they cannot be held liable for illegal water entering their “foul” system.

5.0 COMMENTS AND ACTIONS ON ANGLIAN WATER REPLIES

- 5.1 All residents experiencing problems should be encouraged to report these to Anglian Water every time they happen. For sewage discharges onto property, they would be advised to request a visit from a manager. Anglian Water seem to react to the number of complaints received in each area.
- 5.2 Anglian Water state that “illegal” connections have been made to their system. Certain lengths of sewer are combined sewers and so will have road and house drainage connected to them. If there are “illegal” connections, then Anglian Water could be taking action to have these removed. Anglian Water could be asked as to where these illegal connections are, and what action they intend to take on the matter. The District Council has no knowledge any illegal connections.
- 5.3 With extra houses being connected to this system, Anglian Water should have a programme for improvements to cater for these flows.

6.0 CONCLUSION

- 6.1 Properties in the St Audrey Lane area of St Ives are experiencing problems form toilet loss and discharges of sewage during storm times.
- 6.2 Anglian Water state that the problem is caused by illegal connections, but have no proposals at present to tackle the situation.
- 6.3 No problems with the other Authorities responsibilities have been identified.

7.0 RECOMMENDATION

It is

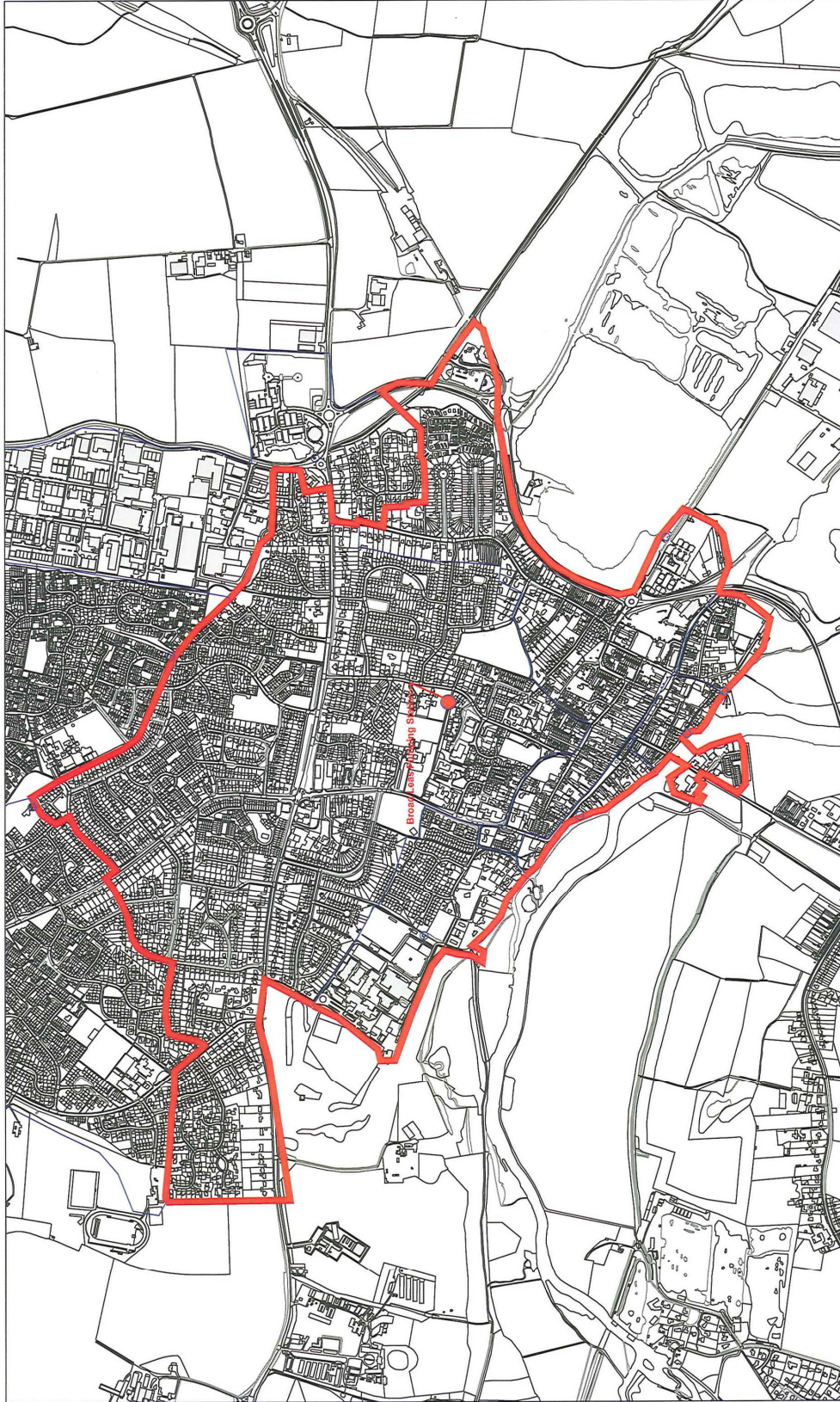
Recommended that the panel consider this report and request that a representative of Anglian Water be invited to a future meeting of the panel to discuss the situation.

