

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY)** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 2 SEPTEMBER 2008** at **7:30 PM** and you are requested to attend for the transaction of the following business:-

**PLEASE NOTE THAT THE MEETING WILL  
START AT 7:30PM**

**Contact  
(01480)**

**APOLOGIES**

**1. MINUTES (Pages 1 - 6)**

To approve as a correct record the Minutes of the meeting of the Panel held on 1<sup>st</sup> July 2008.

**Miss H Ali  
388006**

**2 Minutes.**

**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.

**2 Minutes.**

**3. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN (Pages 7 - 12)**

A copy of the current Forward Plan, which was published on 15<sup>th</sup> August 2008, is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**R Reeves  
388003**

**15 Minutes.**

**4. ENVIRONMENTAL IMPROVEMENTS TO ST IVES TOWN CENTRE (Pages 13 - 22)**

To consider a report by the Head of Environmental Management proposing a new environmental improvements scheme for St Ives town centre, prior to its consideration by the Cabinet.

**C Allen  
388360**

**20 Minutes.**

**5. CUSTOMER SERVICE QUARTERLY PERFORMANCE REPORT:  
APRIL - JUNE 2008 (Pages 23 - 30)**

To consider a report outlining Customer Service performance during the previous quarter.

**Ms M Greet  
375931**

*Colour copies of the report are attached separately to the Agenda.*

**20 Minutes.**

**6. ADOPTION OF LOCAL STANDARDS FOR THE PROVISION OF  
CORE SPORTS FACILITIES IN HUNTINGDONSHIRE (Pages 31 -  
36)**

To consider a report by the Head of Environmental and Community Health Services on the adoption of local standards for the provision of sports facilities in Huntingdonshire.

**Ms J Peadon  
388048**

**20 Minutes.**

**7. CHEWING GUM LITTER REDUCTION TRIAL (Pages 37 - 40)**

To receive a report by the Head of Operations reviewing the outcome of the chewing gum litter reduction trial.

**Mrs S Hansen  
388630**

**20 Minutes.**

**8. OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) -  
STUDIES (Pages 41 - 52)**

To consider a report by the Head of Administration on the Panel's programme of studies.

**Miss H Ali  
388006**

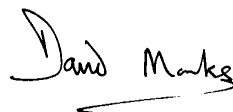
**15 Minutes.**

**9. SCRUTINY (Pages 53 - 62)**

To scrutinise decisions taken since the last meeting as set out in Edition 86 of the Decision Digest and to raise any other matters for scrutiny that fall within the remit of the Panel.

**10 Minutes.**

Dated this 21 day of August 2008



Chief Executive

## Notes

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

**Please contact Miss H Ali, Democratic Services Officer, Tel No: (01480) 388006 / e-mail: [Habbiba.Ali@huntsdc.gov.uk](mailto:Habbiba.Ali@huntsdc.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.**

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

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

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

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

### **Emergency Procedure**

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

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# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 1 July 2008.

PRESENT: Councillor S J Criswell – Chairman.

Councillors J D Ablewhite, Mrs M Banerjee, Mrs K E Cooper, Mrs J A Dew, J E Garner, P Godley, P G Mitchell, J M Sadler, M F Shellens, P K Ursell and J S Watt.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors E R Butler, Mrs P A Jordan and Ms M J Thomas.

### **16. MINUTES**

The Minutes of the meeting of the Panel held on 3rd June 2008 were approved as a correct record and signed by the Chairman.

### **17. MEMBERS' INTERESTS**

Councillor S J Criswell declared a personal interest in respect of Minute No's 19 and 21 by virtue of his membership of Cambridgeshire County Council.

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

The Panel considered the current Forward Plan of Key Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Leader of the Council for the period 1st July to 31st October 2008.

The Panel requested that an item on the Sub-Regional Housing Strategy be submitted to a future meeting prior to its consideration by the Cabinet. Additionally, Members requested that reports on the Sale of Land at Mayfield Road, Huntingdon and on Community Engagement be circulated to Panel Members for information.

Having noted that the Service Support Panel had suggested that Service Delivery Panel Members might undertake a study on affordable housing a request was made for a scoping report on this subject to be submitted to a future meeting.

### **19. DISABILITY ACCESS STUDY**

*(Mrs J Farrow, Chief Executive of Hunts Forum of Voluntary Organisations, was in attendance for this item).*

The Chairman welcomed Mrs J Farrow, Chief Executive of Hunts Forum of Voluntary Organisations, who had been invited to the

meeting to discuss the study on Disability Access. Having been reminded with the aid of a report by the Head of Administration (a copy of which is appended in the Minute Book) of progress of the study to date, the Panel received a presentation by Mrs Farrow on the background to the services offered by the Hunts Forum of Voluntary Organisations, which included the Shopmobility scheme, the organisation's Disability Forum, training, local advocacy services and the contribution made to the community by the Huntingdonshire Coalition of Disabled People.

The Panel were advised that the Huntingdonshire Coalition of Disabled People offered a range of local advocacy services to its stakeholders. It also organised networking events for members and carers of disabled people, training sessions for local retailers and consultation with members. Furthermore, it acted as a general point of contact for the community.

Mrs Farrow informed the Panel that owing to a lack of resources available to it, the Huntingdonshire Coalition of Disabled People was likely to cease operating. In response to questions raised by the Chairman regarding the role of Disability Cambridgeshire and a recent government initiative to establish a countywide coalition for disabled people, Mrs Farrow expressed the view that it would be preferable to provide additional support for the existing Coalition. The Panel undertook to pursue this matter with the County Council. At the conclusion of the discussion Mrs Farrow stated that the Hunts Forum of Voluntary Organisations would be happy to act as a consultee on the Council's policy making in the future.

As the study on Disability Access was nearing completion, the Panel decided to establish a Working Group to review the findings of the study to date. Whereupon, it was

RESOLVED

that a Working Group comprising Councillors Mrs M Banerjee, Mrs K E Cooper, S J Criswell and Mrs J A Dew be established to review the findings of the Disability Access study to date and to make recommendations for consideration by the Panel.

## **20. ENHANCED CLEANSING SERVICES - PROPOSALS - MARKET TOWNS**

Pursuant to Minute No. 07/59, the Panel considered a report by Mr R Ward, Head of Operations (a copy of which is appended to the Minute Book), which contained details of a proposal to provide enhanced Sunday cleansing services in all the market towns in the District. Mr Ward reminded Members of the background to the study and drew the Panel's attention to the resource implications and operating costs associated with the proposal. In so doing, the Panel were advised that there was no provision in the Council's financial plan for enhanced cleansing services.

The Chairman drew Members' attention to a representation made by Holywell-cum-Needlingworth Parish Council, drawing attention to the fact that the District Council already dedicated resources to cleansing

in town centres while cleansing in villages was predominantly funded by Parish Councils and requesting a partnership approach to village cleansing services. Nevertheless, the Panel reiterated their concerns at the deterioration in cleanliness of the District's town centres on Sundays as a result of increases in Sunday trade and tourism at both a local and national level.

Councillor J M Sadler suggested that the Council might investigate the establishment of Alcohol Disorder Zones, which were a government measure designed to provide a means of redress in areas experiencing problems associated with alcohol consumption. The Panel concurred with this suggestion as a long term measure to address the problems associated with litter in towns.

Following discussion the Panel concluded that the annual cost of £52,400 represented good value for money, particularly, in light of the anticipated benefits that would be achieved. The Panel, however, expressed the view that as savings were required for the Council to meet the costs of the proposal, financial contributions should be sought from the District's Town Councils. Members commented that Sunday cleansing would be more feasible if this approach was adopted and that there would be a greater likelihood that a service might be introduced if such contributions were forthcoming. In recognising the financial constraints already placed upon the Council, the Panel therefore

#### RESOLVED

that the Cabinet be recommended to

- (a) introduce cleansing services on Sundays in all the market towns across the District as set out in the report now submitted;
- (b) seek financial contributions from Town Councils towards the cost of implementing the proposal;
- (c) subject to the outcome of (b) above, include a bid for funding for the proposal in the Medium Term Plan; and
- (d) investigate the introduction of Alcohol Disorder Zones in the District in the long term.

#### **21. SCOPING REPORT: BACKGROUND ON WORK OF HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP**

*(Councillor L M Simpson, Executive Councillor for Customer Services and Information Technology, was in attendance for this item on behalf of Councillor Mrs D C Reynolds, Executive Councillor for Housing and Public Health).*

With the assistance of a report by the Head of Environmental and Community Health Services (a copy of which is appended in the Minute Book) the Panel were acquainted with the background to the Huntingdonshire Community Safety Partnership, together with the scope of its work.

In introducing the report, the Executive Councillor for Customer Services and Information Technology reported that the Partnership had been established in response to a requirement of the Crime and Disorder Act 1998, and aimed to reduce crime, disorder and anti-social behaviour in the District. The Partnership had a number of strategic links to both County and District-wide groups such as the Cambridgeshire Strategic Community Safety Partnership and Huntingdonshire Strategic Partnership.

In response to a question by a Member regarding the structure of the Partnership, the Head of Environmental and Community Health Services reported that in conjunction with the Neighbourhood Management Boards that had recently been established, problem solving groups and action groups also now were in existence. In acknowledging the complexity of the way the Partnership operated, the Head of Environmental and Community Health Services undertook to circulate to Members a chart illustrating the Partnership's structure.

Other matters that were discussed included Town and Parish Council representation at Neighbourhood Management Boards, the formulation and agreement of Local Area Agreement targets and the publication of crime statistics. With regard to the latter, Members commented that despite positive crime trends there remained public concerns over crime. In response, the Head of Environmental and Community Health Services reported that the Criminal Justice Board was in the process of devising a communication strategy, which would address this concern.

Having expressed their satisfaction that appropriate monitoring and accountability mechanisms were in place via the Strategic Partnership, the Panel concluded that it would not be necessary to conduct a study on the Community Safety Partnership.

RESOLVED

that the content of the report be noted.

## **22. OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) - STUDIES**

The Panel considered a report by the Head of Administration (a copy of which is appended in the Minute Book) which contained details of actions taken in response to recent discussions and decisions.

Further to Minute No.08/14, the Panel received a brief update from Councillor P G Mitchell on a meeting on the Great Fen Project that had been held on the 6th June 2008. Having noted that concerns had been raised over the loss of high quality agricultural land, the Panel were advised that a further meeting was planned for 9th July 2008 involving the Executive Councillor for Planning Strategy and Transport and local farmers affected by the Project. The Chairman reported that the Overview and Scrutiny Panel (Service Support) would be undertaking a study on this subject and had invited Members of the Service Delivery Panel to contribute to the study. In that light, Councillors E R Butler, P G Mitchell and J S Watt expressed



interests in participating in the study. Finally, comment was made on the need to review the original project proposal and compare it with what was currently being proposed.

With regard to the impact of the new A14 in terms of air quality and noise pollution, the Central Services Manager reported that extensive work already had been completed in these areas. Councillor M F Shellens undertook to review this work and to report back at the September Panel meeting on whether a study should be undertaken.

The Chairman reported that following a meeting of the Joint Chairmen, it had been decided to realign Executive Councillors' responsibilities between the two Panels as follows:-

**Service Delivery**

Councillor D B Dew  
Councillor C R Hyams  
Councillor Mrs D C Reynolds  
Councillor L M Simpson

**Service Support**

Councillor P L E Bucknell  
Councillor K J Churchill  
Councillor A Hansard  
Councillor T V Rogers

The Panel were advised that the changes would be introduced informally with effect from 1<sup>st</sup> September 2008, with the situation being formalised when the Constitution was next revised.

**23. SCRUTINY**

In scrutinising the 85th Edition of the Digest of Decisions taken by the Cabinet and other Panels etc, Councillor P G Mitchell questioned when the county-wide forum to lobby government to investigate the problem of Heavy Goods Vehicle Parking throughout the District would be established. Information on this matter would be circulated separately to Panel Members.

