

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 17 JULY 2008** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

APOLOGIES


**Contact
(01480)**

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 26th June 2008.

**Mrs H Taylor
388008**

2. MEMBERS' INTERESTS

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

3. REVENUE MONITORING: 2007/08 OUTTURN AND 2008/09 BUDGET (Pages 5 - 20)

To consider a report by the Head of Financial Services.

**S Couper
388103**

4. CAPITAL MONITORING : 2007/08 OUTTURN AND 2008/09 BUDGET (Pages 21 - 26)

To consider a report by the Head of Financial Services.

**S Couper
388103**

5. CAR PARKING ORDERS (Pages 27 - 38)

To consider a report by the Head of Administration on the responses received in respect of the advertisement of proposals to introduce new Orders governing the use of car parks operated by the Council.

**R Reeves
388003**

6. RAISING SPONSORSHIP AND ADVERTISING REVENUES FROM OUR WEB SITES (Pages 39 - 44)

To consider a report by the Director of Commerce and Technology regarding an opportunity to generate revenue from the sale of sponsorship opportunities and advertising space on the Council's web sites and, in future, other e-channels.

**T Parker
388301**

7. PARISH CHARTER FOR HUNTINGDONSHIRE (Pages 45 - 72)

To consider a report by the Overview and Scrutiny Panel (Service Support).

**R Reeves
388003**

8. DESIGN BRIEF FOR MAYFIELD DRIVE, HUNTINGDON
(Pages 73 - 80)

To consider a report by the Planning Policy Manager requesting the adoption of the revised design brief as Interim Planning Guidance.

R Probyn
388430

9. EXCLUSION OF PUBLIC

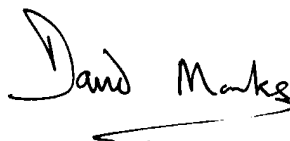
that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to the financial affairs of particular persons (including the authority holding that information).

10. NEW ACCOMMODATION DELIVERY - MID-PROGRAMME REVIEW (Pages 81 - 88)

To consider a report by the New Accommodation Project Co-ordinator

R Preston
388340

Dated this 9 day of July 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 H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntsdc.gov.uk /e-mail: if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Cabinet.

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

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

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

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

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 26 June 2008.

PRESENT: Councillor I C Bates – Chairman.

Councillors P L E Bucknell, K J Churchill,
D B Dew, A Hansard, C R Hyams,
T V Rogers and L M Simpson.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor Mrs D C Reynolds.

34. MINUTES

The Minutes of the meeting of the Cabinet held on 12th June 2008 were approved as a correct record and signed by the Chairman.

35. MEMBERS' INTERESTS

Councillor K J Churchill declared a personal interest in Minute No. 36 by virtue of being a Justice of the Peace.

Councillors I C Bates, K J Churchill and C R Hyams declared personal interests in Minute No. 40 by virtue of their membership of Cambridgeshire County Council; and

Councillor P L E Bucknell declared a personal interest in Minute No. 40 having previously held discussions regarding the scheme with interested parties in his capacity as Executive Councillor for Planning Strategy and Transport.

36. SUSTAINABLE COMMUNITY STRATEGY AND LOCAL ECONOMY STRATEGY - ACTION PLANNING

Further to Minute No. 07/57 and by way of a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the background to the production of the Huntingdonshire Sustainable Community Strategy and the work that had been undertaken to refine the outcomes and objectives contained within the document and to develop delivery plans for each of the strategic themes.

Members were reminded that the Strategy involved partners and stakeholders, including the business and voluntary sectors, in the process of improving the economic, social and environmental wellbeing of the District. Having noted that the plans were still draft and subject to change reference was made to the need to adopt a unified approach to the design and layout of all six delivery plans when finally adopted and published. Having been advised that the

Overview and Scrutiny Panel (Corporate and Strategic Framework) had considered and supported the Strategy and draft action plans, the Cabinet

RESOLVED

that the draft delivery plans for Huntingdonshire Community Strategy and the Action Plan associated with the Local Economy Strategy be approved.

37. CONSULTATION ON THE SUPPORTING PEOPLE REVIEW OF HOME IMPROVEMENT AGENCIES

By way of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the findings of a review of Home Improvement Agency (HIAs) services undertaken on behalf of Cambridgeshire's Supporting People's Commissioning Body as part of a wider strategic review of services.

By way of introduction, Members were reminded that HIAs in Cambridgeshire were funded by Supporting People grant the Primary Care Trust (PCT), Cambridgeshire County Council and the District Councils.

In considering the key findings outlined in the paper and the suggested responses, Members expressed their concern at the continuing and unacceptable time taken to complete occupational therapy assessments for vulnerable older and disabled people in the District.

Executive Councillors also concluded that an approach which sought to maintain high levels of customer care, improve efficiency and lower costs through shared or combined services rather than market testing of HIA services should be examined.

RESOVLED

- (a) that the proposed response to the review of the Home Improvement Agency services outlined in the Appendix to the report now submitted be approved.; and
- (b) that the Chief Executive be requested to convey the Cabinet's views on the continuing delays in providing assessment for home adaptations and explore further the opportunities to improve the efficiency and effectiveness of HIA's through shared services or other options and report thereon to a future meeting.

38. CAMBRIDGE SUB-REGION STRATEGIC HOUSING MARKET ASSESSMENT

With the assistance of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with details of the Cambridge Sub-Region Strategic

Housing Market Assessment and its implications for the District.

Members were reminded that the assessment outlined the evidence of need and demand for market and affordable housing based on seven local authority areas within the sub-region and replaced the need for local assessments. Having been advised that the document would be reviewed and updated on an annual basis, the Cabinet

RESOLVED

that the contents of the report now submitted be noted.

39. DESIGN BRIEF FOR FORMER PRIMROSE LANE HOSPITAL, HUNTINGDON

The Cabinet considered a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) outlining the responses received to a consultation on the Design Brief for the redevelopment of the former Primrose Lane Hospital in Huntingdon.

Having noted that the consultation exercise had revealed a preference to retain the Primrose Centre building as part of any future development of the site, the Cabinet

RESOLVED

- (a) that the content of the Design Brief for the former Primrose Lane Hospital, Huntingdon be approved as Interim Planning Guidance to the Huntingdonshire Local Plan, subject to the retention of the Primrose Centre building as part of the future development of the site but in the event this proves not to be possible that consideration be given to its replacement with a scheme of high design quality; and
- (b) that the Head of Planning Services be authorised to make any minor consequential amendments to the text and illustrations, after consultation with the Executive Councillor for Planning Strategy and Transport.

40. A141 KINGS RIPTON ROAD

With the assistance of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with options to part fund a scheme for improvements to the junction of the A141 and Kings Ripton Road, Huntingdon.

Having considered various funding options proposed in the report and in noting the level contribution being sought from Cambridgeshire County Council, the Cabinet

RESOLVED

that the funding options to provide a £75,000 contribution towards the County Council Scheme for improvements to the

A141 Kings Ripton Road, Huntingdon as outlined in the Appendix to the report now submitted be approved.

41. HEAVY GOODS VEHICLE WORKING GROUP

Consideration was given to a report by the Working Group appointed by the Overview and Scrutiny Panel (Service Support) to undertake a review of the issue of heavy good vehicles parking throughout the District. A copy of the report is appended in the Minute Book.

Having noted the Working Group's recommendations in relation to the identification of sites for HGV parking and the need for facilities on the trunk road network in order to avoid the problems arising from a lack of provision which were exacerbated by the rationalisation of the lay-bys along the A14, the Cabinet

RESOLVED

- (a) that the County Council be invited to establish a county-wide forum, involving the County Council, District Councils, local Members of Parliament, Cambridgeshire Constabulary and HGV operators to lobby Government to investigate the problem urgently and take steps to resolve it;
- (b) that the support for the forum be sought via the Cambridgeshire Together: Local Area Agreement Board; and
- (c) that the District Council, as Local Planning Authority seek to influence the development of suitable HGV parking opportunities adjacent to the trunk roads in the District.

Chairman

CABINET

17 JULY 2008

2007/08 OUTTURN AND 2008/09 REVENUE BUDGET MONITORING

(Report by the Head of Financial Services)

1 INTRODUCTION

- 1.1 The 2007/08 accounts have now been approved by the Corporate Governance Panel so that they can be audited. This report compares the outturn with the original and “updated” budgets and outlines the variations.
- 1.2 It then considers the implications of the outturn, together with any other variations that have been identified at this early stage in the current year.
- 1.3 The final element is to report the amounts collected and debts written off in the first quarter of 2008/09.

2 GENERAL FUND OUTTURN 2007/08

- 2.1 The original budget was based on a deficit of £1.6m (i.e. the sum that would need to be taken from revenue reserves to balance the budget). The new MTP, formally approved in February, assumed a deficit of £0.2m whilst the actual outturn showed a “surplus” of £0.9m that will be added to reserves. This significant change has been monitored throughout the year and the table below demonstrates that this has been done more accurately and more promptly than in the previous year.

Date for data	Reported	Forecast Deficit(-) or Surplus (+)			
		2006/07		2007/08 **	
		£000	% identified	£000	% identified
Approved Budget		-1,527		-1,565	
End September	Draft MTP November	-1,028	19%	-651	37%
End December	Cabinet January and MTP	-1,173	13%	-153	57%
End January	Officer monitoring (mid-Feb)	-158	51%	+298	76%
End February	Officer monitoring (mid-March)	+228	65%	+276	75%
End March	Officer monitoring (mid-April)	+543	77%	+750	94%
Early April	Cabinet April	+692	82%	+722	93%
OUTTURN		+1,164		+891	

** adjusted to ensure consistent treatment of the Projects delayed to 2008/09 and the £400k LABGI received in 2007/08 and subsequently included in 2006/07 accounts

2.2 The reasons for the improvement of £2.5m between the Original approved Budget (£1.6m deficit) and the Outturn (£0.9m surplus) are summarised in the table below. It would be welcome if these extra grants and income and lower expenditure were to continue at these levels in the future but some of them are one-off, some will reduce and the MTP is already based on some continuing. The items are therefore shown in groups reflecting the degree of likelihood of their continuance:

	£000	Will the variation continue?
Projects Funded from Planning Delivery Grant (deferred)	-269	One-off
Local Development Framework Inquiry (deferred)	-160	One-off
Smoke-free legislation (deferred)	-20	One-off
Additional Benefits Grants	-136	One-off
Environmental Health costs recovered	-33	One-off
General contingencies	-140	Removed from MTP for future years
Planning Delivery Grant	-254	£250k already assumed for future years
Commutation adjustment (change in Government calculation)	-74	Insignificant after 2008/09
Reduced bad debt provision for homelessness and benefits	-53	Probably one-off - reflects new accounting practice
Reduction in earmarked reserve for delayed projects	+235	Probably one-off
Utility bills at leisure centres	-184	Partly ongoing but LC savings target included in MTP
Other Leisure Centre net savings	-232	Some may be ongoing but LC savings target included in MTP
Extra recharge of staff time (£252k) and project costs (£326k) to capital.	-578	Significant reduction likely for future years and also partly offset in future years by resulting reduced interest and loan repayments.
LABGI	-369	May be one final smaller payment
Investment Interest	-159	Significant reduction in potential as total reserves fall
Planning extra income	-107	Depends on level of economic activity
Building Control extra income	-36	Depends on level of economic activity
Refuse vehicle maintenance	-85	Cyclic depending on age of vehicles
Council Tax – additional costs recovered	-134	Probably some ongoing
Additional rent allowance subsidy (note 3)	-127	Probably half ongoing
VAT Partial Exemption Moratorium	-138	Probably ongoing
Land Charges	+83	Some provision made in MTP but not at this level
Turnover contingency (Offsets turnover savings achieved)	+414	Ongoing target
Additional savings Contingency (Offsets savings achieved)	+136	Only £34k for 2008/09
Other net variations	-36	
TOTAL SAVINGS	-2,456	

- 2.3** As referred to above, a portion of this saving was included in the MTP so the net impact against our current plans is an increase in revenue reserves of £1m which will provide added flexibility as the spending variations target steadily increases.
- 2.4** Annex A shows the variations by service area for each Head of Service together with various notes to explain the more significant items. The variations are based on the difference between the “updated” budget and the outturn. The updated budget is produced by adjusting the original budget for the following groups of items:
- Items brought forward from 2006/07 (£564k)
 - Virements between services (generally reflecting reorganisations e.g. the call centre) (net nil)
 - Transfers from revenue to capital (-£578k)
 - Items approved in the new (February 2008) MTP (-£139k)
 - Minor items (-£19k)
- 2.5** Annex B then provides a summary at service level.
- 2.6** All variations will be discussed by Directors with their Heads of Service in order to clarify any ongoing impact in the current and future years so that this can be reflected in the review of the MTP.

3. REVENUE MONITORING 2008/09

Various practical issues limit the amount of budget monitoring that can take place in April and May. These include:

- the fact that the accountancy section have to work to tight deadlines to have the final accounts completed so the Corporate Governance Panel can approve them for audit by the end of June.
- The various adjustments between financial years mean that, for example, goods received by 31 March are charged to the old year even though they will be paid for in the new year, making it difficult to interpret true spending for the current year until all these old items have been paid.
- The difficulty of making assumptions from a short period of evidence.

This first budget monitoring report for 2008/09 is, therefore, more of an introduction and sets the scene for the coming year by highlighting some of the elements that will be examined in coming weeks because they may have a significant impact.

The table below is the first element of this process and highlights that the call on General Reserves is forecast to be £203k less than budgeted:

	Expenditure	Income	Recharge to capital	Net Expenditure
	£000	£000	£000	£000
Original Budget				
Approved budget	66,394	-46,848	874	20,420
Add projects brought forward	329			329
Less benefits reimbursed by Government	-29,085	29,085		0
Adjusted Total	37,638	-17,763	874	20,749
Forecast Variations				
Possible continuation of VAT partial exemption moratorium	-130			-130
Extra cost of diesel	140			140
Electricity prices	22			22
Land charges income		230		230
Investment interest		-100		-100
Insurance premiums	-120			-120
Customer Service Centre	28			28
Refuse vehicle maintenance	-32			-32
Electoral registration	-17			-17
Other identified variations	-58			-58
Contingency for savings included in budget	34			34
Provision for savings identified in 2007/08 continuing into 2008/09		-200		-200
Total variations	-133	-70	0	-203
Forecast net spending	37,505	-17,833	874	20,546

FUNDING	
Government support	-12,158
Collection fund adjustment	28
Council tax	-6,668
Delayed projects reserve b/f	-329
Deficit funded from General Reserves	-1,419
TOTAL	-20,546

It is currently assumed that the contingency sums for turnover allowance (£480k) additional grants (£250k) and recharges to capital (£160k) will be achieved.

Reports are also being prepared for discussion with Executive Councillors on budgets for the MTP period as a lead in to this year's process.

Annex C reports on sums collected and debts written off in the last quarter.

4. CONCLUSION

The Council has been successful in not needing to use its reserves to fund last year's revenue spending. Indeed it has been possible to add to reserves giving increased flexibility of £1m for the future.

This was possible due to a combination of additional income, management and efficiency improvements..

All budgets that were not fully utilised will be discussed between Heads of Service and Directors to identify any areas where budgets could be permanently reduced and/or transferred to higher priorities as part of the MTP process.

Significant effort has gone into improving the timeliness and accuracy of the monitoring process and there have been definite improvements on last year. However there is still room to build further on this improvement so that more of the impact can be built into the Councils financial planning process.

Some significant items, both positive and negative, have already been identified for the current year resulting in a net forecast saving of £203k.