BACKGROUND INFORMATION

Environmental Management Division files

Contact Officer: Chris Allen
 **01480 388380**

ANNEX A – SEWERAGE PLAN



<p>JOB Sewerage Problems St Audrey Lane St Ives</p>	<p>TITLE Broad Leas Pumping Station - Catchment Area</p>	<p>Huntingdonshire district council</p> <p>Chris Allen, B.Sc., CEng, Dip. RSA Project Manager Directorate of Operational Services</p> <p>PATHFINDER HOUSE, ST. MARY'S STREET HUNTINGDON, CAMBS. PE18 6TN TELEPHONE: HUNTINGDON (01460) 3863368</p>	<p>SCALE NTS DATE Mar 08</p> <p>DRAWN BY Ian Lack</p> <p>DRG. No. Annex A</p>
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**COMT
OVERVIEW & SCRUTINY
CABINET**

**1st April 2008
8th April 2008
24th April 2008**

**REGIONAL SPATIAL STRATEGY
SINGLE ISSUE REVIEW
PLANNING FOR GYPSY & TRAVELLER ACCOMODATION
DRAFT POLICY**

(Joint Report by Head of Planning Services and Head of Housing Services)

1 INTRODUCTION

- 1.1 This report is to determine the Council's response to the Draft Policy put forward by the East of England Regional Assembly (EERA) which sets out the numbers of additional Gypsy and Traveller Pitches to be accommodated by each local planning authority.

2 BACKGROUND

- 2.1 The Government's Circular 01/2006 requires the RSS to identify the total number of pitches needed (but not their location) for each local planning authority area in the light of local Gypsy and Travellers Accommodation Assessments (GTAA's) and a strategic view of needs across the region. The emerging RSS (due to be adopted in the near future) does not address this matter which is why the single issue policy review is needed.
- 2.2 In coming to a strategic view of needs across the region, EERA commissioned research to reconcile the various Gypsy and Traveller Accommodation Assessments (GTAA's) which have been or are being prepared at a sub-regional level. The GTAA for the wider Cambridge Sub-Region of May 2006 identified that the need in Huntingdonshire for the period to 2011 is for an additional 15 to 25 pitches. In Huntingdonshire at the time of the survey (2005) there were 20 pitches (with a capacity for 36 caravans) on the County Council owned site at St. Neots, while the average number of unauthorised caravans 2002-2004 was 14 caravans.
- 2.3 The Council will be preparing a Development Plan Document (DPD) for Sites for Gypsies and Travellers and the programme for its production is set out in the Local Development Scheme. The programme reflects the need to ensure that the DPD is consistent with the both the RSS policy and the emerging Core Strategy. Consistent with Government Guidance as set out in Circular 01/2006 regarding this transitional period, this Council has recently granted temporary planning

permission for a number of pitches. These are sites which could potentially be options for allocations in the Development Plan Document (DPD). If they are translated into allocations, which could then be granted permanent planning permission, they would count towards the additional requirement. Any permanent permission for pitches granted ahead of the DPD would also count towards this requirement.

- 2.4 EERA consulted on “Issues and Options” in May 2007 which showed two options for the distribution for the period to 2011. Option A distributed pitches according to where the need was identified; Option B sought some redistribution by requiring all LPAs to provide at least 15 additional pitches. In both Options, the requirement for Huntingdonshire was 20 pitches. This was consistent with the need for 15-25 additional pitches identified in the Cambridgeshire Sub-Regional Gypsy & Traveller Accommodation Assessment (GTAA) of 2006.
- 2.5 Cabinet considered this matter on 19th July 2007 and agreed that the Council’s response should be that needs should be met where they arise.

3 THE DRAFT POLICY

The Number and Distribution of Pitches

- 3.1 EERA submitted the draft policy to the Secretary of State for Communities and Local Government on 25th February, with the associated consultation running for 12 weeks until 16th May.
- 3.2 The draft policy requires at least 1,187 net additional permanent residential pitches to be provided over the period 2006 to 2011. This would see the number of authorised pitches in the Region rise from 1836 (2006) to 3023 (2011). For Huntingdonshire the figures would be the existing 20 pitches as at 2006 rising to 40 pitches by 2011 i.e. an increase of 20 pitches.
- 3.3 In terms of the requirement for Huntingdonshire of 20 additional pitches, the draft policy is consistent with the level of need identified in the GTAA and is thus also consistent with the Council’s previous representation that our local need should be met where it arises. However, Members should be aware that the policy is based on the principle of redistribution across the Region based on Option B as set out in paragraph 2.4 above, requiring all Local Planning Authorities to provide at least 15 pitches as some councils, unlike Huntingdonshire, have made no provision.
- 3.4 It is considered that the response from this Council should be to support the draft policy as it affects Huntingdonshire on the basis that it is consistent with the need identified in a very thorough assessment of local needs and is therefore consistent with the evidence base. However, as the redistribution suggested by the draft policy would see a requirement for provision in some areas where need has not been identified it may well be challenged by those local authorities who wish to continue to make no or inadequate provision and they may seek to amend the draft policy to alter the distribution – and that could therefore impact

on Huntingdonshire's potential requirement. It is important therefore that this Council's response indicates that it would oppose such a change in approach.