Chairman

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## FORWARD PLAN OF KEY DECISIONS

**Prepared by**  
**Date of Publication:**  
**For Period:**

**Councillor I C Bates**  
**Miss Effe Christosomou**  
**15 August 2008**  
**1 September 2008 to 31 December 2008**

Membership of the Cabinet is as follows:-

Councillor I C Bates	- Leader of the Council	4 Church End Hilton Huntingdon PE28 9NJ Tel: 01480 830250 E-mail: <a href="mailto:Ian.Bates@huntsdc.gov.uk">Ian.Bates@huntsdc.gov.uk</a>
Councillor L M Simpson	- Deputy Leader of the Council and Executive Councillor for Customer Services and Information Technology	45 Devoke Close Stukeley Meadows Huntingdon Cambs PE29 6XE Tel: 01480 388946 E-mail: <a href="mailto:Mike.Simpson@huntsdc.gov.uk">Mike.Simpson@huntsdc.gov.uk</a>
Councillor P L E Bucknell	- Executive Councillor for Planning Strategy and Transport	Compass House Pathfinder Way Warboys PE28 2RD Tel: 01487 824222 E-mail: <a href="mailto:Peter.Bucknell@huntsdc.gov.uk">Peter.Bucknell@huntsdc.gov.uk</a>
Councillor K J Churchill	- Special Advisor to the Cabinet	51 Gordon Road Little Paxton St Neots PE19 6NJ Tel: 01480 352040 E-mail: <a href="mailto:Ken.Churchill@huntsdc.gov.uk">Ken.Churchill@huntsdc.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Leisure	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntsdc.gov.uk">Douglas.Dew@huntsdc.gov.uk</a>
Councillor C R Hyams	- Executive Councillor for Operational and Countryside Services	22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ Tel: 01480 388968 E-mail: <a href="mailto:Colin.Hyams@huntsdc.gov.uk">Colin.Hyams@huntsdc.gov.uk</a>

Councillor A Hansard	- Executive Councillor for Resources and Policy	78 Potton Road Eynesbury St Neots PE19 2NN Tel: 01480 388942 E-mail: <a href="mailto:Andrew.Hansard@huntsdc.gov.uk">Andrew.Hansard@huntsdc.gov.uk</a>
Councillor Mrs D C Reynolds	- Executive Councillor for Housing and Public Health	17 Virginia Way St Ives PE27 6SQ Tel: 01480 388935 E-mail: <a href="mailto:Deborah.Reynolds@huntsdc.gov.uk">Deborah.Reynolds@huntsdc.gov.uk</a>
Councillor T V Rogers	- Executive Councillor for Finance and Environment	Honeysuckle Cottage 34 Meadow Lane Earith Huntingdon PE28 3QE Tel: 01487 840477 E-mail: <a href="mailto:Terence.Rogers@huntsdc.gov.uk">Terence.Rogers@huntsdc.gov.uk</a>

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

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

Roy Reeves  
Head of Administration

Notes:- (i) Additions/significant changes from the previous Forward are annotated \*\*\*

(ii) For information about how representations about the above decisions may be made please see the Council's Petitions Procedure at <http://www.huntsdc.gov.uk/NR/rdonlyres/3F6CFE28-C5F0-4BA0-9BF2-76EBAE06C89D/0/Petitionsleaflet.pdf> or telephone 01480 388006

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Growing Success - Corporate Plan***	Cabinet	4 Sep 2008	None.	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 - or email - <a href="mailto:Ian.L Leatherbarrow@huntsdc.gov.uk">Ian.L Leatherbarrow@huntsdc.gov.uk</a>		I C Bates	Corporate and Strategic Framework

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Sale of land at Mayfield Road, Huntingdon	Cabinet	4 Sep 2008	Design Brief and Housing Growth Fund details	Frank Mastrandrea, Policy and Enabling Officer Tel No. (01480) 388208 or email. Frank.Mastrandrea@huntsdc.gov.uk	Portfolio Holders	A Hansard and Mrs D C Reynolds	Service Delivery/ Service Support
Financial Strategy	Cabinet	4 Sep 2008	Previous Year's Budget Report Various Annexes	Steve Couper, Head of Financial Services Tel No. (01480) 388103 or email. Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (CSF)	T V Rogers	Corporate Strategic Framework
St Ives Environmental Improvements	Cabinet	4 Sep 2008	None.	Chris Allen, Project and Assets Manager Tel No 01480 388380 or email - Chris.Allen@huntsdc.gov.uk	Public consultation	T V Rogers	Service Delivery
Report on adoption of local standards for the provision of sports facilities in Huntingdonshire	Cabinet	4 Sep 2008	Local Standards for the provision of sports facilities in Huntingdonshire	Ms J Peadon, Leisure Development Manager Tel No 01480 388048 or e-mail - Jo.Peadon@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
Sustainable Community Strategy (draft and final documents)	Cabinet	4 Sep 2008	None.	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No. 01480 388005 or email - Ian.Leatherbarrow@huntsdc.gov.uk	Public/Stakeholder Consultation	I C Bates	Corporate Strategic Framework
Community Engagement	Cabinet	25 Sep 2008	Previous Report to Cabinet	Dr S Lammin, Head of Environmental and Community Health Services Tel No. (01480) 388280 or email. Sue.Lammin@huntsdc.gov.uk		A Hansard	Service Delivery
Public Arts Policy	Cabinet	25 Sep 2008	Public Arts Policy	Ms Viv Peters, Arts Service Manager Tel No. 01480 388057 or email Viv.Peters@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
To adopt Urban Design Framework for south of High Street, Ramsey	Cabinet	25 Sep 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
Parish Plans and Local Plan Policy	Cabinet	25 Sep 2008	Previous Cabinet Report - Dec 2003	Richard Probyn, Planning Policy Manager Tel No. (01480) 388430 or email. Richard.Probyn@huntsdc.gov.uk	Adopt process of incorporating relevant Parish Plan Policies into Planning Policies	P L E Bucknell	Service Support
Customer Service Development in St. Ives and St. Neots***	Cabinet	16 Oct 2008	None.	Julia Barber, Head of Revenue Services Tel No. 01480 388105 or email - Julia.Barber@huntsdc.gov.uk		L M Simpson	Service Delivery
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	16 Oct 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
Proposals for Riverside Park	Cabinet	16 Oct 2008	Draft proposals for Riverside Park	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve following consultation with the particular other key stakeholders	P L E Bucknell & Others	Service Support
To adopt Urban Design Framework for land at Butts Grove Way, Mayfield Drive, Huntingdon	Cabinet	16 Oct 2008	Draft consultation document	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or e-mail - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Development Control Policies Preferred Options	Cabinet	16 Oct 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
Sub-Regional Housing Strategy	Cabinet	6 Nov 2008	None.	Steve Plant, Head of Housing Services Tel No. 01480 388240 or email - Steve.Plant@huntsdc.gov.uk	To be carried out with stakeholders July/August	Mrs D C Reynolds	Service Delivery
Insurance Liability Test Case - Zurich Municipal/MMI	Cabinet	6 Nov 2008	None	Vicki Stevens, Solicitor Tel No. (01480) 388023 or email - Vicki.Stevens@huntsdc.gov.uk		T V Rogers	Service Support
Huntingdon West Area Action Plan Preferred Options	Cabinet	6 Nov 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. (01480) 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
Joint Municipal Waste Strategy	Cabinet	6 Nov 2008	Consultation Documents	Robert Ward, Head of Operations Tel No. (01480) 388635) or email - Robert.Ward@huntsdc.gov.uk	Wide public consultation	C R Hyams	Service Delivery
Great Fen Governance***	Cabinet	20 Nov 2008	None.	Malcolm Sharp, Director of Operational Services Tel No. 01480 388301 or email - Malcolm.Sharp@huntsdc.gov.uk		P L E Bucknell	Service Support
Gypsy and Traveller Issues and Options Document***	Cabinet	20 Nov 2008	Local Development Scheme	Richard Preston, New Accommodation Project Co-ordinator Tel No. 01480 388340 or email - Richard.Preston@huntsdc.gov.uk	Approve for consultation	P L E Bucknell	Service Support

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
To adopt Godmanchester Conservation Area Boundary Changes and Character Statement	Cabinet	20 Nov 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
To adopt Kimbolton Conservation Area Boundary Changes and Character Statement	Cabinet	20 Nov 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies.	P L E Bucknell	Service Support
To adopt Houghton and Wytton Conservation Area Boundary Changes and Character Statement	Cabinet	20 Nov 2008	Draft Consultation Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve changes for adoption having followed consultation with the public and statutory bodies	P L E Bucknell	Service Support
Draft MTP	Cabinet	20 Nov 2008	Financial Strategy; Previous year's budget report; Various Annexes	Steve Couper, Head of Financial Services Tel No. 01480 388103 - or email Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (CSF)	T V Rogers	Corporate Strategic Framework
Draft Planning Contributions Supplementary Planning Document	Cabinet	20 Nov 2008	Huntingdonshire Development Plans	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support



**OVERVIEW AND SCRUTINY (SERVICE DELIVERY)**

**2 SEPTEMBER 2008**

**CABINET**

**4 SEPTEMBER 2008**

**ENVIRONMENTAL IMPROVEMENTS TO ST IVES TOWN CENTRE  
(Report by Head of Environmental Management)**

**1. INTRODUCTION**

- 1.1 St Ives Town Centre has been identified as being an area that required improvements due to its importance as a Town Centre area. There is a MTP scheme for £1080k in the programme to carry out these works between 2008 and 2010. A previous phase carried out improvements to the Bridge Street area. Phase 2 of the work is looking to improvements in the Market Hill area of the town centre. It is important to ensure that the town centre's viability remains and this would be helped by keeping the centre's appearance at a high standard as this scheme proposes.
- 1.2 This report outlines the progress to date and the process required to take the scheme forward to construction and to get Cabinet's permission to take the consultation forward.
- 1.3 In September 2006, the Huntingdonshire Traffic Management Area Joint Committee was presented with a 116 signature petition which asked that, to enable the use of Bridge Street for Pavement cafes, the Committee vary the road traffic regulation order to prohibit loading after 10am daily. Preliminary consultation showed that there was a range of views on this proposal, and formal consultation was requested on the matter. It is intended that this consultation be included with the Market Hill proposals as they are related.

**2. SUPPORTING/BACKGROUND INFORMATION**

- 2.1 A previous phase was carried out in 2001 following wide consultation in the Bridge Street / Crown Street area. This removed the parking from the street and replaced it with loading bays and disabled parking. The surfacing was changed to yorkstone pavements and gravel finished asphalt on the road. Despite early concerns over the design, compliments have been made about the final appearance.
- 2.2 As part of the previous consultation, it was agreed that the second phase would be the Market Hill area. The district council supported this by including future monies in the capital programme.
- 2.3 Following the guidelines set by Cabinet, an Advisory Group has been set up for the scheme. This includes the local District and County Councillors, Town Council representatives, Scrutiny representatives and representatives from local consultative groups such as the Town Centre Initiative, Access Group and Civic Society. Meetings have been held since May 2006 with these groups to discuss the principle of the scheme and, more recently, detail of the design.

### **3. MARKET HILL PROPOSALS**

- 3.1 Market Hill, a large market square, has a charter market every Monday which takes over most of the space with stalls. On Fridays there is a smaller market, with Farmers Market held fortnightly on Saturdays. There is charged parking (20 spaces) in the centre of the square with free parking on one side of the square. On Mondays, no parking is available within the square.
- 3.2 The pavements are narrow for a town centre and, with stalls erected on them, this causes restrictions to pedestrian flow. Cars will often drive around market place looking for spaces rather than go direct to the off street car parks.
- 3.3 Several options were drawn up and presented to the Advisory Groups over the last two years. These showed a range of options from slight reduction in parking provision, to minimum parking with maximum pedestrianisation. Total pedestrianisation is not possible as there is one road and several accesses off the square which need to be kept available at all times.
- 3.4 From discussions on these proposals, three options have been developed and it is on these options that consultation is planned to be taken forward. The new road layouts for the options 1 & 2 are similar, but Option 2 provides extra parking for Blue Badge holders and delivery areas at the west end of Market Hill. Option 3 is not to carry out any road layout changes, but just to enhance the existing street furniture, signage and surfacing. The Advisory Group has supported the principle of consultation on these options.
- 3.5 The plans included in Annex A show the three options proposed for consultation. The main changes to the existing layout are:
- A public space is created at the west of Market Hill which would be used for the Markets on three days and for special events or fairs at other times. Option 1 has no parking and limited loading / unloading in this area, while Option 2 will have bays for Blue Badge holders and loading / unloading within the area.
  - The war memorial is to be moved to outside the Town Hall where it has a better setting being surrounded by paving rather than roads.
  - The Cromwell Statue will need local adjustment in position to match the new road layout.
  - The pavements are widened to improve access.
  - The Sheep Market area is retained for use with stalls and other events. It could also be used for street cafes, as could the public space area.
  - Access is kept to the roads and private parking areas off the square.

- The market stalls will be designed into the new layout so that pavements are not restricted as at present.
- 3.6 The new layouts will give a better defined area for the markets and make them safer more attractive. Discussions are also in progress with the fair which occupies the town centre for 1 week each year.
- 3.7 The design will also allow for the access for busses through Market Hill. Whether buses use this route will be decided by the County Council and the bus operators and is not part of this consultation.
- 3.8 As part of the discussions on the use and control of parking in the town centre, it was requested that the east end of Broadway be covered by Pay and Display parking based on the existing 1 hour maximum period. This would ensure a regular turn over of cars and easier access for shoppers. The present system is hard to control due to the lack of police presence in the town for this issue. It is however recommended that this proposal be considered separately as part of the County Council's On-Street parking proposals.