5. RECOMMENDATION

5.1 The Cabinet is requested to note:

- the variations summarised in this report relating to 2007/08
- the first forecast of the 2008/09 outturn.
- the position on debts collected and written-off (Annex C)

BACKGROUND INFORMATION

- 1 2007/08 and 2008/09 Budget Files
- 2 2007/08 Closedown Files

Contact Officers:

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

	Original Budget	Updated Budget	Current spend	Outturn variation from updated	
	£000	£000	£000	£000	
CHIEF EXECUTIVE					
Corporate Services					
Corporate Management	226	226	229	3	
DIRECTOR OF CENTRAL SERVICES					
Corporate Services					
Democratic Representation	19	20	12	-8	
Internal Services	150	149	153	4	
	169	169	165	-4	
HEAD OF ADMINISTRATION					
Community Services					
Leisure Centres	1,580	1,509	970	-539	Irrecoverable VAT -£89k. Utility costs -£118k. Extra income -£155k. Operational costs -£143k. Huntingdon LC deferred expenditure -£34k
Corporate Services					
Democratic representation	510	480	489	9	Members' allowances +£18k.
Central Services	-437	-391	-335	56	Land charges income +£135k. Licences savings and extra income -£41k. Elections cost of registration canvassers -£18k.
Internal Services	1,443	1,465	1,343	-122	Staff savings -£44k. Supplies in document centre -£77k
	3,096	3,063	2,467	-596	
HEAD OF LEGAL AND ESTATES					
Planning					
Economic Development	-1,334	-1,331	-1,384	-53	Additional rent -£50k
Community Services					
Community Initiatives	2	0	0	0	
Internal Services	451	446	414	-32	Staff savings -£32k
	-881	-885	-970	-85	

	Original Budget	Updated Budget	Current spend	Outturn variation from updated	
	£000	£000	£000	£000	
HEAD OF PERSONNEL					
Corporate Services					
Corporate Management	233	233	223	-10	
Internal Services	745	754	720	-34	Staff savings -£17k. Fewer leased cars -£16k. Staff restaurant reduced income +£11k. Pensions Increase Act payments -£10k
	978	987	943	-44	
HEAD OF POLICY					
Planning					
Economic Development	143	144	144	0	
Tourism	327	77	85	8	
Community Services					
Community Initiatives	29	13	19	6	
Corporate Services					
Corporate Management	94	109	117	8	National Licensing Authority +£12k. Delay in completing annual survey of taxpayers -£3k
Internal Services	442	704	693	-11	Staff savings -£11k
	1,035	1,047	1,058	11	
DIRECTORATE OF CENTRAL SERVICES	4,397	4,381	3,663	-718	
DIRECTOR OF COMMERCE & TECHNOLOGY					
Internal Services	116	116	119	3	

	Original Budget	Updated Budget	Current spend	Outturn variation from updated	
	£000	£000	£000	£000	
HEAD OF FINANCIAL SERVICES					
Corporate Management	166	156	165	9	
Other Expenditure					
Contingency	-565	-597	0	597	Efficiency savings and turnover allowance allocated to service budgets. Turnover allowance not met from staff savings +£100k
Other Expenditure	11	11	0	-11	
LABGI	0	0	-371	-371	Grant allocated by Government during the year
Investment Interest	-2,604	-2,604	-2,761	-157	Increased reserves and better rates of interest
Internal Services	1,457	1,423	1,460	37	Staff savings -£12k. Additional income -£7k. Supplies and printing costs +£14k. Mesothelioma claim expected recovery from insurers £41k
	-1,535	-1,611	-1,507	104	
HEAD OF INFORMATION MANAGEMENT					
Community Services					
Community initiatives	6	6	3	-3	
Internal Services	2,715	2,737	2,729	-8	Telephone costs +£22k. Deferred expenditure on helpdesk and training -£20k.
	2,721	2,743	2,732	-11	
HEAD OF CUSTOMER SERVICES					
Planning					
Economic Development	26	26	23	-3	
Housing Services					
Housing Benefits	-503	-503	-730	-227	Set-up grants -£94k. Base budget error and caseload changes -£127k
Corporate Services					
Local Taxation & Benefits	-688	-793	-851	-58	Costs recovered -£69k
Internal Services	2,387	2,511	2,454	-57	Staff savings -£63k. Legal and consultants fees for benefits +£28k. Customer Services Centre and cash collection -£25k
	1,222	1,241	896	-345	
DIRECTORATE OF COMMERCE AND TECHNOLOGY	2,524	2,489	2,240	-249	

	Original Budget	Updated Budget	Current spend	Outturn variation from updated	
	£000	£000	£000	£000	
DIRECTOR OF ENVIRONMENTAL & COMMUNITY SERVICES					
Internal Services	147	146	140	-6	
HEAD OF ENVIRONMENTAL MANAGEMENT					
Environmental Services					
Drainage & Sewers	386	363	341	-22	Precepts lower than expected -£22k
Public conveniences	242	242	188	-54	Cleaning contract -£35k. Equipment -£17k
Environmental Health	16	16	13	-3	
Closed Churchyards	14	14	2	-12	Delay with permission to do work -£11k
Planning					
Building Control	-489	-489	-517	-28	Fee income -£36k. Consultants +£8k
Community Services					
Community Initiatives	5	5	7	2	
Parks	0	10	0	-10	Land survey -£10k
Highways & Transportation					
Transportation Strategy	25	25	26	1	
Highways Services	42	42	44	2	
Environmental Improvements	37	36	35	-1	
Internal Services	2,161	2,027	1,972	-55	Staff savings -£72k. Travel expenses -£17k. Building costs +£88k. Offices NNDR -£61. Energy +£10k
	2,439	2,291	2,111	-180	

	Original Budget	Updated Budget	Current spend	Outturn variation from updated	
	£000	£000	£000	£000	
HEAD OF ENVIRONMENTAL & COMMUNITY HEALTH SERVICES					
Environmental Services					
Environmental Health	223	218	91	-127	Smokefree expenditure deferred -£49k. Additional income -£33k Food safety reduced costs and increased income -£22k. Private sector housing survey delayed -£10k
Community Services					
Corporate Events	46	25	12	-13	Saving on grants -£4k. Income -£9k
Community Initiatives	383	404	432	28	Health for Huntingdonshire loss of grant funding +£14k
Leisure Policy	270	278	274	-4	
Community Safety	29	29	27	-2	
Internal Services	1,436	1,380	1,309	-71	Staff savings -£49k. Travel expenses -£11k
	2,387	2,334	2,145	-189	
HEAD OF HOUSING SERVICES					
Housing Services					
Housing Services	19	49	0	-49	Mobile home park garden reinstatements -£15k and income -£10k. Choice based letting advertising -£20k
Private Housing Support	-26	-26	-47	-21	Home improvement agency lower running costs and higher income -£20k
Homelessness	256	257	160	-97	Unplanned government grant -£42k. Lower bad debt provision -£42k
Internal Services	1,012	959	924	-35	Staff savings -£21k. Travel expenses -£12k
	1,261	1,239	1,037	-202	

	Original Budget	Updated Budget	Current spend	Outturn variation from updated	
	£000	£000	£000	£000	
HEAD OF OPERATIONAL SERVICES					
Environmental Services					
Refuse Collection	2,032	2,068	1,982	-86	Reduced vehicle maintenance -£86k
Recycling	252	117	127	10	Vehicle maintenance +£10k
Drainage & Sewers	10	10	10	0	
Street cleansing	875	870	906	36	Overtime and casual staff +£25k
Planning					
Markets	-174	-174	-149	25	Farmers Markets consultancy fees +£12k. Reduced bank holiday market income +£11k
Community Safety	473	456	418	-38	Staff savings -£12k. Equipment -£23k.
Community Services					
Countryside	437	436	427	-9	
Parks	16	5	-5	-10	Contract to do highways work for County -£15k
Highways & Transportation					
Car Parks	-738	-771	-740	31	Delay with long stay parking income +£31k.
Corporate Services					
Central Services	28	28	30	2	
Corporate management	5	5	0	-5	
Internal Services	2,077	2,298	2,386	88	Staff costs including overtime, casual staff, staff transfer to document centre +£72k
	5,293	5,348	5,392	44	

	Original Budget	Updated Budget	Current spend	Outturn variation from updated	
	£000	£000	£000	£000	
HEAD OF PLANNING SERVICES					
Planning					
Development Control	-743	-726	-826	-100	Fee income -£107k. Consultants costs +£15k
Planning Policy & Conservation	367	427	223	-204	Local development framework inquiry delayed -£160k. Deferred schemes -£45k
Planning Delivery Grant	8	122	-444	-566	Additional grant -£244k. PDG schemes re-phased to future years -£322k
Highways & Transportation					
Transportation Strategy	99	99	66	-33	Community buses -£24k
Public Transport	709	737	681	-56	Bus station needs survey deferred -£24k and repairs -£16k
Car Parks	29	104	55	-49	Staff savings -£21k. Survey -£16k. Equipment -£12k
Internal Services	2,076	2,053	2,153	100	B/f rephased planning development grant +£152k. Staff savings -£155k. Contractor payments +£116k. Schemes funded by planning development grant slipped -£45k. Printing, postage, stationery +£32k.
	2,545	2,816	1,908	-908	
DIRECTORATE OF ENVIRONMENTAL & COMMUNITY SERVICES	14,072	14,174	12,733	-1,441	
TOTAL DIRECT AND INDIRECT SERVICES	21,219	21,270	18,865	-2,405	
Less recharges to non-revenue accounts	-1,588	-1,811	-1,616	195	
Commutation	-97	-97	-171	-74	Increased transfer approved by Government
COUNCIL TOTAL	19,534	19,362	17,078	-2,284	
FUNDED FROM					
Government Support	-11,649	-11,649	-11,649	0	
Council Tax	-6,313	-6,313	-6,313	0	
Collection Fund Deficit	-7	-7	-7	0	
Project timing reserve b/f	0	0	-614	-614	
Project timing reserve c/f	0	0	335	335	
Reserves	-1,565	-1,393	1,170	2,563	

-19,534

-19,362

-17,078

2,284

Service Variations 2008/09	Original budget	Updated budget	Outturn	Outturn variation from updated
	£000	£000	£000	£000
Environmental Services				
Refuse Collection	3,595	3,579	3,458	-121
Recycling	595	459	480	21
Drainage & Sewers	595	520	480	-40
Public Conveniences	306	321	565	244
Environmental Health	1,930	1,995	1,762	-233
Closed Churchyards	22	21	7	-14
Street Cleaning & Litter	1,339	1,383	1,308	-75
	8,382	8,278	8,060	-218
Planning				
Development Control	1,227	1,428	1,322	-106
Building Control	291	267	260	-7
Planning Policy & Conservation	1,310	1,329	1,129	-200
Markets	-68	-54	-32	22
Economic Development	-503	-409	-637	-228
Tourism	441	152	148	-4
Planning Delivery Grant	7	122	-444	-566
	2,705	2,835	1,746	-1,089
Community Services				
Countryside	559	571	558	-13
Community Initiatives	796	750	780	30
Parks	1,559	1,610	1,570	-40
Leisure Policy	427	457	394	-63
Leisure Centres	3,637	3,645	2,913	-732
Community Facilities	213	184	191	7
	7,191	7,217	6,406	-811
Community Safety				
Community Safety	924	975	935	-40
Housing Services				
Housing Services	672	672	680	8
Private Housing Support	3,607	3,667	2,145	-1,522
Homelessness	679	646	523	-123
Housing Benefits	935	846	556	-290
	5,893	5,831	3,904	-1,927
Highways & Transportation				
Transportation Strategy	987	1,012	528	-484
Public Transport	824	863	845	-18
Highways Services	90	85	89	4
Car Parks	-185	-204	-167	37
Environmental Improvements	386	388	401	13
	2,102	2,144	1,696	-448
Corporate Services				
Local Taxation & Benefits	1,107	1,341	1,195	-146
Corporate Management	2,213	1,883	1,824	-59
Democratic Services	1,141	1,084	1,096	12
Central Services	442	451	491	40
	4,903	4,759	4,606	-153
Other Expenditure				
Contingency	-688	-597	0	597
Other Expenditure	-9,291	-9,492	-7,164	2,328
Investment Interest	-2,587	-2,588	-2,740	-152
Business Grant (Labgi)	0	0	-371	-371
	-12,566	-12,677	-10,275	2,402
Total	19,534	19,362	17,078	-2,284

AMOUNTS COLLECTED AND DEBTS WRITTEN OFF

	1 April 2008 to 30 June 2008			
	Collected	Amounts written off		
		up to £4k	over £4k	TOTAL
Type of Debt	£000	£000	£000	£000
Council Tax	21,878	52.1	0.0	52.1
NNDR	17,782	12.7	12.8	25.5
Sundry Debtors	1,769	5.6	0.0	5.6
Excess Charges	36	4.1	0.0	4.1

Collected

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

Amounts written off

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

Authority to write off debts

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

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CABINET

17 JULY 2008

CAPITAL MONITORING 2007/08 OUTTURN and 2008/09 BUDGET (Report by the Head of Financial Services)

1. PURPOSE

1.1 This report highlights the outturn position for 2007/08 and the final variations from the Capital Programme approved in February 2007 and seeks approval to any adjustments required. It then identifies the adjustments to the 2008/09 approved Capital Programme for timing changes and any variations that are already forecast.

2. OUTTURN 2007/08

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

Capital Variations	2007/08 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Approved Budget (February 2007)	20,202	4,924	15,278
Deferrals from 2006/07 (in excess of the £1.5m provision included in the MTP)	1,911	1,074	837
Adjustments to Budget			
Waste Performance and Efficiency Grant	0	-72	72
Heart of Oxmoor receipt received in 2006/07	0	-70	70
adjusted budget	22,113	5,856	16,257
Cost Variations (Annex A)			
Reported previously	-1,392	-61	-1,331
Further Variations	918	625	293
	-474	564	-1,038
Timing Changes (Annex B)			
Reported previously	-3,124	-2,360	-764
Further Changes	-2,524	-1,375	-1,149
	-5,648	-3,735	-1,913
Capital from Revenue			
Reported previously	526	0	526
Further Changes (see para 2.5)	1	0	1
	527	0	527
OUTTURN	16,518	2,685	13,833

2.2 None of the current variations to scheme cost require approval as they are simply adjusting previously forecast savings.

2.3 The following table identifies some variations between revenue and capital funding. The intention is always to legitimately maximise the charge to capital as this increases the Council's financial flexibility. The net impact is to reduce capital reserves and increase revenue reserves by a further £1k.

Revenue/Capital Transfers	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Revenue to Capital			
Extra Recycling Wheeled Bins	42	0	42
Stray Dogs Kennels	15	0	15
Design/Business Analysts work	-56	0	-56
Extra Capital Provision Required	1	0	1

2.4 The overall revenue impact of the variations outlined is to reduce net revenue expenditure by £609k in 2007/08 with further reductions in future years, as shown below.

Revenue Impact	2007/2008	2008/2009	2009/2010	2010/2011
	£000	£000	£000	£000
Cost Variations	-26	-52	-52	-52
Timing Changes 2006/07 to 2007/08	-21			
Timing Changes 2007/08 to 2008/09	-48	-48		
Revenue/Capital Transfers	-514	26	26	26
TOTAL FORECAST VARIATION	-609	-74	-26	-26

3 MONITORING OF THE 2008/09 PROGRAMME

3.1 The Budget approved in February 2008 and subsequent adjustments are shown below:-

Capital Programme	2008/09 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Approved Budget (February 2008)	16,955	1,483	15,472
Deferrals from 2007/08 not already deferred in the Approved Budget (Annex B)	4,649	3,580	1,069
	21,604	5,063	16,541
Cost Variations			
Electronic Imaging in Planning – Saving	-20	0	-20
Disabled Facilities Grant – Forecast Saving (para 3.2)	-284	113	-397
Timing Changes			
Customer Service Centre and Headquarters brought forward from 2009/10 (para 3.3)	1,493	0	1,493
Capital / Revenue Variations			
Community Facilities Grant (para 3.4)	-43	0	-43
Current Forecast	22,750	5,176	17,574

- 3.2** The Government has now increased the amount the Council will receive in Grant for Disabled Facilities by £113k and it is also estimated that there will be a reduction in grants awarded this year of £284k as a result of a shortage of Occupational Therapists at the PCT.
- 3.3** There is a separate report elsewhere on the Agenda giving the latest overall position on the Customer Service Centre and Headquarters project.
- 3.4** The Community Facilities grant aid budget for 2008/09 is split between Revenue £301k and Capital £162k. As a result of moving to a commissioning model and using the grant aid budget to support the authority's growth agenda programme in St Neots the revenue element of the grant aid budget is over committed by £43k whereas the capital budget has traditionally been undersubscribed. Following consultation with the relevant Executive Councillor it is proposed to increase the revenue element by £43k and reduce the capital element by the same sum.
- 3.5** The revenue impact of the variations to the original budget (approved in February 2008) is to increase the net revenue expenditure by £31k in 2008/09 but this is more than off-set in later years, as shown below.