Provision beyond 2011

- 3.5 The Gypsy and Travellers Sites DPD for Huntingdonshire will cover the period to 2021 which is consistent with Government Guidance. However, the RSS Draft Policy only gives specific guidance to 2011 as GTAA's have difficulty in identifying need over a longer term. For the longer period, based on general research, the Draft Policy proposes that provision should be made on the basis of an annual 3% increase on the overall planned provision in 2011. For Huntingdonshire this would translate into a further 13 pitches being required for the period 2011 – 21 with the total additional pitches therefore being 33 pitches for the period 2006 – 2021.
- 3.6 Until there is a further GTAA undertaken for the Cambridgeshire area, there is little evidence to warrant challenging this assumption as it takes into account projected changes in household size, birth rates etc within the Gypsy and Traveller communities. However, the Policy should contain clear reasoning, which is currently lacking, as to why a 3% compound annual rate of increase is proposed

Transit provision and Travelling Showpeople

- 3.7 The draft policy states that the figures included in the policy do not include any provision for transit sites or the needs of Travelling Showpeople. It simply states that this is the subject of "ongoing research". It would be helpful if it were to indicate that this is to be the subject of a future review of the policy.

4 Recommendation

- 4.1 It is recommended that the following representations be made on the Draft Policy:
1. The Council supports the draft policy as it affects Huntingdonshire on the basis that it is consistent with the local need identified in a very thorough assessment of need and is therefore consistent with the evidence base.
 2. The Council notes that the distribution across the Region requires all local authorities to provide at least some pitches including in areas where previously no or little provision has been made. The Council reserves its position should some local authorities seek to challenge this equality of provision by any alternative redistribution which would see unjustified increase in provision within its area.
 3. The Policy should contain clear reasoning as to why a 3% compound annual rate of increase is proposed.

4. The Policy should include an indication that a future review of the Policy will need to take into account the need for transit sites and the needs of Travelling Showpeople.

Background Papers:

Planning for Gypsy & Traveller Accommodation in the East of England: Issues & Options Consultation Document; *East of England Regional Assembly, May 2007.*

Planning for Gypsy and Traveller Caravan Sites, Circular 1/2006, ODPM February 2006.

Cambridge Sub-Region Traveller Needs Assessment; Anglia Ruskin University/Buckinghamshire Chilterns University College, May 2006.

Agenda & Minutes Huntingdonshire District Council Cabinet 19th July 2007.

Draft Policy RSS Single Issue Review: Planning for Gypsy & Traveller accommodation in the East of England EERA February 2008.

CONTACT OFFICER - enquiries about this report to Richard Probyn (Planning Policy Manager), on 01480 388430 or Steve Plant (Head of Housing Services) on 01480 388240.

Agenda Item 6

OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)

8th APRIL 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	Panel considered Cabinet's comments and are of the view that the need to provide further financial information is not necessary. Study now concluded.
Cleaning Regimes in Town Centres	Service Delivery	Report expected at June meeting.
The Promotion of Services provided for improved home energy efficiency.	Service Delivery	Recommendation made for inclusion in Environment Strategy which will be considered at meeting of the Corporate & Strategic Framework Panel on 1 st April 2008.
Processes and Procedures involved with the adoption of roads and sewers.	Service Delivery	Meeting arranged for 11 th April 2008.
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 28 th 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. Further report to be submitted to Cabinet.
Parish Charter for Huntingdonshire	Service Support	Responses to Questionnaire now being collated.
Town Centre Initiatives	Service Support	Report submitted to Cabinet on 3 rd April 2008.
Heavy Goods Vehicle	Service Support	Research being collated. First meeting being arranged.
Section 106	Service Support	Panel to be updated at April meeting.

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: Mrs Claire Bulman - ☎ (01480) 388234.

BACKGROUND DOCUMENTS

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

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

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

Meetings of the Working Group	<p>First meeting held ~ 28th August 2007</p> <p>Second meeting held ~ 26th September 2007.</p> <p>Meeting to be arranged following the questionnaire outcome.</p>
Costs (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>
Possible Barriers to the Study (potential weaknesses)	<p>N/A</p>
Projected Timescale (Start and end times)	<p>Start ~ 12th June 2007</p> <p>Completion of Study expected March 2008</p>

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Heavy Goods Vehicle Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (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 th February 2008.
Possible Co-Options to the Group	N/A
Interests Declared	None received.
Rapporteur	To established at the first meeting of the Group in April / May 2008.
Officer Support	Mr Roy Reeves – Head of Administration, HDC Mrs Claire Bulman – Democratic Services, HDC Mr Stuart Bell – Transportation Team Leader, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To establish and investigate the pertinent issues relating to HGV parking throughout the District.
Rationale (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.
Terms of Reference	HDC's Accountancy Section Department for Transport Highways Agency HDC's Transport policy
Links to Council Policies/Strategies	Links to the community aim of Access to Services and Transport. One of the key activities identified is Transport Planning.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	To establish at the first meeting of the Group
External/Specialist Support	N/A
Existing Documentation	Truckstop Guides in England Existing Council parking charges HGV parking concerns documentation Dover Harbour reports Lorry Forum Existing studies Existing Council reports
Evidence to be Obtained (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.
Reference Sites	Department of Transport http://www.dft.gov.uk/ Highways Agency