#### **4. BRIDGE STREET PROPOSALS**

- 4.1 When Bridge Street was improved in 2001, parking was removed and replaced with designated bays for Blue Badge holders and other bays for loading / unloading. This has reduced the traffic entering the road, but there have been reports that due to lack of enforcement the system is being abused.
- 4.2 There is a café culture in Bridge Street and one application was received for a street café. The Licensing Panel considered the application and recommended that it could be allowed if all loading was removed from the street after 10am. Such changes needed the approval of the Huntingdonshire Traffic Management Area Joint Committee, and they recommended that consultation be carried out so that a decision could be made. Preliminary consultation showed that there is a wide division on making changes to the traffic order for Bridge Street. The majority of residents and shop keepers are against changing the Orders, and the formal groups are generally in favour of a change, but with a variety of suggested times.
- 4.3 In order for this to be progressed, formal consultation needs to be held on the options and reported back to the Huntingdonshire Traffic Management Area Joint Committee. Since the Market Hill proposal also affects parking and loading in the town centre, these need to be considered together.
- 4.4 Taking into account the various options suggested, the Advisory Group agreed that a consultation exercise be undertaken consisting of the following options:-
- (1) to leave the order as it is at present;
  - (2) to restrict the use of one loading bay at the south end of the street to the time of 12 midday to 12 midnight to allow for street cafes
  - (3) to restrict all loading bays from 12 midday to 12 midnight and move the disabled bay from the south end to the north end;

Details are shown in Annex B

## **5. PROGRESSION OF THE SCHEME**

- 5.1 Monies are available in the MTP for construction in 2009/10 and 2010/11.
- 5.2 The next stage of the process is to go out for public consultation. Since the works are all on the public highway, the approval of the County Council is needed to proceed.
- 5.3 The Huntingdonshire Traffic Management Area Joint Committee needs to give permission to consult on the proposals. The method of consultation is set by the County Council and, as partners in the scheme, their formal consultation system will be used.
- 5.4 Following consultation, reports will be made back to this Cabinet and then to the Area Joint Committee for them to approve the scheme and the necessary traffic orders.
- 5.5 Design and tendering for the scheme will follow with construction starting in the January of 2010.

## **6. RISK ASSESSMENT**

- 6.1 The risk assessment to the completion of the scheme is:
  - As the road is all Public Highway, County Highways approval is needed to the design and materials. Discussions have been on going with county officers and their approval is expected.
  - The Area Joint Committee need to give permission to consult on the scheme. Since Town, District and County Councillors have been involved in the Advisory Groups, their permission is expected to be given.
  - The results of the consultation will determine the public support for the scheme. Amendments can be made to the designs to take account of the requests. The final layout will need the approval of the Area Joint Committee

## **7. CONCLUSION**

- 7.1 St Ives town centre, like many other towns, is experiencing challenges in the retail sector. It is considered that investment in the town central area is needed to ensure its continued viability and also to improve the environment to make it a better shopping experience.
- 7.2 Discussions on the proposals have been held with the Advisory Groups and they have generally supported the principles of the scheme. Two options have been developed which have taken into account the main views of these groups and these are recommended to go out for public consultation. A third option just enhances the existing layout.

- 7.3 The consultation will include the design of the Market Hill area and discuss the request for revised traffic orders on Bridge Street.
- 7.4 On approval by this Cabinet, the report will progress to the Huntingdonshire Traffic Management Area Joint Committee for approval to consult. Results of the consultation will be brought back to Cabinet for their views.

## **8. RECOMMENDATION**

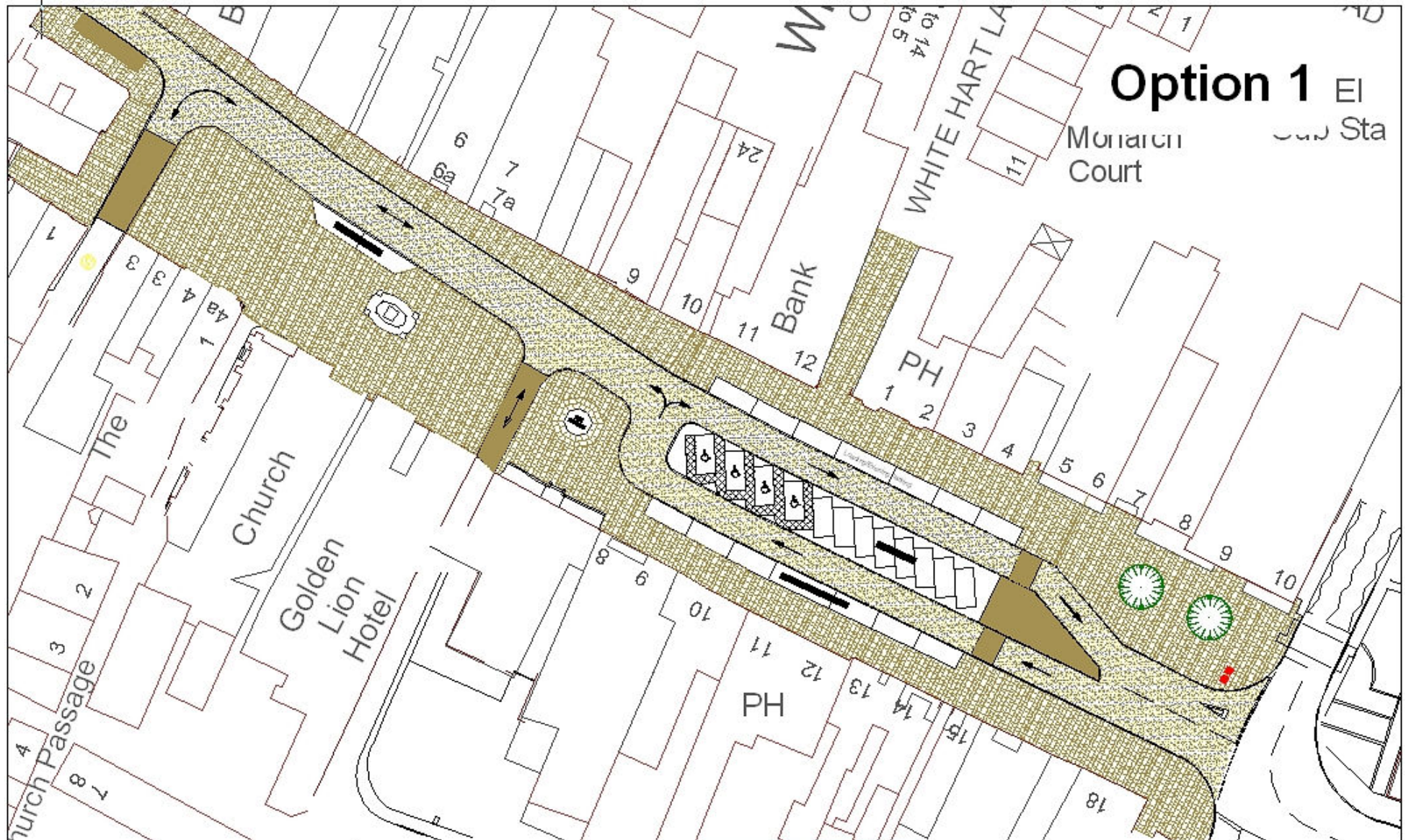
- 8.1 It is recommended that Cabinet–
- (1) note the progress of the scheme and consultation to date
  - (2) approve the basis of the scheme and agree to submitting a report to Huntingdonshire Traffic Management Area Joint Committee for approval to consult
  - (3) and receive feedback at a future meeting.

## **BACKGROUND INFORMATION**

Advisory Group minutes  
Environmental Management files

**Contact Officer: C Allen – Project and Assets Manager**  
**☎ 01480 388380**

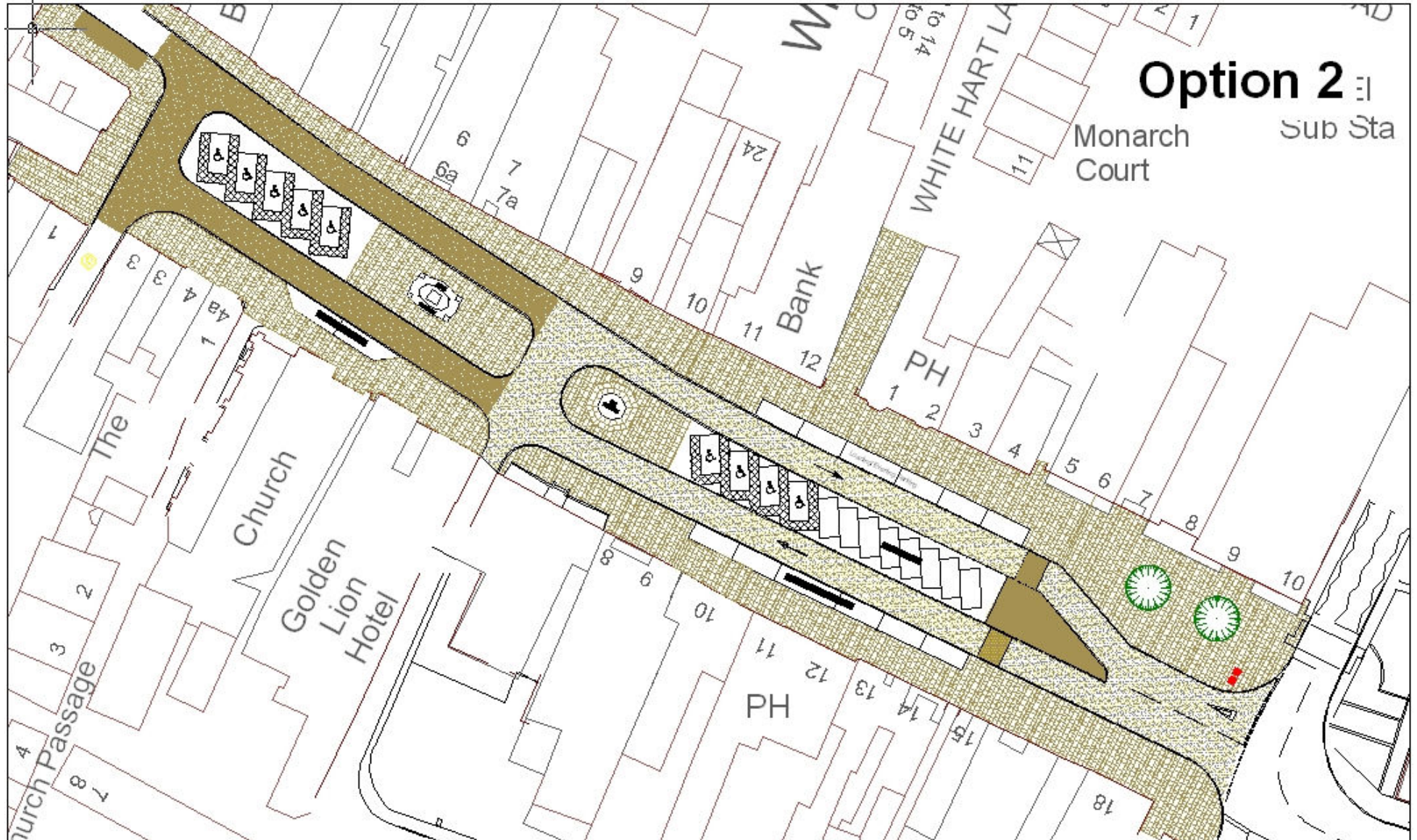
**ANNEX A - MARKET HILL PROPOSALS - OPTION 1**