Revenue Impact	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012
	£000	£000	£000	£000
Cost Variations 2008/09	-10	-20	-20	-20
Cost Variations 2007/08 not in 2008/09 Budget	-4	-4	-4	-4
Timing Changes 2007/08 to 2008/09	-27			
Timing Changes 2008/09 to 2009/10	37	37		
Revenue/Capital Transfers	42	-2	-2	-2
TOTAL FORECAST VARIATION	38	11	-26	-26

4 RECOMMENDATIONS

4.1 It is **RECOMMENDED** that Cabinet:

- Approve the revenue implications of increasing the revenue element of the Community Facilities grant by £43k.
- Note the other variations contained in this report

BACKGROUND PAPERS

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

Contact Officer – Steve Couper ☎ 01480 388103

ANNEX A

Cost Variations	2007/08 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Disabled Facilities Grants - Saving	-190	165	-355
Repairs Assistance Grants - Saving	-51	10	-61
Social Housing Grant – Interest earned on Section 106 contribution	0	60	-60
Non-reclaimable VAT - Saving	-461	0	-461
Mobile Home Park – Remediation – Saving offset by reduced Grant	-455	-455	0
Decent Homes Insulation – Government Grant	331	331	0
London Road Hemingford Grey – Culvert - Contribution	57	57	0
Tourist Information Kiosk – Contribution from St Neots Town Centre Partnership – revenue contribution £5k short	27	22	5
Automated Forms Processing (Benefits) – Project not now proceeding	-223	-166	-57
Housing Benefits Mobile Working – Extra Grant	40	40	0
Choice Based Lettings – Saving	-36	0	-36
Local Housing Allowance - Grant	30	30	0
Planning Delivery Grant	9	9	0
Ramsey Rural Renewal – Contribution from the East of England Development Agency	9	9	0
Creative Enterprise Centre, St Neots – Further Contributions from EEDA and the Government and virement from Disabled Facilities Grants (in previous report)	648	557	91
Transportation Projects contributions included in the Programme are now expected to be transferred to the County Council – Local Transport Plan, Cycle Shelters and Safe Cycle Routes	-174	-174	0
Sewage Treatment Repair Works at Herne Road and Wood Walton to be taken on by Luminus	-72	0	-72
County Council agreed contribution to Leisure Centre projects	0	29	-29
Activity Parks – Extra Contribution	11	11	0
Environmental Improvements – increased contributions	40	40	0
New Pavilion Priory Park – saving leading to reduced grant	-19	-19	0
Other Forecast Minor Variations	5	8	-3
	-474	564	-1,038

New item this time
Adjusted value this time

ANNEX B

Timing Changes	2007/08 Capital Expenditure			C/F to 2008/09
	Gross Budget	External Contributions	Net Budget	Net Budget
	£000	£000	£000	£000
New Public Conveniences	-263	0	-263	177
Stray Dogs Kennels	-15	0	-15	15
Mobile Home Park	0	-168	168	-168
St Ives Town Centre Environmental Improvement – Ph 2	21	0	21	-7
Huntingdon Town Centre Environmental Imp – Ph 2	-12	0	-12	12
Social Housing Grant	-1,048	0	-1,048	485
Decent Homes Insulation	-284	-284	0	0
Crime and Disorder Lighting	-23	0	-23	23
Ramsey Community Information Centre - Refurbishment	-11	0	-11	11
Leisure Centres Future Maintenance	-1,080	-29	-1,051	1,051
St Neots Leisure Centre – Bar/Kitchen/Creche Extension	-10	0	-10	10
St Ivo Leisure Centre – Rifle Range	-513	0	-513	0
St Ivo Leisure Centre – Sect 106 – Football Improvemnts	-858	-902	44	-44
Huntingdon Leisure Centre – Impressions Expansion	-1,023	0	-1,023	1,023
Huntingdon Leisure Centre – Energy Saving	-90	0	-90	90
Sawtry Leisure Centre – Fitness Ext etc	-23	0	-23	23
Leisure Centre – CCTV Improvements	-35	0	-35	35
Community Facilities Grants	27	0	27	-27
Play Equipment	-68	0	-68	68
Activity Parks	-33	0	-33	33
Parks Signage	-7	0	-7	7
Pathfinder House Improvements and One Stop Shop	2,761	0	2,761	-2,482
Postal Dispatch Arrangements	-131	0	-131	131
Multi-Functional Devices	-18	0	-18	1
Corporate EDM	-252	0	-252	58
Customer First	-327	0	-327	92
Business Systems	-135	0	-135	56
Voice and Data Infrastructure	-100	0	-100	10
Housing Benefits – Mobile Working	-72	0	-72	72
Choice Based Lettings	-7	0	-7	7
Network and ICT Services	-108	0	-108	108
ICT for New Accommodation	-38	0	-38	40
Flexible Working for Members	-35	0	-35	35
Town Centre Developments	-61	0	-61	0
Ramsey Rural Renewal	-34	0	-34	34
New Industrial Units	-294	0	-294	294
Creative Enterprise Centre	-619	-502	-117	117
Huntingdon Marina Improvements	-56	0	-56	5
Huntingdon Town Centre Developments	-162	0	-162	-7
Heart Of Oxmoor	-167	-1,850	1,683	-1183
Huntingdon Bus Station	-63	0	-63	19
Bus Shelter Provision	-67	0	-67	67
LTP Bid	-31	0	-31	31
Implement Car Park Strategy	-285	0	-285	285
Accessibility Improvements/Signs	-30	0	-30	30
Safe Cycle Routes	-283	0	-283	283
St Neots Pedestrian Bridges	-537	0	-537	0
St Ives Transport Strategy	-60	0	-60	60
Other Minor Adjustments	1	0	1	-1
VAT – Capital Exempt	-90	0	-90	90
Forecast Adjustment to Programme for Deferrals	-6,648	-3,735	-2,913	1,069
Less provision for deferral included in MTP	1,000	0	1,000	
Adjustment Required	-5,648	-3,735	-1,913	1,069

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CAR PARKING ORDERS

(Report by Head of Administration)

1. INTRODUCTION

- 1.1 The purpose of this report is to enable the Cabinet to consider responses received following the advertisement of proposals to introduce new Orders governing the use of car parks operated by the Council.

2. BACKGROUND

- 2.1 At their meeting held on 13th March 2008, the Cabinet approved the implementation of the Car Parking Strategy and the consequential amendments to car parking charges and other matters. New Orders under the Road Traffic Regulation Act 1984 now have been prepared and advertised in the local press. Copies of the Orders have been sent to the Town Councils of Huntingdon, St. Neots, St. Ives and Ramsey, the Council's Customer Service Centres and other bodies as prescribed in legislation. Notices also have been displayed in the car parks.
- 2.2 Two Orders have been created to deal with the car parks. The first is for the paid and controlled car parks in the Town Centres and the Order No. 2 is for the free car parks. The Act allows a local authority to decide whether to convene a local enquiry before determining an Order. This report outlines the objections and other comments received in response to the consultation and requires the Cabinet to decide whether to determine the Orders without a local enquiry.

3. PROPOSED NEW ORDERS

- 3.1 The purpose of the first Order is to introduce a new three year pricing policy to manage car parking demand with the aim of keeping demand at the 2007 baseline. For this purpose a distinction has been made between Inner (Short Stay) Car Parks and Mid-Term Stay Car Parks:

<p>INNER CAR PARKS –</p> <ul style="list-style-type: none">• Sainsbury's, Huntingdon• Princes Street, Huntingdon• Trinity Place, Huntingdon• Mill Common, Huntingdon• Priory Lane, St. Neots• Brook Street, St. Neots• Tan Yard, St. Neots• Cattle Market (Bus Station section), St. Ives	<p>MID-TERM CAR PARKS –</p> <ul style="list-style-type: none">• Great Northern Street, Huntingdon• Ingram Street, Huntingdon• St. Germain Street (Minor), Huntingdon• Cattle Market (Harrison Way section), St. Ives• Darwoods Pond, St. Ives• Globe Place, St. Ives• Priory Car Park, St. Neots• Tebbutts Road, St. Neots
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3.2 The proposed parking charges are as follows:

Parking Place	Period	Charge
Inner Car Parks	1-hour	50p
	2-hour	100p
	3-hour	200p
	4-hour	300p
Mid-Term Car Parks	1-hour	50p
	2-hour	100p
	3-hour	120p
	4-hour	150p
	23-hour	200p
Waitrose (St. Ives & St. Neots)	1-hour	50p
	2-hour	100p
Riverside, Huntingdon - Short- Stay Section	1-hour	20p
	2-hour	40p
Long-Stay at Riverside, Huntingdon and Bridge Place, Godmanchester (Monday to Friday)	1-hour	20p
	2-hour	40p
	3-hour	60p
	4-hour	80p
	4 to 10 hours	150p
	10 to 23 hours	480p
Long-Stay at Riverside, Huntingdon and Bridge Place, Godmanchester (Saturdays)	1-hour	20p
	2-hour	40p
	3-hour	60p
	4-hour	80p
	23 hour	150p

3.3 It is further proposed to introduce a low emission vehicle rate within the Season Ticket regime for employees working in town centre or residents living within designated zones. For residents living within designated town centre zones, Permits and Season tickets will continue to allow use of respective town car parks.

3.4 The purpose of the No. 2 Order is to ensure the car parks referred to are used for the purpose for which they are provided and to control any abuse of the car parks, which might otherwise arise.

4. OBJECTIONS AND COMMENTS RECEIVED

4.1 As a result of the advertisement of the Orders, representations have been received on Order No. 1. These, together with commentary, are summarised in the attached Appendix.

4.2 No objections have been received to Order No. 2.

5 ON-STREET CAR PARKING CHARGES

5.1 Current charges for on-street parking are set at 30p. Although these were to be altered in October 2005 in light of the 2007 Car Parking Review, the

changes were never implemented. Cambridgeshire County Council would have preferred the timescales and setting of charges for both on-street and off-street to compliment one another. Owing to issues associated with the 'Call-In' of the car parking recommendations during February / March 2008, however, it has not been possible to work with the County Council to deliver a co-ordinated approach to the on and off-street charges in accordance with County Council policy.

- 5.2 The County Council has expressed reservations regarding the likelihood that for a period of time the off-street charges will be greater than the on-street charges which is contrary to County Council policy. The statutory and political processes required of a Highway Authority to implement Traffic Regulation Orders to address this situation before the off-street charges might come into force are not achievable in this instance and also funding will have to be sought before these measures can be implemented.
- 5.3 County Council policy needs to be taken into account when setting the charges, to ensure it is not contrary to that policy. Current County Council parking policy recommends that on-street charges should be greater than off-street charges. While there will be a period while the County policy is compromised and the District Council has acknowledged that this is regrettable, a joint report has been submitted to the Hunts Traffic Management Area Joint Committee on 7th July 2008 recommending that a review of on-street arrangements, including an increase in charging levels, is endorsed and undertaken as soon as resources permit in order to rectify this situation.
- 5.4 The County Council has asked the District Council to consider the implications the off-Street Orders will have were they come into operation before changes to on-street charging have been made.

5. CONCLUSION

- 5.1 The Act enables a local authority to decide whether to convene a local inquiry before determining an Order but it is considered that the matters raised in respect of Order No. 1 have largely been addressed during the Cabinet's previous deliberations on the Car Parking Strategy and, therefore, are not sufficient to warrant this course of action. As has been stated Order No. 2 received no objections.

6. RECOMMENDATION

- 6.1 The Cabinet are recommended to –
- (a) determine that a local inquiry to consider the objections received be not held; and
 - (b) confirm the Orders as advertised.

BACKGROUND INFORMATION

The District of Huntingdonshire (Off Street Parking Places) Order 2008 and Order No. 2.

Report of the meeting of the Cabinet held on 13th March 2008.

Responses received to consultation.

Contact Officer: A Roberts, Central Services Manager 📞 (01480) 388004.

APPENDIX

Name/Organisation	Representations	Comments
<p>Mr Brian Luckham, Deputy Mayor, Huntingdon Town Council</p>	<p>I am disappointed to see that the consultation exercise, that we on Huntingdon Town Council entered into with Huntingdonshire District Council, has not borne the fruit that we were led to believe it would do. The scale of increases is beyond anything we envisaged and £3 to park in the Sainsburys car park for a half day of shopping is excessive by any standards.</p> <p>One of the core aims was to increase footfall through the town, not price them out of spending their money here.</p> <p>In addition, I refer to Schedule 1, Item 21 and the Scale of Charges Section; you appear to offer users 2 options for a stay of over 4 hours and less than 23 hours – either £1.50 or £4.80 since someone parking for 12 hours will use the last line in that section of the Schedule, and I quote, “for periods in excess of 4 hours and up to 23 hours or part thereof - £1.50” whereas immediately above it reads “for periods in excess of 10 hours and up to 23 hours or part thereof - £4.80”. I know which one I would go for.</p>	<p>The scale of increases has been fully considered by Cabinet in light of the Study undertaken and its recommendations.</p> <p>It is considered that the mixture of car parks and the different charges that will apply will encourage both usage and turnover.</p> <p>In considering the level of charge for Huntingdon, Cabinet considered the need to provide for both immediate short and long-term needs, which is reflected in the proposed charging levels and the recent completion of the new long-stay car park at Bridge Place, Godmanchester.</p> <p>The two options depend on the days of the week. On Monday to Friday, the charge in excess of 10 hours up to 23 hours will be £4.80. On Saturdays, the charge will be £1.50 for periods in excess of 4 hours up to 23 hours.</p>
<p>Mr Stan Taylor, External Relations Manager, Cambridgeshire Chambers of Commerce</p>	<p>On behalf of members of Huntingdonshire Chamber of Commerce and the wider business community, I would like to express my concerns at the proposed increase to car parking charges and introduction of new charges across Huntingdonshire.</p> <p>As I am sure you are aware, the current economic climate is already causing considerable difficulties for local businesses. The rising cost of energy, fuel and raw</p>	<p>Cabinet have considered the balance required between short and longer-term parking needs on a town-by-town basis.</p> <p>Those users at Riverside, Huntingdon and Bridge Place, Godmanchester, will</p>

	<p>materials, the weak Euro and low consumer spending are all contributing factors.</p> <p>As a Chamber, we want to do all we can to ensure that Huntingdonshire's market towns remain an attractive place to live, shop, work and relax. We understand that operating car parks costs money, however we would like the Council to pay careful consideration to the potential negative impact the proposed charges will have upon the District's businesses.</p> <p>However we are concerned that it is shoppers and other short-term visitors to the towns who are being forced to pay more to cover these costs while those who use the car parks for up to ten hours per day will continue to do so with no increase to the charge they face.</p> <p>While we understand that this will benefit employees who currently park within the Riverside and Bridge Place car parks, we would have preferred to see a more balanced proposal which did not focus on shoppers and short-term visitors who stay in our towns for less than four hours.</p> <p>As I am sure you will agree, encouraging shoppers and other visitors to our market towns is key if we are to compete with neighbouring towns and cities and ensure economic prosperity for our local businesses.</p>	<p>see an increase in the level of charge for up to 10 hours as it is proposed to change these car parks from being free of charge and introduce a charging regime.</p> <p>In considering the level of charge for Huntingdon, Cabinet considered the need to provide for both immediate short and long-term needs, which is reflected in the proposed charging levels and the recent completion of the new long-stay car park at Bridge Place, Godmanchester.</p>
<p>Mr Malcolm Lyons, Chairman, Huntingdonshire Branch, Federation of Small Businesses</p>	<p>From the Federation of Small Businesses (Huntingdonshire Branch), I would like to express our concerns of the excessively high charges that Huntingdonshire District Council are about to put on the car parks in Huntingdonshire.</p> <p>We want to see vibrant market towns that encourage, both visitors and residents, to shop in our towns. We want to support our shopkeepers so their businesses remain profitable, and viable concerns. High parking charges will not help their case. We see this as a discouragement to shoppers visiting our towns, especially with inadequate public transport.</p> <p>Despite the increased fuel costs, we must compete with our neighbouring large towns – Peterborough and Cambridge; for example, Peterborough charges £1.10 for 2</p>	<p>The two-hour charge proposed is £1.00, which is still less than that levied by Peterborough or Cambridge. There are also the associated costs, inc. fuel, incurred in travelling to Peterborough or Cambridge.</p> <p>In considering the level of charge for Huntingdon, Cabinet considered the need to provide for both immediate short and long-term needs, which is reflected in the proposed charging</p>

	<p>hours, this is more cost effective for shoppers.</p> <p>We wish you to consider reducing the charges for the first 2 hours to the present level. To encourage shoppers to our towns on Saturdays, please continue to make 'Long Stay' parking free.</p> <p>We do not want our towns to discourage shoppers, visitors, and business. Please consider the above suggestions; we would like to discuss these points at a meeting.</p>	<p>levels and the recent completion of the new long-stay car park at Bridge Place, Godmanchester.</p> <p>Saturday parking needs have been considered on a town by town basis. There is currently no free off-street parking in St. Ives. As part of the current exercise and the demand for spaces within Huntingdon, the strategy proposes the £1.50/day Saturday charge. In St. Neots, long-stay parking is to remain free of charge.</p>
<p>Mrs L M Watt, 26 Pathfinder Way, Warboys</p>	<p>I would however like to place my objection which is based on two major points.</p> <p>Firstly whilst I do not object to a rise in price related to inflation increases, I do object to the inordinate level of the increase proposed which works out to be 33% from £1.50 to £2 for over 4 hour stays and I would like to know how this can possibly be justified when there is no visible change in the environment or services provided by the car park. As a council tax payer I am already paying a higher charge for services and whilst I agree I should pay extra for the facility of using a car park, as it is a car park provided by the council the rises should be in line with other government increases and I feel that 33% is way too high.</p> <p>My second and most crucial objection is to the plan to abolish the Monday to Friday season ticket for parking. I cannot understand the logic behind this and if you visited the Harrison Way part of the Cattle Market car park in St. Ives you would see that I am amongst a high percentage of the long stay users who are employed in the town for the working week ie. Monday to Friday. I therefore do not need a pass that covers Saturdays and feel that cancelling the Monday to Friday pass and only offering people the much higher priced Monday to Saturday permit is just another way of attracting higher revenue by stealth, since nobody that works in town requires this sort of permit. As such I consider it most unfair</p>	<p>Cabinet have fully considered all the charging options available to them in selecting the suggested level of increase.</p> <p>The change in Season Ticket arrangements to offer a single Monday to Saturday ticket will benefit a wider range of workers. For employees using the existing 2005 Monday to Saturday arrangement, there will be no increase in the annual charge levied, which will remain unchanged at £250.</p> <p>The issue of on-street parking and overspill to adjacent residential streets is covered in the approved Action Plan 2008-2011.</p>