	Port of Dover
Investigations	To be agreed at the first meeting of the Working Group
Witnesses	To be confirmed at the first meeting of the Working Group
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	Date to be confirmed ~ April / May 2008
Costs (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.
Possible Barriers to the Study (potential weaknesses)	None identified at present.
Projected Timescale (Start and end times)	Start ~ 12 th February 2008

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Section 106 Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (including date Working Group appointed)	Councillors P J Downes, D Harty, M F Newman and R G Tuplin Appointed by Panel on 12 th February 2008.
Possible Co-Options to the Group	N/A
Interests Declared	None received.
Rapporteur	To be established at the first meeting of the Group
Officer Support	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
Purpose of Study / Objective (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.
Rationale (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.
Terms of Reference	Section 106 Agreements monitoring reports Other sources to be agreed at the first meeting of the Group.
Links to Council Policies/Strategies	Links to the Council aims of Improving our Systems and Practices and Maintaining Sound Finances.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	To be established at the first meeting of the Group
External/Specialist Support	N/A
Existing Documentation	Current monitoring reports Report of the Cycling Working Group ~ Feb 2008
Evidence to be Obtained (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.
Reference Sites	To be established
Investigations	To be agreed at the first meeting of the Working Group
Witnesses	To be agreed at the first meeting of the Working Group

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

OVERVIEW & SCRUTINY PANEL (SERVICE SUPPORT)

8TH APRIL 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: Mrs C Bulman –Democratic Services Officer
 (01480) 388234

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
	CAR PARKING STRATEGY			
15/01/08	Panel approved the Strategy and revised car parking charges but made some recommendations.			
20/02/08	Subsequent Cabinet decision on Car Parking Strategy Plan was called in. Agreed to refer the decisions on the Car Parking Action Plan back to the Cabinet for further consideration alongside a number of recommendations by the Panel.	Panels recommendations considered by the Cabinet at their meeting on 21 st February 2007.		
11/03/08	Considered the Cabinet's response to the call in, their resulting decisions and other developments.	Report submitted to Cabinet on 13 th March asking Cabinet to consider the adoption of Option 1 Hybrid. Also asked Executive Councillor to consider the differential between the 2 hour / 3 hour charge in the Inner Car Parks and the retention of 50p charge for one hour on-street parking.	Cabinet adopted Option 1 Hybrid.	
	PARISH CHARTER WORKING GROUP			
06/07	Agreed to establish a working group to review the draft Parish Charter on the Council's relationship with Town and Parish Councils in the District..	Meetings of the working Group held in August and September 2007.	Parish Charter Questionnaire sent out. Responses now received and being collated.	June 08
	TOWN CENTRE INITIATIVES			
13/03/08	Endorsed the report of the working group and their recommendations for submission to Cabinet.	Cabinet to consider the report at their meeting on 3 rd April 2008.	Update to be provided at Panel's April meeting.	April 08

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
<p data-bbox="129 233 253 260">12/02/08</p> <p data-bbox="129 571 253 598">11/03/08</p>	<p data-bbox="286 165 734 193">THE COUNCIL'S TRAVEL PLAN</p> <p data-bbox="286 233 1010 296">Endorsed the report of the working group and their recommendations for submission to the Cabinet.</p> <p data-bbox="286 437 1010 536">Further consideration to be given by the Working Group to possible incentives for employees to use public transport or travel by foot or cycle.</p> <p data-bbox="286 571 1010 667">Panel requested Corporate Governance Panel to consider those recommendations relating to Member's allowances</p> <p data-bbox="286 707 1010 802">Asked Head of Environmental Management to consider those recommendations relating to the preparation of a new Environment Strategy</p>	<p data-bbox="1032 233 1559 400">Cabinet approved the recommendations and requested that they be investigated in the context of the emerging Environment Strategy, the car parking action plan and the travel plan.</p> <p data-bbox="1032 437 1458 464">To be considered at a later date.</p> <p data-bbox="1032 571 1559 667">Report considered by the Corporate Governance Panel at their meeting on 26th March 2008.</p> <p data-bbox="1032 707 1559 802">Email sent to Head of Environmental Management drawing his attention to relevant recommendations.</p>	<p data-bbox="1581 437 1895 501">Included in future list of studies.</p> <p data-bbox="1581 571 1995 635">Corporate Governance Panel endorsed recommendations.</p> <p data-bbox="1581 707 1995 866">Email sent from Head of Environmental Management to Chairman of Panel. Reports on Pool Car Emissions and costs to be prepared at a later date.</p>	
<p data-bbox="129 914 253 941">12/02/08</p>	<p data-bbox="286 914 757 941">CYCLING IN HUNTINGDONSHIRE</p> <p data-bbox="286 981 1010 1114">Endorsed the Working Group's report and recommendations for submission of the Cabinet and requested that the study recommendations be placed on the progress report for future monitoring.</p> <p data-bbox="286 1153 920 1181"><i>[Recommendations are appended to this report].</i></p>	<p data-bbox="1032 981 1559 1385">Considered by the Cabinet at their meeting on 12th February 2008. Cabinet noted the recommendations and requested a further report by officers addressing the wider issue of Section 106 funding and partnership working. 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.</p>	<p data-bbox="1581 981 1995 1114">Agreed to delay any further action and response until preparation of report by Head of Policy & Strategic Services.</p>	<p data-bbox="2018 1082 2130 1109">June 08</p>