18

<p><b>JOB</b> Environmental Improvements Market Hill St. Ives</p>	<p><b>TITLE</b> Proposed Layout</p>	<p><b>Huntingdonshire</b> DISTRICT COUNCIL PATHFINDER HOUSE, ST. MARY'S STREET HUNTINGDON, CAMBS, PE18 6TN TELEPHONE: HUNTINGDON (01480) 388388</p>	<p>Chris Allen, B.Sc., CEng, Dip. ESA Project Manager Directorate of Operational Services</p>	<table border="1"> <tr> <td>SCALE</td> <td>nts</td> <td>DATE</td> </tr> <tr> <td>DRAWN BY</td> <td colspan="2">GVW</td> </tr> <tr> <td>DRG. No.</td> <td colspan="2"></td> </tr> </table>	SCALE	nts	DATE	DRAWN BY	GVW		DRG. No.		
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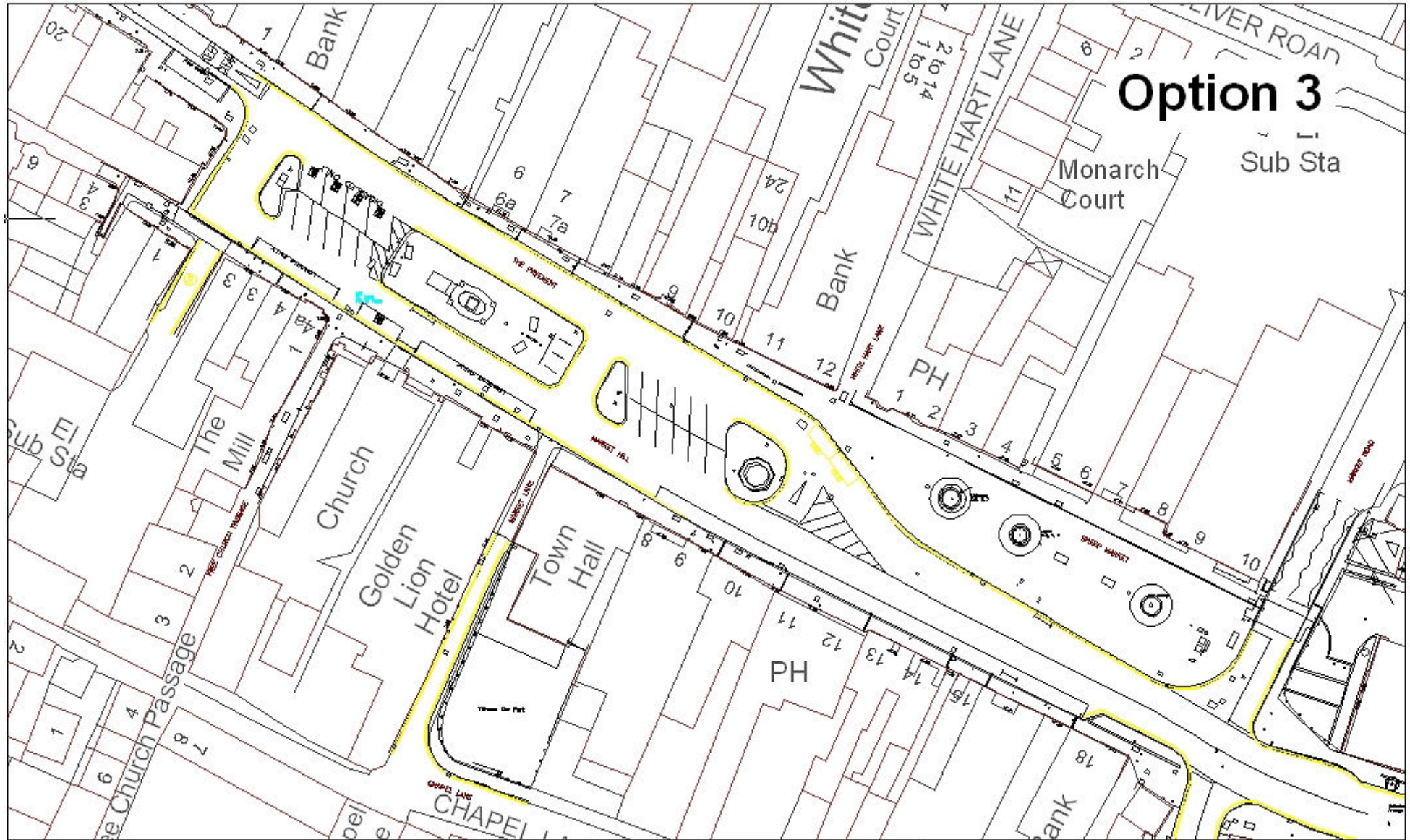
**ANNEX A - MARKET HILL PROPOSALS - OPTION 2**



19

<p><b>JOB</b> Environmental Improvements Market Hill St.Ives</p>	<p><b>TITLE</b> Proposed Layout</p>	 <p>PATHFINDER HOUSE, ST. MARY'S STREET HUNTINGDON, CAMBS. PE18 6TN TELEPHONE: HUNTINGDON (01480) 388388</p>	<p>Chris Allen, B.Sc., C.Eng, Dip. RSA Project Manager Directorate of Operational Services</p>	<table border="1"> <tr> <td><b>SCALE</b> nts</td> <td><b>DATE</b></td> </tr> <tr> <td><b>DRAWN BY</b> GW</td> <td></td> </tr> <tr> <td colspan="2"><b>DRG. No.</b></td> </tr> </table>	<b>SCALE</b> nts	<b>DATE</b>	<b>DRAWN BY</b> GW		<b>DRG. No.</b>	
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**ANNEX A - MARKET HILL PROPOSALS - OPTION 3**



**Option 3**  
Sub Sta

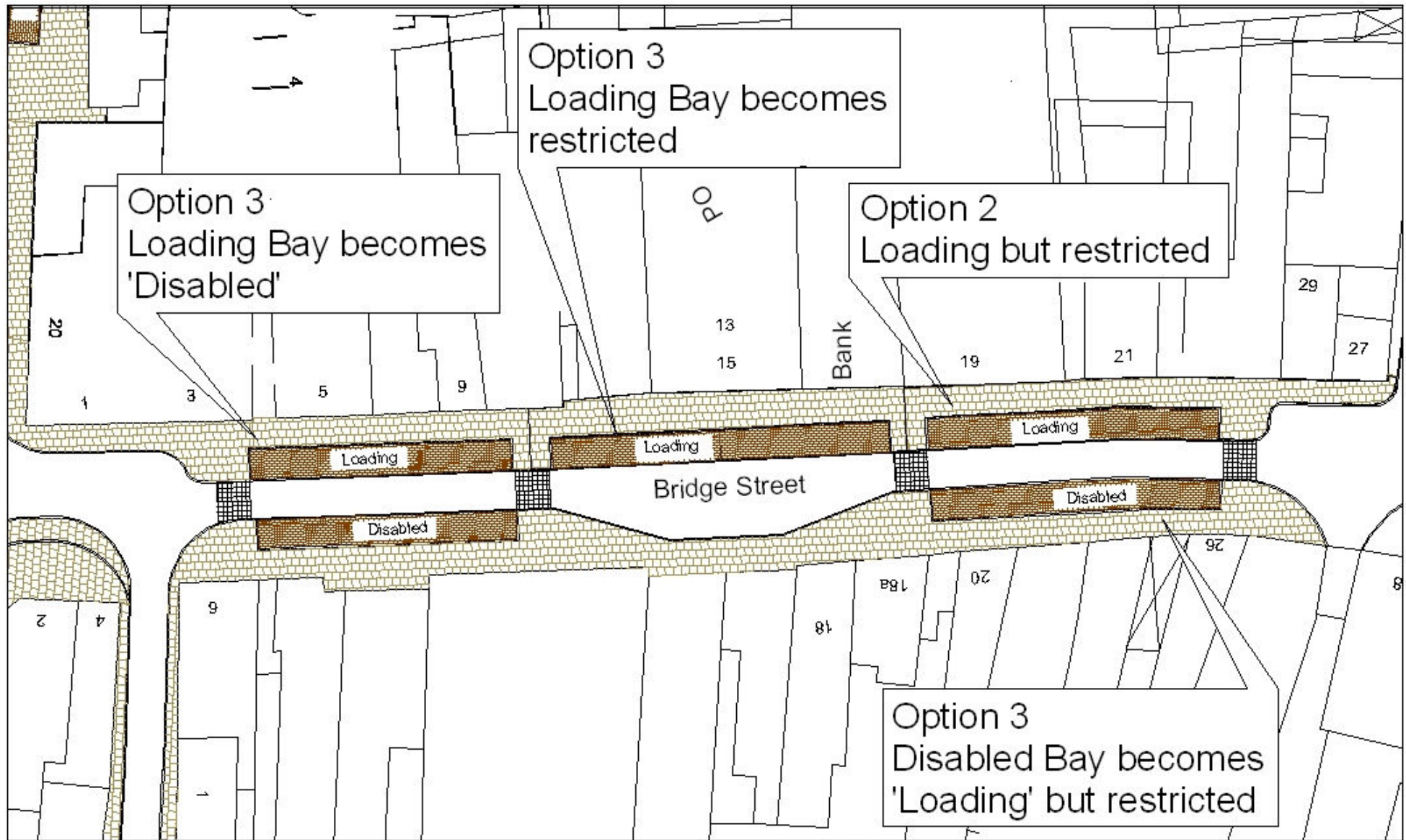
20

<p>JOB Environmental Improvements Market Hill St.Ives</p>	<p>TITLE Existing Layout</p>	 <p>PATHFINDER HOUSE, ST.MARY'S STREET HUNTINGDON, CAMBS. PE18 8TN TELEPHONE: HUNTINGDON (01455) 382388</p>	<p>Chris Allen, B.Sc., CEng, Dip. RSA Project and Assets Manager Environmental and Community Services</p>	<table border="1"> <tr> <td>SCALE</td> <td>nts</td> <td>DATE</td> </tr> <tr> <td>DRAWN BY</td> <td colspan="2">GWJ</td> </tr> <tr> <td>DRG. No.</td> <td colspan="2"></td> </tr> </table>	SCALE	nts	DATE	DRAWN BY	GWJ		DRG. No.		
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**ANNEX B – BRIDGE STREET PROPOSALS**

21



<p>JOB <b>Bridge Street</b></p>	<p>TITLE <b>Proposed Layout</b></p>	 <p>PATHFINDER HOUSE, ST. MARY'S STREET HUNTINGDON, CAMBS. PE18 6TN TELEPHONE: HUNTINGDON: (01455) 388388</p>	<p>Chris Allen, B.Sc., C.Eng. Dip. RSA Project Manager Directorate of Operational Services</p>	<table border="1"> <tr> <td>SCALE nts</td> <td>DATE May 07</td> </tr> <tr> <td colspan="2">DRAWN BY GW</td> </tr> <tr> <td colspan="2">DRG. No.</td> </tr> </table>	SCALE nts	DATE May 07	DRAWN BY GW		DRG. No.	
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# Customer Service Quarterly Performance Report Apr to Jun 2008

## Index

<a href="#">Management summary</a>	<a href="#">Page 2</a>	<a href="#">Customer Service Centres</a>	<a href="#">Page 3</a>
<a href="#">Call Centre</a>	<a href="#">Page 4</a>	<a href="#">Appendices</a>	<a href="#">Page 5</a>

Contact Officer Michelle Greet, Customer Service Manager  
 07500 027519  
 michelle.greet@huntsdc.gov.uk

## Management summary

From April to June a total of 71,999 customers contacted Customer Services. All service levels were met other than the speed of answer service level at the Call Centre, which was missed by 1%. An explanation is given on page 4.

Customer satisfaction responses have continued to show a very high satisfaction level amongst customers as follows:

- Huntingdon Customer Service Centre score was 86% of customers rating the service received as good or very good
- Over the quarter 97% of Call Centre customers were satisfied or very satisfied with the service received

Customer complaints measured at the Call Centre reduced significantly to 0.8% of all requests for service. This shows that HDC have again returned to pre-September 2007 complaint levels of around 1%. More details of this are shown on page 4.

The risk to service levels is at the Call Centre, & arises as follows:

1. Although implementation of the Call Centre replacement telephone system went smoothly, a lack of performance visibility & resultant inability to quickly adjust resources means a continued risk to service levels. New reports & performance PC display have been specified & delivery is awaited.

To view the Customer Services Home page click [here](#).

Status Summary	2Q 2008	3Q 2008
Overall status	G	G
People	G	G
Processes	G	G
Systems	A Risk 1	A Risk 1

# Customer Service Centres

During the quarter the Customer Service & Community Information Centres (CSCs) dealt with 29,272 customer enquiries. A breakdown of this figure by location is shown on the right.

Customer volumes have consistently reduced over the quarter at all sites. The main reason for this is a reduction in enquiries for the new bus pass scheme, with an additional element of reducing cash payments over a longer period.

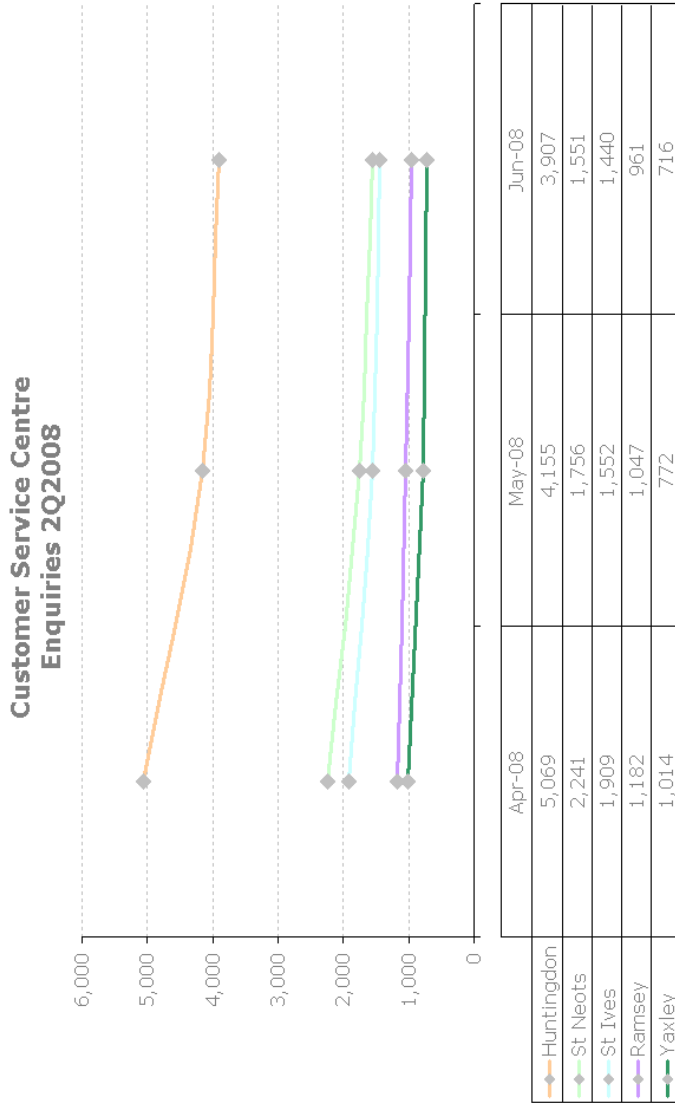
The CSCs exceeded all their customer service levels during June.