	<p>restricting people's choice in this way. A far more honest approach would be to leave the Monday to Friday option and increase the price in line with inflation. Your proposal leaves me and many others with having to pay an additional £40 for a 6 month season ticket, which equates to almost a 50% increase on the £90 I currently pay for a Monday to Friday permit – this is totally unfair.</p> <p>The only other alternative is to consider parking along the side of the streets and in residential areas, which a long of people already do, but I am reluctant to do this since I think this is unfair to residents.</p>																																	
<p>Mrs S Pedlar, 2 Devana Close, Godmanchester</p>	<p>I am writing to object to the proposed long term car park charges that are planned to increase from £1.50 per day to £2 for long stay users. I consider this level of increase is exceptionally high and for a daily user such as myself will have considerable financial implications. As a worker in St. Ives I only require to be able to park in the Waitrose cattle market car park from Monday to Friday and as I currently buy a 6 month season ticket for £90, the proposed increase of this to £130 is out of reach.</p> <p>I trust you will reconsider the increases and hope a more acceptable outcome is proposed.</p>	<p>The change in Season Ticket arrangements to offer a single Monday to Saturday ticket will benefit a wider range of workers. For employees using the existing 2005 Monday to Saturday arrangement, there will be no increase in the 6-monthly charge levied which will remain unchanged at £130.</p>																																
<p>Mr Adrian Taggart, 12 Hawkesford Way, St. Neots, Cambs</p>	<table border="1"> <thead> <tr> <th>%age increase</th> <th>Location</th> <th>Today</th> <th>Future</th> </tr> </thead> <tbody> <tr> <td>66</td> <td>Priory Lane</td> <td>30p</td> <td>50p</td> </tr> <tr> <td>66</td> <td>Brook Street</td> <td>30p</td> <td>50p</td> </tr> <tr> <td>66</td> <td>Waitrose</td> <td>30p</td> <td>50p</td> </tr> <tr> <td>100</td> <td>Tan Yard</td> <td>25p</td> <td>50p</td> </tr> <tr> <td>100</td> <td>Priory</td> <td>25p</td> <td>50p</td> </tr> <tr> <td>100</td> <td>Tebbutts Road</td> <td>25p</td> <td>50p</td> </tr> <tr> <td>0 (oversight?)</td> <td>Market Square</td> <td>30p</td> <td>30p</td> </tr> </tbody> </table> <p>I would like to object to these exorbitant percentage increases, for which I can see no justification, especially in the current harsh economic climate. As always, these will hit those least able to pay.</p>	%age increase	Location	Today	Future	66	Priory Lane	30p	50p	66	Brook Street	30p	50p	66	Waitrose	30p	50p	100	Tan Yard	25p	50p	100	Priory	25p	50p	100	Tebbutts Road	25p	50p	0 (oversight?)	Market Square	30p	30p	<p>Cabinet have fully considered all the charging options available to them in selecting the suggested level of increase.</p>
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	<p>I believe these will have a detrimental impact on the St. Neots town businesses and the Thursday market. People will now go to (a soon to be expanded) Tesco where</p>	<p>Free parking will still exist within walking distance of St. Neots town centre for those</p>																																

	<p>everything needed can be bought in one place with no parking fee, or alternatively to Bedford, Huntingdon, Peterborough or Cambridge, where there is a far greater selection of shops, even if the parking fee may be higher.</p> <p>Did the results of your consultation with the St. Neot's business, the market traders, the Town Council, raise no objections ?</p> <p>What justification do you have for these massive increases ? It does seem unbalanced to me, that where business is having to absorb as much as possible price increases, the Council does not seem constrained in any way to raise prices way beyond inflation (even if you take the past several years into account).</p>	<p>wishing to park free of charge.</p> <p>The charges proposed are still less than those levied by Bedford, Peterborough or Cambridge. There are also the associated costs, inc. fuel, incurred in travelling to these destinations.</p> <p>Consultation included a range of businesses, the Town Council and Town Centre Initiative with a range of feedback provided.</p>
<p>Mr Jonathan Kerby, Cambridge Interiors, Trinity Place, Huntingdon</p>	<p>As a retailer within Huntingdon, employer of local staff and user of the shops and services myself within Huntingdon town centre, I am very disappointed and frustrated at the proposed changes to the parking charges outlined in the documents on the HDC website.</p> <p>Whilst increases are expected from time to time, the increases proposed here – in many cases by two thirds – is absolutely what Huntingdon businesses, and shoppers, do not need in this current environment. For me, this is a clear indication of little support for the town centre businesses, and it will lead to more customers going to out of town shops and using those located in the centre far less.</p> <p>I have to state something very clearly. Retailers and service industries such as estate agents are seeing right now a decline in confidence, lower levels of trade, increased costs – my business rates this year went up by double the rate of inflation – and higher employment costs due to minimum wage increases. Businesses are already starting to feel the effects of the difficult economy.....a chat with the estate agents will confirm this as some have already gone out of business, others are shedding staff. My business and others like mine need help and encouragement from the council to bring shoppers into the town, and in return we can continue to trade, make the town centre vibrant, and employ local staff.</p>	<p>Cabinet have fully considered all the charging options available to them in selecting the suggested level of increase.</p> <p>The charges proposed are still less than those levied by other towns outside the District. There are also the associated costs, inc. fuel, incurred in travelling to those destinations.</p> <p>In considering the level of charge for Huntingdon, Cabinet considered the need to provide for both immediate short and long-term needs, which is reflected in the proposed charging levels, the recent completion of the new long-stay car park at Bridge Place, Godmanchester and the end of free car parking within Huntingdon to the pressures on overall parking provision.</p>

	<p>I believe raising the charges by these proposed amounts are just going to escalate the pressure on businesses within the town centre and this will lead to empty units, staff out of work, an unattractive town centre and, for HDC, less income from business rates.</p> <p>Ok, so what do I feel acceptable ?</p> <p>I guess increases are inevitable even in this climate, but please make 40 pence for 1 hour, 80 pence for 2 hours etc. the very limit. Provide more free spaces out of town for the long stay parking (the rail users who part in the Riverside will clog the streets around Hartford rather than pay), and introduce lower or free parking on Saturdays, traditionally a shopping/less commuting day.</p> <p>I also think fixing prices now for 4 years shows a lack of flexibility. I feel reviewing after 2 is preferable as the town centre might be able to sustain further increases then if the confidence amongst businesses has improved.</p> <p>Please remember we cannot compete with Cambridge and Peterborough as a shopping destination, and up until now our lower parking charges have compensated for the lesser breadth of shop and services here. Too much on the parking costs, and shoppers will just avoid our town centre to visit the above instead.</p> <p>I do hope you take my views into consideration. I really want to continue trading in and supporting Huntingdon town centre, but I cannot stress enough the importance of the help we need from HDC with issues like parking to allow us to make this possible.</p>	
<p>Dr Angela Owen-Smith, Chair and John Nunn, Vice-Chair, and the Directors of Huntingdon Town Partnership</p>	<p>To ensure the continued economic vitality of Huntingdon as a market town it is vital to encourage shoppers and visitors by keeping car parking charges “reasonable”.</p> <p>Huntingdon already suffers from the reputation of having too few parking spaces making it difficult to park in the first instance. Excessive car park charges will be a second reason for residents, shoppers and visitors to not venture in to the town.</p>	<p>Cabinet have fully considered all the charging options available to them in selecting the suggested level of increase.</p> <p>In considering the level of charge for Huntingdon, Cabinet considered the need to provide for both</p>

	<p>In the last three to six months the trading situation in Huntingdon has deteriorated in line with the impact of the “credit crunch” and this has shown itself with recent closures of the estate agents offices in the High Street, namely Bennett Saunders and Haart.</p> <p>In addition market traders at both the Traditional Market and Farmers’ market have ceased trading due to overhead costs and competition.</p> <p>Feedback on turnover from both independent and national retailers has not been good and follows a national trend of declining footfall figures.</p> <p>Following the consultation process for car park charges we write with the following observations and representations of the charges proposed under “The District Huntingdonshire (off-street parking places) Order 2008”.</p> <p>1) Riverside and Bridge Place should be FREE to park on Saturday</p> <p>This will assist the local economy of Huntingdon as shoppers and visitors will be able to enjoy the town on Saturdays, a traditional family day, without having to dash back to the car park before the ticket expires.</p> <p>In St. Neots the facility of the long stay Riverside car park will remain FREE all week.</p> <p>2) The cost of parking for periods in excess of 10 hours is £4.80 at Riverside (long stay) and Bridge Place. This charge should be in line with the cost of all day parking at the railway station.</p> <p>During the consultation period with Steer Davies Gleave the impact of the mainline railway station and commuters was acknowledged. The aim of the high, long stay charge was to deter rail commuters from using the town car parks and blocking spaces for shoppers and visitors.</p> <p>All day parking charges at the railway have increased at least twice, since the</p>	<p>immediate short and long-term needs, which is reflected in the proposed charging levels, the recent completion of the new long-stay car park at Bridge Place, Godmanchester and the end of free car parking within Huntingdon due to the pressures on overall parking provision.</p> <p>Saturday users will have the flexibility to be able to select the most appropriate charging level at Riverside and Bridge Place in which to undertake all their needs at a rate no higher than £1.50 per day.</p> <p>The charge to be levied in each town has been assessed on a town by town basis. The long-stay parking demand is less in St. Neots than it is in Huntingdon.</p> <p>The charge levied to deter rail commuters will be considered again when the next review commences in 2009.</p> <p>Ingram Street and St. Germain Street car parks do not currently suffer the effects of rail commuter car parking due to the high levels of residential parking, Season Ticket users and spaces generally not being available to early morning commuters. The level of charge has been set to avoid deterring residential users. Rail commuters would not</p>
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	<p>consultation started in the autumn 2006, and currently stand at £5.80 a day.</p> <p>3) Ingram Street, Gt Northern Street and St Germain Street (minor) will allow commuters to park up to 23 hours for £2.00</p> <p>These three car parks allow the opportunity to park in the town centre for up to 23 hours. The category of more than 10 hours and up to 23 hours at a charge of £4.80 (or more – see point 2) should be added to these car parks.</p> <p>Will the limitation of not buying a ticket until after 8am still apply in these car parks? See page 13 of the Order – 3(i) and 3(iii) state 7am to 6pm and then 8.10am and 6pm respectively.</p> <p>We would ask you to consider all the above points before the car park charges are confirmed for Huntingdon.</p>	<p>qualify for the purchase of Season Tickets, unless they were residents of Huntingdon. The use of these car parks will be monitored and considered further as part of the next review commencing in 2009.</p> <p>Gt. Northern Street car park is currently used by residents, town centre workers and rail commuters. While it the longer-term aim to restrict use by rail commuters, this is planned to be considered once additional, alternative long-term parking becomes available as part of development West of Town centre.</p>
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Agenda Item 6

AGENDA ITEM NO.

CABINET

17 JULY 2008

Raising Sponsorship and Advertising Revenues from our web sites

(Report by the Director of Commerce & Technology)

1 PURPOSE

- 1.1 The purpose of this report is to present to Cabinet an opportunity to generate revenue from the sale of sponsorship opportunities and advertising space on the Council's web sites and, in future, other e-channels.

2. BACKGROUND

- 2.1 The Huntingdonshire District Council main website now attracts significant traffic; on average, approaching 1,500 individual Huntingdonshire citizens visit the website every day.
- 2.2 In common with most other District and Borough councils, we have been looking to increase this traffic, delivering a greater proportion of services and information via the website and other e-channels, where appropriate, possible and relevant. Many citizens prefer self-service, available 24x7 via the web, and the efficiency opportunities to HDC are substantial.
- 2.3 As the traffic to our website has increased, the potential to also 'monetise' or derive revenue from this traffic – through sponsorship and advertising – has also developed.
- 2.4 Our traffic - and the UK on-line advertising market generally - has now reached the point where the potential revenues are of note. A 'commercial', private sector view of our website and traffic may also provide perspectives that help to further accelerate citizen use of our website.

3. OPPORTUNITY AND TIMETABLE

- 3.1 In 2007, the on-line advertising market in the UK alone was worth £2.8 billion. By 2009, current estimates from PWC and the Internet Advertising Board suggest spend on internet advertising will exceed television advertising spend. The on-line advertising market is therefore established and growing very rapidly. The annual value of the advertising opportunity on the HDC website, based on current traffic volumes and shape, is estimated at just over £30,700 pa. This estimate was produced by an external agency specialising in this area, using real analytics data collected between April 22nd and May 19th of this year.
- 3.2 The same analysis also demonstrated that if our traffic continues to grow and adopt a shape or 'profile' similar to other Councils, the total potential value may well be significantly higher.

- 3.3 These revenue streams can be brought on-line in 12 to 15 weeks. The first step is a set-up process, usually taking 6 to 7 weeks, when the areas on the website where advertising or sponsorship messages will appear (the placements) are defined. For each and every placement, we will also generate policies in terms of what type of advertising will be permitted.
- 3.4 The advertising opportunity is then introduced to the market for a further 6 – 8 weeks and, finally, fully marketed.
- 3.5 Whilst terms have yet to be agreed with the agency it is expected that set-up costs will be very level (external costs of £1850). Once our policies for accepting advertising are agreed we anticipate very little internal effort to maintain this advertising revenue. It is estimated that if c.70% of the revenue estimate is achieved, the set-up cost will be recovered in just over 5 weeks.

4. POLICY AND PROCESS FOR VETTING ADVERTISEMENTS

- 4.1 Unlike paper based advertising, on line advertising may come and go in real time. Processes for getting advertising up, and for removing it must be simple in order to be cost effective and practical for the advertiser. Having said this, the same basic principles apply to the kind of advertising that we should be accepting.
- 4.2 Huntingdonshire DC must not be seen to be endorsing or approving the products and services of any advertisers or allowing any inappropriate products or services to be advertised.
- 4.3 We will define in advance what we consider to be ‘inappropriate’ advertising and will also generate specific policies for specific areas on the website; all advertising will be subject to assessment and categorisation by the agency before it may be displayed and any inappropriate advertising will be filtered out and barred.
- 4.4 The sample page designs provided as an appendix to this paper, and which give a feel for how the website might look when carrying advertising, also illustrate how this can be achieved, with clear marking of advertisements and explanatory text alongside.

5. CONCLUSIONS

- 5.1 The Cabinet Office approves of advertising on public sector websites and the guidance also states ‘Over time, it is likely that advertising and sponsorship will become increasingly important as ways of funding the provision of information services or developing websites.’
- 5.2 It is also worth noting that advertising does currently appear in Authority publications and that the principle of Hunts DC accepting advertising is therefore broadly established.
- 5.3 The revenue opportunity is already of note and is likely to increase over time.

- 5.4 Only practise will tell whether the procedures proposed will be robust enough to support the Council and whether revenues will be strong enough to make this initiative worth while. Consequently we will need to review the success of both the advertising revenues and the vetting policy and be able to terminate the arrangements at short notice should they not be in the interests of the Council

6. RECOMMENDATION

The Cabinet is recommended to:

Delegate authority to the Director of Commerce & Technology, after consultation with the Executive Cabinet Member for IT and Customer Service, to appoint an agency to manage web advertising on behalf of the Council.

Contact Officer:

Terry Parker, Director of Commerce & Technology ☎ 01480 388100

Annexes:. Screen prints of web pages with advertisements.

Service directory

- Online Services | Forms
- ← Home
- ← Environment and Planning
- ▶ Planning
 - 1App Guidance
 - A14 Improvements
 - Paperwork Charges
 - Planning Application Advice
 - Planning Applications
 - Planning Enforcement
 - Planning Forms
 - Planning Policy

[view the site map](#)

A to Z listing

A B C D E F G H I J K L M N O P Q R S T U V
W X Y Z

Advertising

Huntingdonshire District Council seeks to ensure that advertisers are reputable companies but does not endorse any products or services advertised on this site.



Get and *compare quotations*
Architects, engineers, project managers, builders....

Planning

Planning Services play a key role in making Huntingdonshire a better place to live. It promotes and regulates new development, to help ensure that the community's needs are met in the most appropriate locations and that buildings are of a high quality.

Latest news



[Have Your Say On Draft Design Brief For Primrose Lane Huntingdon \(08/04/08\)](#)
Local people will soon be able to have their say on a draft design brief that will help shape the future redevelopment opportunities on the former health authority office site to the south of Primrose Lane, Huntingdon.



[Young People Develop Zero Carbon Master Plan \(05/03/08\)](#)
Students from Abbey College, Ramsey gave a presentation to the Huntingdonshire District Council's development control panel last week about their zero carbon master plan project.

Online Services



[View existing planning applications](#)



[Make an online planning application](#)



[View Plannings list of frequently asked questions](#)



[Contact Planning Services](#)

[about online services](#)

Related Information

- Development Control Panel Meetings
- View Planning Applications
- Listed Buildings Information
- Conservation Areas
- Tree Preservation
- Planning Consultations
- Urban Design
- Transport and Roads

[about related information](#)

Service directory

Online Services | Forms

- Home
- Leisure and Culture

Leisure Centres

- Free Membership
- Huntingdon
- Impressions Fitness Suites
- Online Bookings
- Ramsey
- Sawtry
- St Ivo
- St Neots

view the site map

A to Z listing

A B C D E F G H I J K L M N O P Q R S T U V
W X Y Z

Online Services

Online Bookings

Online Bookings
about online services

Leisure Centres And Impressions Fitness Suites



Every year there are over 1.5 million visitors to the leisure centres in St Ives, Huntingdon, St Neots, Ramsey and Sawtry.

They provide a wide variety of sports and leisure activities for all ages and interests. The facilities are available to use by local residents and visitors to Huntingdonshire.

For more information please use the links on the left.

Leisure Centres News



Book Leisure Facilities Online

Visitors to leisure centres can now beat the queues by booking over 150 fitness classes and badminton, squash or tennis courts via a new online leisure bookings system.