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
15/01/08	HEAVY GOODS VEHICLE PARKING IN THE DISTRICT Requested that preliminary work should commence on drawing together the pertinent issues to enable the study to commence.	Transportation Team Leader asked to investigate the matter and forward details to working group meetings.		
12/02/08	Agreed to establish a working group comprising Councillors K M Baker, P H Dakers, P M D Godfrey and L W McGuire to identify and review the issue of Heavy Goods Vehicle parking throughout the District.	Efforts being made to arrange First meeting.		
12/02/08	PETITION BY ST AUDREY LANE AREA RESIDENTS, ST IVES Asked for a robust reply to be sent to Anglian Water Requested 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.	Update report included on Agenda for April meeting. Item No. 4 refers.		
12/02/08	SPEAKING AT DEVELOPMENT CONTROL PANEL MEETINGS Agreed that comments should be invited from all Members on the operation of the procedure for public speaking at meetings of the Development Control Panel and co-ordinated for submission to the Development Control Panel.	Questionnaire being devised by Democratic Services.		

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
	REVIEW OF LOCAL PROCUREMENT			
09/01/07	Endorsed the recommendations of the Working Group established to consider the question of local procurement by the Council. In light of the issues raised, agreed that the Chairman, Vice Chairman, Executive Councillor and Members of the Working Party should meet with representatives of the Huntingdonshire Business Network, Federation of Small Businesses and the Chamber of Trade.	Meeting held on 28 th February 2007. Positive outcomes, agreed that a number of measures be explored to improve local business awareness of future contracts. Suggested future meeting should be arranged to keep communication channels open.		
13/03/07	Agreed that Working Group should continue in existence to monitor progress in Autumn and meet with the business community at this time.	Subsequent meeting held on 22 nd November 2007. Report presented at Panel's December meeting.	Further meeting to be held in new Municipal Year to review progress and consider the implications of the Council's emerging Environment Strategy.	July 08
	CORPORATE PLAN – GROWING SUCCESS			
12/06/07	Considered the process and timetable for reviewing and updating the Council's Corporate Plan. Noted that further work would be undertaken by the advisory group in the coming year.		Quarterly reports submitted to Overview & Scrutiny. Next report June 08. Working Group established to review information prior to Panel meeting. Next meeting 17 th May 2008. Working Group also to act as a conduit between the Panels and the LAA Board.	June 08

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
	LOCAL AREA AGREEMENTS			
10/01/06	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&S Panels.	Presentation given to Corporate & Strategic Framework Panel in January 07. Recommendations made to LAA Board.	Corporate Plan Working Group to act as a conduit between the Panel and the LAA Board.	
15/01/08	Minutes of future meetings of the Cambridgeshire Together Local Accountability Committee should be circulated to all Panel Members.	Next meeting March 2008. R West attended and update the Panel in April.	Minutes not yet available.	
	CALL CENTRE MONITORING			
13/11/07	Requested that quarterly performance reports be circulated informally to Members of the Panel and an item included on the agenda every 6 months in future.	Next informal report to Panel due June 2008 Formal report due September		June 08 Sept 08
	AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT			
13/11/07	Requested that copies of the Strategic Housing Market Assessment proposed in the SPD should be distributed when this became available.	Development Plans and Implementation Manager asked to provide further information as to its availability (20/03/08)	Given the size of the SHMA it requires some interpretation. Head of Housing preparing a report for Cabinet on housing aspects which may be sufficient for now.	
	BUILDINGS OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST			
11/12/07	Requested submission of a report to a future meeting on the process involved in the listing and de-listing of buildings of special architectural or historic interest.	Report presented to March 2008 meeting	Head of Planning Services to write to Councillor Godfrey concerning issues relating to Pike and Eel, Needingworth.	

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
14/04/05	MONITORING OF SECTION 106 AGREEMENTS Quarterly reports to be submitted to the Panel.	Next report due June 2008. Head of Policy & Strategic Services asked to include details of any non-monetary receipts as well as income in future reports.	Advised by Head of Planning Services that government consultation regarding possible levels / ways of working would be available later in the year and he would report back to the Panel at this time.	
14/04/05	Consideration to be given to the monitoring of expenditure by Cambridgeshire Horizons on infrastructure development at a future meeting.		Panel discussed possibility of establishing a s106 working group	
12/12/06	Asked Head of Planning Services to consult the Panel on any consultation on possible planning gain supplement development tax which would lead to changes in policy as this became available.	Update on Section 106 and the introduction of Planning gain supplement requested.	Email from Head of Planning Services circulated to Panel. (June 07) Government abandoned previous proposals to introduce planning gain supplement. Currently consulting on potential introduction of a community infrastructure levy. Seminar held for all members regarding current s106 procedures and the potential introduction of CIL held on 4 th March.	
11/09/07	Request for further information on the mechanisms for ensuring that money received from s106 agreements is spent for the purpose specified in the agreement.			