In Huntingdon CSC the speed of response was 94% of queuing customers seen within 10 minutes (target 75%). The average queue time for the month was just over 4 minutes. Additionally when more than 400 customers were surveyed in June 86% rated the service received as good or very good.

Details of the top 25 enquiries (representing 92% of all enquiries) received by CSCs are shown in Appendix A.

Appendix B shows the monthly service levels achieved at Huntingdon CSC. Similar figures are not available for other CSCs, although implementing the Qmatic system at other sites is being considered.

To view further information about the Customer Service Centre click [here](#). To view more information about Community Information Centres click [here](#).



# Call Centre

Customers calling during the quarter totalled 42,727.

All customer service levels were met for June other than for speed of answer, which was narrowly missed at 79% of customers being answered within 20 seconds (target 80%). This was because of multiskilled Customer Advisor vacancies. These positions are expected to be filled in August.

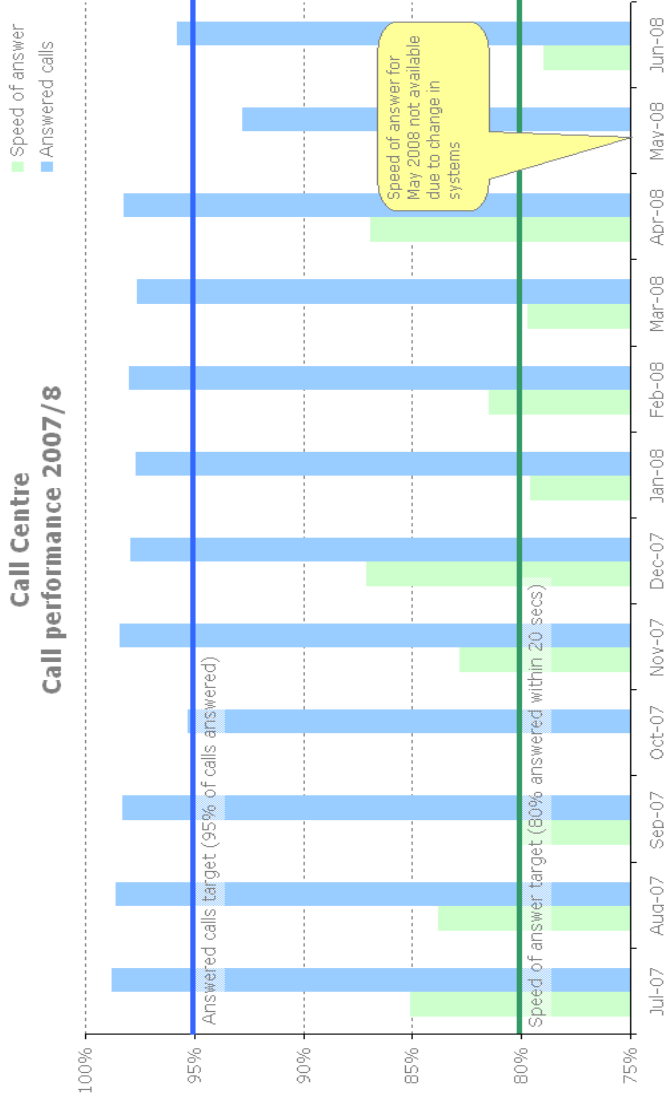
The Call Centre performance for the last 12 months on it's two main service levels is shown in the graph to the right.

Responses from over 1,400 customers during the quarter showed that 97% were either satisfied or very satisfied with the service received.

Appendix C shows the complaints received by the Call Centre, representing 0.8% of all requests for service. This is a significant reduction on the previous quarter (2.3%), with a halving of missed refuse collection complaints & a complete removal of any grounds & tress complaints.

Details of the top 25 enquiries (representing 99% of all enquiries) received by the Call Centre are shown in Appendix D.

To view further information about the Call Centre click [here](#).



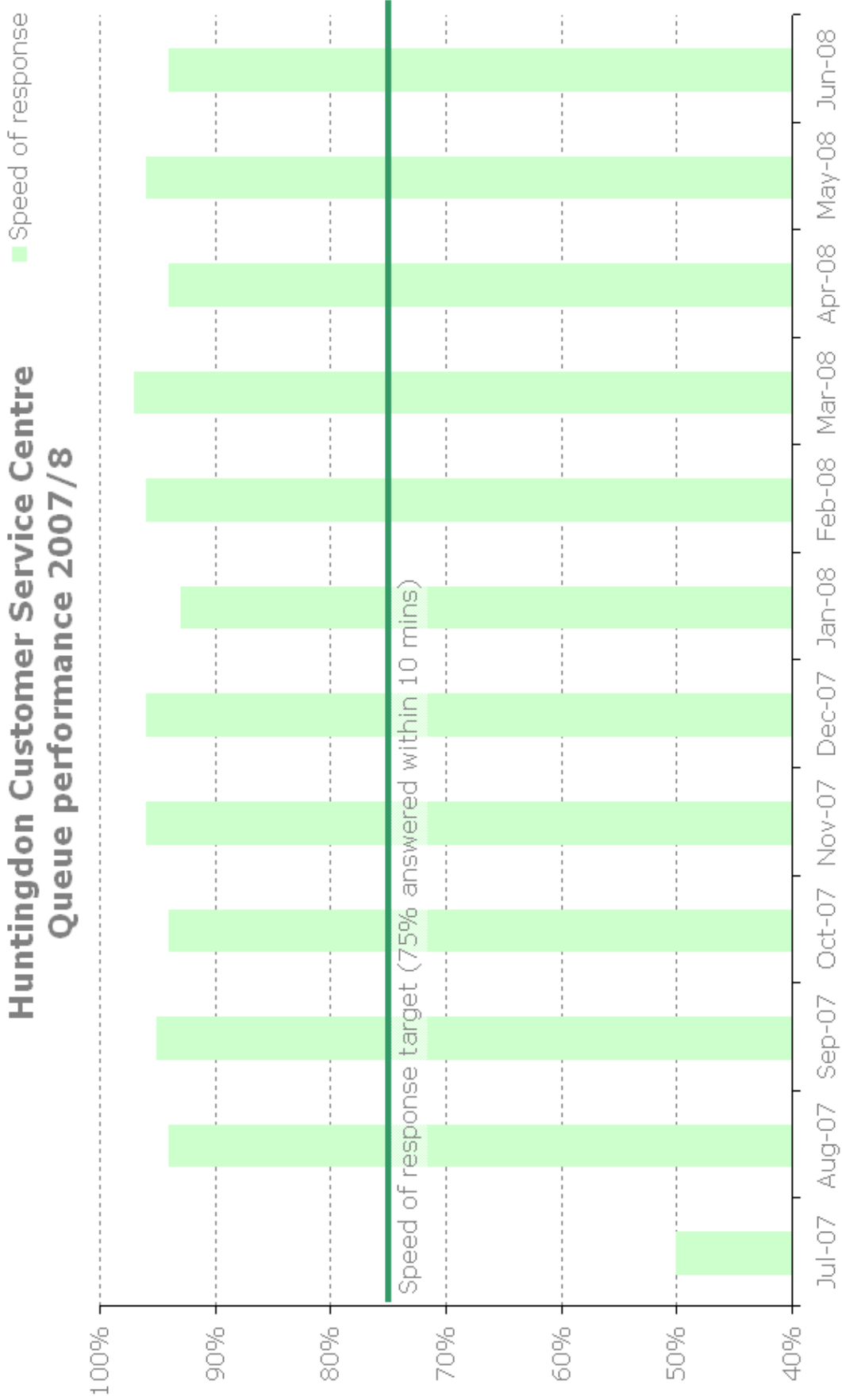
# Appendix A

## Customer Service Centres/Community Information Centres

Service	Apr-08	May-08	Jun-08	Grand Total
Payments & other enquiries	4,150	3,308	2,991	10,449
Benefits	1,230	996	1,054	3,280
Payments	1,113	681	681	2,475
Housing	646	610	675	1,931
HELP/Community Access	348	326	333	1,007
Planning	394	301	304	999
Concessionary Travel app for	415	260	183	858
Bus Passes	460	218	180	858
Council tax	199	160	212	571
Other	174	127	193	494
Self-service (PC's)	155	134	134	423
Post	188	114	114	416
Meetings (Centenary House)	135	109	77	321
Other HDC issues	103	98	114	315
Leisure/tourism	95	77	116	288
Home-link	127	94	62	283
Jobs/training	88	85	69	242
Luminus N'hood Warden	97	72	46	215
Transport (other)	78	57	74	209
Choced Based Letting	87	83	39	209
Events	78	130	0	208
Meetings (PFH/CHH)	83	64	56	203
Housing issues	51	63	62	176
Dog bags	43	44	57	144
Licensing forms	56	36	47	139

This item is for customer contacts at St Neots & St Ives cash offices, where enquiry types are not currently split out

# Appendix B





# Appendix C

## Complaints received at Call Centre

	Apr	May	Jun	Grand Total
Missed refuse collection	28	24	26	78
Return bins	4	2	2	8
Crew behaviour	1	2	0	3
Formal complaint	0	0	1	1
Request refuse bin or bags	0	0	1	1
Take feedback from customer	1	0	0	1
<b>Total</b>	<b>34</b>	<b>28</b>	<b>30</b>	<b>92</b>

# Appendix D

## Call Centre

Service	Apr-08	May-08	Jun-08	Total
Make payment	1,691	1,981	1,620	5,292
Request refuse bin or bags	566	541	645	1,752
Missed refuse collection	352	394	522	1,268
Request street cleansing	160	131	113	404
Request bulky waste collection	125	113	105	343
Make pest control appointment	112	85	86	283
Report grounds or trees problem	31	86	155	272
Request Operations misc. work	72	65	79	216
House move	72	61	49	182
Request tourism brochure/s	52	30	34	116
Send electoral registration forms	53	33	22	108
Return bins	32	32	43	107
Request assisted collection	23	30	20	73
Request planning form/s	28	17	20	65
Take feedback from customer	17	17	26	60
Crew behaviour	25	18	13	56
Request asbestos bags	14	14	14	42
Request removal of refuse bin	10	16	15	41
Report asset problem	15	9	16	40
Report street naming or numbering problem	5	8	7	20
Provide refuse collection days information	9	5	3	17
Confirm why bin rejected	8	1	8	17
Missed trade waste collection	1	5	8	14
Name change	3	7	3	13

# Agenda Item 6

AGENDA ITEM NO.

COMT  
CABINET

5 AUGUST 2008  
4 SEPTEMBER 2008

## ADOPTION OF LOCAL STANDARDS FOR THE PROVISION OF CORE SPORTS FACILITIES IN HUNTINGDONSHIRE (Report by Head of Environmental & Community Health Services)

### 1 INTRODUCTION

- 1.1 The purpose of this report is to request that Members consider the adoption of local standards for the provision of core sports facilities in Huntingdonshire.

### 2 BACKGROUND

- 2.1 A need to develop and adopt local sports facility standards has been identified through recent research. It is intended the adoption of standards will assist in maintaining an appropriate range of sports facilities in the district to meet future need. It is proposed that, in the near future, a leisure facilities strategy will be developed which will embrace the local standards identified within this report.
- 2.2 The need for a clear and prioritised framework for future investment in sports facility provision is critical given the likely need for additional provision as a result of population growth in the district, principally in the St Neots area, and the need for ongoing investment in the existing infrastructure.
- 2.3 There is also a need for objective standards, as a measure of change. Keeping pace with changes in population numbers and needs will be important in maintaining accessibility to sports facilities. The dispersed nature of the district, with the four main towns of Huntingdon, Ramsey, St Neots and St Ives, smaller villages and more rural areas means that district-wide standards are a means of maintaining a strategic overview of provision versus demand.
- 2.4 There are two main factors which are particularly relevant to the future provision of sports facilities. These are the future implementation of the Building Schools for the Future Programme (BSF) in the district, and the significant population growth predicted. Local standards can be used when new developments are proposed to guide and inform the nature and extent of resources, financial and operational, which are needed to ensure that Huntingdonshire has sufficient up-to-date, fit-for-purpose, and accessible sports facilities. This should allow proactive planning to meet future demand.
- 2.5 In order to assist in the development of local standards, Strategic Leisure Limited was commissioned to undertake a comprehensive review of existing provision and to identify future needs based on predicted population growth using Sport England's nationally recognised model the 'Sports Facility Calculator'. Their report provides the evidence for the proposed standards.