Advertising

Over the last year, advertising on this site raised over £33,000. See our ad policy.

See if you can get slimmer for summer the Special K way



Find out how

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PARISH CHARTER FOR HUNTINGDONSHIRE (Report by the Overview and Scrutiny Panel (Service Support))

1. INTRODUCTION

- 1.1 At its meeting held on 12th June 2007, the Overview and Scrutiny Panel (Service Support) decided to establish a Working Group to consider the preparation of a Parish Charter for the Council's relationship with town and parish councils in the District.
- 1.2 The Working Group comprised Councillors J W Davies, P J Downes and R G Tuplin and has met on a number of occasions in the ensuing months.

2. BACKGROUND

- 2.1 The Government's Quality Parish Council Initiative was originally launched in June 2003 to provide an opportunity for towns and parishes to attain 'Quality Status'. 5 towns and parishes in Huntingdonshire have successfully achieved this status and others are working towards achieving it. Another element of the initiative was the establishment of a Charter between principal authorities and parish councils. Work on the development of a Parish Charter for Cambridgeshire has involved officers from the Cambridgeshire and Peterborough Association of Local Councils (CPALC), the County Council, District Councils in the county and a number of town and parish councils.
- 2.2 The scheme envisages that a Charter will set out how principal authorities and town and parish councils within an area will work in partnership, addressing a number of general principles and covering a common set of topics which can be tailored to meet local needs. It is anticipated that a Charter will recognise the additional benefits and responsibilities that town and parish councils can undertake as a result of achieving Quality Status.
- 2.3 Earlier work resulted in the drafting of a Charter which was intended for adoption countywide. However as further progress was looking unlikely and concern was being expressed about the delay in its adoption, the draft was modified for adoption in Huntingdonshire only. A copy of the draft is attached at Annex A.
- 2.4 Initial discussions on the formulation of a charter involved CPALC and a small representative number of parish clerks in Cambridgeshire. Although CPALC consulted the Huntingdonshire District Association on the content of the draft for Huntingdonshire, the Working Group was conscious of the fact that not all of the parish councils in the District are members of CPALC and that it did not appear that individual authorities had been asked for their views.

3. QUESTIONNAIRE RESPONSE

- 3.1 A questionnaire, together with a copy of the suggested charter, was distributed to town and parish councils in January. It was thought that the use of a questionnaire, as opposed to the invitation of comments

generally, would focus the consideration of the Councils on the pertinent parts of the charter and enable the responses to be analysed more easily. Following complaints about the short timescale for reply, the deadline was extended to 10th March, with several late responses being incorporated into the final analysis.

- 3.2 A comprehensive list of all of the issues raised from the questionnaire appears in Annex B to the report. An analysis of the responses is summarised below.
- 3.3 Of the 84 town and parish councils and parish meetings in Huntingdonshire, 36 responded (43%). Annex C lists the town and parish councils that replied and those that didn't. The questions asked and answers supplied were as follows. Councils were invited to elaborate on their answers where this was thought to be helpful, although some of the reasons given for the answers do not always appear to be relevant.

Questions

2. Do you support the establishment of a Parish Charter between the District Council and the town and parish councils and parish meetings in Huntingdonshire?

YES 28

NO 5

N/a 2

3. Are you a Quality Town or Parish Council?

YES 5

NO 30

4. Are you planning to become a Quality Town or Parish Council in the next 2 years?

YES 11

NO 15

N/a 9

5. Do you agree with the general principles set out in the Charter?

YES 28

NO 5

N/a 2

6. If the answer to question 5 is no, please explain why:

- System already works
- Don't agree with the involvement of CPALC

7. Do you think that the delegation of responsibility for service provision should be restricted to Quality Parish and Town Councils?

YES 8

NO 24

N/a 3

8. Please give your reason(s) for your answer to question 7 (summary):

- Quality Status is gained in recognition of a Council's ability to conduct business responsibly and effectively and provide value for money along with the raising of standards throughout the District;
- Concerns that as the scheme is voluntary, those who opt out will be penalised even though they may carry out the same duties to the required standard;
- Concerns of labelling and discrimination against those, especially smaller councils, who struggle to meet the criteria but still provide good standards of service.

9. Are you interested in taking responsibility for the delivery of certain services currently provided by the District Council in your parish or town?

YES 17

NO 16

N/a 2

10. Please list the services that you would be interested in having delegated:

- Grass Cutting 7
- Maintenance of play areas 3
- Street naming and numbering 3
- Minor planning applications 2

11. Do you agree with the general financial aspects of delegation contained in Appendix 1 of the Charter?

YES 25

NO 9

N/a 1

12. If the answer to question 11 is no, please explain how you think the delegation should be funded:

- Grant basis / annual review
- At the discretion of HDC
- Concerns of funding provision being maintained

13. Are you interested in the District Council providing services for your parish or town council on an agency basis?

YES 8

NO 22

N/a 5

14. If question 13 is answered yes. Please list the services:

- Grass cutting

- Professional Clerk
- General grounds and play area maintenance

17. Is there anything else that you think should be included in the Charter?

YES 2
NO 29
N/a 4

19. Additional comments:

- For: shows leadership, quality of service delivery, standards of the council, represents value for money and best practice
- Against: discriminates against smaller parishes in achieving status, opting out doesn't necessarily mean poor service, Charter has taken too long to develop, discussions should be between parish and town councils and the District Councils not CPALC.

4. STATUS OF PARISH COUNCILS

- 4.1 To achieve Quality Status, one of the criteria is that 80% of Council seats must have been contested when the Council first becomes accredited. Accreditation lasts only 4 years after which a Council must re-apply to retain its status. On re-accreditation, 100% of the seats must be contested. A review of the Quality Status scheme has been undertaken nationally with one of the recommendations being that the electoral mandate should be dropped to 80% on re-accreditation. The review's findings were deferred while the Local Government and Public Involvement in Health Bill was proceeding through Parliament last year.
- 4.2 The Bill was enacted in October 2007. The Act does not make any reference to Quality Status but it does extend the powers of promoting economic, social and environmental well-being to eligible parish councils. The term "eligible" has yet to be defined and will be the subject of a subsequent order by the Secretary of State. It is anticipated that this will be Quality Parish Councils.
- 4.3 The power of well-being will enable eligible councils to undertake any service providing that it deals with the promotion of economic, social and environmental well-being which will encompass almost any service that they wish to provide. Previously, town and parish councils could only act where they had specific legislative powers to do so, although the list of powers is wider than might be imagined (summary attached as Annex D). In addition, town and parish councils can use Section 137 of the Local Government Act 1972 to spend up to an amount equivalent to £5.30 per person on the electoral roll on anything that is in the interest of the parish or its inhabitants.
- 4.4 The Working Group is also aware of recent announcement by the Secretary of State for Communities and Local Government about the role that parish councils can play in reinvigorating local democracy. With another White Paper on community engagement imminent, the powers

of parish councils may be further enhanced in the next round of local government legislation.

5. ELECTORAL ARRANGEMENTS

- 5.1 The Working Group is aware that contested elections for parishes (other than in the towns of Huntingdon, St Neots and St Ives) have been a rarity in recent years in Huntingdonshire. A ballot was required in only 3 out of 16 towns and parishes in 2008. Although all except one of the remaining parishes would have met the requirement for first accreditation, with 80% of the seats being filled by nominations submitted, only 5 would have met the test for re-accreditation of 100%. In 2007, 11 out of 38 towns and parish councils required ballots.
- 5.2 The review of the Quality Status scheme discussed the possibility of the re-accreditation test being dropped to 80% of seats being filled by nomination. Unless it does, there is a risk that several of the councils locally that have achieved or are considering quality status will fail to achieve the required standard for re-accreditation. It is arguable whether having to fill 20% of a Council's Seats by co-option is representative of a healthy and vibrant authority.

6. SERVICE PROVISION

- 6.1 The Working Group has been made aware that current legislation already provides for one tier of authority to carry out work for another on an agency basis. This has happened in a number of instances in Huntingdonshire where the District Council has undertaken work for parishes on an agency or contractual basis. The reverse has been a rare occurrence, although it is not unusual for parishes to supplement a District Council service to provide an enhanced level of provision, litter collection being probably the most common example.
- 6.2 Although the Quality Parish scheme, in line with Government initiatives announced in the 'Strong and Prosperous Communities' White Paper, is designed to encourage communities to provide services locally, other Government pronouncements such as the Gershon efficiency programme require cost savings on the part of the district and county councils and encourage the sharing of services between authorities to reduce expenditure. The latter does not apply to town and parish councils.
- 6.3 There is a concern that if towns and parishes are able to demand the delegation of service provision, this will lead to a loss of the economies of scale if the District Council then has to deliver services in a patchwork of parishes that do not wish to go down the delegation route. Similarly if 84 parishes are providing a service individually, this will not be as economical as a service provided by a single contractor. The draft charter acknowledged this dichotomy by proposing that if a service were to be delegated, the money to be passed to each parish in question would be reduced by any additional costs to the District in providing a marginally smaller service elsewhere.
- 6.4 Coincidentally, the Working Group was aware that proposals in the recent Parish Review undertaken by the District Council to combine smaller parishes to reduce the size of Council membership and create

larger, more economically viable authorities led to widespread opposition on the part of the parishes affected.

- 6.5 There is of course great diversity between the 84 parishes in Huntingdonshire. The towns of Huntingdon, St Neots and St Ives can employ full time personnel and have aspirations to deliver additional services. Elsewhere, some of the medium sized councils are progressive and have taken full advantage of the existing powers available to them to provide a wider range of services. However the majority of Councils seem relatively content with the status quo and this seems particularly true of the smaller Councils. This diversity is reflected in the wide range of Council Tax precepts that are set in the District.

7. DELEGATION OF SERVICES

- 7.1 The Working Group acknowledged that this is the most contentious of the proposals in the draft Parish Charter. The Quality Parish Council scheme suggests that quality parishes should be able to apply to their respective district, county or unitary council to have service provision delegated to them and for the cost of carrying out the work to be funded by the relevant district or county to avoid double taxation, i.e. Council taxpayers in the parish paying through their parish precept both for the service in that parish and in the remainder of the district through the district council tax.

- 7.2 On the question of delegation itself, 17 Councils indicated that they would be interested. That represents 20% of the total number of parishes in Huntingdonshire. Of those that gave examples, the most popular services for transfer were grass cutting, play areas, street naming and numbering and planning applications. The Working Group was apprised of the following information in respect of each service.

Grass Cutting – there have been attempts previously to try to co-ordinate grass cutting regimes in parishes where the county, district and parish councils all have maintenance responsibilities and better prices can be achieved for a combined service. This is not dependent upon a Parish Charter.

Play Areas – the District Council manages few play areas and regards this as essentially a matter for parish council provision, except for strategic areas such as Riverside Parks, Priory Park and Hill Rise Park. There have been other instances in the past where town and parish councils have been reluctant to accept playgrounds that have been provided as part of planning approvals.

Street Naming and Numbering – it is a simple procedure for a town and parish council to suggest a name for a new street when planning applications are being considered. Developers are normally happy to accept suggestions that have a local or logical explanation. The statutory process for street naming and numbering provides little room for flexibility with the choice of street name being at the discretion of the developer and the only route for a District Council that disagrees with the choice being to appeal to the Magistrates Court. It is possible that towns and parishes do not appreciate how little discretion the District Council has in such circumstances.

Planning Applications – the determination of planning applications must accord with the approved Local Development Framework and its component policies, design guidance and planning policy statements and guidance issued by the DCLG. It is unlikely that any of the town and parishes in Huntingdonshire would be able to attract and employ planning officers with sufficient expertise and experience to deal with the complexity of even minor applications.

- 7.3 The Working Group concluded that the picture that emerges is little practical benefit in the delegation of services under a Charter as opposed to those that can already be dealt with under existing legislation. Moreover, the recent legislative change has opened up the possibility of eligible parishes providing any service that promotes the well-being of the area or its inhabitants. Against a requirement for the District Council to achieve savings to meet Gershon targets, the Working Group is of the opinion there seems little merit in pursuing delegation as part of a Parish Charter.

8. CONCLUSION

- 8.1 If the provisions relating to service delegation are removed, the Parish Charter is limited to a statement of the relationship between the District and the towns and parishes. That is evolving constantly and the Working Group questioned whether there was any practical value in simply documenting that relationship, especially when the role of the parishes is changing in response to legislative change and Government initiatives.
- 8.2 The Working Group found the response of the towns and parishes to the questionnaire to be disappointingly low. Only 43% responded and of those only 77% were in favour of a parish charter, with even less (47%) being interested in delegated services. The response appears even more stark across the District as a whole with only one third of all town and parish councils in favour of a Charter and one fifth in favour of service delegation.
- 8.3 With such limited interest, the Working Group acknowledged the potential for potential confusion as to where a charter applied. If a charter was to be signed with CPALC, more than half of the town and parish councils appear to have little interest and not all parishes are Members of the Association. If a charter was signed with individual councils, a mosaic arrangement would result.
- 8.4 The Working Group found that only one fifth of the town and parish councils were interested in delegation. Of the services identified by the parishes, some are not suitable for delegation and others are not reliant on a charter for delegations / agencies to be entered into. Mandatory delegation would produce a patchwork of services across the District and may adversely affect steps to make the Council's own delivery of Services more efficient.
- 8.5 The Quality Parish Scheme gave the prospect of delegated services in a charter as a potential reward for achieving quality parish status but that has now been superseded by the extension of the general power of well being to eligible councils. Having regard to the increased powers shortly to become available to town and parish councils and possible future measures in the forthcoming White Paper, the Working Group concluded that a formal charter added little practical value to the present relationship

between the District Council and the town and parish councils in Huntingdonshire.

- 8.6 Having considered the Working Group's report, the Overview and Scrutiny Panel concurred with its view that there was little value in proceeding with a Parish Charter with the town and parish councils at the present time. However, the Panel acknowledged that some of the latter will be disappointed if a Charter does not proceed. The Panel therefore feel that it is important that the reasons for its conclusion should be explained to town and parish councils, together with an understanding to keep the matter under review as the powers and responsibilities of the various tiers of local government alter with changing legislation.

9. **RECOMMENDATION**

- 9.1 The Panel therefore

RECOMMEND

- (a) **that the Cabinet do not to proceed with the development of a Parish Charter with the town and parish councils in Huntingdonshire at the present time for the reasons outlined in this report; and**
- (b) **that an explanation be given to the town and parish councils of the reasons for the decision as set out in paragraph 8.6 above.**

BACKGROUND INFORMATION

Notes of the Working Group
Parish Charter questionnaire responses
Draft Parish Charter (version 1.4)

Contact Officer: Mr Roy Reeves
 **01480 388003**

PARISH CHARTER – HUNTINGDONSHIRE

Draft – Version 1.3

March 2007

Charter

Definitions:

The Principal Authority is the Huntingdonshire District Council (the Council).

Cambridgeshire and Peterborough Association of Local Councils (CALC) is the representative body for Parish and Town Councils in Cambridgeshire and Peterborough.

A Quality parish or town council is a council that has achieved the necessary accreditation under the Quality Parish and Town Council Scheme introduced by the Government in association with various local government associations and other bodies in June 2003.

This document defines the relationship between the Council and the parish and town councils in Huntingdonshire, irrespective of whether they are members of CALC.

Introduction

1. CALC and the Council have agreed to publish a charter which sets out how they aim to work together for the benefit of local people. This Charter is the result of discussions locally to establish a new way of working and to confirm existing good practice.
2. The Council acknowledges that parish and town councils are the grass-roots level of local government. By working with them and CALC, the Council aims to act in partnership with local communities in ways which are consistent with the duty to have regard to the needs of the wider community.
3. In their role as democratically accountable bodies, both the Council and parish and town councils shape the decisions that affect their communities. The parish and town councils offer a means of decentralising the provision of certain services and of revitalising local communities. In turn, the parish and town councils recognise the strategic role of the Council, the equitable distribution of services which it has to achieve and the potential economies of scale that can be achieved by centralising the provision of certain services.
4. This Charter reflects the increasing importance of partnership working and the development of Quality Status. Thus the first part of the Charter (Part 1) applies to all parish and town councils in the area. The second part (Part 2) applies to Quality Parish and Town Councils only.

SUSTAINABILITY

5. The Council and the parish and town councils in Huntingdonshire will work together to promote sustainable social, economic and environmental development for the benefit of local communities.

COMMUNITY PLANNING AND PARTNERSHIP WORKING

6. The Council recognises CALC as a key community partner and has made provision for the Association to be represented on the Huntingdonshire Local Strategic Partnership. The Council will consult and involve parish and town councils accordingly about the content and direction of the community strategy as it affects the local communities they represent.
7. Where a parish or town council either individually or collectively has prepared a parish or town plan, the Council will take account of its proposals and priorities in developing and implementing the community strategy as it affects the local areas concerned. The Council will strengthen links between the parish or town council and the Local Strategic Partnership in order to improve delivery of local priorities.