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
11/12/07	Executive Councillor for Operations, Parks and Countryside asked to consult with the Panel on any proposals that emerged from his investigations into the review of the s106 process.	First Meeting to be convened.		
12/02/08	Agreed to establish a working Group comprising Councillors P J Downes, D Harty, M F Newman and R G Tuplin to investigate the current Section 106 Agreement Mechanism for the negotiation of agreements and the distribution of money received.			
11/03/08	Agreed to arrange interview with Councillor Bates to seek strategic guidance to ensure that the work of the group takes the same direction as intended by the leadership.			

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
13/11/07	<p>LOCAL PETITION AND CALLS FOR ACTION</p> <p>Head of Administration drew attention to “community calls for action” proposals contained in recent legislation which was intended to enable the public to raise issues for scrutiny and would submit a report on the implications when the guidance had been issued by Government.</p>	Report submitted to February meeting inviting comments on a consultation paper from the Department for Communities and Local Government on local petitions and calls for action.	<p>Subject to a number of proposed amendments to reflect the comments of the Panel, endorsed the proposed answers to the consultation.</p> <p>Further reports to be submitted on legislative changes to overview and scrutiny when guidance and regulations emerge.</p>	Unknown
12/09/06	<p>ICT DEVELOPMENTS</p> <p>Requested further information on the current status of the Pilot of mobile technology within the Benefits Division.</p>	Report on progress of trial and demonstration submitted to December meeting.	Further report on the outcome to be submitted to Panel meeting prior to consideration by Cabinet.	June 08
09/01/07	<p>Requested sight of forthcoming reports prior to their consideration by Cabinet:-</p> <p>❖ Flexible Working Strategy</p>	Briefing Note on Flexible Working Strategy submitted to Panel’s September meeting.		
09/07	<p>Asked for a future report on the outcome of the home working project in the Revenues and Benefits and Environmental and Community Health Service Divisions be submitted to a future meeting.</p> <p>❖ Revised Customer Service Strategy</p>	Customer Service Strategy considered at a special meeting of the Corporate & Strategic Framework	<p>Report from the Project Team on the full Time Home working pilot. Expected June 2008</p> <p>Panel endorsed the content of the Strategy.</p>	

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
	FORWARD PLAN			
11/04/06	Review of Payments from recycling credits Circulate report to Members when available		No current plans to change the basis on which recycling credits are paid to Parishes. (20/03/08)	
11/09/07	Development Control Policies Preferred Options Circulate when available		Next report scheduled to be considered by the Cabinet in July 08.	July 08
09/10/07	Huntingdon West Area Action Plan Request that the report should be considered at a future meeting of the Panel.		Advised by Development Plans and Implementation Manager that this has been delayed until July 2008.	July 08
09/10/07	Kerbside Collection of Glass Requested sight of document when this becomes available.	Will not be proceeding in foreseeable future. Matter will be reconsidered in 2010.	Will remove from progress report next time.	
13/11/07	Parish Plans and Local Plan Policy Circulate report when this becomes available.		Delayed.	

12/02/08	<p>Shared Services</p> <p>Agreed that report on Shared Services should be considered at the March meeting of the Panel prior to its consideration by the Cabinet.</p>	<p>Report updating Members on the current progress of the Shared Services Initiatives included on March Agenda.</p>	<p>Report noted.</p>	
12/02/08	<p>Environment Strategy</p> <p>Chairman to liaise with Chairman of the Service Delivery Panel on the mechanism for scrutinising the report on the Environment Strategy and Action Plan when this became available.</p>	<p>Meeting of Corporate & Strategic Framework Panel arranged for 1st April 2008. All Members of Overview & Scrutiny invited to attend.</p>	<p>Chairman to update Members on the outcome of this meeting.</p>	
13/03/08	<p>Regional Spatial Gypsy & Traveller Policy</p> <p>Report requested for April meeting.</p>	<p>Included on Agenda for April meeting. Agenda Item No 5 . refers.</p>		<p>April 08</p>

RECOMMENDATIONS ARISING FROM CYCLING IN HUNTINGDONSHIRE

- (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.

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Decision Digest

Edition 82

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 3rd to 25th March 2008.

CAR PARKING STRATEGY – PROPOSED CAR PARKING CHARGES

As a result of a Notice of Motion submitted by seven Executive Councillors, the Cabinet has reconsidered their decision in respect of the introduction of car parking charges. At their meeting on 31st January 2008, the Cabinet approved the proposed car parking charges referred to as Option 1. Following a “call-in” by the Overview and Scrutiny Panel (Service Support) the decision was reconsidered by the Cabinet and Option 2 was approved along with a 50% reduction in season tickets for vehicles with CO² of 120g/km or less. However, given the potential impact Option 2 charges would have on the overall delivery of the car parking action plan, the environment strategy and the local economies of the District’s market towns, the Cabinet has rescinded this decision and have agreed that a new hybrid charging scheme be introduced instead. The new scheme is similar to the original Option 1 differing in cost for 1, 2 and 3 hour stays in inner, mid term and the Waitrose car parks.

The Overview and Scrutiny Panel (Service Support) indicated their broad support for the new Option 1

Hybrid at their meeting in March 2008 and asked the Executive Councillor to reconsider the graduated scale between the 2/3 hour charge in the “Inner Car Parks” and the retention of a 50p charge for 1 hour on-street parking.

The full list of charges can be viewed on the HDC website under the Cabinet Agenda for 13th March 2008.