### **3 EVIDENCE BASE FOR THE STANDARDS**

- 3.1 A report was produced by Strategic Leisure Limited in March 2008. This research was looking at community sports facility provision; both present and future needs.
- 3.2 The research focused on indoor sports facilities (swimming pools, sports halls, health and fitness facilities, indoor bowls) and artificial turf pitches (ATPs), and considers existing and planned facilities incorporating: local authority leisure centres, voluntary sector sports clubs, private sector facilities, and secondary schools, that will be re-built or re-furnished under PFI or the Building Schools for the Future (BSF) programme.
- 3.3 The district has a significant sporting infrastructure which includes provision for activities such as golf, sailing, etc. and a large number of individual sports clubs. These are very important to facilitate increased participation and encourage people to become involved in activity on a regular basis. However, the lack of a nationally agreed methodology for recommended levels of provision means these facilities are excluded from this report. They will be included in a further strategy to be presented later in the year.
- 3.4 The key drivers for adoption of local standards, and eventually a strategy, are:
- ◆ The need to plan strategically and ensure sustainability of future provision
  - ◆ The need to inform the Local Development Framework (LDF), and Supplementary Planning Documents and set out expectations for S106 contributions from developers towards future sports facility provision
  - ◆ The priorities and objectives for the Sustainable Community Strategy
  - ◆ The need to identify what provision is needed in St Neots, given the significant population increases planned for this area
  - ◆ The requirement to identify the needs of those living in rural areas, where accessibility to sports facilities is more limited
  - ◆ The need to increase participation in sport at local level (LAA target)
  - ◆ The emerging opportunities for partnerships – Building Schools for the Future (BSF) - Schools, National Governing Bodies (NGBs), Sports Clubs etc.

### **4 CURRENT AND FUTURE DEMAND – SUPPLY AND DEMAND ANALYSIS**

- 4.1 This assessment of need is based on Sport England's 'National Sports Facility Calculator' which identifies the level of provision needed for the current population, and future changes. The suggested standards are therefore based on population numbers.
- 4.2 To make the assessment relevant to local need, the modelling accounts for the actual number of sports facilities that are deemed accessible; those currently available on a pay and play basis. This additional analysis highlights where there are built facilities in the district that are not currently fully accessible for community use. This situation, which is common across the UK, would suggest that the way forward could be a

combination of opening up existing sports facilities to ensure there is greater community access and developing new facilities; this is an area that will be considered in the eventual strategy. The outcome of the supply and demand analysis is summarised in Annex 1. The research identifies short-falls for certain types of facility.

- 4.3 It is recommended that, using Sport England’s nationally recognised model the ‘Sports Facility Calculator’, that Huntingdonshire adopts the following local standards for future core sports facility provision. Figures are based on 1000 head of population.

Table 1

<b>FACILITY TYPE</b>	<b>Local Standards of Provision per 1000 population</b>
<b>Sports Hall</b> (@ min 594 sq m)	51.20 sq m
<b>Indoor Swimming Pool</b> (@ min 212 sq m or 4 lane x 25m)	10.96 sq m
<b>Fitness Stations</b>	3.6 stations
<b>Indoor Bowls</b>	0.05 rink
<b>Synthetic Turf Pitches (Full size)</b> ( 1x 640 sq m pitch per 25,000 population)	0.04 pitches

## 5 CONCLUSIONS

- 5.1 The proposed standards will be used to assess future need for sports facilities and will be used as part of the proposed Sports Facilities Strategy. They are also a simple population multiplier, which together with the predicted supply/demand for facilities illustrated in table 3, planning officers can use to assess potential need created by any development.
- 5.2 The research report also includes a series of recommendations based on the analysis of supply and demand. The Sports Facilities Strategy Group will consider these recommendations when developing the strategy.
- 5.3 Nothing in this report should be taken to imply that the Council will always be the provider of any facility. Increases in provision may be achieved by: encouraging increased accessibility to existing facilities; assisting in the development of community facilities; developing new facilities or encouraging the private sector to fill the market opportunity.

## **6. RECOMMENDATION**

It is RECOMMENDED that

- ◆ Members agree to the adoption of the local standards as identified in this report (Table 1) for the provision of core sports facilities in Huntingdonshire.

## **BACKGROUND INFORMATION**

Sports Facilities Standards Report 2007-2020, Strategic Leisure, March 2008  
Activity Profile: Huntingdonshire, Sport England with Living Sport & ERPHO,  
July 2007

**Contact Officer: Jo Peadon**  
 **01480 388048**

Table 2 Current supply/demand

Facility Type	Local Standards of Provision per 1000 population	Required level of provision based on suggested standards (population 168,200)	Current Level of Provision (2007)	Notes
<b>Sports Hall</b> (@ min 594 sq m)	51.20 sq m	8612 sq m.	4536 sq m	The survey discounted smaller sports halls. There is 2376 sq m of space within these smaller venues and there are 2 sports halls currently in development. Predicted need for <1 additional sports hall. There are issues about the types of activities small sports halls can support.
<b>Indoor Swimming Pool</b> (@ min 212 sq m) [Recommended Community Pool size: 325 sq m]	10.96 sq m	1844 sq m	938 sq m	The survey discounted smaller pools. Including all smaller pools there is 2202.7 sq m of water space in the district. There are issues about both accessibility and the types of activities small pools can support.
<b>Fitness Stations</b>	3.6 stations	605	586	Almost 40% of these facilities are in HDC leisure centres. At the time of the survey there was a shortfall of 19 fitness stations. Since the survey new fitness stations are being developed within HDC leisure centres.
<b>Indoor Bowls</b>	0.05 rink	8.41 rinks	14 rinks	There is an apparent over-supply of bowls facilities. These are club-based.
<b>Synthetic Turf Pitches (Full size)*</b> ( min 640 sq m pitch per 25,000 population)	0.04 pitches	6.7	5	There was an identified need for more pitches There are current plans to develop 2 more pitches.

\*NB There are different types of Synthetic Turf Pitch (sand dressed, 3G, etc) not all are suitable for all sports/uses. The mix of types will be considered by the strategy group.

**Table 3 Predicted supply/demand in 2021 due to population change\*\***

Facility Type	Local Standards of Provision per 1000 population	Provision based on standards (predicted population 188,400)	Current Level of Provision (2007)	Notes
<b>Sports Hall</b> (@ min 594 sq m)	51.20 sq m	9646 sq m	4536 sq m	2 in development in 2008-11. Further 2 large sports halls required (by 2021) to cope with demand from population increase. There are some small halls in the district that may not be fit for purpose.
<b>Indoor Swimming Pool</b> (@ min 212 sq m) [Recommended Community Pool size: 325 sq m]	10.96 sq m	2065 sq m	938 sq m	The 2202.7 sq m of water space in the district, includes some very small pools that may not be fit for purpose.
<b>Fitness Stations</b>	3.6 stations	678	586	Increasing demand for fitness stations set to continue.
<b>Indoor Bowls</b>	0.05 rink	9.4 rinks	14 rinks	There is still likely to be an apparent over-supply of bowls facilities. These are club-based.
<b>Synthetic Turf Pitches (Full Size)</b> ( 1x 640 sq m pitch per 25,000 population)	0.04 pitches	7.5	5	2 more planned before 2021 – in hand. Thus need for <1 extra pitches.

\*\*NB: The predicted demand for facilities (above) is based solely on population growth. It is likely that demand may increase from existing residents, as the Government and agencies promote the health benefits of increased physical activity. This increase in demand due to market trends/health promotion will be considered further in formulating the strategy.



**CHEWING GUM LITTER REDUCTION TRIAL  
(Report by the Head of Operations)**

**1. PURPOSE OF REPORT**

- 1.1 To provide Members with information about the trial of Gum Targets in Huntingdon and St Ives from August 2007 to August 2008. Advise Members of the continuation of the scheme in Huntingdon and St Ives and of an extension of the scheme to include St Neots.

**2. BACKGROUND**

- 2.1 A Gum Target is a specialist disposal device for chewing gum that fixes to posts, walls or railing. The front of the Gum Target is covered with a printed removable Gum Sheet on which the chewer deposits used gum. The Gum Sheets carry a campaign message that is changed regularly to maintain the interest and motivate the user to dispose responsibly. Unlike a bin that offers no real incentive, the Gum Target provides a topical, fun and involving way to dispose of used gum.
- 2.2 Chewing gum litter has been steadily increasing for a number of years but has seen more rapid growth recently due to the smoking ban and increased competition in the market. The Council currently spends £17,000 a year in removing gum from pavements in town centres to help maintain a clean and pleasant environment. The Council was keen to find ways to prevent the large build up of chewing gum on the streets and to help reduce the need for so much cleaning up of gum.
- 2.3 Gum Targets are provided by a company called Meteora Limited who has been assisting councils in the fight against the chewing gum for over 5 years.
- 2.4 The Council ran a trial of gum targets in Huntingdon and St Ives from August 2007 to August 2008. Fifteen Gum Targets were installed in each town. In Huntingdon, Church Manor Estates paid for a further five Gum Targets to cover the Chequers Court complex which they own and manage. The Gum Targets were located in gum hotspots in the main streets in the town centres, in particular near food outlets, pubs and night clubs.

### **3. EVALUATION OF THE TRIAL**

3.1 The Gum Targets trial was evaluated in the following ways:

3.2 **The number of times the gum sheets needed to be changed by the Council's street cleansing team and how much gum was on them.**

This showed that Gum Sheets generally have to be changed twice a week and are usually covered in at least 10 pieces of gum. This means over a year approx 72,000 pieces of gum are being collected on the sheets which may otherwise have been dropped or trodden into the pavements.

3.3 **Anecdotal feedback from the street cleansing teams in the town centres.**

Reported they have less chewing gum to pick up from the pavements.

3.4 **Information from the cleaning company the Council employs to deep cleanse the pavements and remove gum.**

They reported that it took them less time to clean the pavements in Huntingdon and St Ives since the Gum Targets have been installed due to there being less gum on the street. Each piece of gum trodden into the pavement has to be removed by a special high pressure washing process.

3.5 **Feedback from the Town Centre Partnership.**

This has been very positive with the Town Centre Manager in Huntingdon reporting that some shops have mentioned that they now get less gum trodden in to their flooring.

3.6 **Feedback from the public.**

The Council has received many positive comments about the gum targets, including young people saying that the Gum Targets are "really cool" and they would like them in their school

### **4. CONCLUSION**

4.1 On the basis of the evaluation, the trial has been a success. It is proposed that the Gum Targets in Huntingdon and St Ives remain and a further 15 Gum Targets are installed in St Neots town centre in appropriate locations. Gum Targets may also be installed in other gum hot spots around the district. The cost of the additional gum targets will be met from existing resources.

## **5. RECOMMENDATION**

- 5.1 That Members note the success of the Gum Target trial and the continuation and further extension of the scheme in the future.

## **BACKGROUND INFORMATION**

None.

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

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Panel Date	Decision	Action	Response	Date for Future Action
	<b><u>Town Centre Cleaning Regimes</u></b>			
<b>1/11/05</b>	Cleaning regimes in town centres added to the programme of studies.	Scoping report requested.		
<b>3/10/06</b>	Presentation by Head of Operations. Working Group formed to look at Sunday cleaning and enforcement.	Meeting of Working Group held on 13th November 2006. Further meeting to be held to consider a possible pilot of new cleaning arrangements in St Ives.		
<b>3/07/07</b>	Further update requested.			
<b>6/11/07</b>	Update received from Head of Operations.	Report requested.		
<b>8/01/08</b>	Report requested giving details, including costs, of providing a full cleansing service on every day of the week.		Report submitted to Panel's July meeting. The Panel have recommended that Cabinet consider the option of introducing cleansing services on Sundays in all four market towns across the District and to seek financial contributions from the Town Councils towards the costs of implementing the proposal. Additionally, investigations into the introduction of Alcohol Disorder Zones have also been requested. Cabinet to consider the proposal at their meeting on 4 <sup>th</sup> September.	<b>4/09/08</b>

Panel Date	Decision	Action	Response	Date for Future Action
7/11/06	<p><b><u>Disability Access</u></b></p> <p>Preliminary report considered. Further information requested on the Council's existing policies on disability equality and access and on research in this area.</p>	Further reports submitted.		
5/12/06	<p>Disability Equality Scheme and Action Plan endorsed. Further research to be undertaken within Members' wards and officers of the County Council and of the Police requested to attend future meetings to discuss the study.</p>	Representatives of the County Council and of the Police invited to future meetings.		
6/02/07	<p>Panel met with representatives of Speaking Up and G Morris. A number of matters were identified for further consideration. – improved enforcement of disabled parking bays, extending bus pass hours for disabled users, Council paperwork, advertising of disabled facilities at leisure centres and advocacy services at Council offices.</p>	Report submitted to the Cabinet on high dependency toilets on 28/06/07.	<p>The Cabinet decided to approach Papworth Trust for their advice on the need for high dependency facilities for people whose disabilities are so severe as to prevent them from using conventional toilets designed for the disabled and in particular on the possibility of extending the availability of facilities at Saxongate, Huntingdon for such use.</p>	
5/06/07	<p>Meeting attended by County Council's Access Officer. A number of avenues identified for further investigation. Cabinet to be requested to consider providing high dependency toilets.</p>	Survey sent to Town and Parish Councils and District Councillors. Returns received.		
4/12/07	<p>Findings of survey considered. The Panel requested:</p>			