LOCAL GOVERNANCE

8. The Council will hold liaison meetings with representatives of all parish and town councils that wish to take part. There shall be a minimum of 2 liaison meetings per annum which shall be facilitated between the Council and CALC who shall ensure that all parish and town councils in Huntingdonshire are invited to the meeting, irrespective of their membership of the Association.
9. Parish and town councils will invite representatives (councillors and/or officers) of the Council to meetings of the Huntingdonshire District Association of CALC which will be co-ordinated by a single point of contact at the Council.
10. The Council will organise the administration of local parish and town council elections in Huntingdonshire and will endeavour, wherever possible, to hold such elections on the same day as another national or local government election in that parish or town. Where the local parish or town council election is held on the same day as another election, the Council will divide the cost of the elections equitably so that the parish or town council will share the cost of the election. Otherwise the cost of a parish or town council election and any parish poll will be recharged to the respective parish or town council.

CONSULTATION

11. The Council will aim to give parish and town councils the opportunity to comment before making any decision which affects the respective parish or town. This is without prejudice to any statutory arrangements for consultation between the Council and the parish and town councils in Huntingdonshire. In furtherance of this, the Council will publish its agenda and reports for its meetings including its Cabinet, panels etc. on its website at the same time as they are sent to members of the Council. The

Council will supply each parish and town council with the specific website address where such agenda and reports may be viewed on the website of the Council.

12. This will not apply to circumstances where, on the grounds of confidentiality, the Council does not intend to embark upon public consultation. Parish and town councils similarly will not be entitled to receive or have access to reports of a confidential nature which are to be or have been submitted to meetings of the Council, its Cabinet, panels etc.
13. To help achieve the objectives laid down in this Charter, liaison and consultation (both formal and informal) will be further developed at parish and town council level through regular meetings or specific service consultative groups and, at officer level, individually or through working parties and groups. The Council will consider use of the meetings of CALC to facilitate wider consultation.
14. The Council will attend meetings with parish and town councils and/or meetings of the Huntingdonshire District Association of CALC at a mutually agreed time to discuss matters of common interest. This is in addition to the liaison meetings referred to in paragraph 8 above.
15. Upon request parish and town councils will send copies of their meeting agenda and reports to the Council and to district councillors who represent the respective parish and town. Officers and councillors of the Council will be given an opportunity to speak, by prior arrangement, at parish and town council meetings on matters of mutual interest appearing on the agenda of the latter meetings. In addition, officers and councillors of the Council will endeavour to attend meetings of parish and town councils at their request to speak on specific issues. It is understood that no electioneering will be undertaken at such meetings.

LAND USE AND DEVELOPMENT PLANNING

16. Where a parish or town council (or group of councils) has prepared in consultation with the Council a parish or town plan which includes proposals concerning land use and development control issues (eg. a village design statement) the Council will normally adopt this as Supplementary Planning Guidance (provided it meets the requirements set out in national planning guidance). As with other planning policies and guidance, the Council shall have regard to the currency of the plan produced by the parish or town council.
17. Where the parish or town plan proposals imply some changes to the current development plan or the local development framework for their area, the Council will consider and discuss the proposals with the parish and town council (or councils) as part of its next review of that plan. If any aspects of the proposals are not accepted the Council will explain the reasons in a letter to the parish or town council(s).

INFORMATION AND COMPLAINTS

18. When the Council consults parish and town councils, it will provide them with sufficient information to enable them to reach an informed view on the matter, and give them adequate time to respond in accordance with

the statutory requirements, where applicable, having regard to the operational procedures of the parish and town councils.

19. The Council will communicate with parish and town councils and others in the community by publishing District Wide its quarterly newsletter and making it available in the local community. It will also keep parish and town councils informed by sending them copies of other relevant newsletters/local promotional material produced by the Council. The Council will provide a list, at least annually, of newsletters and local promotional material available and each parish and town council will advise the Council which of the literature it requires.
20. The Council and parish and town councils will acknowledge letters and e-mails requiring a reply sent by one party to another within 10 working days of their receipt. The first acknowledgement will contain a full response to the letter or e-mail or give an indication of the date by which a full answer will be given. Both will provide substantive answers to letters which need a reply.
21. If the Council or a parish or town council is dissatisfied with the actions, response to a request for information or a failure to consult as defined in this charter, either party may make a formal complaint about the other party's actions. The respective authorities should consider the involvement of CALC in such situations to act as mediator but without the result of such mediation being binding on either party.

STANDARDS COMMITTEE

22. Both the Council and the parish and town councils have adopted members' codes of conduct, based on the national model code. The parish and town councils will work with the Council's Standards Committee to promote and maintain high standards of conduct and the Monitoring Officer of the Council shall act as the Monitoring Officer of the parish and town councils without charge. The parish and town councils will be entitled to nominate two representatives to the Standards Committee and the Council will consult and agree the arrangements with the parish and town councils for their appointment using the facility of the Huntingdonshire District Association of CALC, such representatives to be drawn from parish and town councils throughout Huntingdonshire irrespective of their membership of CALC. Without prejudice to the generality of paragraph 11, the Council shall supply the parish and town councils with copies of the agenda and minutes of meetings of the Standards Committee at the same time as these are sent to the members of the Committee.

DELEGATING RESPONSIBILITY FOR SERVICE PROVISION

23. If a parish or town council (or group of local councils) wishes to discharge a function on behalf of the Council, the Council will consider this where it provides equal or better value (taking account of cost, quality, local preference, practicality and the ability of the District to continue to deliver the service throughout the remainder of Huntingdonshire no less economically than before). Where it is not good value or practicable the Council will, in consultation with the parish or town council, explore alternative solutions to encourage more local-level input into service delivery.

24. If the Council wishes to discharge a function on behalf of a parish or town council on an agency basis, the parish or town council will similarly consider this on the same criteria as in paragraph 23.
25. The provisions of Appendices 1 and 2 shall apply in such circumstances.

FINANCIAL ARRANGEMENTS

26. Where a parish or town council takes on the provision of certain services, the level of funding will be agreed by the Council and the parish or town council. It is agreed that the Council will be the service provider of last resort and any delegated funding will be by way of grant from the Council. Any such funding shall have regard to the Council's responsibility to continue to provide a standard of service without detriment and without financial disadvantage in the other parts of Huntingdonshire.
27. Where the Council acts as the agent for a parish or town council, it shall do so on a rechargeable basis, such charge to be fixed by agreement between the Council the relevant parish or town council.

LOCAL COMMUNITY LIFE

28. The Council will promote local community life through financial support by way of capital grants and loan schemes for village halls and other community facilities and will circulate this information to parish and town councils. The availability of such grants and loans shall extend to parish and town councils on application and subject to the appropriate criteria being met.

PRACTICAL SUPPORT

29. The Council will, where practicable, offer parish and town councils access to their own support services, to enable them to take advantage of facilities such as printing and purchasing, at a mutually agreed price. In addition, officers of the Council will provide information and advice, where appropriate, on request to parish and town councils without charge. Officers of the Council reserve the right to decline to offer such information and advice where this would involve excessive time or investigation or may offer to provide the advice at a mutually agreed price. In particular, assistance will be offered in identifying and helping to meet the training needs of parish and town councils (for example, through County Training Partnerships.)

Part 2 Quality Parish and Town Councils

30. In addition to the above, the Council has agreed to work in the following ways with those parish and town councils which are recognised as having attained Quality status.

INFORMATION AND ACCESS POINTS

31. If a Quality parish council (or group of Quality parish councils) wishes to become a local information and/or access point for the Council's services, the Council will help it to do so. The Council may: -

- + issue to the parish council (and up-date as necessary) relevant written information on and application forms for its services
- + give electronic access to similar information and forms (where it provides these electronically), provided the parish or town council has appropriate technology
- + provide suitable briefing, training and support to staff of the parish or town council

DELEGATION OF FUNCTIONS AND SERVICE PROVISION

32. The Council will consider a request by a Quality parish or town council (or group of Quality councils) the opportunity to take on one or more of the functions currently provided by the Council. It is agreed that all services, which may be legally delegated, may be considered. The arrangements contained in paragraphs 23 and 25 will apply in such circumstances.

Appendix 1

General Financial Aspects of Delegation

A – The general rule shall be that funding will follow delegation

B – That delegated funding shall be calculated on a pro rata basis which includes fixed as well as variable costs. At the time of agreeing the charter the population of Huntingdonshire is anticipated to continue to grow and this growth will offset any disadvantage by the delegation of fixed costs. The Council will provide a cost breakdown if requested to support the delegated amount.

C – If it appears to the Council, that the delegation of a service will result in marginally higher costs to the Council in the delivery of the service to the remainder of its area, the delegated funding will be reduced by an amount equivalent to the increased cost to be incurred by the Council.

D - The funding will be delegated by way of grant. This will provide a prudent structure should the delegated service be returned to the Council at some point in the future.

E – The amount of the grant should be reviewed every two years and increased in line with the Retail Price Index or the overall costs of the Council whichever is the greater.

F – In the event of the Council acting as the agent for a parish or town council in the delivery of a service, the arrangements described in sub-paragraphs A to E shall apply.

Appendix 2

A - Any agreement between the Council and parish and town councils for the delegation of service delivery or for this to be undertaken on an agency basis shall be the subject of an agreement in writing between the parties on the standard of service to be delivered.

B - In the event of the standard failing to be achieved, the Council or the parish or town council shall meet to attempt to resolve any shortfall in standards. If this is unsuccessful, the Council or the parish or town council may take back the service from the other party and the procedure for such action shall be contained in the agreement for the delegation/agency arrangements.

	PARISH COUNCIL	2	3	4	5	6	7	8
1	St Neots Town (+letter)	Y	Y	n/a	Y	n/a	Y	Quality assurance is essential to transfer of function
2	Hollywell-cum-Needingworth	Y	Y	n/a	N	Para 1 = PC/TC not CALC	Y	Concern issue may become political, unclear how managed/monitored
3	Alconbury	Y	N	Y	Y	n/a	Y	Quality = gained recognition of ability to conduct business responsibly
4	Little Paxton	Y	Y	Y	Y	n/a	Y	Quality = standards
5	Grt & Little Gidding	Y	Y	Y	Y	n/a	N	Councils may be able to tick some but not all boxes for QP staus
6	Colne	Y	N	Y	Y	n/a	N	n/a
7	Toseiland	Y	N	Y	Y	n/a	N	Scheme is voluntary, doesn't mean not capable of carrying out services
8	Glatton	Y	N	Y	Y	n/a	N	Hard to recruit clerks in smaller PC if made a requirement
9	Chesterton	N	N	Y	Y	n/a	N	Discriminate to smaller PC
10	Hemingford Abbots	Y	?	Y	Y	n/a	Y	give some assurance of effective discharge of responsibility
11	St Ives Town Council	Y	Y	Y	Y	Para 1 = PC/TC not CALC	Y	Quality = gained recognition of ability to conduct business responsibly
12	Houghton and Wyton	N	Y	Y	N	Lang used - misleading	N	Don't need a badge / label
13	Bury	Y	N	Y	Y	n/a	N	It is a forum of discrimination
14	Offord Cluny	Y	Y	Y	Y	n/a	N	Should be for DC to determine whether PC has ability to discharge function
15	Fenstanton PC	Y	N	Y	Y	n/a	N	Status is no indignation of overall capability and efficiency
16	Southoe & Midloe	N	N	N	N	Adds bureaucracy	N	Existing volunteers should be consulted
17	Warboys	Y	N	Y	Y	n/a	N	n/a
18	Great Gransden	N	N	N	N	system already works well	N	Will cause confusion and more beaurocracy
19	Tilbrook	Y	N	Y	Y	n/a	Y	n/a
20	Hemingford Grey	Y	Y	Y	Y	n/a	Y	Quality status = well run and providing value for money
21	Buckworth	Y	N	Y	Y	based on version 1.4	N	Capable of carrying out responsible service provision without Quality status
22	Farcet	?	Y	?	?	n/a	n/a	n/a
23	Waresley	Y	N	Y	Y	n/a	N	Should not be penalised for not having status. Not all can obtain
24	Kimbolton & Stonely	Y	N	Y	Y	n/a	N	Extra costs for attaining status - could be spent elsewhere
25	Wistow	N	N	Y	Y	n/a	N	Bureaucratic exercise, small parishes can't do it justice
26	Brampton	?	?	Y	N	n/a	N	Delegation through choice of PC, still high service without status
27	Sibson cum Stibbington	Y	Y	?	Y	n/a	n/a	PC: take delegated responsibility if in best interests - service/costs
28	Huntingdon	Y	Y	?	Y	n/a	n/a	Encourage QS to raise standards district wide although based on discretion
29	Ellington	Y	Y	Y	Y	Subject to amendment	N	Can opt out of QS but should not be excluded from service provision
30	Somersham	Y	Y	?	Y	Subject to contract (equal)	N	Status is no indignation of overall capability and efficiency
31	Kings Ripton	Y	N	Y	Y	n/a	N	Not option for smaller councils
32	Sawtry	Y	Y	n/a	Y	n/a	N	Small PCs will struggle to meet criteria but still provide service
33	Blunfisham	Y	N	n/a	Y	n/a	N	If considered competent now, why need QS?
34	Ramsey	Y	Y	Y	Y	n/a	N	If not QS can still take delegated responsibilities
35	Waresley	Y	N	n/a	Y	n/a	N	n/a
36	Holme	Y	N	N	N	confidential issues	N	Councils still capable without Quality Status

	9	10	11	12	13
1	Y	Playgrounds, grass cutting, street naming & No, cleaning, parks, minor planning apps	Y	n/a	N
2	Y	Grass cutting	Y	n/a	N
3	N	n/a	N	A(Y)B(?)C(N)D(Y)E(N)	N
4	Y	Grass cutting	Y	n/a	Y
5	N	n/a	Y	n/a	N
6	Y	Grass cutting	Y	Grant basis/annual review	N
7	Y	n/a	Y	n/a	N
8	Y	Grass cutting, litter picking	Y	n/a	Y
9	N	n/a	Y	n/a	N
10	N	n/a	Y	n/a	N
11	Y	Car parking, landscaping, play areas, street cleaning	Y	n/a	N
12	N	n/a	N	PC & DC funds questionable	N
13	N	n/a	Y	n/a	N
14	Y	currently anticipating amalgamation with Offord Darcy PC	Y	n/a	Y
15	N	n/a	N	year on adjustment appropriate	N
16	N	n/a	Y	n/a	Y
17	N	n/a	Y	n/a	N
18	N	n/a	N	Money - discretion of HDC	N
19	N	n/a	Y	n/a	N
20	?	n/a	Y	n/a	?
21	N	n/a	Y	concern of funding provision maintained?	Y
22	n/a	n/a	n/a	n/a	n/a
23	N	n/a	Y	n/a	N
24	Y	Tourism/Marketing/Street Markets/Car Parking/Planning apps	Y	n/a	N
25	N	n/a	N	n/a	N
26	Y	Road naming, grass cutting	N	concern of funding provision maintained?	N
27	Y	n/a	Y	DC: cost breakdown prior to committing	?
28	Y	Play areas, maintenance - parks/green space, Town Hall, street benches	Y	n/a	Y
29	Y	Grass cutting - currently good contract	Y	n/a	N
30	Y	Too simplistic - services should be evaluated by the Parish - priority	N	if delegated - funding to parish not HDC	n/a
31	N	n/a	N	Not workable	N
32	Y	Street naming and No. Need more time to consult on other possibilities.	N	No recognition of removing double taxation	Y
33	Y	Need more info from DC about what will be delegated	Y	n/a	?
34	Y	Services that would provide benefits to HDC & RTC	Y	n/a	Y
35	N	n/a	Y	n/a	N
36	N	n/a	N	Value for money needs focus	n/a

	14	15	16	17	18
1	n/a	N	n/a	N	n/a
2	n/a	Y	Web hosting	N	n/a
3	n/a	N	n/a	N	n/a
4	what services will be avail?	N	n/a	N	n/a
5	n/a	Y	Cutting of playing field	N	n/a
6	n/a	N	n/a	N	n/a
7	n/a	N	n/a	N	n/a
8	Grass cutting, litter picking	N	n/a	Y	Plan apps- reason from DC: overuling
9	n/a	N	n/a	Y	n/a
10	n/a	N	n/a	N	n/a
11	n/a	N	n/a	N	n/a
12	n/a	N	n/a	N	n/a
13	n/a	N	n/a	N	n/a
14	n/a	Y	n/a	N	n/a
15	n/a	Y	Dog waste bins	N	n/a
16	Playground & Cemetery maintenance, prof clerk	N	n/a	N	n/a
17	n/a	N	n/a	N	n/a
18	n/a	N	n/a	N	n/a
19	n/a	N	n/a	N	n/a
20	n/a	?	n/a	N	n/a
21	Grass cutting & maintenance at competitive rate	N	n/a	n/a	n/a
22	n/a	n/a	n/a	n/a	n/a
23	n/a	N	n/a	N	n/a
24	n/a	N	n/a	N	n/a
25	n/a	N	n/a	N	n/a
26	n/a	?	see response	N	n/a
27	Not enough clarification - agency/responsibility	N	n/a	N	n/a
28	Waste management and collection	Y	Support: Youth TC, H&S, Insurance, HR	N	n/a
29	n	N	n/a	N	n/a
30	Need proper consultation first	n/a	need consultation	n/a	Finance Charter: relationship of tiered Gov
31	n/a	Y	Play area - use is increasing	N	n/a
32	Grass cutting	Y	n/a	?	n/a
33	n/a	N	n/a	N	n/a
34	Currently provide grounds maintenance, play eqp	N	n/a	N	n/a
35	n/a	N	n/a	N	n/a
36	n/a	n/a	n/a	n/a	n/a

1	Lead to a closer working relationship
2	Lead to a closer working relationship, consider info point for community, evening mtgs
3	n/a
4	Improve leadership and provision of better services
5	n/a
6	n/a
7	Document stating relationships between PC/TC/DC/CPALC
8	n/a
9	In smaller PC difficulty attending meetings of PC affairs - elderly
10	n/a
11	n/a
12	started in 2003 not consulted til 2008 - disappointing / layout & structure of draft incoherent
13	n/a
14	n/a
15	n/a
16	Impossible to recruit and keep Clerks, decreases interest in helping community.
17	n/a
18	n/a
19	n/a
20	n/a
21	Charter needs to be flexible & regularly reviewed to reflect changing communities and gov. legislation
22	When Clerk qualified= go for Q/S, submit by end of year. Cllr Butler informed that charter always dismissed.
23	Good idea to have consultation between DC & PC, DC need to listen to opinions of PC
24	n/a
25	n/a
26	Concern about 1st/2nd tier relationships- perceive DC as unresponsive to PC views eps planning apps
27	Consideration of additional responsibility from 'paid' Councillors to volunteers/clerks
28	Paper attached
29	n/a
30	Constant prevention by local gov of the delegation of services to parishes - need to fully embrace concept
31	n/a
32	Unsure of CPALC involvement when they wont serve on TC and PCs
33	n/a
34	n/a
35	Good to consult between PC and DC but DC needs to listen
36	n/a

ANNEX C

Town and Parish Councils that have responded / not responded to the consultation survey.