GROWING SUCCESS

The Council’s performance against targets within the Corporate Plan – “Growing Success”, has been noted by the Overview and Scrutiny Panels and the Cabinet. With the preparation of a new Sustainable Community Strategy and Local Area Agreement, Officers will be able to review the Corporate Plan in late summer for submission to Council in September 2008.

In reviewing the performance information, the Overview & Scrutiny Panels have been acquainted with the findings of their Corporate Plan working group and have noted their suggestions for further investigation, which will be incorporated into the forthcoming review of Growing Success. Overall, the Panels have expressed their satisfaction with the

levels of performance achieved in the year to date.

SHARED SERVICES

The development of a shared services initiative by Huntingdonshire, East Cambridgeshire, South Cambridgeshire and Fenland District Councils has been given the go ahead by the Cabinet. Initially, two services, financial accounting software and payroll, have been discussed by the Shared Services Project Board. Given the possible scope for achieving efficiency savings and the potential for extending the concept to other services, the Cabinet has authorised the Director of Commerce and Technology, after consultation with the Executive Councillors for Finance and for Resources and Policy, to finalise arrangements for sharing financial accounting software and payroll services.

The initiative has also been considered by the Overview & Scrutiny Panel (Service Support) who discussed the financial implications of introducing the initiative with particular reference to the possible detrimental effect on staffing levels.

SUPPORTING COUNCILLORS: A MANIFESTO FOR COUNCILS

The Cabinet has welcomed the publication of a "Manifesto for Councils" published by the Local Government Information Unit to promote and enhance the role of councillors. The manifesto sets out twelve actions that it is asking all Councils and councillors to

implement. In agreeing to support their introduction, the Cabinet has recognised that several of the actions already have been implemented by the Council and that there is likely to be resource implications in introducing the additional measures, some of which will be dependent on legislative change. At the same time, the Cabinet has discussed the recommendations of a Councillors Commission, established by the Department of Communities and Local Government, to investigate the incentives and barriers to serving on Councils and awaits with interest the Government's formal response.

LOCAL GOVERNMENT ACT 2000 – FORWARD PLAN

The Overview and Scrutiny Panel (Service Delivery) has requested sight of the report on the adoption of local standards for the provision of sports facilities in Huntingdonshire, prior to its consideration by the Cabinet. It has also agreed to invite the Head of Housing Services to the next Panel meeting to discuss the outcome of the Cambridgeshire Supporting People Home Improvement Agency Review.

The Overview and Scrutiny Panel (Service Support) has requested sight of a report on the Regional Spatial Strategy Gypsy and Traveller Policy prior to its submission to Cabinet for consideration.

STATE OF THE DISTRICT ENGAGEMENT EVENTS

The Overview and Scrutiny Panel (Service Delivery) expressed some disappointment at the Cabinet's response to the recommendations arising from their study on the State of the District Engagement Events. It was agreed that the Working Group would reconvene to discuss the matters raised, with a view to a further report being submitted to the Cabinet in due course.

DISABILITY ACCESS STUDY – UPDATE AND OTHER MATTERS

A representative from Directions Plus will be attending the Overview and Scrutiny Panel (Service Delivery) meeting in April. In receiving an update on the study, it was agreed to consult with the Papworth Trust on the potential introduction of Blue Routes, to invite a representative from the Hunts Forum of Voluntary Organisations to a future meeting to discuss local advocacy services and to seek further information on the enforcement action currently taken in the event of the mis-use of Blue Badges.

PROMOTING BETTER HEALTH IN OLDER PEOPLE THROUGH PHYSICAL ACTIVITY

The Overview and Scrutiny Panel (Service Delivery) has considered a report responding to the Cabinet's request for further financial information with regard to the study on Promoting Better Health in Older People through Physical Activity. However, as a commitment had been made to proceed with a pilot

programme of exercise for older people the need to provide further financial information had been addressed. In these circumstances, the Panel has agreed that the study be concluded, that a review of progress be undertaken in due course and that the Cabinet be formally notified of the outcome of the study.

OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) – PROGRESS

The Panel has been informed that the report on Town Centre Cleaning Regimes will be submitted in April.

Councillor Mrs P A Jordan was appointed to the Adoption of Roads and Sewers Working Group to replace the late Councillor Mrs C A Godley.

ANNUAL PAY AWARD 2008/09

The Employment Panel has agreed an increase of 3.3% in salary scales for District Council employees with effect from 1st April 2008.

DESIGN BRIEF – FORMER PRIMARY CARE TRUST OFFICE SUITE, PRIMROSE LANE, HUNTINGDON

The Development Control Panel has been invited to comment on the content of a design brief which considers the development opportunities for a site to the south of Primrose Lane, Huntingdon formerly occupied as offices by the Local Primary Care Trust. In noting the opportunities presented by the site and the suggested forms of development, the Panel has asked

to have sight of the responses received from local and statutory bodies during the period of consultation before reaching their own conclusions on preferred options for the site. The design brief will therefore be re-submitted to the Panel at a later date.

DIVERSION OF PUBLIC RIGHT OF WAY: PARTS OF PUBLIC FOOTPATH NO. 1, BUCKDEN

The Development Control Panel has approved a proposal to divert parts of Public Footpath No. 1 at Buckden to a new route under the Town and Country Planning Act 1990. This diversion will enable proposed residential development to proceed for which planning consent has previously been granted. Buckden Parish Council and the Local Ramblers Association have no objections to the making of the Order.