Panel Date	Decision	Action	Response	Date for Future Action
	<p><b><u>Disability Access (Cont.)</u></b></p> <ul style="list-style-type: none"> <li>• further consultation with Town and Parish Councils on dropped kerbs and parking, the findings of which will be forwarded to the County Council and police respectively for action/comment;</li> <li>• that views on the need for more low liner buses and training for employees on the needs of those with disabilities be forwarded to bus operators;</li> <li>• that a suggestion that carers be provided with free bus passes be forwarded to the County Council;</li> <li>• details of potential consultees on Council policies and services representing local disability groups.</li> <li>• that a representative of Directions Plus be invited to a future meeting to discuss the study;</li> <li>• further investigation of the existence of the Disability 'Blue' Route scheme implemented by the Council; and</li> </ul>	<p>Further consultation documents despatched.</p> <p>Letters sent to bus operators.</p> <p>Carers UK consulted.</p> <p>List submitted to meeting in January 2008.</p>	<p>Presentation received at Panel's April 2008 meeting.</p> <p>Advised that the Papworth Trust did not have Disability 'Blue' Routes in the District.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
	<b><u>Disability Access (Cont.)</u></b>			
<b>4/03/08</b>	<ul style="list-style-type: none"> <li>that investigations be made on the use of Blue Badge parking permits, to include the procedures involved in applying for a permit.</li> </ul>		The Council's Supervising Inspector reported that very little enforcement action is taken towards Blue Badge Holders.	
<b>1/07/08</b>	<p>Suggestion made to invite a representative from Hunts Forum of Voluntary Organisations to a future meeting to discuss the study.</p> <p>Working Group established comprising Councillors Mrs M Banerjee, S J Criswell, Mrs K E Cooper and Mrs J A Dew to review the findings of the study.</p>	Meeting to be arranged.	Presentation received at Panel's July 2008 meeting.	
	<b><u>Adoption of Roads and Sewers</u></b>			
<b>5/12/06</b>	Study to be undertaken into the processes and procedures involved with the adoption of roads and sewers.	Information requested.	Scoping report to be submitted to a future meeting.	
<b>5/06/07</b>	Report deferred to next meeting.	Meeting to be arranged.	Representative of the Anglian Water to be invited to attend a future meeting to discuss the study. First meeting held on 22/10/07.	



Panel Date	Decision	Action	Response	Date for Future Action
<b>3/07/07</b>	<p><b><u>Adoption of Roads and Sewers (Cont.)</u></b></p> <p>Working Group established comprising Councillors J D Ablewhite, D A Giles, Mrs C A Godley and P K Ursell, to undertake a review on the process of adopting estate roads and sewers with an aim to put measures in place that will streamline the process and make the procedures more transparent, initially by an investigation of introducing a District-wide register of un-adopted roads and sewers.</p>			
<b>4/12/07</b>	<p>Working Group held meeting with the Principal Building Control Officer.</p>			
<b>5/02/08</b>	<p>Further meeting to be held with Head of Planning Services, Projects and Assets Manager and representatives Highway authority.</p>	<p>Meeting arranged.</p>		
<b>4/03/08</b>	<p>Councillor Mrs P A Jordan appointed onto the Working Group in place of the late Councillor Mrs C A Godley.</p>	<p>Meeting held on 11/04/08.</p>		
<b>03/06/08</b>	<p>Owing to their interests in the study, Councillors M F Shellens and J S Watt were appointed on to the Working Group.</p>	<p>Meeting held on 24/07/08.</p>	<p>Various information sought from DEFRA, Anglian Water and the County Council. A further meeting will be arranged pending the receipt of this information.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
5/12/06	<p><b>Grant Aid</b></p> <p>Study to be undertaken into the processes in applying for grant aid and the effectiveness of grant schemes.</p> <p>Details of all grant schemes requested.</p> <p>Review of Small Scale Environmental Improvement Schemes to be undertaken.</p> <p>Details of all grant schemes considered. With the exception of Shopmobility, the Working Group undertaking the review of the Small Scale Environmental Improvements scheme was requested to examine the schemes' criteria, publicity, application process, officer involvement and approval process.</p>	<p>Information requested.</p> <p>Meeting arranged.</p>	<p>Meeting held on 24/10/07 to plan further study work.</p>	
3/4/07	<p>Review of Small Scale Environmental Improvements Scheme completed. Working Group awaiting further information on other grant schemes administered by the Council.</p> <p>Details of grant schemes circulated. Meetings to be held with various Heads of Service to discuss capital and revenue grant schemes falling within their remits. Investigations nearing completion.</p>	<p>Meeting held on 1/02/08.</p> <p>Meetings held on 20/03/08, 26/03/08, 7/05/08 and 24/07/08.</p>	<p>Final meeting of the Working Group to be arranged.</p>	
4/12/07				

Panel Date	Decision	Action	Response	Date for Future Action
<b>3/07/07</b>	<p><b><u>State of the District Conference</u></b></p> <p>Working Group established comprising Councillors K J Churchill, P J Downes and Mrs M Banerjee to discuss the concept of local area forums, together with potential subject areas, for discussion at a future meeting of the Panel.</p>	Meeting arranged.	Meeting held on 18/10/07. Further meeting held on 12/11/07.	
<b>6/11/07</b>	Suggestion made that a number of consultation methods should be used during the consultation trial.			
<b>4/12/07</b>	The Panel requested that the Working Group consider the provision of one area consultation event rather than four events.			
<b>5/02/08</b>	Final report of Working Group endorsed for submission to the Cabinet.		The Cabinet noted the recommendations contained within the report and asked for further information on the financial implications of preparing for the events and sought the demonstration of clearer links to the Consultation and Engagement Strategy before coming to a decision. Additional requests made by the Executive for the Heads of Policy and Strategic Services and Environmental and Community Health Services to produce a report on community engagement. Report anticipated at Cabinet's July 2008 meeting. Requests have been	

Panel Date	Decision	Action	Response	Date for Future Action
	<u>State of the District Conference (Cont.)</u>		made for the report to be circulated informally to Panel Members when it becomes available.	
<b>03/06/08</b>	<u>Great Fen Project</u> Discussed at the Panel's June meeting as a potential study area. Some concerns raised regarding the present financial situation that the project was facing.			
<b>01/07/08</b>	Update received by Councillor P G Mitchell at Panel's July meeting. Chairman reported that the Service Support Panel would be undertaking a study on the matter and invited Members to nominate themselves to partake in the study. In that light, Councillors E R Butler, P G Mitchell and J S Watt expressed their interests in the study.	A presentation on the Great Fen will be received at the Service Support Panel meeting on 11th November 2008. All Service Panel Members will be invited to attend the meeting.		<b>11/11/08</b>

Panel Date	Decision	Action	Response	Date for Future Action
03/06/08	<p><b><u>Impact Of The New A14 In Terms Of Air Quality And Noise Pollution</u></b></p> <p>Suggestion made by Councillor M F Shellens to review the impact of the new A14 in terms of air quality and noise pollution in light of the problems being experienced within his Ward.</p>	<p>Information from the Council's Environmental Community Services Division.</p> <p>sought the District and Health Services Division.</p>	<p>Advice received. Councillor M F Shellens to report back thereon at the Panel's September meeting.</p>	2/09/08
2/09/08	<p><b><u>Call Centre Monitoring</u></b></p> <p>Following recent changes to the Panel's remit (with effect from 1<sup>st</sup> September 2008), Call Centre Monitoring has now been transferred over from the Service Support Panel to the Service Delivery Panel. Quarterly performance reports to be circulated informally to Members of the Panel (June and November of each year) and an item included on the Agenda every 6 months in future (February and September of each year). Since the formation of the Customer Service Team in February 2008, quarterly performance reports for the Customer Service Team are now produced, incorporating Call Centre statistics.</p>	<p>Formal report to be considered at Panel's September 2008 meeting.</p>		2/09/08

Panel Date	Decision	Action	Response	Date for Future Action
2/09/08	<p><b><u>ICT Developments</u></b></p> <p>Remit transferred over from the Service Support Panel in September 2008.</p> <p>Update on Flexible Working Strategy to be received at September Panel meeting.</p> <p>Report on the outcome of the home working project in the Revenues and Benefits and Environmental and Community Health Service Divisions to be submitted to a future meeting.</p>		<p>On September Panel Agenda – presentation to be received by the Head of Information Management.</p> <p>Report to be considered at Panel's October meeting.</p>	<p>2/09/08</p> <p>7/10/08</p>
14/05/08	<p><b><u>Corporate Plan – Growing Success</u></b></p> <p>Councillors Mrs M Banerjee, S J Criswell and P G Mitchell appointed to Corporate Plan Working Group.</p>	<p>Meetings held in June and July to review the Corporate Plan.</p> <p>Bi-annual reports to be submitted to Overview and Scrutiny Panels in March and September of each year.</p>	<p>Review of Growing Success to be considered by Corporate and Strategic Framework Panel on 2<sup>nd</sup> September 2008.</p>	2/09/08

Panel Date	Decision	Action	Response	Date for Future Action
4/03/08	<p><b><u>Gypsy and Traveller Sites</u></b></p> <p>Whilst reviewing the findings of the Council's performance against its priority objectives, the Panel's attention was drawn to an opportunity to contribute towards the objective to achieve a low level of homelessness through grant funding available for the acquisition of gypsy and traveller sites. In that light, the Chairman together with Councillor P G Mitchell undertook to pursue the matter directly with Officers.</p>	<p>A seminar has been arranged for all Scrutiny Members on 9<sup>th</sup> September 2008.</p>	<p>Invitation circulated to Panel Members.</p>	9/9/08
1/07/08	<p><b><u>Forward Plan</u></b></p> <p><b>Sub-Regional Housing Strategy</b></p> <p>Requested that report should be considered at a future Panel meeting.</p> <p><b>Sale of Land at Mayfield Road, Huntingdon</b></p> <p>Requested that the report should be circulated informally to Panel Members via email.</p>		<p>To be included on Agenda for October meeting.</p> <p>Expected September 2008.</p>	7/10/08  4/09/08

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## Decision Digest

Edition 86

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 26th June to 31st July 2008.

### **HUNTINGDONSHIRE SUSTAINABLE COMMUNITY STRATEGY AND LOCAL ECONOMY STRATEGY**

The draft delivery plans for the Huntingdonshire Community Strategy and action plan associated with the Local Economy Strategy have been approved by the Cabinet. The Strategy aims to involve partners and stakeholders including the business and voluntary sectors in the process of improving the economic, social and environmental well being of the District.

### **SUPPORTING PEOPLE – REVIEW OF HOME IMPROVEMENT AGENCIES**

The Cabinet has approved the content of a suggested response to a review of the Home Improvement Agency services undertaken on behalf of the Cambridgeshire Supporting People's Commissioning Body. In considering the key findings outlined in the paper, the Cabinet has expressed concern at the continuing and unacceptable time taken to complete occupational therapy assessments for vulnerable, older and disabled people in the District. Having concluded that an approach which seeks to maintain high levels of customer care, improve efficiency and lower costs

through shared or combined services rather than market testing should be examined, the Cabinet has requested that Officers explore further the opportunities available to improve the efficiency and effectiveness of the HIA through shared services or other options.

### **CAMBRIDGE SUB - REGION STRATEGIC HOUSING MARKET ASSESSMENT**

Details of the Cambridge Sub - Region Strategic Housing Market Assessment and its implications for Huntingdonshire have been considered by the Cabinet. The assessment outlines the evidence of need and demand for market and affordable housing based on seven local authority areas within the sub-region and replaces the need for local assessments.

### **PLANNING DESIGN BRIEFS**

Approval has been given by the Cabinet to design briefs for the redevelopment of an area of open space adjoining Mayfield Road, Huntingdon and the former Primrose Lane Hospital in Huntingdon. In so doing, the Cabinet has requested that the retention of the Primrose Centre building be included as part of the development of the site but in the event that this proves not to be

possible consideration be given to its replacement with a scheme of high design quality.

### **A141 KINGS RIPTON ROAD**

The Cabinet has approved funding options to provide a £75,000 contribution towards the County Council scheme for improvements to the junction of the A141 and Kings Ripton Road, Huntingdon.

### **HEAVY GOODS VEHICLE WORKING GROUP**

The findings of a review by a Working Group appointed by the Overview and Scrutiny Panel (Service Support) into the issue of heavy goods vehicles parking throughout the District have been reported to the Cabinet. Having considered the Working Group's recommendations in relation to the need to provide suitable parking on the trunk road network to avoid the problems which arise from a lack of provision, the Cabinet has :-

- invited the County Council 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 to take steps to resolve it;
- requested that support for the forum be sought via Cambridgeshire Together: Local Area Agreement Board; and
- agreed 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.