Not Responded

	PARISH COUNCIL
1	Abbotsley
2	Abbots Ripton
3	Alconbury Weston
4	Alwalton
5	Barham & Woolley
6	Brington & Molesworth
7	Broughton
8	Buckden
9	Bythorn & Keyton
10	Catworth
11	Conington
12	Covington
13	Denton & Caldecote
14	Diddington
15	Earith
16	Easton
17	Elton
18	Eynesbury Hardwicke
19	Folksworth & Washingley
20	Godmanchester
21	Grafham
22	Great Paxton
23	Great Staughton
24	Haddon
25	Hail Weston
26	Hamerton
27	Hilton
28	Leighton Bromswold
29	Morbourn
30	Offord D'Arcy
31	Oldhurst
32	Old Weston
33	Perry
34	Pidley-cum-Fenton
35	Spaldwick
35	Steeple Gidding
36	Stilton
37	Stow Longa
38	Tetworth
39	The Stukeleys
40	Upton & the Raveleys
41	Water Newton
42	Winwick
43	Woodhurst
44	Woodwalton
45	Yaxley
46	Yelling

Responded

	PARISH COUNCIL
1	St Neots Town (+letter)
	Hollywell-cum-
2	Needingworth
3	Alconbury
4	Little Paxton
5	Grt & Little Gidding
6	Colne
7	Toseland
8	Glatton
9	Chesterton
10	Hemingford Abbots
11	St Ives Town Council
12	Houghton and Wyton
13	Bury
14	Offord Cluny
15	Fenstanton PC
16	Southoe & Midloe
17	Warboys
18	Great Gransden
19	Tilbrook
20	Hemingford Grey
21	Buckworth
22	Farcet
23	Waresley
24	Kimbolton & Stonely
25	Wistow
26	Brampton
27	Sibson cum Stibbington
28	Huntingdon
29	Ellington
30	Somersham
31	Kings Ripton
32	Sawtry
33	Bluntisham
34	Ramsey
35	Waresley
36	Holme

ALLOCATION OF PRINCIPLE FUNCTIONS

ANNEX D

- (j) Fire precautions under the Offices, Shops and Railway Premises Act will be a county council responsibility.
- (k) Through agency.
- (l) Subject to amalgamation schemes.

Local authorities have power under section 101 of the Local Government Act 1972 to arrange for the discharge of their functions by any other authority.

Powers may be vested in joint boards under various Acts and the provisions of the Local Government Act 1972 may be applied to such boards under section 241 of the Act. Many local authorities have acquired power to undertake other functions by means of local Acts.

C. UNITARY AUTHORITIES

All functions in Wales are exercised by county and county borough councils as unitary authorities. **5-01.2**
 Unitary authorities have been established in some places in England by orders under the Local Government Act 1992.

[THE NEXT PARAGRAPH IS 5-02]

APPENDIX 2

PRINCIPAL POWERS AND DUTIES OF PARISH AND COMMUNITY COUNCILS

<i>Function</i>	<i>Powers and Duties</i>	<i>Statutory Provisions</i>	5-02
Allotments	Power to provide allotments. Duty to provide allotment gardens if demand unsatisfied.	Small Holdings and Allotments Act 1908, ss.23-33	
Areas of outstanding natural beauty in England	Duty to have regard to purpose of enhancing natural beauty of area of outstanding natural beauty when performing functions in relation to or so as to affect land in such an area. Right to appoint members of Conservation Boards	Countryside and Rights of Way Act 2000, s.85 Countryside and Rights of Way Act 2000, Sch.13, para.5	
Baths and washhouses	Power to provide public baths, washhouses and bathing places	Public Health Act 1936, ss.221, 222, 223 and 227	

5005

Local Govt. R.60: December 2003

5-02	<i>Function</i>	<i>Powers and Duties</i>	<i>Statutory Provisions</i>
	Burial grounds, cemetaries and crematoria	Power to provide	Local Government Act 1972, ss.214 and 215. Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
	Bus shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953, s.4
	By-laws	Power to make by-laws in regard to— Pleasure grounds, etc.	Public Health Act 1875, s.164, Public Health Act Amendment Act 1890, s.45. Local Government Act 1894, s.8
		Cycle parks	Road Traffic Regulation Act 1984, s.57
		Baths and washhouses	Public Health Act 1936, s.223
		Public Bathing	Public Health Act 1936, s.231
		Open spaces	Open Spaces Act 1906, s.15
		Mortuaries and post-mortem rooms	Public Health Act 1936, s.198
		Power to enforce by-laws made by another authority as respects access land in its area	Countryside and Rights of Way Act 2000, s.17(8)
	Charities	Power to transfer property of parochial charity to parish council; power to appoint charity trustees	Charities Act 1993, s.79
	Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2

PRINCIPLE POWERS AND DUTIES OF PARISH AND COMMUNITY COUNCILS

<i>Function</i>	<i>Powers and Duties</i>	<i>Statutory Provisions</i>	5-02
Closed churchyards	Powers as to maintenance	Local Government Act 1972, s.215	
Commons and common pastures	Powers in relation to inclosure and as to regulation and management	Inclosure Act 1845 Local Government Act 1894, s.8(4). Smallholdings and Allotments Act 1908, s.34	
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144	
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objects	Local Government (Miscellaneous Provisions) Act 1976, s.19	
Consultation	Right to be consulted in designated matters by country or district council	Local Government Act 1972, s.33A, Local Government and Rating Act 1997, s.21	
Crime Prevention	Power to establish and maintain crime prevention equipment or scheme	Local Government and Rating Act 1997, s.31	
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260	
Education	Right to appoint school governors	School Standards and Framework Act 1998, Sch,10, para.15.	
Entertainment and the arts	Provision of entertainment and the support of the arts	Local Government Act 1972, ss.144 and 145	
Gifts	Power to accept	Local Government Act 1972, s.139	
Highways	Public to repair and maintain public footpaths	Highways Act 1980, ss.30, 43, 50	
	Power to light roads and public places	Parish Councils Act 1957, s.3 Highways Act 1980, s.301	
	Provision of litter bins	Litter Act 1983, ss.5, 6	

5006/1

Local Govt. R.60: December 2003

PART 5—APPENDICES

5-02 Function

<i>Powers and Duties</i>	<i>Statutory Provisions</i>
Power to provide parking places for bicycles, motorcycles and other vehicles	Road Traffic Regulation Act 1984, ss.57-60
Power to acquire rights of way	Highways Act 1980, ss.30, 72
Power to provide roadside seats and shelters, and omnibus shelters	Parish Councils Act 1957, s.1. Local Government (Miscellaneous Provisions) Act 1953, s.4
Consent of parish council required for stopping up or diversion of highway	Highways Act 1980, ss.47, 116
Power to complain to district council as to maintenance of highways or protection of rights of way and roadside wastes	Highways Act 1980, s.130
Power to prosecute unlawful ploughing of a footpath or bridleway	Highways Act 1980, s.134
Power to contribute to traffic calming works	Highways Act 1980, s.274A, inserted by the Local Government Rating Act 1997
Power to provide traffic signs and other notices	Road Traffic Regulation Act 1984, s.72
Power as to roadside verges	Highways Act, 1980, s.96
Right to be notified of order requiring operator to provide tunnel or bridge for footpath or bridleway over railway	Transport and Works Act 1992, s.48
Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11, as amended

Investments

5006/2

Local Govt. R.60: December 2003

PRINCIPLE POWERS AND DUTIES OF PARISH AND COMMUNITY COUNCILS

<i>Function</i>	<i>Powers and Duties</i>	<i>Statutory Provisions</i>	5-02
Land	Acquisition	Local Government Act 1972, ss.124-127	
	Rights of way, over land (other than highways)	Local Government Act 1894, s.8(1)(g)	
Litter	Provision of receptacles	Litter Act 1983, ss.5, 6	
Lotteries	Power to promote	Lotteries and Amusements Act 1976, s.7	
Mortuaries and post-mortem rooms	Power to provide mortuaries and post-mortem rooms	Public Health Act 1936, s.198	
National Park	Duty of Secretary of State to appoint parish members of National Park Authorities	Environment Act 1995, Sch.7	
	Duty of parish council to have regard to purposes for which National Parks are designated	National Parks and Access to the Countryside Act 1949, s.11A	
Nuisances	Power to deal with offensive ponds, ditches and gutters	Public Health Act 1936, s.260	
Open spaces	Power to acquire land	Public Health Act 1875, s.164, Open Spaces Act 1906, ss.9 and 10	
Parish and property and documents	Management and custody	Local Government Act 1972, s.227	
Postal and telecommunications facilities	Power to pay any public telecommunications operator any loss sustained in providing or continuing to provide telecommunications facilities	Telecommunications Act 1984, s.97	
Public buildings and village halls	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972, s.133; Local Government (Miscellaneous Provisions) Act 1976, s.19	

5007

Local Govt. R.60: December 2003

5-02 Function	Powers and Duties	Statutory Provisions
Public conveniences	Power to provide	Public Health Act 1936, s.87
Recreation	Power to acquire land for recreation grounds, public walks and open spaces and to manage and control them	Local Government Act 1894, s.6. Public Health Act 1890, s.44. Open Spaces Act 1906, ss.9 and 10
	Power to provide gymnasiums, playing fields, holiday camps	Local Government (Miscellaneous Provisions) Act 1976, s.19
	Provision of boating pools	Public Health Act 1961, s.54
Town and County Planning	Right to be notified of planning applications	Town and Country Planning Act 1990, s.252, Sch.1, para.8, Sch.14, para.1
Tourism	Power to encourage	Local Government Act 1972, s.144
Transport	Power to establish car-sharing scheme	Local Government and Rating Act 1997, s.26
	Power to make grants for bus services	Transport Act 1985, s.106A, inserted by the Local Government and Rating Act 1997, s.27
	Power to make arrangements for taxi fare concessions	Local Government and Rating Act 1997, s.28
	Power to publicise information about public passenger transport services and to investigate such services, the use of roads and traffic control	Local Government and Rating Act 1997, s.29
Village greens	Power to provide	Public Health Act 1875 s.164, Local Government Act 1972, Sch.14, para. 27

PRINCIPLE POWERS AND DUTIES OF PARISH AND COMMUNITY COUNCILS

<i>Function</i>	<i>Powers and Duties</i>	<i>Statutory Provisions</i>	5-02
War memorials	Power to maintain, repair, protect and adapt war memorials	War Memorials (Local Authorities' Powers) Act 1923, as amended by Local Government Act 1948, s. 133	
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom	Public Health Act 1936, ss. 125, 260	

[THE NEXT PARAGRAPH IS 5-04.1.]

NOTE

As to the powers and duties of parish councils under the Local Government and Housing Act 1989, see Circular 23/90. **5-04.1**

[THE NEXT PARAGRAPH IS 5-05]

5009

Local Govt. R.60: December 2003

ANNEX E

Principle Powers and Duties of Parish and Community Councils (Addition to Annex D)

Climate Change and Sustainable Energy Act 2006, s 20(1) & (2)

- To encourage or promote any of the following in their area –
 - microgeneration;
 - the use of electricity generated or heat produced by microgeneration, biomass or any such fuel;
 - efficiency in the use of electricity, heat, gas, fuel and other descriptions or sources of energy;
 - reductions in the amounts of energy used; and
 - production of biomass or any fuel derived from biomass.

- To provide information. Advice or assistance about goods or services available within their area for the purpose of encouraging or facilitating any matters mentioned above.

Local Government and Public Involvement in Health Act 2007, s 77 & 78

- To promote economic, social and environmental well-being having regard to any community strategy prepared by a relevant principal council.

Clean Neighbourhoods & Environment Act 2005, s 55 & 58

- A primary or secondary authority may make an order, known as a 'dog control order', providing for an offence or offences on any land in its area relating to one of the following matters –
 - fouling of land by dogs and the removal of dog faeces;
 - the keeping of dogs on leads;
 - the exclusion of dogs from land; and
 - the number of dogs which a person may take on to any land.

- A dog control order may be revoked or amended by the authority which made it in relation to any amendment of a dog control order as if it were the making of a new order.

17TH JULY 2008

CABINET

**DESIGN BRIEF
MAYFIELD ROAD, HUNTINGDON
(Report by HEAD OF PLANNING SERVICES)**

1. INTRODUCTION

- 1.1 The purpose of this report is for the Cabinet to consider the representations made regarding this Design Brief during the recent period of public consultation and to adopt the proposed revised brief as interim planning guidance.
- 1.2 The Design Brief examines the development opportunities in relation to this on the area of open space along Mayfield Road, Huntingdon. It presents the design context for the potential partial development of this site for affordable housing.

2. BACKGROUND

- 2.1 In light of the recent Government confirmed mandatory rating against the Code for Sustainable Homes, for all new homes from 1 May 2008, the Council has considered that we should set an example of sustainable development by delivering an exemplar high quality eco-friendly (the new housing would have a minimum rating of Level 5 in the range of 1-6, with Level 6 being zero carbon) affordable housing scheme on a site in District Council's ownership. The site under consideration is an area of grassed open space currently designated as an 'open space and gaps for protection', in the 1995 local plan. It is however a very sustainable location close to schools, shops, and accessible by several bus services.
- 2.2 As members will be aware there is an acute shortage of affordable housing within the district. Increasing the availability of affordable housing is a high priority for both the Sustainable Community Strategy and the District Council's corporate plan, 'Growing Success'. The need identified per year in the recently published Strategic Housing Market Assessment is greater than the average annual build rate for housing as a whole identified in the core strategy. It is fair to say the Council are never going to achieve enough to satisfy the need but that conclusion could also be considered to reinforce the need for the Council to set a positive example regarding direct provision.
- 2.3 Planning Policy Guidance note 17 sets out national planning guidance for open space, sport and recreation. Paragraph 10 specifically refers to existing open space not being built upon unless an assessment has been undertaken that clearly shows the open space or the buildings and land to be surplus to requirements, and this should include consideration of all the functions that open space can perform. The guidance

emphasises that not all open space, sport and recreational land and buildings are of equal merit and some may reasonably be made available for alternative appropriate uses.

2.4 In January 2006 the Council appointed consultants to undertake such an open space, sport and recreation needs assessment across the whole district. The assessment identified the Mayfield Road open space as an 'amenity space'. It also concluded that Huntingdon (linked with Godmanchester for the purposes of this study) had sufficient provision of informal 'amenity space' across the geographical area, evenly distributed. The study measured a 'surplus' of 16.67 hectares of amenity green space, compared to a surplus of 1.24 hectares of natural and semi natural open space and a deficit of 14.57 hectares of parks and gardens. The nearest alternative open spaces are the Riverside Park situated 150 metres to the south east on the southern side of Hartford Road, and at French's Field, 15 metres to the south west, on the western side of American Lane.

2.5 Funding is currently available to support sustainable growth and the delivery of affordable housing within the Cambridge sub-Region. The Council, in partnership with Cambridgeshire Horizons, has secured Housing Growth Funding of £1.35 million to enable the proposed development to take place. This grant funding will enable a minimum of Level 5 under the Code for Sustainable Homes to be reached. The following commitment is made in association with the funding:-

This scheme will demonstrate that highly sustainable, affordable homes can be delivered. The funding will enable development of a Council-owned site to provide approximately 30 affordable homes, some rented and some low cost home ownership. The Council will provide the land at below market cost to support affordability of the development and it is intended that the development will be an 'exemplar' incorporating the latest energy-saving technology. Some of the properties will be made accessible to other interested parties and 'cost in use' studies will be conducted to demonstrate how highly energy efficient construction can be achieved.

2.6 Therefore it is considered that the overwhelming recognised need for additional affordable housing could outweigh the potential loss of some of this open space.