DEVELOPMENT APPLICATIONS

Ten applications were approved by the Development Control Panel in March. Of particular interest will be two applications in Huntingdon involving the creation of a skate park on land south of 1 Stukeley Road and the erection of 14 flats on the Pathfinder House site adjacent to St. Mary's Street. The Panel has particularly commended a proposal to construct an extension to the north-side of St. Mary's Church, a Grade II Listed Building in Houghton which will accommodate disabled toilet facilities, a tea bar and a meeting room for the Church.

APPLICATIONS FOR DISPENSATION

The Standards Committee has approved a request for dispensation from five Members serving on Pidley-cum-Fenton Parish Council for the period ending 30th April 2008 to enable them to conduct business involving the award of grant to the Village Hall Management Committee.

SURVEY OF CODE OF CONDUCT COMPLAINTS: 2002 - 2006 LOG OF CODE OF CONDUCT ENQUIRIES

The Standards Committee has noted the content of a survey of cases reported to the Standards Board for England relating to Huntingdonshire District and parishes since the introduction of the ethical standards regime in 2001 and a record of Code of Conduct enquiries received by the Director of Central Services and Monitoring Officer since commencement of the log in January 2008.

CODE OF CONDUCT

The Standards Committee has noted a decision by the Standards Board for England not to take any further action in relation to allegations made against a Councillor serving on St. Neots Town Council and the content of two fact sheets produced by the Board on the sections of the Code of Conduct relating to gifts and hospitality and personal and prejudicial interests.

INDEPENDENT ADJUDICATOR: NEW ROLE FOR STANDARDS COMMITTEES

Under the Local Government and Public Involvement in Health Act 2007, the Standards Committee has noted that it is the intention of the Department for Communities and Local Government to abolish the role of Independent Adjudicator and to transfer responsibility for the granting and supervision of exemptions of certain local authority posts from political restrictions to Standards Committees. Guidance on the precise duties to be undertaken by the Committee is still awaited from the Government Department as is any indication of the timing of the transfer of functions. In the meantime, it is noted that there will be a requirement to vary the Committee's terms of reference and to consider the necessity for a Member briefing or training on the new functions.

LOCAL ASSESSMENT: EXERCISE

The Standards Committee's attention has been drawn to some early guidance published by the Standards Board for England to help prepare local government for the local assessment of Code of Conduct cases. Although the Regulations for implementing the new local assessment regime have yet to be received, the Committee feel it would be beneficial if in the interim, a training exercise could be organised by the Monitoring Officer to prepare Members for the first cases.

CALL CENTRE QUARTERLY REPORT: OCTOBER – DECEMBER 2007

The Overview and Scrutiny Panel (Service Support) has received a quarterly report detailing performance at the Council's Call Centre for the period October to December 2007. The Panel has congratulated the Call Centre team for achieving the Charter Mark in recognition of continuous improvement, value for money and investment in people.

MONITORING SECTION 106 AGREEMENTS

The Overview and Scrutiny Panel (Service Support) has been updated on the receipt and expenditure of money negotiated under Section 106 Agreements by the Council. The Panel expressed concerns regarding the lack of clarity involved in the distribution and allocation of Section 106 funding and the need for further clarification and monitoring mechanisms. With regard to the former, the Panel has been advised that discussions are taking place in order to review the current process, with a view to increase clarity and establish clearer monitoring procedures of Section 106 expenditure.

BUILDINGS OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST

The Overview and Scrutiny Panel (Service Support) has been acquainted with the present procedures for the listing and de-listing of buildings of special architectural or historic interest. In

discussing the local application process, the Panel raised a number of questions in relation to the de-listing of the Pike and Eel Inn, Needingworth.

CYCLING WORKING GROUP

The Overview and Scrutiny Panel (Service Support) has been informed of the Cabinet's response to their review of cycling in the District. Having noted that the Cabinet had requested a further report to address the wider issues of Section 106 funding/partnership working, and for discussions to be held with the Cambridgeshire County Council on the Cycling Strategy and issues of partnership working and cycling provision, the Panel has agreed to await the emergence of this report before taking any further action.

Members were informed that current policy documents regarding the retention and expenditure of Section 106 Agreements were being reviewed and the Panel awaits further reports on this matter.

TRAVEL PLAN WORKING GROUP

Following the Cabinet's approval of the report prepared by their Travel Plan Working Group, the Overview and Scrutiny Panel (Service Support) has asked the Corporate Governance Panel consider those recommendations relating to Member's allowances. The Panel has also invited the comments of the Head of Environmental Management in relation to the implications of their other recommendations in conjunction

with the preparation of the new Environment Strategy.

TOWN CENTRE INITIATIVE WORKING GROUP

The Overview and Scrutiny Panel (Service Support) has approved the findings of their Working Group on Town Centre Initiatives for submission to Cabinet. The group was established to investigate the purpose, costs and achievements of the Town Centre Initiatives across the District. The Panel has subsequently recommended that in order to assist the Partnerships achieve their aims and objectives, the District Council should enter into a financial agreement with the partnerships over a five-year period as opposed to the current one-year arrangement.