### **SCORES ON THE DOORS**

A food hygiene rating scheme which aims to improve food standards across the District has been approved by the Licensing and Protection Panel. Under the proposals all caterers and take-away businesses within the District will be awarded up to five stars for food hygiene and safety, cleaning and confidence in management. Premises will be assessed during their scheduled food hygiene inspections and a certificate and window sticker showing the appropriate stars will be awarded for display at the premises. It is also intended to publish the results on the Council's website. Should a premises receive one or zero stars then the certificate will not be issued.

The Food Standards Agency is currently consulting on proposals to establish a nationwide "Scores on the Doors" scheme. Despite the existence of a large number of five star pilot schemes, the Agency has decided to only consult on a three star plus/fail (4-tier) scheme and a pass/improvement required (2-tier) scheme. In Cambridgeshire four councils currently operate a five star scoring system and they have indicated that they will not be willing to change to an alternative scheme. These authorities believe that the reason being that the five star system allows for differentiation of businesses and provides an

incentive for improvement. In the event that the FSA's national scheme becomes mandatory, Members have been reassured that the software for the new Huntingdonshire scheme is flexible and will be suitable for any integration.

### **SERVICE PLAN FOR HEALTH AND SAFETY ENFORCEMENT**

The Licensing and Protection Panel has endorsed the Service Plan for Health and Safety Enforcement for 2008/09 which has been developed in accordance with guidance issued by the Health and Safety Commission. The Plan contains sections on the aims and objectives of the service and the resources available and reviews work undertaken in the previous year.

Members have been informed that a full programme of inspections of premises has been carried out in 2007/08 and a high customer satisfaction rating has been recorded.

### **SERVICE PLAN FOR FOOD LAW ENFORCEMENT 2007/08**

Having considered an executive summary, the Licensing and Protection Panel has recommended that the Council should approve the Service Plan for Food Law Enforcement 2008/09. The Plan has been developed to comply with the requirements of the Food Standards Agency. The Plan incorporates the aims and objectives of the service, an indication of the resources available, and reviews work undertaken during the previous year.

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

The Licensing Committee has authorised the Head of Planning Services to act on behalf of the local planning authority and the Head of Environmental and Community Health Services to act on behalf of the environmental health authority under the Licensing Act 2003.

### **GAMBLING ACT 2005 - DELEGATIONS**

The Licensing Committee has approved further delegations to the Licensing Manager and the Head of Environmental and Community Health Services to enable them to implement and administer the provisions of the Gambling Act 2005.

### **EVALUATION OF THE IMPACT OF THE LICENSING ACT 2003**

The Licensing Committee has been acquainted with the outcome of a recent review by the Government into the implementation and impact of the Licensing Act 2003 which came into force in November 2005. Overall the freedoms introduced by the Act are being used well but powers to tackle problems are not sufficiently well known and are not being taken advantage of. Members were advised that this reflects the situation locally where the implementation and administration of the Act and its provisions has operated smoothly, despite the somewhat last minute issue of many of the required regulations.

## REVIEW OF PUBLIC SPEAKING AT DEVELOPMENT CONTROL PANEL

With the assistance of the results of a recent survey distributed to all Members of the Council and to members of the public who had addressed the Development Control Panel since July 2007, the Overview and Scrutiny Panel (Service Support) has considered whether to recommend any changes to the current arrangements for public speaking at meetings of the Development Control Panel.

Overall, the Panel concluded that the current arrangements were working satisfactorily and that the Chairman of the Development Control Panel was able to offer sufficient discretion / flexibility to address the issues which had arisen from the questionnaire. Although there were no changes that the Panel wished to raise directly with the Development Control Panel, Members have noted the intention of the Chairman of the latter Panel to seek to address the comments made by members of the public in relation to the intimidating and daunting nature of Panel proceedings.

The Panel has also discussed the current situation with regard to the presentation of petitions at meetings of the Council. In doing so, the Panel has agreed that it would be preferable for such petitions to be dealt with as part of the public speaking arrangements and this will be dealt with in the next biennial review of the constitution which will be undertaken next Spring.

## PARISH CHARTER FOR HUNTINGDONSHIRE

The Overview and Scrutiny Panel (Service Support) has received the final report of its Working Group which had been established to consider the preparation of a Parish Charter for the Council's relationship with town and parish councils in the District.

The Panel has agreed that there is little value in proceeding with a Parish Charter with the town and parish councils at the present time. However having acknowledged that there would be disappointment expressed by the parishes if a charter were not to proceed, the Panel agreed that it would be important for the reasons for its conclusion to be explained to town and parish councils, together with an explanation that they would keep the matter under review as the powers and responsibilities of the various tiers of local government alter with changing legislation.

Subsequently, the Cabinet has agreed that no further action be taken to develop a Parish Charter with the town and parish councils and that an explanation be given to those involved. At the same time and having referred to recent ministerial announcements suggesting a devolution of service responsibility from county to district and finally parish councils, the Cabinet has requested the Head of Administration to inform the Local Government Association of the scrutiny investigation, particularly the suggestion that there appears little enthusiasm on the part of parish

councils for additional powers and duties.

### **SEWAGE PROBLEMS, ST AUDREY LANE, ST IVES**

Following the receipt of petition signed by 26 people and presented to their February meeting, the Overview and Scrutiny Panel (Service Support) has met with representatives of Anglian Water to discuss the problems being experienced by residents of St Audrey Lane, Warren Road and Pig Lane, St Ives with flooding from the foul sewerage system.

Having discussed a number of issues which had been identified from the Panel's previous discussions with local residents and the Council's Asset and Project Manager, the Panel has been pleased to note that the profile of the issue had been raised as a consequence of their investigations. The Panel has asked Anglian Water to provide details of the outcome of their investigations to local residents and to provide the Council with an update of their progress in 6 months time.

### **STANDARDS COMMITTEE ISSUES**

The Standards Committee has noted that the Council has:-

- given approval for the appointment of an additional Independent Member to assist in the authority's response to the Standards Committee (England) Regulations 2008. The position has

been offered to and accepted by Ms S Stafford;

- noted that the Standards Board for England has decided not to take any further action in relation to allegations made against two Councillors serving on St Ives Town Council; and
- noted details of Code of Conduct enquiries recorded by the Monitoring Officer since March, the number of allegations received by the Standards Board in the period 1<sup>st</sup> April 2007 – 31<sup>st</sup> March 2008 and the referral and investigation statistics over the same period.

The Committee also has participated in a training exercise, led by the Monitoring Officer to familiarise themselves with the processes involved in the local assessment of complaints.

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

The Overview and Scrutiny Panel (Service Delivery) has requested sight of the Sub-Regional Housing Strategy item prior to its consideration by the Cabinet. Additionally, the Panel has asked for the reports on the sale of land at Mayfield Road, Huntingdon and Community Engagement to be circulated informally to Panel Members.

### **DISABILITY ACCESS STUDY**

The Overview and Scrutiny Panel (Service Delivery) has received a presentation by the Chief Executive for Hunts Forum of Voluntary Organisations on the background to the services offered by the organisation, which included details of the Shopmobility scheme, the organisation's Disability Forum, local advocacy services and the contribution made to the community by the Huntingdonshire Coalition of Disabled People.

The Panel has been apprised with details of plans to launch a pilot Shopmobility scheme in St Ives and of its intention to become established as a registered charity with effect from 10<sup>th</sup> July 2008. In terms of the Disability Forum, the Panel has been advised that the organisation offered a range of services to its stakeholders, which included networking events for members and carers of disabled people, training sessions for local traders, compilation of surveys/questionnaires to members and acting as a general point of contact to the community.

The Panel has discussed the contribution made by the Huntingdonshire Coalition of Disabled People and the recent proposal to disband the group. The role of Disability Cambridgeshire and recent government requests to establish a countywide coalition for disabled people has also been discussed. The view has been expressed that the establishment of a separate group would not be necessary and that funding should be provided to the existing organisations.

In acknowledging that the study on Disability Access was nearing completion, the Panel established a Working Group comprising Councillors Mrs M Banerjee, Mrs K E Cooper, S J Criswell and Mrs J A Dew to review the findings of the Disability Access study.

### **ENHANCED CLEANSING SERVICES – PROPOSALS FOR THE MARKET TOWNS**

The Overview and Scrutiny Panel (Service Delivery) has considered a proposal for enhanced Sunday cleansing services in all four market towns across the District. Their attention having been drawn to the resource implications and operational costs for the proposal, the Panel has been advised that no provision in the Council's financial plan has been made for enhanced cleansing services.

The Panel has considered a representation made by Holywell-cum-Needlingworth Parish Council expressing concerns that the District Council were focusing their cleansing regimes on town centres. Nevertheless, the Panel reiterated their concerns about the cleanliness of the District's town centres on Sundays, in light of the fact that Sunday trade and tourism was increasing at both a local and national level. The possibility of establishing Alcohol Disorder Zones has also been discussed.

The Panel has concluded that the annual cost of £52,400 demonstrated good value for money, particularly, in light of the anticipated benefits that would be achieved. The Panel has

recommended the Cabinet to introduce cleansing services on Sundays in all four market towns across the District and has requested that financial contributions towards the costs of implementing the proposal be sought from the Town Councils. Additionally, the Panel has recommended the Cabinet to include a bid for funding for the proposal in the Medium Term Plan and has requested that further investigation into the introduction of Alcohol Disorder Zones be undertaken.

### **SCOPING REPORT: BACKGROUND ON WORK OF THE HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP**

The Overview and Scrutiny Panel (Service Delivery) has been acquainted with the background to the work of the Huntingdonshire Community Safety Partnership, together with the benefits that the Partnership brings to the Council. The Panel has been advised that the Partnership was set up in response to the Crime and Disorder Act 1998, which aimed to reduce crime, disorder and anti-social behaviour across the District. The Panel has noted the existence of a number of strategic links to both county-wide and district-wide groups such as the Cambridgeshire Strategic Community Safety Partnership and the Huntingdonshire Strategic Partnership.

A number of matters were discussed, which included the structure of the Partnership, Town

and Parish Council representation on Neighbourhood Management Boards, publication of crime statistics and the formulation and agreement of LAA targets.

### **OVERVIEW AND SCRUTINY PANEL (SERVICE DELIVERY) – STUDIES**

The Overview and Scrutiny Panel (Service Delivery) has been acquainted with the progress of its ongoing studies. The Panel has received a brief update from Councillor P G Mitchell on a meeting of the Great Fen Project. The Panel has previously raised concerns over the loss of prime agricultural land and has been advised that the Overview and Scrutiny Panel (Service Support) would be undertaking a study on the matter. In that light, Councillors E R Butler, P G Mitchell and J S Watt expressed their interests in participating in the study.

Councillor S J Criswell reported upon recent changes to the Panel's remit which would be introduced informally with effect from 1<sup>st</sup> September 2008.

## FINANCIAL MONITORING

The Cabinet has noted the outturn of revenue and capital expenditure in 2007/2008 along with variations between the original and revised budget provision for that year.

In discussing the Budget and Medium Term Plan review process, Executive Councillors have raised concerns over the increasing level of fuel and utility costs and the impact of the current economic downturn on land charges income. Particular mention was made to the potential implications of this for future levels of Council Tax and the budget for 2009/10 if the Government fails to acknowledge the impact of the increasing costs and loss of income in the annual award of revenue support grant.

Members' attention also was drawn to the possibility of a reduction in the level of government grant for disabled facilities. It was noted that fewer assessments were being undertaken in Huntingdonshire due to a shortage of occupational therapists. Following discussions with Chris Banks, Chief Executive of the Cambridgeshire Primary Care Trust, Officers are investigating the idea of possibly using therapists based in neighbouring districts to undertake assessments in Huntingdonshire in order to reduce the waiting lists.

## CAR PARKING ORDERS

Under the Road Traffic Regulation Act 1984, the Cabinet has agreed to confirm two new Orders governing the use of car parks operated by the

Council. The first Order will introduce a new three year pricing policy to manage paid and controlled car parks in the town centre with the aim of keeping demand at the 2007 baseline. Order No. 2 is for free car parks, its purpose is to ensure that the car parks are used for the purpose for which they are provided. Both Orders should come into force in the Autumn.

## RAISING SPONSORSHIP AND ADVERTISING REVENUES FROM COUNCIL WEBSITES.

A trial to generate revenue from the sale of sponsorship and advertising space on the Council's website and, in future, other e-channels has been endorsed by the Cabinet. The Director of Commerce and Technology has been authorised, after consultation with the Executive Councillor for IT and Customer Service, to appoint an agency to manage the web advertising on behalf of the Council. This new initiative will be reviewed in January 2009 with a further report being submitted to Cabinet on 19th February 2009.

## NEW ACCOMMODATION

The Cabinet has noted the progress made on the delivery of the new accommodation project and a programme of work for the current year. In so doing, the Cabinet has approved a virement from the headquarters repairs and renewals fund of £170,000 and authorised the Chief Executive, after consultation with the Deputy Leader, to enter into contract(s) for the supply of furniture for the new building. Having



discussed issues associated with the proposed development of an area of land fronting St. Mary's Street, the Cabinet has requested that the options available be investigated and the finding along with their financial implications be submitted to a future meeting.

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