3.0 THE DESIGN BRIEF

CONSULTATION

3.1 A period of public consultation was undertaken between 21st May and 20th June. This has included 3 public exhibitions, one in Huntingdon Market Square in consultation with the Environment Strategy launch, one at the Mayfield Road shops, and one at Hartford Infant School for the parents of children at Hartford Infant and Junior Schools. 950 dwellings in the immediate vicinity of the site were given a leaflet advertising the consultation events. In addition to this a newspaper article regarding the draft Design Brief, the public consultation events was published in the Hunts Post on 21 May 2008. The draft Design Brief was also advertised on the front page of the Council website with a link to the brief and online questionnaire for the duration of the

consultation period. Strenuous efforts were made to ensure as many local people as possible were informed. A presentation was also given to the Town Council and the Hartford Infant School Premises meeting. The draft Design Brief was discussed by the Development Control Panel at its meeting on 19th May 2008.

- 3.2 A summary outlining all the results of the public consultation are attached for member's information.

OUTCOMES

- 3.3 There are several major issues that the Design Brief seeks to address and it has been revised in light of the consultations and comments received. One significant factor is the amount of open space on the site. It was recommended by the Development Control Panel that approximately one third of the site be retained for open space, and a significantly high proportion of the public responses were that some open space on the site should be retained. In light of the comments received it has been put forward that a minimum of 30% of the site be retained as public open space.
- 3.4 One question put forward was how open space on the site should be treated and used. The majority of responses felt that it should be left as grass or planted with shrubs. The proposal allows the opportunity for the area(s) of open space on the site to be significantly improved and as such the revised Design Brief puts forward that the areas of open space are planted with grass to maintain an open feel with sympathetic planting of trees and shrubs, thus complementing and enhancing any development and encouraging wildlife.
- 3.5 The potential locations of the proposed open space and development were considered by the draft brief. The two options put forward were either to place development to the south of the site having open space to the north of the site adjacent to the hedgerow (option A) or to place development towards American Lane and locating open space adjacent to Mayfield Road (Option B). A mix of comments and ideas were received on both options, however Option B was considered more popular. In light of these comments Option B has been revised as the favoured option for the approximate location of open space and development.
- 3.6 The existing mature hedgerow to the north of the site was considered to be of high value, both for wildlife and amenity purposes. The vast majority of respondents recommended that this be retained. Given that the hedgerow is the only significant natural feature on the site the revised Design Brief will ensure that it is retained as an aspect of any development.
- 3.7 To the east of Mayfield Road there are 2 footpaths which link the rear of Hardy Close to Mayfield Road. The opportunity exists to link these 2 footpaths across the site to the bridleway along American Lane running along the south western boundary of the site. These 2 links would cater for both pedestrians and cyclists alike.
- 3.8 Vehicular access to the site will be via Mayfield Road. A mix of locations were suggested by residents and an access towards the southern end of

Mayfield Road was highlighted. An access in this location may be suitable thus helping to frame the open space and development (subject to the access route within the site). Comments received from Hartford Infant School and the public regarding the existing parking of cars along Mayfield Road are noted and the revised brief will ensure that all parking generated by the development will be located on the site itself. This is to ensure that occupants and visitors do not park along Mayfield Road thus not disrupting the free flow and safety of traffic using Mayfield Road.

4. CONCLUSIONS

- 4.1 The potential loss of some of this open space could be justified for the reasons explained above and the building of 30 affordable homes is welcomed as a positive proactive response to the identified acute local need. The issue of traffic generated by the development is unlikely to be detrimental to the free flow of traffic on Mayfield Road. Given that eco-friendly sustainable development is proposed, provision for cycle storage for each dwelling will be incorporated and thereby giving alternative transport options for residents. The site lies on several bus routes and is within walking and cycling distance to local facilities and the town centre.
- 4.2 Production of a Design Brief is best practice and will help to secure the most appropriate form of development over this site in response to the issues raised by the local community.

5. RECOMMENDATION

- 5.1 Members are requested to endorse the contents of the revised Design Brief and adopted it as Interim Planning Guidance.

BACKGROUND INFORMATION

Huntingdonshire Design Guide SPG June 2007
Huntingdonshire Landscape & Townscape Assessment SPG June 2007
Huntingdonshire District Council Open Space, Sport and Recreation Needs Assessment and Audit September 2006

Contact Officer: Alison Wood
 **01480 388476**

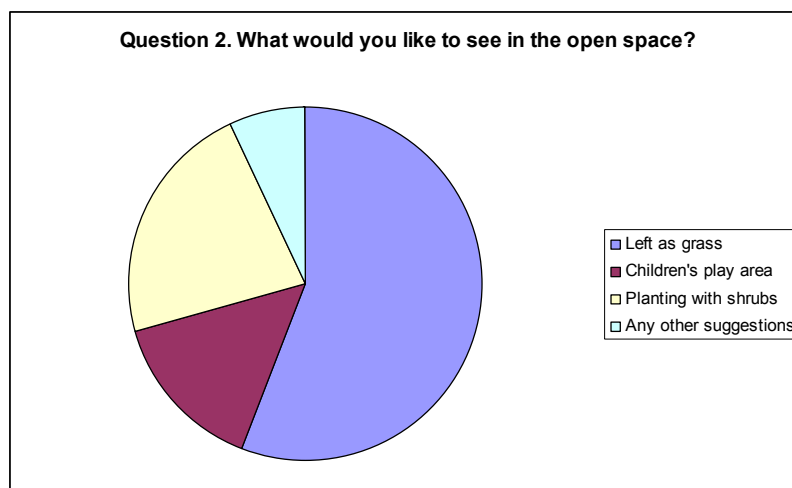
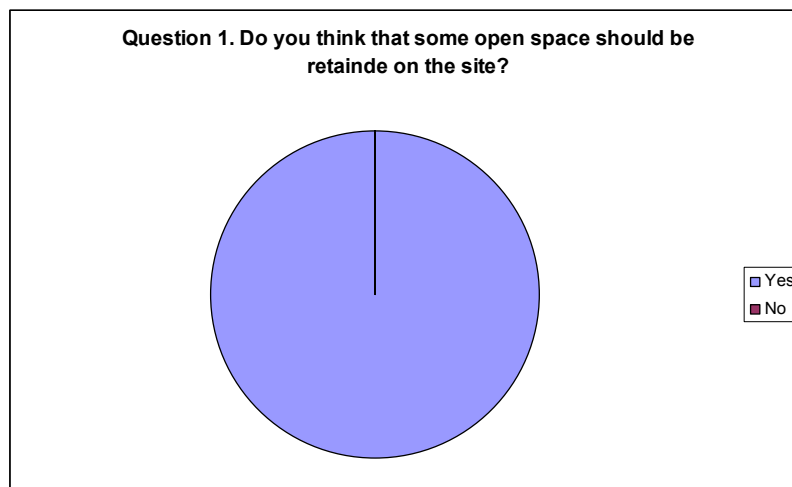
Mayfield Road draft Design Brief - Public Consultation

Schedule of responses

a) **84 questionnaires, 7 emails / letters received**, précised as follows:-

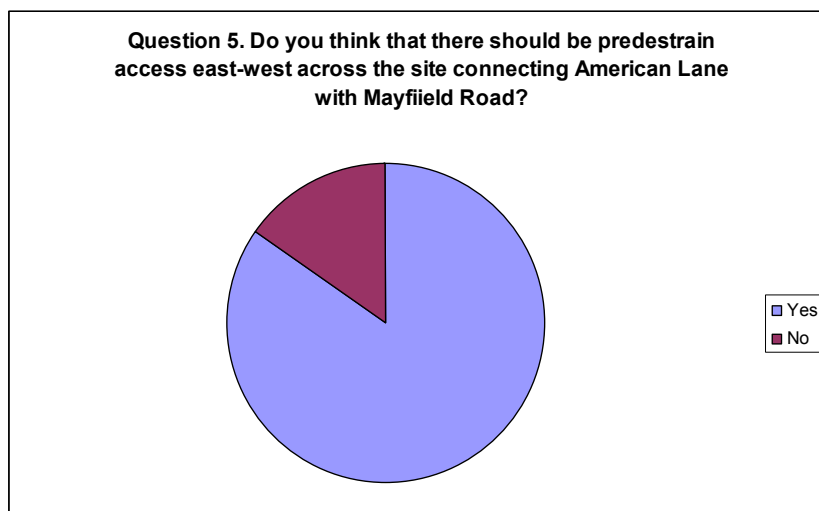
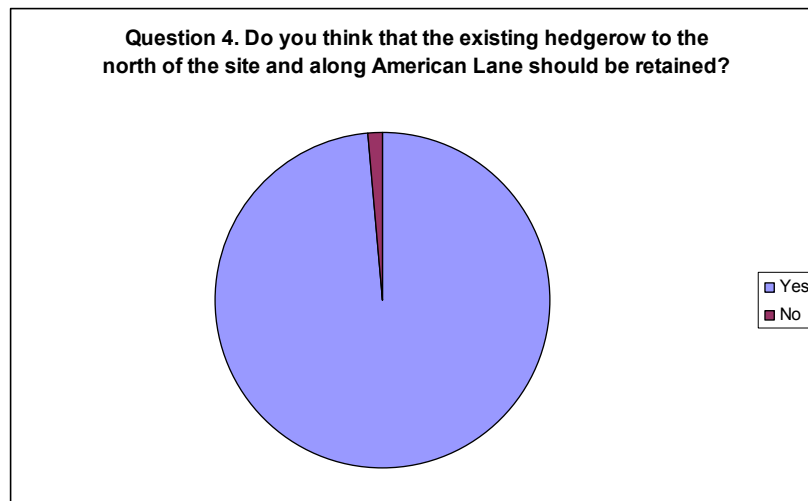
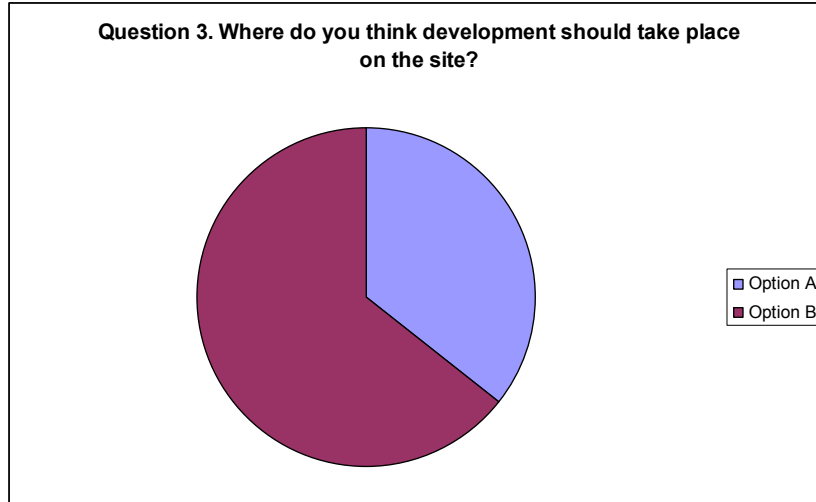
Responses regarding the development brief...

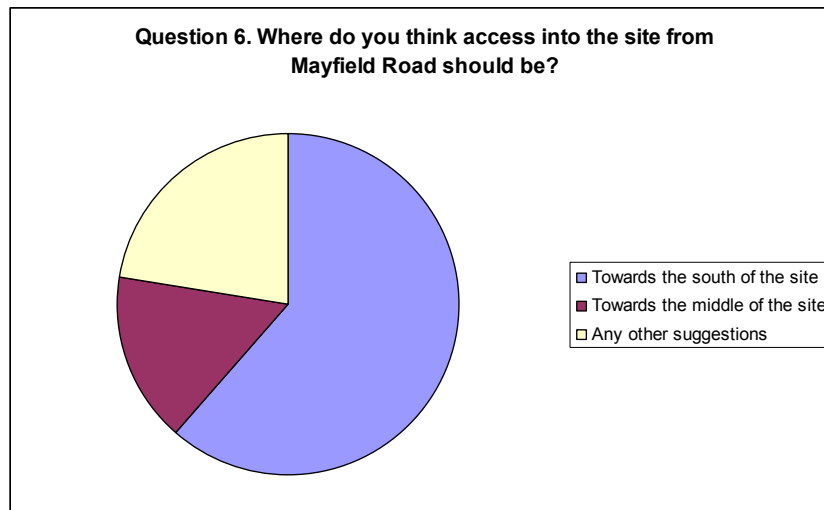
- Everybody has expressed that some open space must be retained on the site.
- Mixed response of how the remaining open space is to be treated and used, slight majority would like it left as open grass, but some felt it could be planted with trees and shrubs and have a children's play area.
- Mixed responses regarding the location of development on the site however option B - keeping an area of open space along Mayfield Road is the response which has been suggested most.
- The hedgerow to the north of the site and along the footpath (American Lane) should be retained.
- Footpath provision across the site connecting American Lane and Mayfield Road should be provided in any scheme.
- Majority of responses prefer any access into the site from Mayfield Road at the southern end of the site.
- The site cannot accommodate 30 dwellings they will be very small with no gardens.



Other suggestions included the following:-

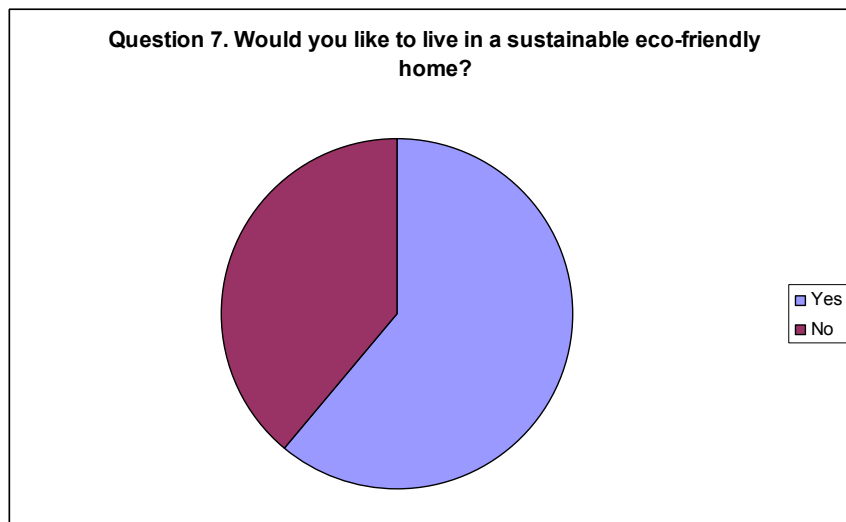
- provide parking spaces for the school
- provide seating with planting, esp. more trees
- provide bungalows not houses
- erect dog waste bins
- leave as open space





Other suggestions included the following:-

- Via Hunters Down
- Using the same entrance as St Johns Ambulance
- Near existing development



Other comments from the public

- The vast majority of the public do not want this development to take place as it is taking away green space within this residential area which is used by dog walkers, children to play on and is an environmental pleasure to see.
- Questions asked as to where will the children play with a loss of green open space.
- There is a strong feeling that the Council are taking away green space on Oxmoor and within the town generally, French's Field is being eaten up by the Olympic Gym expanding and talk of St Johns Ambulance expanding taking away further open space.
- Residents along Desborough Road are aggrieved by the new development at Hunters Down saying that they are overlooked and any development on the Mayfield site will enclose them, causing overlooking and overshadowing.

- Residents feel that the homes built will be ugly and quote the recent development along Buttsgrove Way as an example of ugly housing the Council has allowed.
 - Mayfield Road has significant traffic problems with congestion especially at school opening and closing times with traffic parked all down Mayfield Road, any further development will exacerbate this problem.
 - The traffic lights at the junction of Hartford Road and Desborough Road do not allow traffic exiting from Desborough Road onto Hartford Road to exist for enough time and as such traffic backs up along Desborough Road and Mayfield Road causing congestion, further development will make this situation worse.
 - The pedestrian and cycle path running along the edge of the site is not called American Lane.
 - The site lies over a gravel pit and the land is therefore not suitable for development.
 - The site contains sewer pipes running across it.
 - Consultation is a waste of time as the Council has already decided on the development and made up their mind, the Council never listens anyway.
 - Residents don't want affordable housing by a registered social landlord as this will bring in trouble makers and de-value their properties.
 - Question of who will live there, being immigrants.
 - There is not sufficient capacity at the schools to take on additional children living in the area.
 - Disruption to the area while building works take place.
- b) **Huntingdon Town Council** "strongly opposed to the design proposals on the following comments:-
- That the plans would lead to an overdevelopment of the area and that the land should be preserved as green space;
 - That additional residential development would cause an unsustainable level of traffic at a location already facing increasing traffic levels owing to the local school and expansion at the Gym Club and at the St John Ambulance Centre;
 - That none of the design proposals presented were in keeping with the character of surrounding properties; and
 - That the land was unsuitable for development due to previous contamination."
- c) **Development Control Panel** "resolved that the content of the Design Brief for Mayfield Road, Huntingdon be endorsed and the Cabinet recommended to adopt the document as Interim Planning Guidance subject to the retention of approximately one-third of the site as open space."
- d) **Hartford Infant School** verbal comments précised as follows:-
- Concern that the development will generate further traffic along Mayfield Road.
 - Mayfield Road already suffers from parked cars and congestion; additional development will cause more parked cars and traffic problems along Mayfield Road and within the vicinity of the school.
 - The local schools are up to capacity with no additional places for any more children in the area.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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